

RESOLUTION 1870-A

A RESOLUTION TO AUTHORIZE A CONTRACT WITH EAST CENTRAL INTERGOVERNMENTAL ASSOCIATION (ECIA) FOR GRANT WRITING SERVICES IN AN AMOUNT NOT TO EXCEED \$2,500 RELATED TO THE \$100,000 CATALYST GRANT INTENDED FOR THE FORMER CROELL READY-MIX SITE.

WHEREAS, The City of West Branch has interest in preparing the Downtown East Redevelopment aka the former Croell Ready-mix site for qualified developers; and

WHEREAS, the Iowa Economic Development Authority is offering in a \$100,000 maximum Catalyst Grant to communities for redevelopment, rehabilitation or deconstruction of buildings to stimulate economic development reinvestment through a competitive application process; and

WHEREAS, the City of West Branch could benefit from the economic development of the Downtown East Redevelopment site and the opportunity to encourage visitors to enjoy the West Branch community; and

WHEREAS, ECIA has experience providing grant writing services with successful outcomes; and

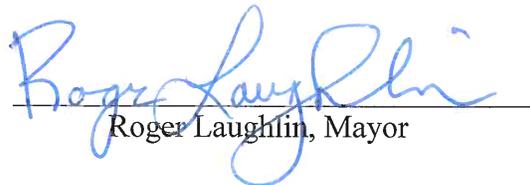
WHEREAS, ECIA can provide grant writing services to the City of West Branch for the purposes of applying for the \$100,000 Catalyst Grant; and

WHEREAS, the cost to the City of West Branch will not exceed \$2,500; and

WHEREAS, it is now necessary to approve said agreement.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa that the aforementioned funding agreement not to exceed \$2,500 between the City of West Branch and East Central Intergovernmental Association is approved. Further, the City Administrator is directed to execute the agreement on behalf of the City.

Passed and approved this 6th day of January, 2020.



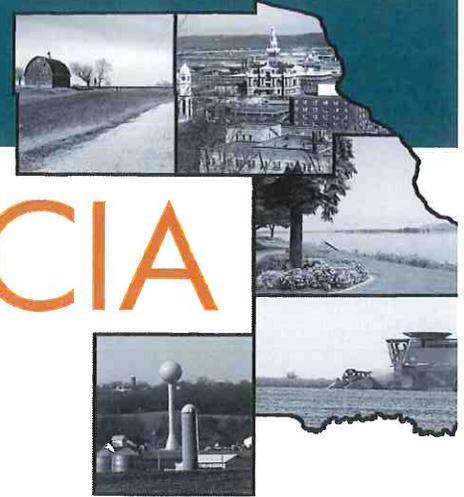
Roger Laughlin, Mayor

ATTEST:



Redmond Jones II, City Administrator / City Clerk

East Central Intergovernmental Association
a regional response to local needs



January 7, 2020

Mr. Redmond Jones II, City Administrator
City of West Branch
110 N Poplar St.
West Branch, IA 52358

Dear Mr. Jones:

Thank you for contacting Marla Quinn about our grant writing services for projects happening in West Branch. We appreciate the opportunity to help secure funding and I am pleased to provide you with a formal proposal that outlines ECIA's grant writing services, in regard to the Iowa Economic Development Authority's Community Catalyst Building Remediation grant.

ECIA staff will provide grant writing services based on our ECIA approved billable hourly rates of \$87.00/hour for Project Coordinators. We will bill your organization by the hour with total cost not to exceed \$2,500 for the Community Catalyst grant. The City of West Branch will be billed in addition to the hourly rates for costs of printing, copying and miscellaneous supplies to complete any grant writing activities. Marla Quinn, Grants and Municipal Coordinator, will be the lead on any grant related work.

Grant writing scope of work to be performed by ECIA will include:

- Complete Letter of Intent form
- Read grant guidelines
- Prepare grant application as outlined by the guidelines
- Work with designated representatives to obtain information to write proposal content
- Work with designated representatives to develop and obtain required attachment information (IE: Cost Estimates, Support Documentation, Detailed Project Budget, Match Documentation, etc.)
- Write template support letters for representatives to obtain required signatures
- Provide advice regarding questions or strategy for the proposal
- Package the proposal
- Submit grant by deadlines

The Catalyst Letter of Intent is due January 31, 2020, and the full application (by invitation only) is due April 17, 2020.

If the above scope of work is acceptable, please sign and date as indicated below. Keep one copy for your files and return one original to ECIA for our files. If you would like me to change anything, don't hesitate to call me at 563-690-5700.

Dubuque Metropolitan Area Transportation Study	Eastern Iowa Development Corporation	
Eastern Iowa Regional Utility Services System	Eastern Iowa Regional Housing Authority	ECIA Business Growth, Inc.
Region 1 Employment and Training	ECIA Regional Planning Affiliation	Region 8 Regional Transit Authority

| 7600 Commerce Park, Dubuque, IA 52002 | www.ecia.org | ecia@ecia.org |
| 563.556.4166 | Iowa only: 800.942.4648 | Relay Iowa 800.735.2943 | f: 563.556.0348 |

We look forward to working with the City of West Branch! Please contact me if you have any questions.

Sincerely,



Kelley Hutton Deutmeyer, Executive Director
cc: Marla Quinn, Grants and Municipal Coordinator

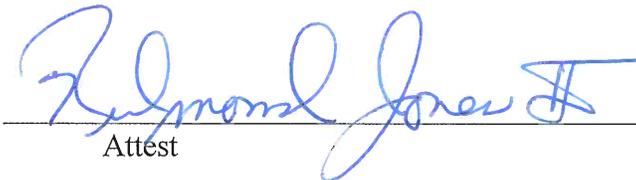
* If the contract covers multiple fiscal years, the billable hourly rate may adjust according to our ECIA Council approved rate increase which averages 3% annually.

Signed:



City of West Branch Authorized Official

1-16-20
Date



Attest

1-16-2020
Date