



Civil Rights Commission  
City of Cedar Rapids  
**Finance Committee Meeting Agenda**  
Wednesday, November 19, 2014  
4:30 pm – 5:15 pm

**Finance Committee Members:**

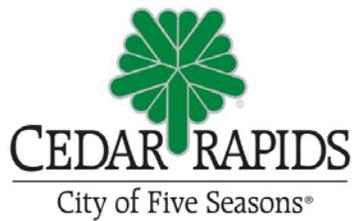
Salma Igram, Chair  
Paulette Hall  
Robin Tucker

**Agenda:**

- I. Call to Order
- II. Introductions
- III. Public Response
- IV. Approval of Minutes
- V. Old Business
  - 1. Civil Rights Office Space Update  
LaSheila Yates  
*Civil Rights Commission* 5 Minutes
- VI. New Business
  - 1. Civil Rights FY15 Budget  
LaSheila Yates  
*Civil Rights Commission* 20 Minutes
  - 2. 28E Agreement  
LaSheila Yates  
*Civil Rights Commission* 10 Minutes
  - 3. 2014 Fair Housing MOU's  
LaSheila Yates  
*Civil Rights Commission* 10 Minutes

Notice:

*Any person needing visual/audio assistance or language interpretation should contact Civil Rights at 319-286-5036 at least 48 hours prior to the meeting.*



City of Cedar Rapids  
Civil Rights Commission  
**Finance Committee Meeting Minutes**  
Wednesday, October 15, 2014  
4:30 p.m. – 5:30 p.m.

**Commissioners Present:** Ms. Salma Igram- Chair  
Ms. Paulette Hall  
Mr. Robin Tucker

**Staff Present:** Ms. LaSheila Yates, Executive Director  
Ms. Alicia Abernathey, Administrative Assistant

Meeting started at 4:48 p.m.

**Introductions**

**Pubic Response** - No public present

**Approval of Minutes** – Robin Tucker moved to approve the minutes. Salma Igram seconded the motion, which was unanimously approved.

**Old Business** -

**1. Civil Rights Office Space Update**

LaSheila Yates informed the committee a final Memorandum of Understanding was received and both the Veterans Memorial Commission and the Civil Rights Commission will need to approve it. The annual rent will be \$25,000 with a two year term lease. The lease can be renewed for two additional two year terms for a total of six years. Ms. Yates stated some adjustments need to be made to the office space including ADA accommodations and replacement of ceiling tiles that will be completed by April 1, 2015. Ms. Yates stated there will be a cost of \$10,000 to accommodate the IT needs. Ms. Yates stated the anticipated move date is November 24<sup>th</sup>.

**New Business** –

**1. Civil Rights FY16 Budget**

Ms. Yates introduced the proposed FY16 Civil Rights Commission budget. Previous year expenses, the FY15 budget and adjustments between the FY15 and the FY16 budgets were identified. Salam Igram asked if the IT cost could be added to the budget as a onetime expense. Ms. Yates also introduced the proposed FY16 budget for the FHAP Grant.

The meeting adjourned at 5:32 p.m.

*Respectfully submitted by Alicia Abernathey*

September 2014

**Civil Rights (Operations department 111xxx, Special Revenue FHAP 7936, Special Revenue Seminar 7937):**

**General Fund: Civil Rights (Dept 111XXX): Analysis by Category**

**Revenue:**

- **Per state code – you must meet or exceed your annual budget by June 30<sup>th</sup>.** Total revenues are at **144%** of budget received.

The only budgeted revenue is a \$5,000 payment from Marion as a contribution and 1,500 for various services that could receive \$ for.

- 1,250 received in July is for Speaking at NIACC Hispanic Ed Conf
- 5,000 received in August from Marion
- 3,125 received in August from State of Iowa for contracts – this must be for the employment cases. FY14 = 3,150

**Expenditure:**

- **Per state code – you can't spend more than your expenditure budget by June 30<sup>th</sup>.** Total expenditures are **22%** spent, at **25%** way through the fiscal year.

**Personal Services:**

- Overall personal services are **on target** budget based on YTD budget at 22% spent at 25% way through the fiscal year.
- OT is currently at 0% spent

**Discretionary Non-Personal Services: (Civil Rights should monitor)**

- Overall discretionary services are **below target** with budget. You have spent **21%** of your budget, **25%** of the way through the fiscal year.
- As long as you do not exceed your total budgeted discretionary expense budget of \$36,000, there will not be an issue in this category. (You can go over/under per accounts, but not in total.)

**Non-Discretionary Non-Personal Services: (Civil Rights will not have to monitor)**

- It should be noted that the internal city billings may not be current but budget will automatically be added for actual costs for Finance, IT, and admin charges.

**Special Revenue Fund: Civil Rights FHAP Grant (fund 7936)**

**Revenue:**

- Total revenues budgeted is \$40K and you are at 82% received.
- Annual Federal HUD to be received is budgeted at 35,000 in FY15. (this will cover Rent and Training only)
- At Budget Amendment time, we will add grant revenue received for various projects within in this fund.
  - 181,240.75 is balance of 235K appropriate to be spent in FY15 (See project detail below expenditures.)

**Expenditure:**

- Total budgeted expenditures is \$40K and you are at **17%** spent.
- *Personal Services* Budget was added to cover 2 temporary outreach / investigator positions. \$107,476.44.
- *Discretionary* training budget of \$6,132.88 will need to be reduced unless Civil Rights can received \$5,000 in revenue (in addition to HUD 35K). This means more travel should be charged to Operations, unless costs can go to a project within 7936.
  - *Only other option is to transfer in from fund 7937 to offset expenses – can be done with Budget Amendment*
- *Non-Discretionary* budget of \$33,867.12 is rent of current Civil Rights location. (will reallocate budget as needed)
  - *Rent July – Nov 2013 is \$2,422.26 per month. (janitorial of \$400 gets charged to operations)*
    - Paid July – October YTD

➤ FUND 7936 - Grant details for \$235K appropriation so **expenditures/revenue must get coded to a project #**. Partially spent in FY14 of \$53,759.25. Balance below should be used in FY15 – General Accounting does Grant requests/tracking.

CTYCR	793602	HUD - FF207K137012 Outreach	\$49,873
CTYCR	793603	HUD - FF207K137012 Investigatr	\$51,744
CTYCR	793604	HUD-FF207K137012 Conf/Edu Hous	\$25,663
CTYCR	793606	HUD-FF207K137012 Fair Housing	\$53,960
			\$181,241

**Special Revenue Fund: Civil Rights Seminars (fund 7937)**

No budget is available in this fund. This fund has not been used in past 5 years with the exception of transfer out to fund 7936 to offset HUD revenue, in order to pay rent & training.

- Preliminary fund balance from FY15 = \$12,865.17

**Travels/Training account 542102** - Travel BTR's should have coding on each travel

- Operational: 542102-101-111000
  - Budget in FY15 is \$7,500, spent YTD is \$1,293.94
- FHAP related travels: 542102-7936-793600
  - Budget in FY15 6,132.88, spent YTD is \$924.09
  - **Must put CVLRT\_TRAV on travel report** in funding source if FHAP grant is going to cover the costs. **If this does not happen, operations will be charged.**

City of Cedar Rapids  
 111000 Civil Rights  
 2014-09-30

Account	Current Month 2015 YTD Actuals	Fiscal Year 2015 Adjusted Budget	Fiscal Year 2015 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent
<b>**Taxes**</b>					
<b>**Total Taxes**</b>	-	-	-	-	0%
<b>**License &amp; Permits**</b>					
<b>**Total License &amp; Permits**</b>	-	-	-	-	0%
<b>**Intergovernmental Grants**</b>					
Local Govt Grants	423000 -	500.00	3,125.00	2,625.00	625%
<b>**Total Intergovernmental Grants**</b>	-	500.00	3,125.00	2,625.00	625%
<b>**Charges for Services**</b>					
Admin Charges - External	431012 -	6,000.00	6,250.00	250.00	104%
<b>**Total Charges for Services**</b>	-	6,000.00	6,250.00	250.00	104%
<b>**Fines &amp; Forfeits**</b>					
<b>**Total Fines &amp; Forfeits**</b>	-	-	-	-	0%
<b>**Other Miscellaneous Revenue**</b>					
<b>**Total Other Miscellaneous Revenue**</b>	-	-	-	-	0%
<b>**Transfers In**</b>					
<b>**Total Transfers In**</b>	-	-	-	-	0%
<b>**Proceeds of LT Liabilities**</b>					
<b>**Total Proceeds of LT Liabilities**</b>	-	-	-	-	0%
<b>Total Revenue</b>	-	6,500.00	9,375.00	2,875.00	144%
<b>**Personal Services**</b>					
Regular Employees	511100 21,061.01	322,066.00	61,207.84	260,858.16	19%
Overtime	511300 (0.07)	1,500.00	-	1,500.00	0%
Other / Special Pays	511400 (586.91)	1,700.00	9,630.54	(7,930.54)	567%
Group Insurance	512100 3,734.66	53,005.00	10,755.51	42,249.49	20%
Social Security Contributions	512200 1,410.03	24,882.00	5,685.94	19,196.06	23%
Retirement Contribution	512300 1,688.98	29,046.00	5,943.92	23,102.08	20%
Workers' Compensation	512500 94.90	1,581.00	348.86	1,232.14	22%

City of Cedar Rapids  
 111000 Civil Rights  
 2014-09-30

Account	Current Month 2015 YTD Actuals	Fiscal Year 2015 Adjusted Budget	Fiscal Year 2015 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent	
Other Employee Benefits	512600	6.20	93.00	20.15	72.85	22%
<b>**Total Personal Services**</b>		<u>27,408.80</u>	<u>433,873.00</u>	<u>93,592.76</u>	<u>340,280.24</u>	22%
<b>**Discretionary - Non-Personal Services**</b>						
Advertising / Marketing	521100	-	1,500.00	-	1,500.00	0%
Contract Labor	521105	2,294.35	3,850.00	2,423.48	1,426.52	63%
Health Services	521106	12.00	150.00	40.00	110.00	27%
Legal Services	521107	-	3,000.00	-	3,000.00	0%
Other Professional Services	521108	-	1,500.00	-	1,500.00	0%
Banking / Financial Services	521109	85.00	-	85.00	(85.00)	0%
Computer Software	522101	-	750.00	-	750.00	0%
IT Services - External	522102	-	2,700.00	-	2,700.00	0%
Ext Rpr & Mtnc Srv-Bldg & Grds	522104	400.00	-	1,600.00	(1,600.00)	0%
Ext Repair & Maint Svcs - FF&E	522105	-	500.00	-	500.00	0%
Telephone	523107	45.85	2,500.00	90.86	2,409.14	4%
Printing, Binding, & Duplicate	525102	581.47	3,000.00	581.47	2,418.53	19%
Books,Periodicals,&Subscrip	531103	-	500.00	-	500.00	0%
Computer Supplies	531106	-	1,000.00	-	1,000.00	0%
Miscellaneous Supplies	531114	24.00	300.00	80.00	220.00	27%
Office Supplies	531116	203.48	2,500.00	429.62	2,070.38	17%
Shop Supplies	531119	7.98	-	7.98	(7.98)	0%
Cost of Conferences / Training	542102	265.00	7,500.00	1,558.94	5,941.06	21%
Dues & Memberships	542103	-	750.00	-	750.00	0%
Postage & Freight	542108	67.80	3,000.00	677.81	2,322.19	23%
Travel	542111	-	1,000.00	-	1,000.00	0%
<b>**Total Discretionary Non-Personal Services**</b>		<u>3,986.93</u>	<u>36,000.00</u>	<u>7,575.16</u>	<u>28,424.84</u>	21%
<b>**Non-Discretionary - Fleet &amp; Facilities Expenditures**</b>						
City Facility Mtnc Services	522107	-	-	-	-	0%
City Fleet Services	522108	-	-	-	-	0%
Rental of Land & Bldgs	524100	-	-	-	-	0%
City Rental Charges - Fleet	524102	-	-	-	-	0%
<b>**Total Fleet &amp; Facilities Expenditures**</b>		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	0%
<b>**Non-Discretionary Non-Personal Service Expenditures**</b>						
City Accounting Services	521113	4,526.25	-	4,526.25	(4,526.25)	0%

City of Cedar Rapids  
 111000 Civil Rights  
 2014-09-30

	Account	Current Month 2015 YTD Actuals	Fiscal Year 2015 Adjusted Budget	Fiscal Year 2015 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent
Admin Charges - Cty Mgr depts	521114	1,960.00	3,920.00	5,880.00	(1,960.00)	150%
Admin Charges - Other	521114	-	-	-	-	0%
City IT Services	522109	-	-	-	-	0%
Electricity	523100	-	-	-	-	0%
Natural Gas	523103	-	-	-	-	0%
Liability Insurance	525104	101.08	1,213.00	303.24	909.76	25%
Property Insurance	525107	-	-	-	-	0%
Vehicle Insurance	525108	-	-	-	-	0%
Diesel Fuel	532100	-	-	-	-	0%
Gasoline	532101	-	-	-	-	0%
<b>**Total Non-Discretionary Expenditures**</b>		<b>6,587.33</b>	<b>5,133.00</b>	<b>10,709.49</b>	<b>(5,576.49)</b>	<b>209%</b>
<b>**Non-Discretionary Capital Outlay Expenditures**</b>						
<b>**Total Non-Discretionary Capital Outlay Expenditures**</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>**Debt Service**</b>						
<b>**Total Debt Service**</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>**Transfers Out**</b>						
<b>**Total Transfers Out**</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Total Expenditures</b>		<b>37,983.06</b>	<b>475,006.00</b>	<b>111,877.41</b>	<b>363,128.59</b>	<b>24%</b>
<b>Net Revenues over/(under) Expenditures</b>		<b>(37,983.06)</b>	<b>(468,506.00)</b>	<b>(102,502.41)</b>	<b>366,003.59</b>	
<b>Summary of Admin Charge Revenue</b>						
Admin Charges - City Mgr Depts	431007	-	-	-	-	
Admin Charges - Other		-	-	-	-	

City of Cedar Rapids  
 793600 Civil Rights - FHAP Grant  
 2014-09-30

Account	Current Month 2015 YTD Actuals	Fiscal Year 2015 Adjusted Budget	Fiscal Year 2015 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent
<b>**Taxes**</b>					
**Total Taxes**	-	-	-	-	0%
<b>**License &amp; Permits**</b>					
**Total License & Permits**	-	-	-	-	0%
<b>**Intergovernmental Grants**</b>					
Federal Operating	421001	222,099.81	181,240.75	(40,859.06)	82%
Local Govt Grants	423000	5,000.00	-	(5,000.00)	0%
**Total Intergovernmental Grants**	-	227,099.81	181,240.75	(45,859.06)	80%
<b>**Charges for Services**</b>					
Registration Fees	431303	2,943.00	5,743.00	5,743.00	0%
**Total Charges for Services**	-	-	5,743.00	5,743.00	0%
<b>**Fines &amp; Forfeits**</b>					
**Total Fines & Forfeits**	-	-	-	-	0%
<b>**Other Miscellaneous Revenue**</b>					
Interest/Div - Nonproprietary	451000	3.86	3.86	3.86	0%
**Total Other Miscellaneous Revenue**	-	-	3.86	3.86	0%
<b>**Transfers In**</b>					
**Total Transfers In**	-	-	-	-	0%
<b>**Proceeds of LT Liabilities**</b>					
**Total Proceeds of LT Liabilities**	-	-	-	-	0%
<b>Total Revenue</b>	2,946.86	227,099.81	186,987.61	(40,112.20)	82%
<b>**Personal Services**</b>					
Regular Employees	511100	107,476.44	17,316.45	90,159.99	16%
Social Security Contributions	512200	-	1,349.29	(1,349.29)	0%
Retirement Contribution	512300	-	1,489.68	(1,489.68)	0%
Workers' Compensation	512500	-	96.05	(96.05)	0%
**Total Personal Services**	9,434.38	107,476.44	20,251.47	87,224.97	19%

City of Cedar Rapids  
 793600 Civil Rights - FHAP Grant  
 2014-09-30

	Account	Current Month 2015 YTD Actuals	Fiscal Year 2015 Adjusted Budget	Fiscal Year 2015 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent
<b>**Discretionary - Non-Personal Services**</b>						
	Printing, Binding, & Duplicate	525102	458.18	-	458.18	(458.18) 0%
	Books,Periodicals,&Subscrip	531103	70.00	-	125.25	(125.25) 0%
	Contribution-Other Agency	541106	-	79,623.37	7,000.00	72,623.37 9%
	Cost of Conferences / Training	542102	334.34	6,132.88	1,258.43	4,874.45 21%
	Travel	542111	7.62	-	7.62	(7.62) 0%
	<b>**Total Discretionary Non-Personal Services**</b>		<u>870.14</u>	<u>85,756.25</u>	<u>8,849.48</u>	<u>76,906.77</u> 10%
<b>**Non-Discretionary - Fleet &amp; Facilities Expenditures**</b>						
	City Facility Mtnc Services	522107	-	-	-	- 0%
	City Fleet Services	522108	-	-	-	- 0%
	Rental of Land & Bldgs	524100	2,422.26	33,867.12	9,714.04	24,153.08 29%
	City Rental Charges - Fleet	524102	-	-	-	- 0%
	<b>**Total Fleet &amp; Facilities Expenditures**</b>		<u>2,422.26</u>	<u>33,867.12</u>	<u>9,714.04</u>	<u>24,153.08</u> 29%
<b>**Non-Discretionary Non-Personal Service Expenditures**</b>						
	City Accounting Services	521113	-	-	-	- 0%
	Admin Charges - Cty Mgr depts	521114	-	-	-	- 0%
	Admin Charges - Other	521114	-	-	-	- 0%
	City IT Services	522109	-	-	-	- 0%
	Electricity	523100	-	-	-	- 0%
	Natural Gas	523103	-	-	-	- 0%
	Liability Insurance	525104	-	-	-	- 0%
	Property Insurance	525107	-	-	-	- 0%
	Vehicle Insurance	525108	-	-	-	- 0%
	Diesel Fuel	532100	-	-	-	- 0%
	Gasoline	532101	-	-	-	- 0%
	<b>**Total Non-Discretionary Expenditures**</b>		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u> 0%
<b>**Non-Discretionary Capital Outlay Expenditures**</b>						
	<b>**Total Non-Discretionary Capital Outlay Expenditures**</b>		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u> 0%
<b>**Debt Service**</b>						
	<b>**Total Debt Service**</b>		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u> 0%

City of Cedar Rapids  
 793600 Civil Rights - FHAP Grant  
 2014-09-30

Account	Current Month 2015 YTD Actuals	Fiscal Year 2015 Adjusted Budget	Fiscal Year 2015 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent
**Transfers Out**					
**Total Transfers Out**	-	-	-	-	0%
<b>Total Expenditures</b>	12,726.78	227,099.81	38,814.99	188,284.82	17%
<b>Net Revenues over/(under) Expenditures</b>	(9,779.92)	-	148,172.62	148,172.62	
<u>Summary of Admin Charge Revenue</u>					
Admin Charges - City Mgr Depts 431007	-	-	-	-	
Admin Charges - Other	-	-	-	-	

CHAPTER 28E AGREEMENT  
BETWEEN  
THE CITIES OF MARION AND CEDAR RAPIDS, IOWA

RE: CIVIL RIGHTS COMMISSION SERVICES

This agreement is entered into by and between the City of Cedar Rapids, Linn County, Iowa, hereinafter referred to as Cedar Rapids and the City of Marion, Linn County, Iowa, hereinafter referred to as Marion.

WHEREAS, Cedar Rapids and Marion are each a public agency as is defined by Section 28E.2 of the Code of Iowa, and

WHEREAS, Section 28E.3 of the Code of Iowa provides that any power or powers, privileges or authority exercised or capable of exercise by a public agency of the State of Iowa may be exercised and enjoyed jointly by a public agency of the State of Iowa having such power or powers, and

WHEREAS, Cedar Rapids has a well established Civil Rights Commission with many years of expertise in the area of investigating and determining civil rights complaints, and

WHEREAS, Marion currently has no Civil Rights Commission but is expecting to be required to have a Civil Rights Commission following completion of the 2010 census due to section 216.19 of the Iowa Code, and

WHEREAS, Marion intends to appoint a Civil Rights Commission in close proximity to the completion of the 2010 census and desires to obtain the staff services from the Cedar Rapids Civil Rights Commission and Cedar Rapids is agreeable providing the staffing for the Marion Civil Rights Commission as needed.

Accordingly it is agreed as follows:

1) DURATION - This agreement shall commence on the date that both parties sign this Agreement and shall continue thereafter until terminated by either party.

2) PURPOSE - The purpose of this agreement is to provide a way for the Cedar Rapids Civil Rights Commission staff to also function as the staff for the Marion Civil Rights Commission. Said staffing will begin contemporaneously with the appointment of the Marion Civil Rights Commission by the Marion Mayor and City Council.

3) FINANCING - Cedar Rapids will continue to finance the operations of the Cedar Rapids Civil Rights Commission, provided, however, that Marion will annually pay to the City of Cedar Rapids the sum of Five Thousand Dollars (\$5,000.00) to cover the cost associated with the initial set up and training of the Marion Civil Rights Commission, mutually beneficial public education functions and such miscellaneous expenses of the Cedar Rapids Civil Rights

Commission that may be occasioned by virtue of this agreement. Said payment will be made to the Cedar Rapids Treasurer on or before July 30 of each fiscal year beginning with July 2011.

Marion will also pay for the processing, investigation and determination of complaints arising within the jurisdiction of the city of Marion and the services of the Cedar Rapids Director in attending Marion Commission meeting and under taking such assignments as may be made, at 125% of the wage rates existing at the time for the employees and Director of the Cedar Rapids Civil Rights Commission. The Cedar Rapids Civil Rights Commission will track its actual time spent processing, investigating and determining complaints arising within the jurisdiction of Marion and the services of its Director and bill Marion at such intervals as its deems appropriate. Marion will pay such billing within 30 days of receipt.

4) LEGAL ENTITY - No separate legal entity is created by this agreement.

5) ADMINISTRATION - The Cedar Rapids Civil Rights Commission and the Marion Civil Rights Commission are the administrators of this agreement. Cedar Rapids and Marion recognize and expressly state that there will be no occasion for them to jointly acquire, hold or dispose of

real property in the joint exercise of powers, privileges and authority pursuant to this agreement. Accordingly no provision is made herein to pursuant to Iowa Code section 28E.6(1((b) for the manner in which to acquire, hold or dispose of property. Should any dispute arise hereunder, the Administrator of the Cedar Rapids Civil Rights Commission and the Marion City Manager and Civil Service Chairperson will meet and confer and seek to resolve the same. Cedar Rapids and Marion agree to indemnify and hold each other, their employees and agents wholly harmless from any damages, claims, demands or suits by any party which may arise out of any acts or omissions by Cedar Rapids or Marion, or any of their employees or agents performed or conducted in connection with matters addressed in this Agreement.

6) TERMINATION - This agreement shall be considered binding upon the parties hereto until either party gives written notice of cancellation. Said notice must be given not less than ninety (90) days prior to the termination date set forth in the notice. Cedar Rapids and Marion recognize and expressly state that there will be no occasion for them to jointly acquire, hold or dispose of real or personal property in the joint exercise of powers, privileges and authority pursuant to this Agreement.

Accordingly no provision is made herein to pursuant to Iowa Code section 28E.5(5) for the manner in which to acquire, hold or dispose of property.

7) RECORDING - Marion will file a copy of this agreement with the Secretary of State and with the Linn County Recorder as required by section 28E.8 of the Iowa Code.

Executed in triplicate each of which shall constitute as original on this 16th day of February, 2012.

CITY OF CEDAR RAPIDS  
Ron J. Lohst  
Mayor

ATTEST:

Amy Stevenson  
City Clerk

Executed in triplicate each of which shall constitute as original on this 5th day of January, 2012.

CITY OF MARION  
Sharon Bond  
Mayor

ATTEST:

Wesley A. Nelson  
City Clerk

PARTY	PROJECT	EFFECTIVE DATES	CONTACT INFO	TERMS OF AGREEMENT	SCOPE OF WORK	PAYMENT	EXPECTED DELIVERY	REPORT 1ST/FINAL	New Deadline	PAID DATE	REC'D DELIVERY	Case Worker
LBA Foundation	HUD-funded Fair Housing Assistance Program Fair Housing Summit: Building an Inclusive Community, one neighborhood at a time	60 days or until scope of work is complete (Effective April 8, 2014)	Aphonce O'Bannon <a href="mailto:al@bahajourney.org">al@bahajourney.org</a>	The term of this agreement shall commence on the day this agreement is signed and will remain in place for 60 days or completion of the scope of work	1. Recruit and facilitate a team of 10 community leaders to be trained in Fair Housing (April 23, 2014) so that they may share information in underserved and underrepresented communities 2. These members will be trained to: be aware of basic fair housing data in Cedar Rapids, understand the basic tenants of fair housing and participate in an asset-based community priority-setting process	\$750	April 23, 2014	N/A	N/A	Paid 6/19/14		N/A
Gerald Matchett	HUD-funded Fair Housing Assistance Program Fair Housing Summit: Building an Inclusive Community, one neighborhood at a time	60 days or until scope of work is complete (Effective April 8, 2014)	827 Greenfield St NE Cedar Rapids, IA 52403 (319) 560-4877	The term of this agreement shall commence on the day this agreement is signed and will remain in place for 60 days or completion of the scope of work	1. Recruit and facilitate a team of 10 community leaders to be trained in Fair Housing (April 23, 2014) so that they may share information in underserved and underrepresented communities 2. These members will be trained to: be aware of basic fair housing data in Cedar Rapids, understand the basic tenants of fair housing and participate in an asset-based community priority-setting process 3. Support CRCRC staff in preparatio and implantation for the Fair Housing Summit. Specifically, assist CRCRC office staff prepare materials (stuff folders, make name tags, etc.) for the summit on April 21 and 22.	\$950	April 21 - 23, 2014	N/A	N/A	Paid 5/27/14		N/A
PFLAG Cedar Rapids	HUD-funded Fair Housing Assistance Program Fair Housing Summit: Building an Inclusive Community, one neighborhood at a time	180 days or until scope of work is complete (Effective March 19, 2014)	Diane Peterson, Chair (319) 431-0673  <a href="mailto:pflagcb@gmail.com">pflagcb@gmail.com</a>  6614 cottage Hill Ct NE Cedar Rapids, IA 52411	The term of this agreement shall commence on the day this agreement is signed and will remain in place for 180 days or completion of the scope of work	1. To convene and facilitate an LGBT Community Capacity Building group to serve as the planning committee for the LGBT Fair Housing Summit. The group will meet a minimum of once a month until the implementation of the LGBT Summit (by September 5, 2014). 2. Recruit and sponsor a 15 person work-team comprised of Cedar Rapids/Marion community leaders interested in LGBT issues to attend the April 23rd, 2014 Fair Housing Summit: Building an Inclusive Community, one neighborhood at a time. 3. Assist in the marketing and promotion of this HUD-funded Fair Housing Assistance Program as laid out by the CRCRC.	\$5,000	1. Monthly Reports containing list of activities for the period, sign in sheet, minutes and draft LGBT Summit plan for Capacity Building group and list of community members reached in that period (name, organizational affiliation, e-mail and zip code) entered into online database 2. Grant Report (Due September 10, 2014) containing aggregated list of all activities from start of the grant to that point, list of community members reached from start of the grant to that point and LGBT Fair Housing Summit	Monthly Reports  Final Due: September 10, 2014		Paid 8/7/14		N/A
Jane Boyd	HUD-funded Fair Housing Assistance Program Fair Housing Summit: Building an Inclusive Community, one neighborhood at a time	365 days or until scope of work is complete (Effective March 15, 2014)	Anne Gruenewald Four Oaks  <a href="mailto:agruenewald@fouroaks.org">agruenewald@fouroaks.org</a>  (319) 784-2142  5400 Kirkwood Blvd. SW Cedar Rapids, IA 52404	The term of this agreement shall commence on the day this agreement is signed and will remain in place for 365 days or completion of the scope of work	1. To infuse fair housing and civil rights content into selected Jane Boyd programs and curriculum reaching underserved populations such as (Housing insecure families, victims of domestic abuse, Latinos, African Americans, immigrants, LGBT). 2. Provide training for Jane Boyd (and its affiliate/partner agencies) regarding fair housing and civil rights (e.g.: attend Building an Inclusive Community, one neighborhood at a time Summit or the Cedar Rapids LGBT Fair Housing Summit). 3. Sponsor a work-team comprised of the organization leadership, front line staff and clients/parents to participate in Building an Inclusive Community, one neighborhood at a time community planning process (on April 23rd, 2014) and assist with the infusion of fair housing and civil rights content into selected Jane Boyd programs and curriculum (item 1) The team shall be comprised of a minimum of 10 people most of whom must be clients, parents or program alumni. 4. Assist in the marketing and promotion of this HUD-funded Fair Housing Assistance Program as laid out by the CRCRC	\$7,000	1. Monthly reports containing list of activities for the period, number of staff/board members trained in the period, percent who report increase knowledge and/or understanding of fair housing and civil rights issues and number of participants/parents receiving fair housing/civil rights information. 2. Initial Grant Report (due September 10, 2014) containing aggregated list of all activities from start of grant to that point, total number of staff/board members trained from start of the grant to that point, total percent who report increase knowledge and/or understanding of fair housing and civil rights issues from start of the grant to that point and number of participants/parents receiving fair housing/civil rights information from start of the grant to that point. 3. Final Grant Report (due February 10, 2014) containing aggregated list of all activities from start of grant to that point, total number of staff/board members trained from start of the grant to that point, total percent who report increase knowledge and/or understanding of fair housing and civil rights issues from start of the grant to that point and number of participants/parents receiving fair housing/civil rights information from start of the grant to that point.	Monthly Reports  Initial Report Due: September 10, 2014  Final Report Due: February 10, 2014	15th of every month  January 30, 2015  May 29, 2015	Invoiced 7/1/14  Paid 7/22/14	September Received: 11/12/14  Initial Report Received: November 12, 2014	Johnny
Catherine McAuley Center	HUD-funded Fair Housing Assistance Program Fair Housing Summit: Building an Inclusive Community, one neighborhood at a time	365 days or until scope of work is complete (Effective March 15, 2014)	Paula Land <a href="mailto:paula@cmc-cr.org">paula@cmc-cr.org</a> (319) 731-0450	The term of this agreement shall commence on the day this agreement is signed and will remain in place for 365 days or completion of the scope of work	1. To provide fair housing and civil rights information and materials to Catherine McAuley Center program participants consisting of Limited English Language Speakers, Africans, Latinos Immigrants and women. 2. Provide training for Catherine McAuley Center staff regarding fair housing and civil rights (e.g.: in-service training by CRCRC staff, attend Building an Inclusive Community, one neighborhood at a time Summit or the Cedar Rapids LGBT Fair Housing Summit). 3. Sponsor a work-team comprised of the organization leadership, front line staff and clients to participae in Building an Inclusive Community, one neighborhood at a time community planning process (on April 23rd, 2014), assist with the dissemination of fair housing and civil rights information to program participants and the team shall be comprised of a minimum of 20 people a majority of whom must be clients or program alumni. 4. Assist in the marketing and promotion of this HUD-funded Fair Housing Assistance Program as laid out by the CRCRC	\$5,000	1. Monthly reports containing list of activities for the period, number of staff/board members trained in the period, percent who report increase knowledge and/or understanding of fair housing and civil rights issues and number of participants/parents receiving fair housing/civil rights information. 2. Initial Grant Report (due September 10, 2014) containing aggregated list of all activities from start of grant to that point, total number of staff/board members trained from start of the grant to that point, total percent who report increase knowledge and/or understanding of fair housing and civil rights issues from start of the grant to that point and number of participants/parents receiving fair housing/civil rights information from start of the grant to that point. 3. Final Grant Report (due February 10, 2014) containing aggregated list of all activities from start of grant to that point, total number of staff/board members trained from start of the grant to that point, total percent who report increase knowledge and/or understanding of fair housing and civil rights issues from start of the grant to that point and number of participants/parents receiving fair housing/civil rights information from start of the grant to that point.	Monthly Reports  Initial Report Due: September 10, 2014  Final Report Due: February 10, 2014	15th of every month  January 30, 2015  May 29, 2015	Invoiced 6/19/14  Paid 7/8/14		Johnny
Waypoint	1. HUD-funded Fair Housing Assistance Programming 2. Building an Inclusive Community, one neighborhood at a time - Fair Housing Summit on April 23, 2014	365 days or until scope of work is complete (Effective March 15, 2014)	Jaye Kennedy, CEO  (319) 365-1458 ext. 6130  <a href="mailto:jkennedy@waypointservices.org">jkennedy@waypointservices.org</a>	The term of this agreement shall commence on the day this agreement is signed and will remain in place for 365 days or completion of the scope of work	1. Infuse fair housing and civil rights content into selected Waypoint programs and curriculum reaching underserved populations such as but not limited to: Housing insecure families, victims of domestic abuse, Latinos, African Americans, Immigrants and LGBT. (Foundational training will be provided to Waypoint staff by CRCRC staff) 2. Provide training for Waypoint staff members regarding fair housing and civil rights (e.g.: attend Building an Inclusive Community, one neighborhood at a time Summit and the Cedar Rapids LGBT Fair Housing Summit). 3. Sponsor a work-team comprised of the organization leadership, board members, direct care staff and clients to participate in Building an Inclusive Community, one neighborhood at a time community planning process (on April 23rd, 2014) and assist with the infusion of fair housing and civil rights content into selected Waypoint programs and curriculum (item 1). The team shall be comprised of a minimum of 20 people and at least 20% of whom must be clients, parents or program alumni.	\$10,000	1. Monthly reports containing list of activities for the period, number of staff/board members trained in the period, percent who report increase knowledge and/or understanding of fair housing and civil rights issues and number of participants/parents receiving fair housing/civil rights information. 2. Initial Grant Report (due September 10, 2014) containing aggregated list of all activities from start of grant to that point, total number of staff/board members trained from start of the grant to that point, total percent who report increase knowledge and/or understanding of fair housing and civil rights issues from start of the grant to that point and number of participants/parents receiving fair housing/civil rights information from start of the grant to that point.	Monthly Reports  Initial Report Due: September 10, 2014	15th of every month  January 30, 2015	Paid 9/17/14		Stefanie

			318 Fifth Street SE Cedar Rapids, IA 52401		4. Provide two workshops at the April 23rd conference including Domestic Violence & Housing: Reducing Barriers for DV Victims and Changes in the Response to Homelessness				3. Final Grant Report (due February 10, 2014) containing aggregated list of all activities from start of grant to that point, total number of staff/board members trained from start of the grant to that point, total percent who report increase knowledge and/or understanding of fair housing and civil rights issues from start of the grant to that point and number of participants/parents receiving fair housing/civil rights information from start of the grant to that point.	Final Report Due: February 10, 2014	May 29, 2015			
					5. Assist in the marketing and promotion of this HUD-funded Fair Housing Assistance Program as laid out by the CRCRC									
Young Parents Network	HUD-funded Fair Housing Assistance Program Fair Housing Summit: Building an Inclusive Community, one neighborhood at a time	365 days or until scope of work is complete (Effective March 15, 2014)	Jan Moffitt, Program Manager jmoffitt@youngparentsnetwork.org (319) 364-8909 420 6th Street SE, Suite 260 Cedar Rapids, IA 52401	The term of this agreement shall commence on the day this agreement is signed and will remain in place for 365 days or completion of the scope of work	1. To infuse bilingual (English/Spanish) fair housing and civil rights content into selected Young Parents Network programs and curriculum reaching underserved populations such as (Limited English Language Speakers, Latinos, African Americans, Immigrants, LGBT, etc.)  2. Provide training for Young Parents Network regarding fair housing and civil rights (e.g.: in-service training by CRCRC staff, attend Building an Inclusive Community, one neighborhood at a time Summit or the Cedar Rapids LGBT Fair Housing Summit).  3. Sponsor a work-team comprised of the organization leadership, front line staff and clients/parents to participate in Building an Inclusive Community, one neighborhood at a time community planning process (on April 23rd, 2014) and assist with the infusion of fair housing and civil rights content into selected programs. The team shall be comprised of a minimum of 20 people a majority of whom must be clients, parents or program alumni  4. Assist in the marketing and promotion of this HUD-funded Fair Housing Assistance Program as laid out by the CRCRC	\$7,000		1. Monthly reports containing list of activities for the period, number of staff/board members trained in the period, percent who report increase knowledge and/or understanding of fair housing and civil rights issues and number of participants/parents receiving fair housing/civil rights information.  2. Initial Grant Report (due September 10, 2014) containing aggregated list of all activities from start of grant to that point, total number of staff/board members trained from start of the grant to that point, total percent who report increase knowledge and/or understanding of fair housing and civil rights issues from start of the grant to that point and number of participants/parents receiving fair housing/civil rights information from start of the grant to that point.  3. Final Grant Report (due February 10, 2014) containing aggregated list of all activities from start of grant to that point, total number of staff/board members trained from start of the grant to that point, total percent who report increase knowledge and/or understanding of fair housing and civil rights issues from start of the grant to that point and number of participants/parents receiving fair housing/civil rights information from start of the grant to that point.	Final Report Due: September 10, 2014	January 30, 2015	15th of every month	Invoiced 6/13/14	Johnny	
Tanager Place	HUD-funded Fair Housing Assistance Program Fair Housing Summit: Building an Inclusive Community, one neighborhood at a time	365 days or until scope of work is complete (Effective March 15, 2014)	Okpara Rice, Executive Director 2309 C Street SW Cedar Rapids, IA 52404 (319) 365-9164	The term of this agreement shall commence on the day this agreement is signed and will remain in place for 365 days or completion of the scope of work	1. To infuse bilingual (English/Swahili) fair housing and civil rights content into Multicultural Center Project. 2. Provide training for leaders of the Multicultural Center Project regarding fair housing and civil rights (e.g.:in-service training by CRCRC staff, attend Building an Inclusive Community, one neighborhood at a time Summit). 3. Sponsor a 10 person work-team comprised of the organization leadership and clients/community members to participate in Building an Inclusive Community, one neighborhood at a time community planning process (on April 23rd, 2014) and assist with the infusion of fair housing and civil rights content into selected Multicultural Center Project programs 4. Assist in the marketing and promotion of this HUD-funded Fair Housing Assistance Program as laid out by the CRCRC	\$750		1. Summit Report (due April 25, 2014) containing number of community members trained in that period and percent who report increase knowledge and/or understanding of fair housing and civil rights issues.  2. Final Grant Report (Due May 30, 2014) containing aggregated list of all activities from start of the grant to that point and total number of people trained from start of grant to that point	Summit Report Due: April 25, 2014	January 30, 2015		Invoiced 9/24/14	Stefanie	
Tanager Place	HUD-funded Fair Housing Assistance Program Fair Housing Summit: Building an Inclusive Community, one neighborhood at a time	365 days or until scope of work is complete (Effective March 15, 2014)	Okpara Rice, Executive Director 2309 C Street SW Cedar Rapids, IA 52404 (319) 365-9164	The term of this agreement shall commence on the day this agreement is signed and will remain in place for 365 days or completion of the scope of work	1. To contract two interpreters to provide up to 4 hours each (8 total hours) of simultaneous or consecutive interpretation at the Fair Housing Summit in Spanish and Swahili. 2. Provide a one hour training preparation "Ensuring language access for limited-English speakers" for the Fair Housing Summit 3. Facilitate performance by the Multicultural Center Project African Singers at the Fair Housing Summit closing ceremony	\$1,160		1. 8 hours of translation in Swahili and Spanish using headphone technology.  2. Check-in and check-out of translation equipment  3. 50 minutes workshop "Ensuring language access for limited-English speakers"  4. Performance by the Multicultural Center Project African Singers at the Fair Housing Summit closing ceremony	N/A	N/A		Invoiced 7/8/14	N/A	
Red-I	HUD-funded Fair Housing Assistance Program Fair Housing Summit: Building an Inclusive Community, one neighborhood at a time	90 days or until scope of work is complete (Effective March 15, 2014)	Lloyd Smith (319) 431-3006 375 Collins Road NE, Suite 103 Cedar Rapids, IA 52402	The term of this agreement shall commence on the day this agreement is signed and will remain in place for 90 days or completion of the scope of work	1. To contract provide facilitation of Asset-Based Community Mapping process at the Building an Inclusive Community, one neighborhood at a time Summit on April 23rd, 2014. The session will be from 3:25 to 4:45. (see attachment for example of Asset Mapping) the focus of the asset map will be "how do we close racial/ethnic disproportionality across systems in our community" 2. Provide a post-summit article outlining the topline assets/solutions found through the asset mapping process. This article should be ready for publication via the CRCRC newsletter. 3. Publish asset map for community wide consumption on Red-I website. Provide link to CRCRC. 4. Recruit and register a team of at least 10 table facilitators to participate in the April 23rd, 2014 summit. These facilitators should be community members, attend the full summit and help facilitate the Asset-Based Mapping process (e.g.: set up, table facilitators, facilitators, etc.)	\$1,500		1. Pre-summit planning meeting with CRCRC leadership  2. Asset-Based Community mapping process at the Building an Inclusive Community, one neighborhood at a time Summit on April 23rd, 2014.  3. Final asset-map by April 25, 2014  4. Final article for newsletter by May 6, 2014	Final Asset Map: April 25, 2014			Invoiced 6/9/14	N/A	
Helen Oh	HUD-funded Fair Housing Assistance Program Fair Housing Summit: Building an Inclusive Community, one neighborhood at a time	60 days or until scope of work is complete (Effective April 8, 2014)	Helen Oh 415 S. Van Buren St. #8 Iowa City, IA 52240 (630) 862-4199 HelenOH18@gmail.com	The term of this agreement shall commence on the day this agreement is signed and will remain in place for 60 days or completion of the scope of work	1. Recruit and facilitate a team of 10 community leaders to be trained in Fair Housing (April 23, 2014) so that they may share information in underserved and underrepresented communities 2. These members will be trained to be aware of basic fair housing data in Cedar Rapids, understand the basic tenants of fair housing and participate in an asset-based community priority-setting process 3. Support CRCRC staff in preparation and implantation for the Fair Housing Summit. Specifically, assist CRCRC office staff prepare materials (stuff folders, make name tags, etc.) for the summit on April 21 and 22.	\$850		1. 10 people attend Fair Housing Summit on April 23rd, 2014 2. People trained will share information and referral resources target communities. 3. Support preparing materials for summit on April 21 & 22, 2014	N/A	N/A		Paid 5/27/14	N/A	
Angela Taylor	HUD-funded Fair Housing Assistance Program Fair Housing Summit: Building an Inclusive Community, one neighborhood at a time	60 days or until scope of work is complete (Effective April 8, 2014)	Angela Taylor (319) 594-7594	The term of this agreement shall commence on the day this agreement is signed and will remain in place for 60 days or completion of the scope of work	1. Recruit and facilitate a team of 10 community leaders to be trained in Fair Housing (April 23, 2014) so that they may share information in underserved and underrepresented communities 2. These members will be trained to be aware of basic fair housing data in Cedar Rapids, understand the basic tenants of fair housing and participate in an asset-based community priority-setting process 3. Support CRCRC staff in preparation and implantation for the Fair Housing Summit. Specifically, assist CRCRC office staff prepare materials (stuff folders, make name tags, etc.) for the summit on April 21 and 22.	\$850		1. 10 people attend Fair Housing Summit on April 23rd, 2014 2. People trained will share information and referral resources target communities. 3. Support preparing materials for summit on April 21 & 22, 2014	N/A	N/A		Paid 5/27/14	N/A	
National Community Reinvestment Coalition (NCRC)	Speaker at State of Equity Conference		Jesse Van Tol			\$1,009.12			N/A	N/A			Invoiced 7/10/14 Paid \$999.12 8/12/14	N/A