LINN COUNTY BOARD OF SUPERVISORS
MEETING AGENDA
Wednesday, March 25, 2020
11 a.m.
Formal Board Room—Jean Oxley Public Service Center
935 2nd St. SW, Cedar Rapids, IA

Call to Order
Pledge of Allegiance
Public Comment: Five Minute Limit per Speaker
This comment period is for the public to address topics on today’s agenda.

Consent Agenda
Items listed on the consent agenda are routine and will be considered by one motion without individual discussion unless the Board removes an item for separate consideration.

Approve and authorize Chair to sign a Vacancy Form requesting an Assistant Teacher for Child Development with Linn County Community Services

Approve and authorize Chair to sign a Vacancy Form requesting an Early Childhood Teacher for Child Development with Linn County Community Services

Statement of Election Costs: Alburnett Community School District and College Community School District
March 3, 2020 Special Elections

Reports

Resolutions

Resolution to modify Linn County’s farm to market road system

Resolution to approve Residential Parcel Split for Benish Acres First Addition, Case JPS19-0025.

Resolution to approve Final Plat for Jackson Acres First Addition, Case JF19-0007.

Resolution to approve Residential Parcel Split for Stoner Farm First Addition, Case JPS19-0020.

Resolution to award contract for project FM-C057(144)-55-57, a hot mix asphalt paving and milling on W Mt Vernon Road from O'Connor Road to 3rd Ave in the City of Mt Vernon, to LL Pelling Co., Inc. in the amount of $2,001,378.96 and authorize Bradley J. Ketels, County Engineer, to execute the contract.

Contract and Agreements

Approve and authorize Chair to sign a contract for services between Linn County Child Development Center and Hawkeye Area Community Services Program for a three year term to serve Head Start and Early Head Start children, on behalf of Linn County Community Services Child & Youth Development effective September 1, 2020 through August 31, 2023.
Approve and authorize Chair to sign an Amendment to the Linn County Child Development Center and Hawkeye Area Community Action program adding an additional six Head Start children for the current fiscal year April 1, 2020 – August 31, 2020.

Approve and authorize Supervisor Brent Oleson to sign, retroactive to March 19, 2020, an IRS Tax Deduction 179D Authorization – Form of Allocation for the Architect relating to OPN Architects design of the Harris Building

Licenses & Permits

Regular Agenda

Discuss and Decide on Consent Agenda

Minutes
Discuss and decide on meeting minutes.

Update on Linn County’s response to COVID-19

Discuss and decide on updating County Policy relative to COVID-19 paid leave to reflect new federal legislation and make this update effective March 23, 2020.

Presentation of the Compensation Board recommendation for Fiscal Year 2021 elected officials salaries

Public hearing on proposed Fiscal Year 2021 budget

Discuss and decide on a resolution setting the Fiscal Year 2021 elected officials salaries

Discuss and decide on certification of Fiscal Year 2021 budget

Adopt proposed Fiscal Year 2021 budget by resolution

Public Comment: Five Minute Limit per Speaker
This is an opportunity for the public to address the board on any subject pertaining to board business.

Claims
Discuss and decide on claims.

Board Member Reports

Legislative Update

Correspondence

Appointments

Adjournment

To adhere to social distancing requirements, Linn County employees and the public may participate in this meeting as follows:
   1) Conference call—telephone number 866-576-7975, access code 218839#
   2) Email questions or comments prior to or during the meeting to: bd-supervisors@linncounty.org

For questions about meeting accessibility or to request accommodations to attend or to participate in a meeting due to a disability, please contact the Board of Supervisors office at 319-892-5000 or at bd-supervisors@linncounty.org.
VACANCY FORM

SELECT ONE:

☑ NEW POSITION

☐ REPLACEMENT

REPLACES:

☐ REPLACEMENT

☑ EXISTING JOB CLASSIFICATION

JOB TITLE: Assistant Teacher

DEPARTMENT: Lecs-Child Development

VACANCY DATE: 4-1-2020

SHIFT/HOURS: 9:30 - 5:30

NUMBER OF POSITIONS: 1

REASON TO ADD NEW POSITION (if applicable):

☐ BUDGET OFFER

☑ GRANT FUNDING

☐ OTHER: ____________________________

NEW POSITION FUNDING SOURCE(S):

additional grant with HACAP

POST TO INSIDE: ☑ YES ☐ NO

ADVERTISE: ☑ YES ☐ NO

IF NO, GIVE EXPLANATION (i.e. not filling due to operational needs):

POSITION TYPE:

☑ FULL-TIME ☐ PART-TIME _____# of hours/week ☐ TEMPORARY/SEASONAL

☐ ON-CALL SUBSTITUTE ☐ GRANT-FUNDED

☐ BARGAINING UNIT: ☐ Clerical ☐ Maintenance ☒ Para Professional ☐ Professional

☐ Attorneys ☐ Conservation ☐ Sergeants ☐ PPME

☐ NON-BARGAINING UNIT (Management and Confidential Employees)

APPROVED BY: ____________________________ 3-9-2020

DEPARTMENT HEAD (original signature required) DATE

FOR HUMAN RESOURCES DEPARTMENT USE ONLY:

PAY GRADE: ____________________________ STARTING SALARY: ____________________________

HR DIRECTOR COMMENTS:

FINANCE/BUDGET DIRECTOR COMMENTS:

APPROVED BY: ____________________________ 3-19-20

HUMAN RESOURCES DIRECTOR DATE

APPROVED BY: ____________________________ 3-19-20

FINANCE/BUDGET DIRECTOR DATE

APPROVED BY: ____________________________

CHAIRPERSON/BOARD OF SUPERVISORS DATE
VACANCY FORM

SELECT ONE:
☑ NEW POSITION
☐ REPLACEMENT
REPLACES: __________________________

☐ NEW JOB CLASSIFICATION
☐ EXISTING JOB CLASSIFICATION

JOB TITLE: Early Childhood Teacher

DEPARTMENT: Child Development - Lecs

VACANCY DATE: 4-1-2020

SHIFT/HOURS: 8:00 - 4:00

NUMBER OF POSITIONS: 1

REASON TO ADD NEW POSITION (If applicable):
☐ BUDGET OFFER
☑ GRANT FUNDING
☐ OTHER: __________________________

NEW POSITION FUNDING SOURCE(S):
Additional grant with HACAP

POST TO INSIDE: ☑ YES ☐ NO

ADVERTISE: ☑ YES ☐ NO

IF NO, GIVE EXPLANATION (i.e. not filling due to operational needs):

POSITION TYPE:
☑ FULL-TIME
☐ PART-TIME ______# of hours/week
☐ TEMPORARY/SEASONAL

☐ ON-CALL/SUBSTITUTE
☐ GRANT-FUNDED

☐ BARGAINING UNIT: ☑ Clerical ☐ Maintenance ☐ Para Professional ☒ Professional

☐ Attorneys ☐ Conservation ☐ Sergeants ☐ PPME

☐ NON-BARGAINING UNIT (Management and Confidential Employees)

APPROVED BY: __________________________ DATE: 3-9-2020

DEPARTMENT HEAD (original signature required)

FOR HUMAN RESOURCES DEPARTMENT USE ONLY:
PAY GRADE: __________________________ STARTING SALARY: __________________________

HR DIRECTOR COMMENTS: __________________________

FINANCE/BUDGET DIRECTOR COMMENTS: __________________________

APPROVED BY: __________________________ DATE: 3-19-20

HUMAN RESOURCES DIRECTOR

APPROVED BY: __________________________ DATE: 3-19/20

FINANCE/BUDGET DIRECTOR

APPROVED BY: __________________________ DATE: __________________________

CHAIRPERSON/BOARD OF SUPERVISORS
RESOLUTION # ____________

FARM TO MARKET REVIEW BOARD APPLICATION

WHEREAS, a county may apply for modifications to its farm to market system to add or subtract mileage from its system, to accept or delete highways gained or lost through jurisdictional transfers, or to change the classification of roads within its system, and

WHEREAS, the Board of Supervisors of Linn County has consulted with its County Engineer and desires to modify its farm to market road system to provide continuity of intra-county and inter-county routes, to meet the needs of existing or potential traffic, to better meet land use needs, or to provide a more suitable location for a farm to market route, and

WHEREAS, application for modifications to any county's farm to market system must be made to the Farm to Market Review Board per the requirements of Code of Iowa Section 306.6,

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF LINN COUNTY that this county is formally requesting that the Farm to Market Review Board approve the following modifications to its farm to market system:

Road segments proposed for addition to the farm to market system:
(See attached map and spreadsheet for locations.)
Total Mileage added to the Farm to Market System: 47.78 miles

Road segments within city corporate limits as farm to market extensions:
(See attached map and spreadsheet for locations.)
Total Mileage added to Farm to Market Extension System: 3.29 miles

Road segments proposed for deletion from the farm to market system:
(See attached map and spreadsheet for locations.)
Total Mileage deleted from the Farm to Market System: 1.53 miles

Road segments proposed for deletion from the farm to market extension system:
(See attached map and spreadsheet for locations.)
Total Mileage deleted from the farm to market extension system: 33.3 miles

The board of supervisors of Linn County, in lawful session this __________ day of __________, 2020 hereby adopts this farm to market modification resolution.

Recommended: ____________
Approved: ____________

COUNTY ENGINEER
_________________________________
Linn County Auditor

BOARDS OF SUPERVISORS
LINN COUNTY, IOWA
ATTEST:
Chairperson
Linn County Auditor

Vice Chairperson

Supervisor
## Mileage Summary

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
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<th></th>
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<tbody>
<tr>
<td><strong>Jan. 1, 2019</strong></td>
<td>328.546</td>
<td>1.072</td>
<td>112.201</td>
<td>441.819</td>
<td>802.111</td>
<td>1131.729</td>
<td>29.0%</td>
</tr>
<tr>
<td><strong>Proposed</strong></td>
<td>374.8</td>
<td>1.072</td>
<td>82.2</td>
<td>458.1</td>
<td>755.9</td>
<td>1131.729</td>
<td>33.1%</td>
</tr>
<tr>
<td><strong>Difference</strong></td>
<td>46.25</td>
<td>0.00</td>
<td>-30.01</td>
<td>16.24</td>
<td>-46.25</td>
<td>0.0</td>
<td>4.1%</td>
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</table>

1. Data from Systems Planning Mileage Reports: https://iowadot.gov/systems_planning/Planning-Resource-Guide#26634639-mileage-reports
2. The average percentage across the state is 33.6%

### Removed Roads

<table>
<thead>
<tr>
<th>Road</th>
<th>Total Miles</th>
<th>FM System</th>
<th>FM Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>N Center Point Road</td>
<td>2.14</td>
<td>2.14</td>
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<tr>
<td>Tower Terrace Road</td>
<td>1.00</td>
<td>1.00</td>
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<tr>
<td>Mentzer Road</td>
<td>2.86</td>
<td>2.86</td>
<td></td>
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<tr>
<td>C Ave Ext</td>
<td>2.11</td>
<td>2.11</td>
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<tr>
<td>N Alburnett Road</td>
<td>1.47</td>
<td>1.47</td>
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<tr>
<td>Blairs Ferry Road</td>
<td>3.26</td>
<td>3.26</td>
<td></td>
</tr>
<tr>
<td>Highway 151</td>
<td>3.86</td>
<td>3.86</td>
<td></td>
</tr>
<tr>
<td>N 10th Street</td>
<td>1.31</td>
<td>1.31</td>
<td></td>
</tr>
<tr>
<td>Munier Road</td>
<td>2.09</td>
<td>2.09</td>
<td></td>
</tr>
<tr>
<td>Ellis Road</td>
<td>2.76</td>
<td>2.76</td>
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</tr>
<tr>
<td>42nd Street</td>
<td>1.73</td>
<td>1.73</td>
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<tr>
<td>Mount Vernon Road</td>
<td>2.96</td>
<td>2.96</td>
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<tr>
<td>E Cemetery Road</td>
<td>3.28</td>
<td>1.53</td>
<td>1.75</td>
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<tr>
<td>6th Street</td>
<td>1.50</td>
<td>1.50</td>
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<tr>
<td>Kirkwood Blvd</td>
<td>2.49</td>
<td>2.49</td>
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<tr>
<td><strong>Total</strong></td>
<td>34.83</td>
<td>1.53</td>
<td>33.30</td>
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### Added Roads

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<th>Road</th>
<th>Total Miles</th>
<th>FM System</th>
<th>FM Extension</th>
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<td>Fairchild Road</td>
<td>5.91</td>
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<tr>
<td>Wileys Road</td>
<td>6.33</td>
<td>6.33</td>
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<tr>
<td>Coggon Road</td>
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<td>5.70</td>
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<tr>
<td>Jordans Grove Road</td>
<td>3.26</td>
<td>3.26</td>
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<tr>
<td>Lakeside Road</td>
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<td>Linn Ridge Road</td>
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<td>44th Street</td>
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<tr>
<td>E Ave</td>
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<tr>
<td>Mabie Road</td>
<td>1.11</td>
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<tr>
<td>Prairie School Road</td>
<td>1.75</td>
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<tr>
<td>Irish Lane</td>
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<tr>
<td>Light Road</td>
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<td>Business 30</td>
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<td>Lisbon Blvd</td>
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<tr>
<td>Lewis Access Road</td>
<td>0.69</td>
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<tr>
<td><strong>Total</strong></td>
<td>51.07</td>
<td>47.78</td>
<td>3.29</td>
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EXISTING FM ROUTE:  
RECLASSIFIED: FM TO AREA SERVICE:  
RECLASSIFIED: AREA SERVICE TO FM:  
REQUESTING FM CLASSIFICATION DUE TO TRANSFER OF JURISDICTION:  

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<tr>
<th>Date</th>
<th>Secondary FM Mileage</th>
<th>FM Ext. City &lt;500</th>
<th>FM Extension</th>
<th>Total FM Mileage</th>
<th>Secondary Area Service</th>
<th>Total Secondary</th>
<th>Secondary FM Percentage</th>
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2. The average percentage across the state is 33.6%
LINN COUNTY BOARD OF SUPERVISORS

RESOLUTION # ___________________________

APPROVING RESIDENTIAL PARCEL SPLIT

WHEREAS, a Residential Parcel Split of BENISH ACRES FIRST ADDITION (Case # JPS19-0025) to Linn County, Iowa, containing two (2) lots, numbered lot 1 and lettered lot A has been filed for approval, a subdivision of real estate located in the SW NE of Section 30, Township 84 North, Range 5 West of the 5th P.M., Linn County, Iowa, described as follows:

Commencing at the W 1/4 of said Section 30; thence N88°34'49"E along the south line of the NW 1/4 of said Section 30, 2468.67 feet to the point of Beginning; thence NOI °36'30"W along the west line of said SW 1/4 NE 1/4, 504.82 feet; thence S89°55'51"E, 520.52 feet; thence S61°13'05"E, 31.96 feet; thence S05°27'58"E, 290.37 feet; thence N78°52'14"E, 17.00 feet; thence S18°10'00"E, 19678 feet to a point on the south line of said SW 1/4 NE 1/4; thence S08°34'49"W along said south line, 640.25 feet to the Point of Beginning, containing 6.60 acres which includes 0.58 acres of road right of way. For a more definite location and description, reference is made to a plat hereto attached and made a part hereof. Said Benish Acres First Addition to Linn County, iowa, is divided into two (2) lots numbered Lot 1 and Lot A. The number of the lots is designated on the plat by figures near the center of the lots. The dimensions of the lots, width of the roads, easements and the distances from the government lines and corners are as shown in feet and decimals thereof on said plat. Lot A, Burr Oaks Road is for street-right-of-way purposes and all public easements with their purpose noted are now being dedicated. The public easements included on the final plat are being dedicated by the owner for the purposes shown. A 1/2" rebar is driven at each point marked with a small circle, except as noted on said plat.

WHEREAS, said plat is accompanied by a certificate acknowledging that said subdivision is by, and with the free consent of the proprietors, and is accompanied by a certificate dedicating certain property to the public, as shown on the plat; and

WHEREAS, said plat and its attachments thereto have been found to conform to the requirements of the comprehensive plan and the subdivision ordinance; and the requirements of other ordinances and state laws governing such plats; and

WHEREAS, the following conditions as listed on the Planning and Development Staff Report of NOVEMBER 20, 2019 as last amended on DECEMBER 16, 2019 have been addressed:

LINN COUNTY SECONDARY ROAD DEPARTMENT, 892-6400
1. Entrance permit required for new entrances and existing unpermitted entrances, Sec. 11 and the Unified Development Code, Article IV, Sec. 107-72 § 2 (h)(5). All approved entrances shall be brought into conformance with County standards. One entrance per parcel is allowed. An additional access may be allowed with justification and permit.
2. Dedication of road rights-of-way, County Standard Specifications, Section 5. 40' of right-of-way on Burr Oaks Road adjacent to development shall be dedicated to the County for road purposes.
3. Road agreement with conditions applicable to residential parcel split cases. County Standard Specifications, Section 1.

IOWA DEPARTMENT OF TRANSPORTATION
1. Not within the jurisdiction of the Iowa Department of Transportation.
LINN COUNTY PUBLIC HEALTH DEPARTMENT
1. Existing sewage disposal system must have one of the following completed: If the property ownership is being transferred and does not qualify for one of the DNR exemptions, a Time of Transfer inspection must be performed by a certified septic contractor. The report must be submitted to this department. If the property is not transferring ownership, the septic must be reviewed by Linn County Public Health for compliance with Linn County Code of Ordinances Chapter 10, Article VI Private Sewage Disposal Systems.

2. Existing house must be reviewed by Linn County Public Health for compliance with Linn County Code of Ordinances Chapter 105, Article VI Property Maintenance Regulations. If applicable, correction of certain deficiencies may require permits, inspections and final approval from the Building Division of Linn County Planning & Development.

NATURAL RESOURCES CONSERVATION SERVICE
1. Show approximate location of natural drainage ways and a note restricting building within the natural drainage way should be shown on the final plat. Contact the NRCS office for widths and building restriction requirements.

2. Clarify plans to address potential wetland area with NRCS.

LINN COUNTY CONSERVATION DEPARTMENT
1. No conditions to be met.

LINN COUNTY EMERGENCY MANAGEMENT
1. No conditions to be met.

LINN COUNTY PLANNING AND DEVELOPMENT – ZONING DIVISION
1. All side and rear yard setbacks must be met for all structures involved in this proposal.

2. Various revisions to the site plan and final plat.

3. Prior to approval of the final plat, the owner must sign an “Acceptance of Conditions” form. The “Acceptance of Conditions” form states that the owner understands and agrees to comply with the agreed upon conditions as stated in the staff report.

4. This plat lies within the 2-mile jurisdiction of the City of Springville, and as per the 28E Agreement between the City and the County, will require City approval or a waiver of the right to review.

5. Approval of utility and drainage easements by the appropriate companies with all easements marked on the final plat bound copies.

6. The proposed subdivision name and proposed names of all roads, streets and lanes shall be submitted for review and approval by the Linn County Auditor’s office prior to approval of the final plat.

7. One original and 3 complete copies of the final plat bound documents that must include the following:
   (i) Owner’s certificate and dedication certificate executed in the form provided by the laws of Iowa, dedicating to Linn County title to all property intended for public use, including public roads
   (ii) Title opinion and a consent to plat signed by the mortgage holder if there is a mortgage or encumbrance on the property as well as a release of all streets, easements, or other areas to be conveyed or dedicated to local government units within which the land is located
   (iii) Surveyor’s certificate
   (iv) Auditor’s certificate
   (v) Resolution of the Planning and Zoning Commission
   (vi) Resolution of the Board of Supervisors
   (vii) Resolution of approval or waiver of review by applicable municipalities
   (viii) Treasurer’s certificate
   (ix) Agricultural Land Use Notification. The landowner shall ensure that such notification shall be attached to the deed and shall become a separate entry on the abstract of title for all the property that is subject of the permit or development as per Article V, Section 107-91, § (h) of the Unified Development Code.
(x) Restrictive covenants or deed restrictions, as separate instruments, not combined with any other instrument
(xi) Three (3) copies of the surveyor's drawing
(xii) A covenant for a secondary road assessment

8. Final plat bound copies must be approved by the Linn County Board of Supervisors on or before DECEMBER 16, 2020 as per Article IV, Section 107-72, § (1)(g), and shall be recorded within 1 year of that approval, as per Article IV, Section 107-72, § (2)(f), of the Unified Development Code.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors, of Linn County, Iowa, that said plat is hereby approved. The Board of Supervisors and County Engineer are hereby authorized to enter approval upon the final plat resolution. The Board of Supervisors’ Chairperson is also hereby authorized to sign said plat which executes an acceptance of dedication of property to the public, as shown on said plat.

NOW, THEREFORE BE IT FURTHER RESOLVED, by the Board of Supervisors, of Linn County, Iowa, that said plat and plat proceedings shall not be changed or altered in any way, without the approval of the Linn County Board of Supervisors. Said plat and plat proceedings shall be recorded by MARCH 25, 2021 to be valid.

Passed and approved this 25TH day of MARCH, 2020.

Linn County Board of Supervisors

______________________________
Chair

______________________________
Vice Chair

______________________________
Supervisor

Aye:

Nay:

Abstain:

Absent:
Attest:

______________________________
Joel Miller, Linn County Auditor

Linn County Engineer

______________________________
Brad Ketels, Engineer

State of Iowa     )
       ) SS
County of Linn    )

I, Joel Miller, County Auditor of Linn County, Iowa, hereby certify that at a regular meeting of the said Board of Supervisors, the foregoing resolution was duly adopted by a vote of:

   ___ Aye   ___ Nay   ___ Abstain   ___ Absent

______________________________
Joel Miller

Subscribed and sworn to before me by the aforesaid Joel Miller, ________________________________
on this ____ day of _____________________, 2020.

______________________________
Notary Public State of Iowa
LINN COUNTY BOARD OF SUPERVISORS

RESOLUTION # ____________________

APPROVING A FINAL PLAT

WHEREAS, a final plat of JACKSON ACRES FIRST ADDITION (Case #JF19-0007) to Linn County, Iowa, containing three (3) lots, numbered Lot 1, Lot 2 and Lot A has been filed for approval, a subdivision of real estate located in the SW SW of Section 16, Township 83 North, Range 5 West of the 5th P.M., Linn County, Iowa, described as follows:

Beginning at the SW Corner of said Section 16; thence N00°36’59"W along the west line of the SW 1/4 of said Section 16, 137262 feet; thence S89°37’22"E along the south right of way line of Dee Lane and its westerly extension, 389.65 feet; thence S76°58’21"E along said right of way line, 286.73 feet; thence S90°46’28"E, 1289.82 feet; thence S88°39’59"W along the south line of said Section 16, 671.84 feet to the Point of Beginning, containing 20.75 acres which includes 1.60 acres of road right of way. For a more definite location and description, reference is made to a plat hereto attached and made a part hereof. Said Jackson Acres First Addition to Linn County, Iowa, is divided into three (3) lots numbered Lot 1 and Lot 2 and Lot A. The number of the lots is designated on the plat by figures near the center of the lots. The dimensions of the lots, width of the roads, easements and the distances from the government lines and corners are as shown in feet and decimals thereof on said plat. Lot A, Springville Road, is for street-right-of-way purposes and all public easements with their purpose noted are now being dedicated. The public easements included on the final plat are being dedicated by the owner for the purposes shown.

WHEREAS, said plat is accompanied by a certificate acknowledging that said subdivision is by, and with the free consent of the proprietors, and is accompanied by a certificate dedicating certain property to the public, as shown on the plat; and

WHEREAS, said plat and its attachments thereto have been found to conform to the requirements of the comprehensive plan and the subdivision ordinance; and the requirements of other ordinances and state laws governing such plats; and

WHEREAS, the following conditions as listed on the Planning and Development Staff Report of NOVEMBER 20, 2019 as last amended on DECEMBER 16, 2019 have been addressed:

LINN COUNTY SECONDARY ROAD DEPARTMENT, 892-6400
1. Entrance permit required for new entrances and existing unpermitted entrances, Sec.11 and the Unified Development Code, Article IV, Sec. 107-72 § 2 (h)(5). All approved entrances shall be brought into conformance with County standards. One entrance per parcel is allowed.
2. Dedication of road rights-of-way, County Standard Specifications, Section 5. A minimum of 50' of right-of-way on Springville Road and 40' of right-of-way on Dee Lane adjacent to the development shall be dedicated to the County for road purposes.
3. Road agreement with conditions similar to final plat cases. County Standard Specifications, Section 1.
4. E-911 address sign is required to be located at a new residential driveway entrance.

IOWA DEPARTMENT OF TRANSPORTATION
1. Not within the jurisdiction of the Iowa Department of Transportation.

LINN COUNTY PUBLIC HEALTH DEPARTMENT
1. No conditions to be met.
NATURAL RESOURCES CONSERVATION SERVICE
1. Show approximate location of natural drainage ways and a note restricting building within the natural drainage way should be shown on the final plat. Contact the NRCS office for widths and building restriction requirements.
2. Clarify plans to address potential wetland area with NRCS.

LINN COUNTY CONSERVATION DEPARTMENT
1. No conditions to be met.

LINN COUNTY EMERGENCY MANAGEMENT
1. No conditions to be met.

LINN COUNTY PLANNING AND DEVELOPMENT - ZONING DIVISION
1. Various revisions to the site plan and final plat.
2. Prior to approval of the final plat, the owner must sign an “Acceptance of Conditions” form. The “Acceptance of Conditions” form states that the owner understands and agrees to comply with the agreed upon conditions as stated in the staff report.
3. Approval of utility and drainage easements by the appropriate companies with all easements marked on the final plat bound copies.
4. The proposed subdivision name and proposed names of all roads, streets and lanes shall be submitted for review and approval by the Linn County Auditor’s office prior to approval of the final plat.
5. The final plat bound documents must be approved by the Linn County Board of Supervisors on or before December 16, 2020 as per Article IV, Section 107-72, § (1)(g), and shall be recorded within 1 year of that approval, as per Article IV, Section 107-72, § (2)(f) of the UDC.
6. One original and 3 complete copies of the final plat bound documents that must include the following:
   i. Owner’s certificate and dedication certificate executed in the form provided by the laws of Iowa, dedicating to Linn County title to all property intended for public use, including public roads
   ii. Title opinion and a consent to plat signed by the mortgage holder if there is a mortgage or encumbrance on the property as well as a release of all streets, easements, or other areas to be conveyed or dedicated to local government units within which the land is located
   iii. Surveyor’s certificate
   iv. Auditor’s certificate
   v. Resolution of the Planning and Zoning Commission
   vi. Resolution of the Board of Supervisors
   vii. Resolution of approval or waiver of review by applicable municipalities
   viii. Treasurer’s certificate
      i. Agricultural Land Use Notification. The landowner shall ensure that such notification shall be attached to the deed and shall become a separate entry on the abstract of title for all the property that is subject of the permit or development as per Article V, Section 107-91, § (h) of the UDC.
      ii. Restrictive covenants or deed restrictions, as separate instruments, not combined with any other instrument
      iii. Three (3) copies of the surveyor’s drawing
      iv. A covenant for a secondary road assessment

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors, of Linn County, Iowa, that said plat is hereby approved. The Board of Supervisors and County Engineer are hereby
authorized to enter approval upon the final plat resolution. The Board of Supervisors' Chairperson is also hereby authorized to sign said plat which executes an acceptance of dedication of property to the public, as shown on said plat.

NOW, THEREFORE BE IT FURTHER RESOLVED, by the Board of Supervisors, of Linn County, Iowa, that said plat and plat proceedings shall not be changed or altered in any way, without the approval of the Linn County Board of Supervisors. Said plat and plat proceedings shall be recorded MARCH 25, 2021 to be valid.

Passed and approved this 25th day of March, 2020.

Linn County Board of Supervisors

__________________________________
Chair

__________________________________
Vice Chair

__________________________________
Supervisor

Aye:

Nay:

Abstain:

Absent:

Attest:

_____________________________
Joel Miller, Linn County Auditor
Linn County Board of Supervisors  
Resolution # JF19-0007  
Page 4 of 4

Linn County Engineer

______________________________
Brad Ketels, Engineer

State of Iowa )
   ) SS
County of Linn )

I, Joel Miller, County Auditor of Linn County, Iowa, hereby certify that at a regular meeting of the said Board of Supervisors, the foregoing resolution was duly adopted by a vote of:

____ Aye ____ Nay ____ Abstain ____ Absent

______________________________
Joel Miller

Subscribed and sworn to before me by the aforesaid Joel Miller,

______________________________
on this _____ day of ______________________, 2020.

______________________________
Notary Public State of Iowa
LINN COUNTY BOARD OF SUPERVISORS

RESOLUTION # _________________

APPROVING RESIDENTIAL PARCEL SPLIT

WHEREAS, a Residential Parcel Split of STONER FARM FIRST ADDITION (Case # JPS19-0020) to Linn County, Iowa, containing one (1) lot, numbered lot 1 has been filed for approval, a subdivision of real estate located in the SW SE Section 13, Township 83 North, Range 5 West of the 5th P.M., Linn County, Iowa, described as follows:

STONEFARM FIRST ADDITION TO LINN COUNTY, IOWA is that part of the West Half of the Southeast Quarter of Section 13, Township 83 North, Range 5 West of the Fifth P.M., Linn County, Iowa, described as follows:

Commencing at the North Quarter Corner of said Section 13; thence South 0°52'30" East 3809.37 feet along the West line of the East Half of said Section 13 to the point of beginning; thence North 89°00'32" East 108.00 feet; thence North 57°09'11" East 140.00 feet; thence South 89°33'53" East 165.00 feet to a point of intersection with the Westerly right of way line of Highway 1; thence South 9°34'21" West 335.00 feet along said Westerly right of way line to the beginning of a 25526.70 foot radius curve concave Southeasterly; thence Southwesterly through a central angle of 0°08'40" an arc distance of 64.36 feet (chord bearing South 9°30'00" West 64.36 feet); thence North 85°07'12" West 321.00 feet to a point of intersection with the West line of the East Half of the Southeast Quarter of said Section 13, thence North 0°52'30" West 290.00 feet along said West line to the point of beginning, containing 2.83 acres.

WHEREAS, said plat is accompanied by a certificate acknowledging that said subdivision is by, and with the free consent of the proprietors, and is accompanied by a certificate dedicating certain property to the public, as shown on the plat; and

WHEREAS, said plat and its attachments thereto have been found to conform to the requirements of the comprehensive plan and the subdivision ordinance; and the requirements of other ordinances and state laws governing such plats; and

WHEREAS, the following conditions as listed on the Planning and Development Staff Report of SEPTEMBER 18, 2019 as last amended on OCTOBER 21, 2019 have been addressed:

LINN COUNTY SECONDARY ROAD DEPARTMENT, 892-6400
1. No conditions to be met.

IOWA DEPARTMENT OF TRANSPORTATION
1. Iowa Department of Transportation will only allow entrance permits for the existing residence and existing field entrance.

LINN COUNTY PUBLIC HEALTH DEPARTMENT
1. Existing house must be reviewed by Linn County Public Health for compliance with Linn County Code of Ordinances Chapter 105, Article VI Property Maintenance Regulations. If applicable, correction of certain deficiencies may require permits, inspections and final approval from the Building Division of Linn County Planning & Development.

NATURAL RESOURCES CONSERVATION SERVICE
1. No conditions to be met.
LINN COUNTY CONSERVATION DEPARTMENT

1. No conditions to be met.

LINN COUNTY EMERGENCY MANAGEMENT

1. No conditions to be met.

LINN COUNTY PLANNING AND DEVELOPMENT – ZONING DIVISION

1. All side and rear yard setbacks must be met for all structures involved in this proposal.
2. Various revisions to the site plan and final plat.
3. Prior to approval of the final plat, the owner must sign an "Acceptance of Conditions" form. The
   "Acceptance of Conditions" form states that the owner understands and agrees to comply with the
   agreed upon conditions as stated in the staff report.
4. Approval of utility and drainage easements by the appropriate companies with all easements marked on
   the final plat bound copies.
5. The remaining land of the parent parcel in the NW ¼ SE ¼ 13-83-5 and the SW ¼ SE ¼ 13-83-5 will
   result in a parcel of less than 35 acres. Either combine the remaining land to an adjacent parcel by deed
   restriction to total 35 acres or more, or include the remaining land as part of the final plat. If included as
   a part of the final plat, the lot will be non-buildable until brought into conformance with the Linn County
   UDC and will require the note: “This parcel may only be developed in accordance with all development
   regulations in effect at the time development is proposed” on the plat.
6. The proposed subdivision name and proposed names of all roads, streets and lanes shall be submitted
   for review and approval by the Linn County Auditor’s office prior to approval of the final plat.
7. One original and 3 complete copies of the final plat bound documents that must include the following:
   (i) Owner’s certificate and dedication certificate executed in the form provided by the laws of Iowa,
       dedicating to Linn County title to all property intended for public use, including public roads
   (ii) Title opinion and a consent to plat signed by the mortgage holder if there is a mortgage or
       encumbrance on the property as well as a release of all streets, easements, or other areas to be
       conveyed or dedicated to local government units within which the land is located
   (iii) Surveyor’s certificate
   (iv) Auditor’s certificate
   (v) Resolution of the Planning and Zoning Commission
   (vi) Resolution of the Board of Supervisors
   (vii) Resolution of approval or waiver of review by applicable municipalities
   (viii) Treasurer’s certificate
   (ix) Agricultural Land Use Notification. The landowner shall ensure that such notification shall be
       attached to the deed and shall become a separate entry on the abstract of title for all the property
       that is subject of the permit or development as per Article V, Section 107-91, § (h) of the Unified
       Development Code.
   (x) Restrictive covenants or deed restrictions, as separate instruments, not combined with any
       other instrument
   (xi) Three (3) copies of the surveyor’s drawing
   (xii) A covenant for a secondary road assessment
8. Final plat bound copies must be approved by the Linn County Board of Supervisors on or before
    OCTOBER 21, 2020 as per Article IV, Section 107-72, § (1)(g), and shall be recorded within 1 year of
    that approval, as per Article IV, Section 107-72, § (2)(f), of the Unified Development Code.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors, of Linn County, Iowa, that said
plat is hereby approved. The Board of Supervisors and County Engineer are hereby authorized to enter
approval upon the final plat resolution. The Board of Supervisors’ Chairperson is also hereby authorized to sign said plat which executes an acceptance of dedication of property to the public, as shown on said plat.

NOW, THEREFORE BE IT FURTHER RESOLVED, by the Board of Supervisors, of Linn County, Iowa, that said plat and plat proceedings shall not be changed or altered in any way, without the approval of the Linn County Board of Supervisors. Said plat and plat proceedings shall be recorded by MARCH 25, 2021 to be valid.

Passed and approved this 25TH day of MARCH, 2020.

Linn County Board of Supervisors

__________________________
Chair

__________________________
Vice Chair

__________________________
Supervisor

Aye:

Nay:

Abstain:

Absent:

Attest:

__________________________
Joel Miller, Linn County Auditor
Linn County Board Of Supervisors
Resolution # JPS19-0020
March 25, 2020
Page 4 of 4

Linn County Engineer

__________________________________________
Brad Ketels, Engineer

State of Iowa    )
) SS
County of Linn  )

I, Joel Miller, County Auditor of Linn County, Iowa, hereby certify that at a regular meeting of the said Board of Supervisors, the foregoing resolution was duly adopted by a vote of:

___ Aye ___ Nay ___ Abstain ___ Absent

__________________________________________
Joel Miller

Subscribed and sworn to before me by the aforesaid Joel Miller, __________________________________________,
on this _____ day of ______________________, 2020.

__________________________________________
Notary Public State of Iowa
RESOLUTION

WHEREAS, the Board of Supervisors, hereafter referred to as “the Board”, believes the FM-C057(144)--55-57, hereafter referred to as “the project” is in the best interest of Linn County, Iowa, and the residents thereof. The project is defined as Hot Mix Asphalt paving and milling on W Mt. Vernon Road from O’Connor Road to 3rd Ave. in the City of Mt. Vernon; and

WHEREAS, the Board has sought appropriate professional guidance for the concept and planning for the project and followed the steps as required by the Code of Iowa for notifications, hearings, and bidding/letting; and

WHEREAS, The Board finds this resolution appropriate and necessary to protect, preserve, and improve the rights, privileges, property, peace, safety, health, welfare, comfort, and convenience of Linn County and its citizens, all as provided for in and permitted by section 331.301 of the Code of Iowa; and

IT IS THEREFORE RESOLVED by Board to accept the bid from L.L. Pelling Co., Inc. in the amount of $2,001,378.96 and awards the associated contract(s) to the same;

BE IT FURTHER RESOLVED that all other resolutions or parts of resolutions in conflict with this resolution are hereby repealed. If any part of this resolution is adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the resolution or action of The Board as a whole or any part thereof not adjudged invalid or unconstitutional. This resolution shall be in full force and effect from and after the date of its approval as provided by law; and

BE IT FURTHER RESOLVED by the Board of Supervisors of Linn County, Iowa, that after receiving the necessary contract documents, including but not limited to, the contractor’s bond and certificate of insurance, Bradley J. Ketels, the County Engineer for Linn County, Iowa, be and is hereby designated, authorized, and empowered on behalf of the Board of Supervisors of said County to execute the contracts in connection with the afore awarded construction project let through the DOT for this county.

Dated at Cedar Rapids, Iowa, this 25th day of March, 2020.

Board of Supervisors of Linn County, Iowa

___________________________________
___________________________________
___________________________________

ATTEST:

By ________________________________
County Auditor

SEAL
CONTRACT FOR PROVISION OF SERVICE AGREEMENT BETWEEN

HAWKEYE AREA COMMUNITY ACTION PROGRAM, INC.
hereinafter “HACAP”

AND

LINN COUNTY CHILD DEVELOPMENT CENTER
hereinafter “Provider”

PURPOSE OF AGREEMENT: This agreement describes the terms of collaborative venture to provide services to children who are dually eligible for both Head Start HACAP and the Provider’s Early Childhood Program. (Dually eligible is defined here as children who meet the eligibility requirements of both HACAP Head Start/Early Head Start (HS/EHS) and the Provider.) This venture involves a “wraparound funding” approach which combines the use of federal Head Start/Early Head Start funds (offered by HACAP) and non-federal matching funds (offered by the Provider) to result in sufficient funding to provide a full-day, full-year service for enrolled children. Participating families must document their on-going full-day need (related to employment, enrollment in training/education or a protective need). Under this venture full-time care is defined as at least 10 hours per day, 50 weeks per year (based on a 12-month year).

CONTRACT TIME PERIOD: Upon signing, this contract will be effective September 1, 2020 and shall be in effect through August 31, 2023.

PARTNERSHIP: Achievement of the goals and objectives of this collaborative venture requires commitment from all levels and persons involved in the program. HACAP HS/EHS Head Start encourages and expects philosophical commitment to the HS/EHS Head Start goals, and compliance with the terms and conditions of this contract, as well as, compliance with the Head Start Act and all policies, regulations, and guidelines of the Department of Health and Human Services/Administration for Children and Families.

This agreement establishes the conditions under which HACAP will contract with the Provider to provide comprehensive HS/EHS Head Start services that meet or exceed Head Start Performance Standards and National Association for the Education of Young Children (NAEYC) Accreditation Criteria. The Provider agrees to perform all activities authorized by this agreement and the federal grant conditions (inclusive of Head Start Performance Standards, Program Instructions, Code of Federal Regulations 45-Administration of Grants, Audit Guide, Head Start guidelines and all other Department of Health and Human Services/Administration of Children and Families directives).

RESPONSIBILITIES OF PARTIES UNDER THIS AGREEMENT:

I. ADMINISTRATION and MANAGEMENT

A. Provider will:

1. Designate appropriate representatives to consistently participate in HACAP HS/EHS Head Start Contracted Partnership Committee activities, when scheduled.

2. Ensure the cooperation of the Provider’s employees, policy groups and board members in efforts to monitor, evaluate and provide assistance to the Provider in the conduct of activities contracted under this agreement. All parties will assure access to classrooms and program files for this peer monitoring function, which will be jointly developed by the
3. Maintain a full childcare center license through the Iowa Department of Human Services.

4. Assure quality programming either by:
   1. Attaining or retaining NAEYC Accreditation or

   If not Accredited, establish a timetable and work towards NAEYC Accreditation.

5. Ensure that teachers in each class serving a HS/EHS Head Start-enrolled child have an associate, baccalaureate, or advanced degree in early childhood education, or a degree in a related field with experience in teaching preschool children plus a state awarded preschool certificate as required by the Head Start Act, as amended. The Provider will supply HACAP with a copy of the credentials of the classroom staff serving HS/EHS Head Start children.

6. Ensure that assistant teacher(s) in each class serving a HS/EHS Head Start-enrolled child must have a child development associate (CDA) credential; be enrolled in a CDA credential program that will be completed within 2 years; or have an associate or baccalaureate degree (in any area) or be enrolled in a program leading to such a degree as required by the Head Start Act, as amended. The Provider will supply HACAP with a copy of the credentials of the classroom staff serving HS/EHS Head Start children.

7. Release Provider staff members who have direct involvement with HS/EHS Head Start children to attend HS/EHS Head Start in-service training.

8. Maintain personnel records on each of the Provider’s employees containing documents specified by Head Start Performance Standards. This applies only to employees involved in providing services to HS/EHS Head Start-enrolled children.

9. Maintain all financial and program operation records and documents sufficient to document the purpose of this agreement. The Provider will maintain all records during the contract period and for a period of either five (5) years from the date of this agreement expires or is terminated; or one (1) year from the resolution of any outstanding administrative, program, or fiscal audit questions or legal action, whichever is later.

10. Indemnify and hold HACAP harmless for any and all damages whatsoever that might arise out of the activities covered in this contract.

11. Maintain adequate liability insurance coverage related to the child development services provided in connection with this contract or provide HACAP with a letter of self-insured status.

12. Work with HACAP staff to develop a Performance Standards Compliance Plan to resolve Head Start Performance Standards’ compliance issues.

13. Permit monitoring activities to include, at a minimum, periodic observations of the daily program, conferring with staff and parents, site visits to conduct specific activities and access to all program records related to the activities under this contract. The Provider will ensure the cooperation of the Provider’s employees, policy groups and board members in
such efforts.

14. Be responsible for seeing that all non-classroom Head Start Performance Standards are met by providing comprehensive services including:
   1. Social services to families
   2. Parent involvement activities
   3. Policy Council representation and participation
   4. Health screening and follow-up
   5. Services to respond to children’s special needs

These comprehensive services will be provided either directly by the Provider or in cooperation with other community resources. In either case, the Provider will adequately document these required services. HACAP and the Provider will use the same eligibility and service provision documentation.

15. Provide program staff, as needed, to: (1) handle needs assessments, referrals and follow-up services for all non-classroom HS/EHS Head Start services, (2) assist with the recruitment of children, (3) help families complete applicable HS/EHS Head Start enrollment forms for children being placed in the program, and (4) convene and support a site Parent Committee designed to involve parents of HS/EHS Head Start-enrolled children.

16. Work toward general wage and benefit comparability for the Provider staff that is funded through this agreement, in comparison to current HACAP wages and benefits. The goal of this provision for the Provider’s wages/benefits to match or exceed those offered by HACAP for comparable work.

17. Ensure that a Parent Representative to the HACAP Head Start Policy Council is duly elected by the Parent Committee at the Provider’s site. The Provider agrees to offer the Parent Representative reasonable support and assistance in understanding and fulfilling his or her role as a member of the Head Start Policy Council.

B. HACAP will:

1. Hold Provider harmless for any and all damages that arise out of any decision, commission, negligence, or other conduct by HACAP.

II. RECRUITMENT/ENROLLMENT/TERMINATION

A. Provider will:

1. Collaborate in the development and implementation of a dual enrollment, dual eligibility system for the children enrolled in the program funded under this agreement, to assure that both HS/EHS Head Start and Provider eligibility and enrollment requirements are met.

2. Defer starting a child in a HS/EHS Head Start slot until HS/EHS Head Start eligibility has been determined.

3. Follow the HACAP approved plan to enroll children from specifically targeted populations and/or specified catchment areas. The plan shall include accepting enrollment of dually-eligible children from the HACAP HS/EHS Head Start Waiting List in the event the center has an opening, which it is unable to fill within 10 working days with a dually-eligible child.
from its own waiting list.

4. Consider these children and their families dually enrolled in the Provider program and HS/EHS Head Start and therefore eligible for all rights, responsibilities and services available to any non-HS/EHS Head Start children and their families in that same program.

5. Insure that HS/EHS Head Start families are not charged a fee for HS/EHS Head Start classroom services offered in the designated HS/EHS Head Start hours during the designated HS/EHS Head Start days (see Attachment A).

6. Notify HACAP immediately if the Provider believes it can no longer accommodate a HS/EHS Head Start-enrolled child or family in the program, for any reason whatsoever. The Provider agrees to participate in an objective review of the disenrollment decision, prior to taking any final action. In the event of disenrollment from the Provider’s site, such a child is still considered enrolled in HS/EHS Head Start and may be moved to another HS/EHS Head Start affiliated site.

7. Notify HACAP immediately if a dually enrolled child has withdrawn or plans to withdraw from the program.

8. Follow-up on child absences and terminations of enrollment to assure that enrolled children are present for at least 85% of their scheduled class days and that open capacity is quickly filled. If the Provider’s site has unfilled HS/EHS Head Start slots as of September 15 of any year covered under this contract, those unfilled slots, along with the proportionate funding will come back to HACAP. Additionally, if, at any time during the year the Provider has one or more open HS/EHS Head Start slots which remain vacant for more than 30 days, these HS/EHS Head Start slots along with a proportionate amount of HS/EHS Head Start funding will come back to HACAP.

9. Give parents written information on the Provider’s established complaint and grievance policy and procedures. The Provider will give HACAP written feedback on the disposition of any HS/EHS Head Start parent complain, if the complaint was initially received by HACAP and redirected to the Provider.

B. HACAP will:

1. Notify the Provider immediately if the HS/EHS Head Start can no longer accommodate a dually enrolled child and that family in the program for any reason whatsoever. Such child is still considered enrolled in the Provider program and may be moved by the Provider to another Provider slot or program.

2. Notify the Provider immediately if a dually enrolled child is withdrawn from the program.

3. Assume responsibility for convening and supporting a regional Head Start Policy Council which fulfills the Head Start Performance Standards.

4. Refer site-related complaints from parents enrolled at the Provider’s site back to the Provider, to be handled as part of the Provider’s established complaint and grievance process. HACAP will respond to complaints which allege child abuse, civil rights violations or Americans with Disabilities Act violations in a manner consistent with its legal obligations.
III. CLASSROOM PROGRAM

A. Provider will:

1. Comply with Head Start Performance Standards in the operation of the classroom program funded under this agreement. The Head Start Performance Standards will be integrated with the “Center Accreditation Standards of the National Academy of Early Childhood Programs,” wherever possible to prevent duplication of effort.

2. Use the Creative Curriculum for Early Childhood or other written curriculum (approved by the HS/EHS Head Start-Child Care Partnership) based on sound child development principles about how children grow and learn and Developmentally Appropriate Practice in Early Childhood Programs as a framework for the activities offered to the HS/EHS Head Start enrolled children at the center.

3. Ensure that the HS/EHS Head Start child’s teacher makes no less than two home visits per school year (September 1st through May 31st) to the home of each HS/EHS Head Start enrolled child, unless the parents expressly forbid such visits. In this event, a staff-parent conference will be held in place of the home visit.

4. Ensure that, in addition to the two home visits, the HS/EHS Head Start child’s teacher conducts staff-parent conferences, as needed, but no less than two per school year (September 1st through May 31st), to enhance the knowledge and understanding of both staff and parents of the educational and developmental progress and activities of the HS/EHS Head Start enrolled child.

5. Ensure that the Provider develops a written individual plan for each HS/EHS Head Start enrolled child that supports each child’s individual pattern of development and learning. This plan will be shared with the child’s parents and updated periodically throughout the program year.

6. Use the HACAP HS/EHS Head Start Education Outcomes Assessment system for each HS/EHS Head Start enrolled child.

7. Work actively with HACAP (and other partners) in establishing ongoing, on-site HS/EHS Early Head Start/Head Start training and technical assistance to meet Head Start Performance Standards including participation in Child Development Associate (CDA) efforts.

B. HACAP will:

1. Work actively with Provider (and other partners) in establishing ongoing, on-site Head Start training and technical assistance to meet Head Start Performance Standards, Head Start Act and CLASS domains. HACAP will assist with participation in Child Development Associate (CDA) efforts including meetings and observations, and be available as a resource for other early childhood issues. HACAP will provide technical assistance to the provider on the implementation of the Outcomes Assessment System.

2. HACAP will complete and provide monthly monitoring activity and support.

4. Loan the Provider the use of certain HACAP inventoried equipment for the duration of this agreement. The Provider is responsible for care, repair, and, where appropriate, replacement of these items.

IV. PROGRAMMATIC ISSUES

A. Provider will:

1. Maintain strict program confidentiality for all enrolled HS/EHS Head Start children and their families. All HS/EHS Head Start files must be kept in a locked filing cabinet accessible only to the Provider staff, designated HACAP HS/EHS Head Start staff and state or federal officials involved in program monitoring.

2. Insure that HACAP HS/EHS Head Start Peer Review Team Members have full access to the Provider center and to HS/EHS Head Start files in carrying out their monitoring responsibilities.

3. Consult with HACAP HS/EHS Head Start when changing program or personnel policies that could affect provision of HS/EHS Head Start services.

4. Establish a Parent Committee for the center which includes families of dually-enrolled children and which fulfills parent involvement requirements specified in Head Start Performance Standards.

5. Participate as a partnership program in, implementing any federally mandated HS/EHS Head Start special initiatives, including early literacy and “father-involvement” efforts.

6. Be responsive to any compliance issues identified during federal Head Start Peer Review processes and work diligently to resolve these matters to the satisfaction of federal authorities.

B. HACAP will:

1. Work together with the Provider to avoid duplication in offering supportive services to children and families.

2. Consult with the Provider when changing program policies that could affect provision of HS/EHS Head Start services.

3. Notify the assigned Provider staff when the family of a dually enrolled child is receiving intensive social services. Meet with the Provider’s designated classroom staff as necessary to share appropriate information about participating families.

V. REPORTS and DOCUMENTATION:

A. Provider will:

1. Submit within 30 days of the signing of this contract:
   - a certificate of insurance or a letter of self-insured status

2. Submit annually as available:
   - A copy of annual licensing visit report
3. Submit monthly:
   - attendance of enrolled children showing date(s) each child was in attendance at the center
   - a monthly report that includes needed billing information (HS/EHS share, other federal, & non-federal), awarded slots and average daily attendance rate (for the month & for the program year-to-date).
   - reports and documentation of services provided to children and families of dually enrolled children (Child/family documents which have been identified as being a required part of the HS/EHS Head Start “Master File” system maintained at the HACAP Corporate Office).

B. HACAP will:

Maintain a HS/EHS Head Start “Master File” at the HACAP Corporate Office for audit and federal compliance purposes.

VI. FISCAL

A. Provider will:

1. Assure HACAP that the Provider is not in any way debarred or suspended from receiving federal funds. If at any time during the contract period, the Provider’s ability to receive federal funds changes, the Provider must notify HACAP immediately.

2. Following the billing and programmatic reporting process described in Attachment A.

B. HACAP will:

Pay the provider according to the plan described in Attachment A. Payments shall be limited to once a month.

VII. DISCRIMINATION

No person shall, on the grounds of political or religious affiliation, or because of race, religion, gender, creed, color, veteran status, national origin, or physical or mental disability or sexual orientation be excluded from participating in, be denied the benefits of or be subject to discrimination in the performance of this contract.

VIII. RELIGIOUS ACTIVITIES

1. Funding under this contract may not be expended for any religious items or activities whatsoever. Furthermore, Provider may not engage in sectarian activities of any kind including, but not limited to instruction, worship, or proselytization during the designated Head Start days and hours.

2. Non-sectarian holiday activities, conducted with parent agreement, are acceptable.

IX. POLITICAL ACTIVITY

1. None of the funds, materials, property, services contributed by HACAP HS/EHS Head Start or the Provider under this contract shall be used for any partisan political activity to (a) further the election or defeat of any candidate for public office, (b) provide voters or
prospective voters with transportation to the polls or similar assistance in connection with any such election or (c) any voter registration activity.

2. Nothing in the above statement is intended in any way to inhibit or discourage any party from exercising its lawful rights to attempt to influence legislation pending before Congress as long as the costs are not charged to this contract.

X. ENVIRONMENTAL TOBACCO SMOKE

The Provider agrees to comply with the requirements of Public Law 103-227, Part C. Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act.) The Act requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, daycare, education, or library services to children under the age of 18, if the services are funded by a Federal program either directly or through States or local governments, or by a Federal grant, contract, loan or loan guarantee.

XI. BOTH PARTIES:

1. Agree to commit management time in working toward the full development and on-going implementation of the HS/EHS Head Start-Child Care Partnership (the category of programming under which this agreement falls). It is essential that this include the time of agency directors, throughout the various phases of partnership development and implementation.

2. Will comply with grant requirements and regulations pertaining to the HS/EHS Head Start Expansion Grant, and the Head Start Act, as amended, and all applicable Federal, State and Local laws and regulations.

3. Agree that the Provider’s Program Description (Attachment B) is incorporated into the agreement, provided however, that if any item in the Program Plan conflicts with any provision(s) of this agreement, the terms of this agreement govern.

4. Agree that if significant operational problems exist, as an alternative to complete contract termination, a Corrective Work Plan may be implemented detailing required changes in program operation, along with specific timeframes for completing required changes. If a work plan involves forms and processes specific to the HS/EHS Early Head Start/Head Start program, technical assistance will be offered. Additional monitoring visits and written documentation submitted by the site will be considered in determining whether the terms of the Corrective Work Plan have been met.

5. Agree to acknowledge the partnership between the Provider and HACAP HS/EHS Head Start in all public information relating to this joint venture including recruitment efforts, press releases, etc.

6. Understand that no commitment is made to renew this contract after the end of the term of this agreement.

7. Will agree to receive the approval of the other party for participation in any grant or research project conducted on former or current HS/EHS Head Start children or their families by an outside agency or organization prior to becoming part of the grant/project.

8. Agree that this agreement shall be construed and enforced in accordance with the laws of the State of Iowa.
9. Acknowledge and agree that if any paragraph, provision, or term of this agreement is deemed illegal or void by any court or other appropriate authority, the remaining provisions of this contract shall remain in full force and effect.

10. Agree that funding under this agreement to the Provider is subject to continued funding to HACAP from the U.S. Department of Health and Human Services for Head Start purposes.

11. Agree that this agreement by is subject to the Provider receiving continued funding from the non-federal sources which it uses as a local match to the federal HS/EHS Head Start funds received from HACAP.

12. Agree that this agreement constitutes the entire agreement between the parties and shall be binding upon true successors and assignees of HACAP, and the administrators, successors, and the assignees of the Provider.

13. Agree that neither party can subcontract their responsibilities to a third party without the expressed written approval from the other party.

14. Agree that this agreement supersedes and replaces the contract that has previously been in effect for any prior timeframe.

15. Reserve the right to review this contract at any time and make mutually agreed upon changes, which will become written, signed amendments to this contract.

16. In the event of termination, all property and equipment on loan, finished or unfinished documents, data, reports prepared by the Provider under this contract shall be disposed of according to HACAP, Code of Regulations, and the Administration for Children and Families (ACF) directives. The Provider shall be entitled to compensation for any unreimbursed expense reasonable and necessarily incurred in satisfactory performance of this Contract up to the amount awarded on Attachment A.

17. Agree that the term “partnership” as used in this agreement, is a descriptive term only. Both parties agree that nothing in this agreement shall be construed as creating or constituting a partnership in any legal context.

18. Agree that this contract and all attachments incorporated by reference constitutes the entire agreement between the parties, and that all prior written or verbal agreements are null and void.

XII. AUTHORIZATION

Each party to this Agreement represents and warrants to the other that:

1. It has the right, power and authority to enter into and perform its obligations under this Agreement.

2. It has taken all requisite action (corporate, statutory or otherwise) to approve execution, delivery and performance of this Agreement, and this Agreement constitutes a legal, valid and binding obligation upon itself and in accordance with its terms.
Authorized Representative(s) for the Provider Linn County Child Development Center:

__________________________  ____________________________
Signature                                      Date

__________________________
Title

__________________________  ____________________________
Signature                                      Date

__________________________
Title

Authorized Representatives of Hawkeye Area Community Action Program:

__________________________  ____________________________
Jane Drapeaux, Chief Executive Officer                                      Date

__________________________  ____________________________
Christi Regan, Head Start/Early Head Start Director                                      Date
ATTACHMENT A

Parties:

Head Start Grantee:  Hawkeye Area Community Action Program
1515 Hawkeye Drive
PO Box 490
Hiawatha, IA 52233

Provider:  Linn County Child Development Center (LCCDC)
1020 6th Street SE
Cedar Rapids, IA 52401

Location of Services:  1020 6th Street SE
Cedar Rapids, IA 52401

Designated times being funded by this contract:
September 1, 2020 through August 31, 2023
7:30 – 5:30 PM (at minimum)

Contract period:  September 1, 2020 through August 31, 2023

Funded Head Start Enrollment Level:  HACAP will co-fund a total of 44 children at LCCDC. HACAP will provide up to $205,691.62 in annual funding to the Provider for provision of these Head Start services, according to the following terms:

HACAP and LCCDC agree that the contracted enrollment level of 44 children is the maximum for which HACAP will reimburse.

Funded Early Head Start Enrollment Level:  HACAP will co-fund a total of 8 Early Head Start children at LCCDC. HACAP will provide up to $69,072 in annual funding to the Provider for provision of these Early Head Start services, according to the following terms:

HACAP and LCCDC agree that the contracted enrollment level of 8 children is the maximum for which HACAP will reimburse.

Method of payment:  The following process will be used by the Provider to receive payment under this contract.

Step A –

Head Start Annual Budget:  The Provider will submit a budget detailing their total projected annual cost for providing full-day, full-year services to the number of Head Start enrolled children specified in their contract with HACAP (Exhibit 1). The Provider will be responsible for covering 50% of this annual cost. HACAP will fund the remaining 50% of annual cost, but will not be responsible for costs beyond $4,674.81 per child per year.

This annual budget will also be the mechanism for documenting general comparability of wages and benefits to the schedule used by HACAP Head Start. The budget will identify the specific positions and full-time equivalents (FTEs) which were included in the budget. The annual budget will also include planned revenue, equal to the total planned costs. Specifically, the budget will identify (a) planned Head Start revenue (from HACAP), (b) “other federal” revenue (non-Head Start) and (c) planned “non-federal” revenue.
**Early Head Start Annual Budget:** The Provider will submit a budget detailing their total projected annual cost for providing full-day, full-year services to the number of Early Head Start enrolled children specified in their contract with HACAP (Exhibit 1). Early Head Start enrolled will enroll and maintain two daily units of Child Care Assistance which will offset the cost of providing the service. HACAP will fund the remaining $69,072 of annual costs, but will not be responsible for costs beyond $8,634 per child per year.

**Step B – Standard monthly billing report based on the annual budget:** For billing purposes, the Provider will submit a monthly statement (Exhibit 2) to HACAP including the following:

- Head Start share of month budgeted costs: Total budget in Step A divided by 12 months X 50%
- The remaining 50% of the budget will be from matching sources and the partner will identify what portion of the match is “other federal” and what portion is “non-federal” in the monthly report.
- Early Head Start share of month budgeted costs: Total budget in Step A divided by 12 months
- The average daily attendance rate for the group of Head Start children covered under the partnership contract with both current month and year-to-date information provided.

The Provider may receive an advance of one month’s share of annual operating expense by submitting a written request to HACAP at the beginning of the contract period.

**Step C – Year-end reconciliation:** At the end of each contract year (September 1 to August 31), the partner agency will submit a final financial report showing the actual costs incurred in serving the Head Start enrolled children during the completed year. The information in this financial report will be used for an annual reconciliation process so that HACAP pays: (a) up to, but not more than 50% of the actual annual cost of the project, and (b) up to, but not more than $4,674.81 per child per year.

**Year-end Early Head Start reconciliation:** At the end of each contract year (September 1 to August 31), the partner agency will submit a final financial report showing the actual net costs incurred in serving the Early Head Start enrolled children during the completed year. The information in this financial report will be used for an annual reconciliation process so that HACAP pays: the net cost to provide the service which is limited to not more than $8,634 per child per year.

Any overpayment made to the Provider in Year One or Year Two of this contract will be recovered by an adjustment in the subsequent year’s funding level to the Provider. Any overpayment in Year Three will require a repayment to HACAP for the excess amount.

The year-end report will detail the break out of the actual “other federal” and “non-federal” match contribution for the 12 month reporting period. It will also include the final month and year-to-date average daily attendance data.

It is permissible for Linn County to annually complete a reconciliation of reimbursed expense versus actual expense related to this contract as of June 30th of each year. This will reduce administrative work as the fiscal year used by Linn County and the other funding sources for this project (Iowa Department of Education and Linn County Community Empowerment) each run from July 1 through June 30.

**Annual Cost of Living Adjustments:** Funding for Year One of this contract will be for the amount specified in the “Funded Enrollment Level” section above (subject to the conditions specified). Funding for subsequent years will be at the Year One base level, plus a percentage increase as
determined by the amount of Cost of Living Adjustment (COLA) funds which HACAP receives in its federal HS/EHS Head Start grant for the year in question.
ATTACHMENT B

PROGRAM DESCRIPTION
For
Contract Period: September 1, 2020 through August 31, 2023

Subcontracting Organization Name: Linn County Child Development Center
Mailing Address: 1020 6th Street SE
Cedar Rapids, IA 52401
Telephone Number: (319) 892-5700
Fax Number: (319) 892-5719

Name and title of persons authorized to sign: Dave Thielen, Executive Director of Linn County Community Services

Name and title of persons complete this Program Plan: Gloria Witzberger, Director of Linn County Child Development Center

Program Schedule:
This program will meet from 6:30 AM to 5:30 PM

X  Monday  X  Tuesday  X  Wednesday  X  Thursday  X  Friday

The first day of class for this contract period will be: September 1, 2020
The last day will be: August 31, 2023
(Full year must meet at least 50 weeks)

Attach copies of the following documentation:

A. Copy of current Department of Human Services license, or documentation of exemption from licensure, or documentation of legal accreditation through Iowa Department of Education.

B. Copy of last Department of Human Services Child Day Care licensing visit report.

C. Copy of NAEYC Accreditation or workplan to accomplish accreditation.

D. Schedule indicating what days the Provider’s program will not be in session or will close early.

E. Documentation of current participation in the Child and Adult Care Food Program or the School Lunch Program.

F. One copy of each form that the Provider currently uses for application, physical exam, emergency information, dental exam, child development assessment, parent agreement, child’s developmental or health history, etc.

G. A copy of the program’s Parent Handbook and/or copies of any parent oriented documents relating to classroom program policies and procedures.
### SAMPLE/DRAFT ANNUAL BUDGET  

**Exhibit 1**

#### Revenue:
- HACAP Head Start
- Other Federal
- Non-Federal
- Total Revenue

#### Expense:

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<tr>
<th>Position</th>
<th>FTE</th>
<th>Annual Salary</th>
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Total Personnel Costs

#### Fringe Benefits

- Cost of Fringe Benefits for Personnel Above:
- Break out of Fringe Benefit Costs Shown Above:
  - FICA
  - Unemployment
  - Worker’s Comp
  - Health/Dental Insurance
  - Retirement
  - Life Insurance

- Travel (Out of Area Only)

- Equipment Costs

- Supplies

- Contractual

- Other (including In Area Travel)

Total Direct Costs

Indirect Charges (if any)

Total
HACAP Head Start Child Care Partnership Monthly Billing Statement/Report

Partner Agency: Linn County Child Development Center/Linn County Community Services
Address: 1240 26th Avenue Court SW
City, State, Zip: Cedar Rapids, IA 52404-3402

Contact Person: Cathy Ryan Phone: 319-892-5603 Month/Year: 

Enrollment
Number of contracted Head Start slots at this site: 44
Number of contracted Head Start slots filled this month: 

VII. Average Daily Attendance
A) Number of class days this month
B) Number of contracted HS slots 44
C) Total Number of Potential HS daily units A X B
D) Number of actual daily units of attendance by Head Start-enrolled children this month
E) Average Daily Attendance this month (D divided by C)

VIII. Average Daily Attendance Year-To-Date

<table>
<thead>
<tr>
<th>Month of Service</th>
<th>ADA Rate</th>
<th>Number of Months of Service Provided</th>
<th>Year To Date Average Daily Attendance Rate</th>
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<td>September 2019</td>
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<td>Year-To-Date Total</td>
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</table>

IX. Monthly Billing Statement
Monthly budgeted cost for services to Head Start enrolled children at this site: 
Share of monthly cost from:

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<tr>
<th>Other Federal Sources (non-Head Start)</th>
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<tbody>
<tr>
<td>Non-Federal Sources</td>
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<tr>
<td>Non-Federal In-Kind Contribution</td>
<td>$ For:</td>
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HACAP Head Start Share of monthly cost (50%) 
(monthly amount to be reimbursed by HACAP to partner agency)

“I verify that the information provided above is correct. Please reimburse the partnership site for the HACAP Head Start of monthly costs shown above.”

Authorized Signature Date
## SAMPLE/DRAFT ANNUAL BUDGET

### Exhibit 1

**Revenue:**
- HACAP Early Head Start
- Other Federal
- Non-Federal
- Total Revenue

**Expense:**

#### Personnel

<table>
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<tr>
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Total Personnel Costs: 

#### Fringe Benefits

Cost of Fringe Benefits for Personnel Above: 

Break out of Fringe Benefit Costs Shown Above:
- FICA
- Unemployment
- Worker's Comp
- Health/Dental Insurance
- Retirement
- Life Insurance

Travel (Out of Area Only)

Equipment Costs

Supplies

Contractual

Other (including In Area Travel)

Total Direct Costs

Indirect Charges (if any)

Total
**HACAP Early Head Start Child Care Partnership Monthly Billing Statement/Report**

**Partner Agency**  
Linn County Child Development Center/Linn County Community Services

**Address**  
1240 26th Avenue Court SW

**City, State, Zip**  
Cedar Rapids, IA 52404-3402

**Contact Person**  
Cathy Ryan  
**Phone**  
319-892-5603  
**Month/Year**  
______________

**Enrollment**

Number of contracted Early Head Start children at this site:  
8

Number of contracted Early Head Start children this month:  
______________

**VII. Average Daily Attendance**

A) Number of class days this month  
8

B) Number of contracted Early EHS slots  
8

C) Total Number of Potential EHS daily units  
A X B

D) Number of actual daily units of attendance by Head Start-enrolled children this month

E) **Average Daily Attendance this month**  
(D divided by C)

**VIII. Average Daily Attendance Year-To-Date**

<table>
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<tr>
<th>Month of Service</th>
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<td><strong>Year-To-Date Total</strong></td>
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**IX. Monthly Billing Statement**

Monthly budgeted cost for services to Early Head Start enrolled children at this site:  
$ __________________

Share of monthly cost from:

| Other Federal Sources (non-EHS Head Start) | $ |
| Non-Federal Sources                       | $ |
| Non-Federal In-Kind Contribution          | $  
For:                                     |

HACAP Early Head Start Share of monthly cost  
$5,756  
(monthly amount to be reimbursed by HACAP to partner agency)

“I verify that the information provided above is correct. Please reimburse the partnership site for the HACAP Early Head Start of monthly costs shown above.”
ATTACHMENT A - AMENDED

Parties:

Head Start Grantee: Hawkeye Area Community Action Program
1515 Hawkeye Drive
PO Box 490
Hiawatha, IA 52233

Provider: Linn County Child Development Center (LCCDC)
1020 6th Street SE
Cedar Rapids, IA 52401

Location of Services: 1020 6th Street SE
Cedar Rapids, IA 52401

Designated times being funded by this amended contract:
October 1, 2019 through August 31, 2020
7:30 – 5:30 PM (at minimum)

Contract period: October 1, 2019 through August 31, 2020

Funded Head Start Enrollment Level: HACAP will co-fund a total of 44 Head Start children at LCCDC. HACAP will provide up to $200,089.12 in annual funding to the Provider for provision of these Head Start services, according to the following terms:

HACAP and LCCDC agree that the contracted enrollment level of 44 children is the maximum for which HACAP will reimburse.

Funded Early Head Start Enrollment Level: HACAP will co-fund a total of 8 Early Head Start children at LCCDC. HACAP will provide up to $27,353 in funding to the Provider for provision of these Early Head Start services for April 1, 2020 through August 31, 2020, according to the following terms:

HACAP and LCCDC agree that the contracted enrollment level of 8 children is the maximum for which HACAP will reimburse.

Method of payment: The following process will be used by the Provider to receive payment under this contract.

Step A – Head Start Annual Budget: The Provider will submit a budget detailing their total projected annual cost for providing full-day, full-year services to the number of Head Start enrolled children specified in their contract with HACAP (Exhibit 1). The Provider will be responsible for covering 50% of this annual cost. HACAP will fund the remaining 50% of annual cost, but will not be responsible for costs beyond $4,547.48 per child per year.

Early Head Start Annual Budget: The Provider will submit a budget detailing their total projected annual cost for providing full-day, full year services to the number of Early Head Start enrolled children specified in their contract with HACAP (Exhibit 1). Early Head Start enrolled will enroll and maintain two daily units of Child Care Assistance. HACAP will fund the remaining $27,353 of costs, but will not be responsible for costs beyond $3,419 per child for April 1, 2020 through August 31, 2020.

This annual budget will also be the mechanism for documenting general comparability of wages and benefits to the schedule used by HACAP Head Start/Early Head Start. The budget will identify the specific positions and full-time equivalents (FTEs) which were included in the budget. The annual budget will also include planned revenue, equal to the total planned costs. Specifically, the budget will identify (a) planned Head Start/Early Head Start revenue (from HACAP), (b) “other federal” revenue (non-Head Start/Early Head Start) and (c) planned “non-federal” revenue.

**Step B – Standard monthly billing report based on the annual budget:** For billing purposes, the Provider will submit a monthly statement (Exhibit 2) to HACAP including the following:

- Head Start share of month budgeted costs: Total budget in Step A divided by 12 months X 50%

- The remaining 50% of the budget will be from matching sources and the partner will identify what portion of the match is “other federal” and what portion is “non-federal” in the monthly report.

- Early Head Start share of month budgeted costs: Total budget in Step A divided by 5 months which is $5,471.

- The average daily attendance rate for the group of Head Start/Early Head Start children covered under the partnership contract with both current month and year-to-date information provided.

The Provider may receive an advance of one month’s share of annual operating expense by submitting a written request to HACAP at the beginning of the contract period.

**Step C – Year-end Head Start reconciliation:** At the end of each contract year (September 1 to August 31), the partner agency will submit a final financial report showing the **actual costs** incurred in serving the Head Start enrolled children during the completed year. The information in this financial report will be used for an annual reconciliation process so that HACAP pays: (a) up to, but not more than 50% of the **actual annual cost** of the project, and (b) up to, but not more than $4,547.48 per child per year.

**Year-end Early Head Start reconciliation:** At the end of each contract year (September 1 to August 31), the partner agency will submit a final financial report showing the **actual costs** incurred in serving the Early Head Start enrolled children during the completed year. The information in this financial report will be used for an annual reconciliation process so that HACAP pays: (a) up to, but not more than $3,419 per child for April 1, 2020 through August 31, 2020.

Any overpayment made to the Provider in Year One or Year Two of this contract will be recovered by an adjustment in the subsequent year’s funding level to the Provider. Any overpayment in Year Three will require a repayment to HACAP for the excess amount.

The year-end report will detail the break out of the actual “other federal” and “non-federal” match contribution for the 12 month reporting period. It will also include the final month and year-to-date average daily attendance data.
It is permissible for Linn County to annually complete a reconciliation of reimbursed expense versus actual expense related to this contract as of June 30th of each year. This will reduce administrative work as the fiscal year used by Linn County and the other funding sources for this project (Iowa Department of Education and Linn County Community Empowerment) each run from July 1 through June 30.

**Annual Cost of Living Adjustments:** Funding for Year One of this contract will be for the amount specified in the “Funded Enrollment Level” section above (subject to the conditions specified). Funding for subsequent years will be at the Year One base level, plus a percentage increase as determined by the amount of Cost of Living Adjustment (COLA) funds which HACAP receives in its federal Head Start grant for the year in question.
ATTACHMENT B - AMENDED

PROGRAM DESCRIPTION
For
Contract Period: October 1, 2019 through August 31, 2020

Subcontracting Organization Name: Linn County Child Development Center
Mailing Address: 1020 6th Street SE
                 Cedar Rapids, IA 52401
Telephone Number: (319) 892-5700
Fax Number: (319) 892-5719

Name and title of persons authorized to sign: Dave Thielen, Executive Director of Linn County Community Services

Name and title of persons complete this Program Plan: Gloria Witzberger, Director of Linn County Child Development Center

Program Schedule:
This program will meet from 6:30 AM to 5:30 PM
X Monday    X Tuesday    X Wednesday    X Thursday    X Friday
The first day of class for this contract period will be: October 1, 2019
The last day will be: August 31, 2020
(Full year must meet at least 50 weeks)

Attach copies of the following documentation:

A. Copy of current Department of Human Services license, or documentation of exemption from licensure, or documentation of legal accreditation through Iowa Department of Education.

B. Copy of last Department of Human Services Child Day Care licensing visit report.

C. Copy of NAEYC Accreditation or work plan to accomplish accreditation.

D. Schedule indicating what days the Provider’s program will not be in session or will close early.

E. Documentation of current participation in the Child and Adult Care Food Program or the School Lunch Program.

F. One copy of each form that the Provider currently uses for application, physical exam, emergency information, dental exam, child development assessment, parent agreement, child’s developmental or health history, etc.

A copy of the program’s Parent Handbook and/or copies of any parent oriented documents relating to classroom program policies and procedures.

SAMPLE/DRAFT ANNUAL BUDGET    Exhibit 1

Revenue:
### HACAP Head Start
### Other Federal
### Non-Federal
### Total Revenue

#### Expense:

### Personnel

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**Total Personnel Costs**

#### Fringe Benefits

**Cost of Fringe Benefits for Personnel Above:**

**Break out of Fringe Benefit Costs Shown Above:**
- FICA
- Unemployment
- Worker’s Comp
- Health/Dental Insurance
- Retirement
- Life Insurance

**Travel (Out of Area Only)**

**Equipment Costs**

**Supplies**

**Contractual**

**Other (including In Area Travel)**

**Total Direct Costs**

**Indirect Charges (if any)**

**Total**
IRS Tax Deduction 179D Authorization – Form of Allocation for the Architect:

Name and address of the government-owned building on or in which the property is installed:

Project: Linn Co Public Health
Address: 1020 6th St SE, Cedar Rapids, IA 52401
Construction Cost of the Property: $29,600,339
Date the Property was placed in service: November 12, 2019

Authorized Representative of the owner of the government-owned building:

Name: Darrin Gage
Address: 935 2nd Street SW, Cedar Rapids, IA 52404
Telephone: 319-892-5105

Authorized Representative of the Designer receiving the allocation of the § 179D deduction:

Name: OPN Architects, Inc.
Address: 200 Fifth Ave, SE, Suite 200, Cedar Rapids, IA 52401
Telephone: 319-363-6018

Percentage amount of the §179D deduction allocated to the Designer: 100%

Under penalties of perjury, I declare that I have examined this allocation, including accompanying documents, and to the best of my knowledge and belief, the facts presented in support of this allocation are true, correct, and complete.”

Owner Signature: Brent Olson
Linn County Board of Supervisors

Date: 3/19/2020

Designer Signature: Jill Creede

Date: 02.20.2020
January 22, 2020

TO: Linn County Board of Supervisors

RE: FY21 Salary Increases

It is the recommendation of the Linn County Compensation Board that the Linn County Treasurer, Recorder, Auditor, Board of Supervisors, Sheriff and County Attorney receive a 3.00% across the board increase effective July 1, 2020.

### Compensation Board Recommendation FY21

<table>
<thead>
<tr>
<th>Elected Office</th>
<th>Current Salary</th>
<th>Percent Increase</th>
<th>$ Amount of Increase</th>
<th>Salary 7/1/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditor</td>
<td>$115,726.18</td>
<td>3.00%</td>
<td>$3,471.79</td>
<td>$119,197.97</td>
</tr>
<tr>
<td>Treasurer</td>
<td>$115,726.18</td>
<td>3.00%</td>
<td>$3,471.79</td>
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</tr>
<tr>
<td>Recorder</td>
<td>$115,726.18</td>
<td>3.00%</td>
<td>$3,471.79</td>
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<tr>
<td>County Attorney</td>
<td>$184,943.96</td>
<td>3.00%</td>
<td>$5,548.32</td>
<td>$190,492.28</td>
</tr>
<tr>
<td>Sheriff</td>
<td>$159,751.41</td>
<td>3.00%</td>
<td>$4,792.54</td>
<td>$164,543.95</td>
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<td>Supervisor</td>
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Respectfully submitted,

Raymond Stefani II, Chairperson
Linn County Compensation Board
RESOLUTION NO. ____________

A Resolution Relating to Fiscal Year 2021 Elected Officials Salaries

WHEREAS, the Linn County Compensation Board meets annually to recommend a compensation schedule for the salaries of all Linn County Elected Officials for the fiscal year immediately following, in accordance with Iowa Code Chapters 331.905 and 331.907, and

WHEREAS, the current salary of Linn County elected officials is as follows: Auditor, Treasurer, Recorder, and Board of Supervisors $115,726.18; Sheriff $159,751.41; and County Attorney $184,943.96; and

WHEREAS, the Linn County Compensation Board met on January 22, 2020, and reviewed the compensation paid for comparable offices in other Iowa counties and private enterprises; and

WHEREAS, for the fiscal year beginning July 1, 2020, the Linn County Compensation Board recommends a salary increase of 3.00% across the board for the Auditor, Treasurer, Recorder, Board of Supervisors, Sheriff, and County Attorney.

THEREFORE, the Linn County Board of Supervisors adopts the salary recommendation of the Linn County Compensation Board and approves, as follows:

<table>
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<tr>
<th>Office</th>
<th>Increase</th>
<th>Total Salary</th>
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NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED, by the Linn County Board of Supervisors, this date met in lawful session, that the salary for all elected officials of Linn County, Iowa, be increased according to the amount previously stated for fiscal year 2020-2021, and effective July 1, 2020.

Dated at Cedar Rapids, Linn County, Iowa, this _____ day of ____________, 2020.
RESOLUTION NO. # 2

LINN COUNTY BOARD OF SUPERVISORS

_______________________________
CHAIRPERSON

AYE:
NAY:
ABSTAIN:

_______________________________
Supervisor

_______________________________
Supervisor

ATTEST:

_______________________________
JOEL D. MILLER, Linn County Auditor

STATE OF IOWA )
COUNTY OF LINN ) SS

I, Joel D. Miller, County Auditor of Linn County, Iowa, hereby certify that at a regular meeting of the said Board, the foregoing resolution was duly adopted by a vote of _____ aye, _____ nay and _____ abstained from voting.

_______________________________
JOEL D. MILLER

Subscribed and sworn to before me by the aforesaid on this _____ day of ______________, 2020.

_______________________________
NOTARY PUBLIC
STATE OF IOWA