



Roll Call Number

Agenda Item Number

58 ✓✓

Date June 13, 2022

APPROVAL OF AMENDED AND RESTATED RECEIPT OF A CERTIFIED LOCAL GOVERNMENT (CLG) GRANT AWARD FROM THE STATE HISTORICAL SOCIETY OF IOWA TO THE CITY OF DES MOINES TO PARTIALLY FUND DEVELOPMENT OF A CITY-WIDE HISTORIC PRESERVATION PLAN

WHEREAS, the City of Des Moines has been deemed a Certified Local Government (CLG) by the State Historical Society of Iowa; and,

WHEREAS, the State Historical Society of Iowa provides funding to CLG's for historic preservation projects and activities; and,

WHEREAS, on March 22, 2021, by Roll Call No. 21-0463, the City Council of the City of Des Moines, Iowa, approved the receipt of a CLG award (“Agreement”) from the State Historical Society of Iowa to the City of Des Moines to partially fund development of a city-wide historic preservation plan and authorized proceeding with RFP for professional services to assist with plan development; and

WHEREAS, the parties need to extend certain dates in the Agreement.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Des Moines, Iowa, as follows:

That the Mayor is hereby authorized and directed to sign the amended and restated CLG Grant-In-Aid Agreement from the State Historical Society of Iowa, including but not limited to electronic signature.



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MOVED by _____ to adopt.

SECOND by _____.

FORM APPROVED:

/s/ Lisa A. Wieland _____

Lisa A. Wieland
Assistant City Attorney

COUNCIL ACTION	YEAS	NAYS	PASS	ABSENT
COWNIE				
BOESEN				
GATTO				
MANDELBAUM				
SHEUMAKER				
VOSS				
WESTERGAARD				
TOTAL				

MOTION CARRIED APPROVED

CERTIFICATE

I, LAURA BAUMGARTNER, Acting City Clerk of said City hereby certify that at a meeting of the City Council of said City of Des Moines, held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal the day and year first above written.

Mayor

Acting City Clerk

Article 1. Identification of Parties

This Grant-In-Aid Agreement (the "Contract") is between the State Historical Society of Iowa (SHSI), a division of the Iowa Department of Cultural Affairs, State of Iowa, 600 East Locust, Des Moines, Iowa, 50319 (the "Department"), and the Grant Recipient (the "Recipient"):

Grantee:	City of Des Moines
Authorized Official:	T.M. Franklin Cownie
Primary Contact:	Jason Van Essen
Address:	400 E Court Ave
City, State Zip:	Des Moines, Iowa 50309

Grant Information

Fiscal Year:	2021	Account Number:	2520 CLG
Grant Number:	202101-10437	Program:	Planning
Grant Award:	\$25,000.00	Final Report Due Date:	05-31-2023
Beginning Date:	02-01-2021	End Date:	06-30-2023
Project Title:	Des Moines Historic Preservation Plan		

WITNESSETH:

WHEREAS, the SHSI is interested in broadening the role of local governments in historic preservation through the Certified Local Government (CLG) program; and

WHEREAS, the RECIPIENT has demonstrated its interest in historic preservation by becoming a Certified Local Government, and desires to complete Des Moines Historic Preservation Plan

NOW THEREFORE, it is agreed by the parties as follows:

ARTICLE 2. Designation of Officials

a. The State Historic Preservation Officer (SHPO) is the SHSI Official authorized to execute the contract and any changes in the terms, conditions, or amounts specified in this Contract. The SHPO may designate a staff member to negotiate, on behalf of the SHSI, any changes to the Contract.

b. T.M. Franklin Cownie is the RECIPIENT'S Official authorized to execute the contract and any changes in the terms, conditions, or amounts as specified in this Contract.

ARTICLE 3. Duration

This Contract shall be in effect commencing on the date of the last signature executing this document and will terminate on **06-30-2023**, unless earlier terminated pursuant to the provisions of this Contract.

ARTICLE 4. Conditions of Payment

a. The maximum amounts to be paid to the RECIPIENT by the SHSI for any item of work or services shall be the amount specified herein. All payments for work and services under this Contract shall be on a cost-incurred, non-profit basis.

b. All payments to the RECIPIENT shall be subject to the receipt by the SHSI of a Request for Reimbursement. This request shall be made according to the format specified by the SHSI with reimbursement to the RECIPIENT occurring at intervals no more than sixty (60) days after approval of request.

c. SHSI shall provide only for Project costs eligible under provisions stipulated by the National Park Service, U.S. Department of the Interior for grants-in-aid. Project work which does not meet the Secretary of the Interior's applicable Standards for Archaeology and Historic Preservation will not be reimbursed under this Contract.

ARTICLE 5. Intellectual Property

a. No material or product in whole or in part under this Contract shall be subject to patent or copyright by either party in the United States or in any other country.

b. The Recipient will secure all necessary permissions and licenses to avoid misappropriating or infringing on intellectual property rights of any other party when carrying out the Project.

c. The U.S. Department of the Interior and the SHSI shall reserve a royalty-free, non-exclusive and irrevocable license to reproduce, publish (including in an electronic format), or otherwise use for government purposes, and to authorize others to use, any materials produced in whole or in part under this Contract.

ARTICLE 6. Accounts and Records

a. The RECIPIENT shall maintain books, records, documents and other evidence pertaining to all costs and expenses incurred and revenues acquired under this Contract to the extent and in such detail as will properly reflect all costs, direct and indirect, of labor, materials, supplies,

services, and other costs and expenses of whatever nature, for which payment is claimed under this Contract.

b. At all times during normal business hours and as frequently as is deemed necessary, the RECIPIENT shall make available to the SHSI all of its records, pertaining to all matters covered by this Contract and shall permit the SHSI to audit, examine and make excerpts from such records and all other matters covered by this Contract.

c. All financial records in the possession of the RECIPIENT pertaining to this Contract shall be retained by the RECIPIENT for a period of three (3) years beginning with the date upon which final payment under this Contract is issued. All records shall be retained beyond the three (3) year period if audit findings have not been resolved within that period.

d. The SHSI shall reimburse the RECIPIENT for actual, necessary and eligible costs incurred by the RECIPIENT in the conduct of the Project. All claims shall include copies of time utilization sheets, records, documents and other evidence in support of all costs and expenses incurred for the performance of this Contract.

e. The RECIPIENT shall provide a permanent copy of financial records suitable for State and Federal audit as directed under the Single Audit Act of 1984, P.L. 98-502, if required.

f. All products, including but not limited to, survey reports, nominations, inventory forms, and studies shall be retained permanently by the RECIPIENT.

ARTICLE 7. Indemnification

a. The RECIPIENT shall indemnify, defend, and hold harmless the SHSI, the State of Iowa, its departments, divisions, agencies, sections, commissions, officers, employees, and agents from and against all losses, liabilities, penalties, fines, damages, and claims (including taxes), and all related costs and expenses (including reasonable attorneys' fees and disbursements and costs of investigation, litigation, settlement, judgments, interest and penalties), arising from or in connection with any of the following:

1. Any claim, demand, action, citation, or legal proceeding arising out of or resulting from the Project.

2. Any claim, demand, action, citation, or legal proceeding arising out of or resulting from a breach by the RECIPIENT of any representation, warranty, or covenant made by the RECIPIENT in this Contract.

3. Any claim, demand, action, citation, or legal proceeding arising out of or related to an act or omission of the Recipient or any of their agents in its capacity as an employer.

ARTICLE 8. Termination of the Contract

a. Either party may terminate this Contract due to the material breach of the Contract by the other party if such breach is not cured within sixty days after receipt of a written notice of breach and demand for cure.

b. The SHSI shall terminate the Contract for cause if it determines that the RECIPIENT is not following cost eligibility requirements as outlined in the Secretary of the Interior's applicable Standards for Archaeology and Historic Preservation, and OMB regulations in 2 CFR 200

c. The SHSI may terminate this Contract for any reason following 30 days' written notice.

d. This Contract may be terminated with no notice if, in the sole opinion of the SHSI, the legislature or governor deappropriate, suspend, fail to appropriate, or fail to allocate, funds sufficient for the SHSI to meet its obligations under the Contract. Additionally, this Contract may be terminated with no notice if, in the sole opinion of the Agency, the legislature or governor materially alters the SHSI's authorization to conduct the activities contemplated in this Contract, its duties, its responsibilities, or its programs.

e. Right to Incomplete Products - In the event the Contract is terminated, all finished or unfinished portions of the work prepared by or for the RECIPIENT under this Contract shall, at the option of the SHSI, become its property, and the RECIPIENT shall be entitled to receive reasonable compensation from the Certified Local Government Grant for work on the Project which, in the opinion of the SHSI, was satisfactorily completed.

ARTICLE 9. Interest of Officials and Others

a. No officer, employee or advisor of the SHSI including a member of the State Historical Society of Iowa Board of Trustees or the State Nominations Review Committee, shall participate in any decisions relating to this Contract which affect his personal interest or the interest of any corporation, partnership or association in which he is directly or indirectly interested or have any interest, direct or indirect, in this Contract or the proceeds thereof. A person has a conflict of interest with respect to a sub-grant, contract, subcontract, or any agreement supported with state or federal assistance if the person or any of the following has a financial interest in that application: the person's spouse, minor child, or partner, or; any organization in which the person is serving as an officer, director, trustee, partner or employee, or; any person or organization with whom the person is negotiating or has any arrangements concerning prospective employment. Benefit or remuneration other than a fee in accordance with applicable statewide procedures includes, without exception, royalty,

commission, contingent fee, professional services contract, brokerage fee, or other payment accruing to the person or any member of his immediate family.

b. The RECIPIENT covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Contract.

ARTICLE 10. Procurement of Professional Services and Equipment

a. The RECIPIENT shall procure professional services by competitive negotiation, or small purchase procedures. This requires solicitations from at least three sources to permit reasonable competition consistent with the nature and requirements of the procurement. "Cost-plus-a-percentage-of-cost" contracting is forbidden. Cost reimbursement or fixed-price contracting is required.

b. Project consultants must meet the minimum professional standards as outlined in the Standards and Guidelines for Archaeology and Historic Preservation.

b. The RECIPIENT must receive prior written permission from the SHSI and the National Park Service before purchasing any piece of equipment under this Contract worth over \$5,000.

ARTICLE 11. Acknowledgments

a. Publication, films, exhibits, and similar works developed as a part of this Contract shall acknowledge Federal aid by including the following statement as part of the Title or Acknowledgment Section with each item produced:

"The activity that is the subject of this project has been financed in part with Federal funds from the National Park Service, U.S. Department of the Interior.

"The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the U.S. Government. Mention of trade names or commercial products does not constitute their endorsement by the U.S. Government."

ARTICLE 12. Equal Opportunity: Code of Fair Practices

a. The RECIPIENT will not discriminate against any employee or applicant for employment because of race, creed, color, religion, national origin, sex, age or physical or mental disability. The RECIPIENT will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, creed, color, religion, national origin, sex, age or physical or mental disability except where it related to a bona fide occupational qualification. Such action shall include but be not limited to the following;

employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection for training, including apprenticeship. The RECIPIENT agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth provisions of this nondiscrimination clause.

b. The RECIPIENT will, in all solicitations or advertisements for employees placed by or on behalf of the RECIPIENT, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, religion, national origin, sex, age or physical or mental disability except where it relates to a bona fide occupational qualification.

c. The RECIPIENT will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice advising the labor union or worker's representative of the RECIPIENT commitments under this nondiscrimination clause and shall post copies of the notice in a conspicuous place available to employees and applicants for employment.

d. The RECIPIENT will comply with all relevant provisions of the Iowa Civil Rights Act of 1965 as amended, Iowa Executive Order #15 of 1973, and all provisions relevant to fair employment of the rules and regulations of the SHSI. The RECIPIENT will furnish all information and reports requested by the SHSI or required by or pursuant to the rules and regulations thereof and will permit access to payroll and employment records by the SHSI for purposes of investigation to ascertain compliance with such rules, regulations or requests, or with this nondiscrimination clause.

e. In the event of the RECIPIENT's noncompliance with the clauses of this Contract or with any of the aforesaid rules, regulations or requests, this Contract may be canceled, terminated, or suspended in whole or in part and the RECIPIENT may be declared ineligible for further contracts with the SHSI. In addition, the SHSI may take such further action, and such other sanctions may be imposed, and remedies invoked, as provided by the Iowa Civil Rights Act of 1965 as amended, Chapter 601A, Code of Iowa 1973, as heretofore and hereinafter amended, or by the rules and regulations of the State of Iowa or as otherwise provided by law.

ARTICLE 13. Amendment

This Contract may only be amended in writing after mutual agreement by the parties. The parties may amend the Contract at any time. The amendment will be effective as of the date of the amendment unless otherwise specified.

ARTICLE 14. Waiver

Except as provided by explicit written waiver signed by the parties, failure by either party to require performance or claim breach shall not be construed as affecting subsequent assertion of those rights.

ARTICLE 15. Integration

This Contract represents the entire Contract between the parties. The parties shall not rely on any representation that may have been made which is not included in this Contract.

ARTICLE 16. Assignment of Interest

This Contract, any interest herein, or any claim hereunder shall not be assigned, delegated, or otherwise transferred by the RECIPIENT to any other party or parties without prior written approval by the SHSI. Any assignment, delegation, or other transfer without prior written approval by the SHSI is void.

ARTICLE 17. Subcontract

None of the work or services required under this Contract shall be subcontracted by the RECIPIENT without prior written approval to subcontract by the SHSI.

ARTICLE 18. Choice of Law and Forum

The laws of the State of Iowa shall govern and determine all matters arising out of or in connection with this Contract without regard to the conflict of law provisions of Iowa law. Any and all litigation commenced in connection with this Contract shall be brought and maintained solely in Polk County District Court for the State of Iowa, Des Moines, Iowa, or in the United States District Court for the Southern District of Iowa, Central Division, Des Moines, Iowa, wherever jurisdiction is appropriate. This provision shall not be construed as waiving any immunity to suit or liability including without limitation sovereign immunity in State or Federal court, which may be available to the SHSI or the State of Iowa.

ARTICLE 19. Severability

If any provision of this Contract is determined by a court of competent jurisdiction to be invalid or unenforceable, such determination shall not affect the validity or enforceability of any other part or provision of this Contract.

ARTICLE 20: Incorporation and Priority

Attachments included with this document are incorporated into the Contract by reference. If there is conflict between the Contract and those documents incorporated into it—or conflict between the incorporated documents—the conflict shall be resolved according to the following priority, ranked from the highest to the lowest priority: (1) the Contract; (2) Attachment A; (3) Attachment B; (4) Other Attachments.

Signatures

The digital signatures below legally obligate the authorizing official of the Recipient and the State Historic Preservation Officer to this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Contract on the day and year last specified below.

Authorized Official of the Grantee: T.M. Franklin Cownie		Date:	
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State Historic Preservation Officer: Susan Kloewer		Date:	
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ATTACHMENT A

SCOPE OF WORK

A. WORK ELEMENTS

As Iowa's capital city, Des Moines is the state's hub of government, business and culture. The City has become a bustling metropolis gaining national recognition. Recent accolades include being listed as a Top 10 Best Place for Business and Careers (Forbes, 2019), 5th Best Place to Live in the U.S. (U.S. News & World Report, 2019), and a top seven Most Recession-Proof Cities in the U.S. (Livability, 2019).

A significant factor in the City's renaissance is the revitalization of our downtown and numerous historic buildings, fueled by historic tax credit applications. As the City seeks to leverage this momentum and foster additional historic preservation activities, we need an updated Preservation Plan to guide this effort.

Des Moines has been a designated CLG since 1986. Our Historic Preservation Commission advises City Council on preservation-related topics and reviews exterior alterations in our 3 designated Local Historic Districts. In 1995, our first comprehensive Preservation Plan was adopted. Since that time, the City has invested in numerous historic resource inventories and supported the Historic Register designation of many National Historic Districts and individual property listings. Additional successes since 1995 include the rehabilitation and adaptive reuse of multiple prominent historic civic buildings, incorporation of a new Local Historic District, the development of a Demolition Delay Ordinance, and the designation of our first Main Street District. The 1995 plan also provided the mechanism by which City staff incorporates preservation planning and advocacy into individual neighborhood plans. Challenges remain. We continue to seek a balance between historic preservation and new development. We need appropriate policy tools beyond demolition with which we can abate public nuisances and protect the historic fabric of our neighborhoods. Our demographics have also changed significantly since 1995 and our neighborhoods reflect this diversity with schools serving students speaking over 30 native languages. This growing multiculturalism is a strength and adds to our City's vibrancy, but language and cultural differences require innovative approaches to outreach and education.

This is an important moment for the future of historic preservation in Des Moines. In 2015, we adopted a new comprehensive plan, PlanDSM and just last year adopted a new comprehensive form-based zoning code. The City's Community Development Department and Office of Economic Development are being restructured to provide services more effectively and new strategies are being developed to enhance the attractiveness and vibrancy of our neighborhoods. Historic preservation can play an integral role as downtown's revitalization is further bolstered and extends out into our neighborhoods, but we need a

new planning framework and specific implementation strategies for it to most effectively do so.

The Preservation Plan will be developed in accordance with the Secretary of the Interior's Standards and Guidelines for Preservation Planning.

A qualified consultant will be hired to develop Des Moines Preservation Plan and to provide the following scope of work:

Summarize the City's existing preservation program including economic factors, stakeholders, current issues and existing tools;

Analyze the current City preservation program including all pertinent ordinances and procedures and their impacts;

Provide strategies and recommendations on the following:

a. Overall improvements to existing programs and procedures;

b. Effective public education and communications strategies;

c. Identification and recommendation on future survey (above ground and archeological) needs including identification of under surveyed areas, populations, cultural resources, and architectural styles;

d. Guidance and strategies on managing potential impacts of relocating historic buildings; and

e. Investment mechanisms (public and private) to improve and protect historic building stock in our neighborhoods.

f. strategies for local districts, public nuisances, city-owned properties, moving historic properties, diversity in preservation and other emerging historic preservation issues.

This preservation planning effort will be managed by a City staff project director who will oversee all work of the selected consultant. The project director will also ensure successful communication and public input occur throughout the process. An advisory committee comprised of elected officials, City staff, associated professionals, Historic Preservation Commission members, representatives of partner organizations, and business and neighborhood leaders will provide guidance and support. Members of the Des Moines Historic Preservation Commission will assist with community outreach and provide substantial input throughout the process. Other groups that are anticipated to participate in community outreach are the Des Moines Rehabbers Club, the Des Moines Historical Society and neighborhood associations. It is understood that in light of the COVID pandemic and the need for social distancing, it may be necessary to conduct meetings virtually, rather than in person.

A qualified consultant who meets the Secretary of the Interior's Professional Qualifications for Historic Preservation Planner will be hired to undertake this project. The Consultant will be knowledgeable of historic preservation planning principles and will have experience developing a citywide preservation plan. The Consultant will be familiar with both traditional best practices and innovative solutions that have been developed in similar communities. In

particular, we seek a consultant with a commitment to inclusivity, experience engaging diverse audiences via multiple communication strategies/languages, and the ability to strengthen existing partnerships and activate new ones. The consultant will also demonstrate experience in handling mid-century modern and other buildings “coming of age” from a historic preservation standpoint as well as display an understanding of the importance/impact of historic preservation from an environmental sustainability perspective. The consultant will be able to advise and incorporate topics currently at the forefront of historic preservation planning. These will likely include accessory dwelling/commercial units, conservation districts, archaeology, and emerging discussions surrounding cultural criteria as a basis for historic designation and protection.

We anticipate offering a variety of input opportunities including focus groups, digital surveys, meetings with partner organizations and neighborhood associations. We hope to celebrate the planning effort with events such as tours and lectures that empower engagement and mark important process milestones. We desire the planning process itself to proceed in a manner that builds capacity and ensures successful long-term implementation.

B. PRODUCTS

The SHSI will furnish the following:

CLG Grant Project Director’s Manual
Forms for documentation of match

The RECIPIENT will produce and distribute the following grant products:

Following receipt of the Notice to Proceed and executed Contract, the Local Project Director will complete and submit a progress reporting form to the SHSI quarterly. The Local Project Director is encouraged to submit these quarterly reports electronically.

Tangible work products include:

The project will result in a City Council approved document that will be adopted as an element of Plan DSM, which is the City’s comprehensive plan. It will be used to guide policy decisions including anticipated improvements to the City’s historic preservation program. The document will be posted on the City’s website and made available to the public. Our 1995 Preservation Plan was primarily visionary and heavy on narrative. For our new plan to be most effective, we anticipate a strong focus on implementation mechanisms with a specific, yet flexible, framework of action items that incorporates components that can be adopted and utilized by partner organizations. Additional work products will likely include presentations

tailored to various audiences/partners, highly graphic summary documents, social media campaigns, and awareness-building videography. All products will be submitted digitally except an unbound, single-sided copy of the final preservation plan is required.

Additional work products include:

HADB form (consultant)

Quarterly progress reports; the first quarterly report will be due April 1, 2021 and then every 3 months until the end of the contract. (local project manager)

Request for Reimbursement with documentation of expenditures and match (local project manager)

10-15 photographs of the project in progress (local project manager)

All products created under this grant will include the acknowledgement:

The activity that is the subject of this project has been financed in part with Federal funds from the National Park Service, U.S. Department of the Interior.

The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the U.S. Government. Mention of trade names or commercial products does not constitute their endorsement by the U.S. Government.

C. SCHEDULE: ACTIVITIES AND PRODUCT SUBMISSION

Upon receipt of the Notice to Proceed and the execution of the Contract, the RECIPIENT may begin work on the Project. The RECIPIENT is expected to begin work on the Project within 20 days of receiving the notice and the copy of the Contract. The Contract will end on or before **06-30-2023**. All work performed under the Contract will be completed by the last day of the month prior to the contract end date (e.g. by June 30 for a Contract that ends on July 1), and the final bill must be submitted with the final report by **05-31-2023**. Early completion of Contract activities and submission of Contract products is encouraged.

Tentative Schedule:

AMENDED:

City/State CLG contract approved – February 2021

Request for proposals released – February 2021

Receipt of proposals – March 2021

Review of applicant consultants by City staff, Advisory Committee, and SHPO – late March 2021

Consultant interviews – April 2021

Consultant final selection – May 2021

Consultant contract approved – June 2021

AMENDED Project begins – March 2022

AMENDED Kick off meeting with consultant and SHPO – March 2022

AMENDED Kick off community event/lecture series begins –April 2022

AMENDED Preliminary scoping workshops with partner organizations, elected officials, City staff, community residents – May/June 2022

AMENDED Online survey posted – August 2022

AMENDED Draft outline of plan – September 2022

AMENDED Online survey closed – October 2022

AMENDED Administrative draft – September 2022

AMENDED Community workshop(s), second round – December 2022

AMENDED Historic Preservation Commission, Public, SHPO review draft – January 2023

AMENDED Final community workshop(s) – December 2022

AMENDED Final draft – January 2023

AMENDED Approval by Historic Preservation Commission, Planning & Zoning Commission, and Des Moines City Council – February/ March 2023

AMENDED Request for reimbursement submitted through SlideRoom, 1 electronic copy and 1 unbound, single-sided copy of plan submitted and project competition – May 31, 2023

City/State CLG contract approved – February 2021

Request for proposals released – February 2021

Receipt of proposals – March 2021

Review of applicant consultants by City staff, Advisory Committee, and SHPO – late March 2021

Consultant interviews – April 2021

Consultant final selection – May 2021

Consultant contract approved – June 2021

Project begins – July 1, 2021

Kick off meeting with consultant and SHPO – July 2021

Kick off community event/lecture series begins – July 2021

Preliminary scoping workshops with partner organizations, elected officials, City staff, community residents – August/September 2021

Online survey posted – October 2021

Draft outline of plan – November 2021

Online survey closed – December 2021

Administrative draft – January 2022

Community workshop(s), second round – February 2022

Historic Preservation Commission, Public, SHPO review draft – March 2022

Final community workshop(s) – April 2022

Final draft – May 2022

Approval by Historic Preservation Commission, Planning & Zoning Commission, and Des Moines City Council – May 2022 – June 2022

Request for reimbursement submitted through SlideRoom, 3 CDs and unbound, single-sided copy of plan submitted and project competition – June 30, 2022

D. REIMBURSEMENT SCHEDULE

Payments by the SHSI shall be made upon receipt of billing invoices from the RECIPIENT that relate expenses being billed to budgeted expenses identified in Attachment B. Each payment request will be audited by the SHSI to ensure that sufficient progress has been made in support of the invoice. Timely submission of products is essential for reimbursement.

Claims for reimbursement must be accompanied by a progress report. Claims must be submitted through SlideRoom.

The following payment schedule will be used:

Approval of draft products	up to 70% of grant
Approval of all products	remaining balance of the grant

Adjustments between budget categories are permissible following written mutual consent between the RECIPIENT and the SHSI pursuant to Article XIV.

E. COORDINATION

This Project will be managed by the RECIPIENT in cooperation with the SHSI. The RECIPIENT will be represented by a Project Director, and the SHSI will be represented by Allison Archambo, State Historical Society of Iowa, New Historical Building, 600 East Locust, Des Moines, Iowa 50319-0290 at (515) 281-6826 or allison.archambo@iowa.gov.

The RECIPIENT's Project Director will maintain continuous coordination with the SHSI's Project Manager, during the Contract.

ATTACHMENT B:

BUDGET

Grant	\$25,000
Cash Match	\$55,000
In-kind Match	\$0
Total Project Budget	\$80,000

See grant application for more detail