



NIACOG
Housing Trust Fund

Local Intergovernmental Review Consultation with Cerro Gordo County, Iowa

The Cerro Gordo County Board of Supervisors has received a copy of the Statement of Activities for the NIACOG Housing Trust Funds application to the 2025 Rural Development Section 533 Housing Preservation Grant Program and has determined that:

1. The proposed project or program is beneficial to Cerro Gordo County.
2. The proposed project does not duplicate current activities.

Comments: _____

Cerro Gordo County Board of Supervisors

Printed Name/Title

Signature

Date



Statement of Activities (Exhibit J)

Pertaining To USDA Rural Development – Housing Preservation Grant

- i. **Type of and conditions for financial assistance for housing preservation including that the grant will be for homeowner assistance:** The assistance will be in the form of a grant for homeowner assistance for mechanical work on owner-occupied homes in Franklin, Floyd, Hancock, Kossuth, Mitchell, Worth, Winnebago, and Cerro Gordo County (excluding Mason City addresses because population exceeds 20,000). The grant will be subject to a 5-year Retention Agreement with the Housing Trust Fund secured by a receding forgivable mortgage. Work will be limited to replacement of furnaces, water heaters, and A/C units with new energy efficient units.
- ii. **Process**
 - a. **Selecting recipients:** To be eligible:
 - i. The home must be located outside of the flood plain in Franklin, Floyd, Hancock, Kossuth, Mitchell, Worth, Winnebago, and Cerro Gordo County (excluding Mason City addresses because population exceeds 20,000), be owner occupied for more than 1-year, and have a water heater, furnace or A/C unit older than 10 years old.
 - ii. The homeowners must have homeowner's insurance unless income is under 30% of the HUD published AMI and the owner is disabled or over 62 years of age in which case this requirement may be waived.
 - iii. Selection of households meeting eligibility requirements will occur on a first-come, first-served basis.
 - iv. The homeowner's income must be below the HUD 60% income limits and 100% of recipients must be below the USDA Very Low Income Limits.
 - v. The homeowner's liquid cash assets must be under \$25,000.
 - b. **Determining housing preservation needs of the dwelling:** Eligible repairs will be limited to replacement of water heaters, furnaces and/or A/C units older than 10 years old. The homeowner will be asked to provide a picture of the units and any available documentation to determine age of units. NIACOG staff will assist homeowners with documentation upon request.
 - c. **Performing the necessary work:** A bid request will be distributed to area HVAC and plumbing contractors including any contractors requested by the homeowner for inclusion. The contractors are required to be registered with the State of Iowa, meet all state licensing requirements, and not be debarred or declared ineligible by any Federal agency. The lowest responsive, responsible bidder is generally selected. The homeowner and administrator will sign a Notice to Proceed directing the contractor to initiate work. The homeowner will accept the bid and authorize the work.
 - d. **Monitoring/Inspecting work performed:** The NIACOG Housing Trust Fund contracts with a certified home inspector, Mike Kalkwarf, to conduct a final inspection of each

project to ensure that every item in the scope of work has been completed. The inspector prepares and submits a final report that includes pictures of the complete project.

- e. **Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (7 CFR 1944.667):** The project shall comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970. Although no permanent displacement will be involved and temporary relocation is unlikely, NIACOG Housing Trust Fund, Inc. will provide assistance for temporary relocation of displaced persons for units repaired or rehabilitated with HPG assistance when temporary relocation is required. Any contract or agreement between the homeowner and the grantee shall include: 1) The period of relocation (if any), 2) The name(s) of the party (or parties) who shall bear the cost of temporarily relocating, 3) The name(s) of the party (or parties) who shall bear the cost of permanent relocation. No permanent displacement of the occupants will be required.

- iii. **Process for coordinating with public and private organizations regarding historic properties:** Due to the nature of the work being proposed, there will be no exterior work done. Projects will generally not be subject to State Historic Preservation Office review. If necessary, all historic properties will be reviewed in compliance with RD Instruction 2000-FF. The Housing Trust Fund has adopted exhibit F-1 of RD Instruction 1944-N (attached). Documentation of determination for each individual project will be maintained in the site-specific project file indicating whether the project is located in the flood plain, and other project correspondence supporting determination.

- iv. **Development standards:** Water Heater, Furnace and A/C installation will be required to be completed to prevailing building codes in the respective jurisdiction.

- v. **Time Schedule for program completion:** The program shall be completed within the 2-year timeframe allowed for the program as follows:
 - a. Month 1: Announce award of funds
 - b. Month 1-6: Market program, accept applications, and determine eligibility
 - c. Month 4: Quarterly report
 - d. Month 6-10: Continue to market program, accept applications, determine eligibility, and complete work*
 - e. Month 7: Quarterly report & Draw #1
 - f. Month 8-15: Continue to market program, accept applications, determine eligibility, and complete work*
 - g. Month 10: Quarterly report & Draw #2
 - h. Month 13: Quarterly report & Draw #3
 - i. Month 15-18: Project closeout
 - j. Month 16: Quarterly report & Draw #4
 - k. Month 19: Final report & Final Draw

* Applications will be accepted on an ongoing basis until funding is exhausted or until project closeout, whichever occurs first.

- vi. **Staffing required to complete the program:** Staffing will be provided by NIACOG under a contractual agreement with the NIACOG Housing Trust Fund, Inc. governing board. Staff members working on this project will include Heidi Nielsen and Travis Konig both of whom have experience with housing grants including CDBG Housing Fund, Federal Home Loan Bank, State Housing Trust Fund, and private grants. Between the two staff listed, we have 26 years of experience.
- vii. **Estimated number of very low and low-income minority and non-minority persons:** 100% of recipients will have incomes below the USDA RD very low income limits. In 2024, approximately 14% of our program recipients for all grant programs were a minority race or Hispanic; this is higher than the percentage of the population represented by minority races and Hispanic persons. This ratio is our best guess for the HPG funds as well.
- viii. **Geographic areas to be served:** The geographic areas to be served include Franklin, Floyd, Hancock, Kossuth, Mitchell, Worth, and Winnebago, and Cerro Gordo County, except that Mason City addresses will be excluded from participation because Mason City has a population over 20,000 and is precluded from participation by program rules.

ix. **Annual estimated budget:**

- a. The annual estimated budget is as follows: Please note that all administration is paid through a contract with NIACOG so the NIACOG Housing Trust Fund does not pay salaries or fringe.

USDA Rural Housing Preservation Grant Budget				
Number of Projects		14		
	Cost Per Project	USDA Funding	State Housing Trust Fund (SHTF) Funding	Total Budget
HVAC/Water Heater Projects	\$8,052.20	\$55,238.10	\$57,492.72	\$112,730.82
Administrative Contract with NIACOG	\$1,152.57	\$9,747.90	\$6,388.08	\$16,135.98
Total Budget	\$9,204.77	\$64,986.00	\$63,880.80	\$128,866.80
USDA-Funded Admin	15%			
USDA % of Construction Budget	49%			

- b. **Housing Preservation Grant – Draw schedule:** We plan to draw the funds quarterly as a reimbursement of funds expended. The amounts are unknown at this time and will be determined by individual project costs.

- x. **Indirect Cost Proposal if other Federal funding is used:** No indirect costs will be charged and no other Federal funding is to be utilized in completing the program.
- xi. **Accounting System:** The program uses an accrual system of accounting and follows GAAP protocols. Costs are approved by the grant administrators, checks are cut by the CFO of NIACOG, checks are signed by the board treasurer (a banker), and both the CFO and one of the grant administrators track the financials of the Housing Trust Fund program. The program is audited annually by a 3rd party.

- xii. **Method of evaluation:** The program will be evaluated quarterly with the performance reports with the objectives listed below.
- a. The number of very low- and low income persons assisted – Goal of 100% under very low-income limits and none over low-income limits
 - b. The number of minority and nonminority persons assisted – Goal of 7%
 - c. The number of households assisted - Goal of 14
 - d. The average cost of assistance provided to each household – Goal of \$9,204.77 average per project.
- xiii. **Other Financial Resources:** The NIACOG Housing Trust Fund will be providing 51% of the construction costs in matching funds. The source of matching funds is the State Housing Trust Fund in the amount of \$63,880.80 (\$57,492.72 construction costs, and \$6,388.08 admin). (See chart in ix. a.) Budget above for more detail.
- xiv. **Use of Program Income & Tracking:** Program income, if any, will be used to continue to improve the quality of housing in the NIACOG Housing Trust Fund area. The program income will be tracked with the Quick Books system of accrual accounting for reuse.
- xv. **Plan for disposition of security instruments in the event of loss of legal status:** In the event of loss of legal status, the security instruments would be conveyed from NIACOG Housing Trust Fund, Inc. to NIACOG.
- xvi. **Other information to explain the proposed HPG program:** The NIACOG Housing Trust Fund was established in 2011 to improve the housing stock for low to moderate income households in North Central Iowa. Based out of Mason City, the program has multiplied its impact annually. We have rehabilitated hundreds of homes and continue to look for new sources to help us with that mission. We have partnered with USDA's 504 program on projects in Algona, Charles City, and Clear Lake, and we are very appreciative of the opportunity to apply again for funding with the Housing Preservation Grant - Section 533 program.
- xvii. **Outreach efforts outlined in 7 CFR 1944.671(b):** To meet the requirements of the Fair Housing initiative, NIACOG Housing Trust Fund will include on its primary form of advertising (brochure) and application the statement, "This is an equal opportunity program. Discrimination is prohibited by Federal Law." The brochure and application are posted on the NIACOG website. The Housing Trust Fund Program relies on all 67 cities in our 8-county region and social media to provide outreach for the various grant programs offered. In addition, the brochures have been distributed at area food banks, senior centers, Veteran's Affairs offices, and local Senior Fairs. Application for the past USDA funding was provided on a first-come, first-served basis and was open to all applicants meeting program eligibility requirements. Any future USDA funding is anticipated to be offered in the same manner until all funds are exhausted.



PUBLIC HEALTH

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DATE: August 26, 2025

TO: Cerro Gordo County Board of Supervisors

CC: Michelle Rush, Assistant Zoning Administrator, Executive Assistant, Cerro Gordo County

FROM: Daniel Ries, Cerro Gordo County Department of Public Health

SUBJECT: Manure Management Plan Christiansen Family Farms (F-47)

This report is to make you aware of concerns regarding a Manure Management Plan Annual Update received by this office from **Christiansen Family Farms (F-47) swine operation**. This report is being submitted according to Resolution 2003-123 **A Resolution Adopting Policy for the Receipt, Review and Comment on Manure Management Plans Received by the Cerro Gordo County Board of Supervisors**. Within seven (7) days of receipt of the manure management plan the Environmental Service Manager shall review the Manure Management Plan and prepare a report to the Board of Supervisors detailing concerns to forward to the Iowa Department of Natural Resources.

The confinement unit is located at **8821 170th Street in Section 32 of Mount Vernon Township**. The swine operation is an existing operation that is not expanding. The operation consists of 4,160 hogs in the wean/finish stage, which will produce about 1,310,400 gallons of manure annually. The manure will be stored in below building pits. Manure will be applied to three fields totaling 300.57 acres in Sections 30, 32, and 33 of Mount Vernon Township. **The fields on which manure will be applied is unchanged from the previous plan.** The concerns with the plan are listed below:

- The city of Swaledale is 1¼ miles from the manure application area.
- The fields where the manure will be applied are within the following distances to public use areas: ½ mile to Beaverdam Creek Waterfowl Protection Area; 1½ miles to Walch Wildlife Area; 2½ miles to Zirbel Slough; 2¼ miles to Stille Wildlife Area; 1¼ miles to Union Hills Waterfowl Protection Area, two miles to the Mount Vernon Township Cemetery.
- A tributary of West Branch Beaver Dam Creek runs in close proximity to the fields in Sections 32 of Mount Vernon Township.
- A waterway commences in the field in Section 33 of Mount Vernon Township.
- The manure will be applied adjacent to heavily traveled Interstate 35; odors may influence the perception of travelers.

If you have any questions regarding this information, feel free to contact this office at (641) 421-9338 or dries@cghealth.com.



PUBLIC HEALTH

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DATE: August 29, 2025
TO: Cerro Gordo County Board of Supervisors
CC: Michelle Rush, Assistant Zoning Administrator, Cerro Gordo County
FROM: Daniel Ries, Cerro Gordo County Department of Public Health
SUBJECT: Manure Management Plan for Balsam Beef & Bacon

This report is to make you aware of concerns regarding a Manure Management Plan Annual Update received by this office from **Balsam Beef & Bacon** swine operation (formerly **Luscombe Enterprises**). This report is being submitted according to Resolution 2003-123 **A Resolution Adopting Policy for the Receipt, Review and Comment on Manure Management Plans Received by the Cerro Gordo County Board of Supervisors**. Within seven (7) days of receipt of the manure management plan the Environmental Service Manager shall review the Manure Management Plan and prepare a report to the Board of Supervisors detailing the issues to forward to the Iowa Department of Natural Resources.

The confinement unit is located at **7442 Balsam Avenue, Thornton in Section 31 of Union Township**. The capacity of the operation is 3,550 finishing hogs and 250 cattle. The annual manure production is 907,025 of liquid manure which is stored in below building pits and 2,717 tons of solid manure from the bedded cattle barns. The plan indicates two fields of 293.6 acres designated for manure application in Cerro Gordo County. The fields are in the east half of Section 31 of Union Township. There is also one field of 147.3 acres located in Ell Township in Hancock County. The plan indicates a change in crop rotation or optimum yields and manure analysis. **The fields on which manure will be applied is unchanged**. The concerns with the plan are listed below:

- Union Hills Waterfowl Protection Area is about 1½ miles from the manure application area.

If you have any questions regarding this information, feel free to contact this office at (641) 421-9338 or dries@cghealth.com.