



NOTICE OF MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS (MAY 20, 2025) (WEEK 21 OF 2025)

Live streaming at:

<https://www.youtube.com/user/woodburycountyiowa>

Agenda and Minutes available at:

www.woodburycountyiowa.gov

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Kent T. Carper
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Mark E. Nelson
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Matthew A. Ung
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You are hereby notified a meeting of the Woodbury County Board of Supervisors will be held May 20, 2025, at **4:30 p.m.** in the Basement of the Courthouse, 620 Douglas Street, Sioux City, Iowa, for the purpose of taking official action on the agenda items shown hereinafter and for such other business that may properly come before the Board.

This is a formal meeting during which the Board may take official action on various items of business. Members of the public wishing to speak on an item must follow the participation rules adopted by the Board of Supervisors.

1. Please silence cell phones and other devices while in the Boardroom.
2. The Chair may recognize speakers on agenda items after initial discussion by the Board.
3. Speakers will approach the microphone one at a time and give their name and address before their statement.
4. Speakers will limit their remarks to three minutes on any one item and address their remarks to the Board.
5. At the beginning of discussion on any item, the Chair may request statements in favor of an action be heard first followed by statements in opposition to the action. The Chair may also request delegates provide statements on behalf of multiple speakers.
6. Any concerns or questions which do not relate to a scheduled item on the agenda will be heard under the item "Citizen Concerns." Please note the Board is legally prohibited from taking action on or engaging in deliberation on concerns not listed on the agenda, and in such cases the Chair will request further discussion take place after properly noticed.
7. Public comment by electronic or telephonic means is prohibited except for a particular agenda item when approved by the Chair 24 hours before a meeting or by a majority of the board during a meeting for a subsequent meeting.

AGENDA

3:00 p.m. Board of Supervisors Closed Session with John Templer, Attorney {Iowa Code Chapter 21.5(1)(c)} **Dennis Butler Meeting Room**

4:30 p.m. Call Meeting to Order – Pledge of Allegiance to the Flag – Moment of Silence

1. Approval of the agenda

Action

Consent Agenda

Items 2 through 8 constitute a Consent Agenda of routine action items to be considered by one motion. Items pass unanimously unless a separate vote is requested by a Board Member.

2. Approval of the minutes of May 13, 2025, meeting

3. Approval of claims

4. Board Administration – Karen James

a. Approval of resolution for a tax suspension for R.O.

b. Approval of resolution for a tax suspension for S.B.

c. Approval of resolution thanking and commending Theresa Jochum for her years of service

5. Human Resources – Melissa Thomas
 - a. Approval of the Memorandum of Personnel Transactions
 - b. Approval of the Mobile Device Management Policy
6. County Auditor – Michelle Skaff
Approval of resolutions for drainage ditch assessments for Little Sioux Intercounty, McCandless and Sandhill-Lakeport drainage ditches
7. Board Administration – Ryan Erickson
Approval of transfer of \$600,000 to Self-Health County Insurance Fund from General Supplement
8. Secondary Roads – Laura Sievers
Approval of utility permit for placement of new fiber optic cable in county right of way for Long Lines

End of Consent Agenda

- | | | |
|--------------------------------|---|-------------|
| | 9. Board of Supervisors – David Dietrich
Approval of compensation for Woodbury County Solid Waste Agency board secretary
Jeanette Beekman | Action |
| 4:35 p.m.
(Set time) | 10. Board of Supervisors – Daniel Bittinger | |
| | a. Public hearing for the Community Development Block Grant Application | Action |
| | b. Approve the Community Development and Housing Needs Assessment draft | Action |
| | c. Approval of resolution authorizing the Community Development Block Grant application | Action |
| | 11. Reports on Committee Meetings | Information |
| | 12. Citizen Concerns | Information |
| | 13. Board Concerns | Information |

ADJOURNMENT

Subject to Additions/Deletions

CALENDAR OF EVENTS

- WED., MAY 21 12:00 p.m.** Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202
- THU., MAY 22 10:00 a.m.** Siouxland Regional Transit System Board of Directors Meeting, 6401 Gordon Dr.
- 11:15 a.m.** Western Iowa Community Improvement Regional Housing Trust Fund, 6401 Gordon Dr.
- WED., MAY 28 2:30 p.m.** Rolling Hills Community Services Region Governance Board Meeting
- 5:00 p.m.** Zoning Commission Meeting, Courthouse Basement Boardroom
- MON., JUN 2 5:00 p.m.** Board of Adjustment meeting, Courthouse Basement Boardroom
- WED., JUN 4 7:30 a.m.** SIMPCO Executive/Finance Committee, 6401 Gordon Drive
- 4:45 p.m.** Veteran Affairs Meeting, Veteran Affairs Office, 1211 Tri-View Ave.
- WED., JUN 11 7:30 a.m.** SIMPCO Executive Finance Committee Meeting, 6401 Gordon Drive
- 8:05 a.m.** Woodbury County Information Communication Commission, First Floor Boardroom
- 12:00 p.m.** District Board of Health Meeting, 1014 Nebraska St.
- FRI., JUN 13** Hungry Canyons Alliance, Tour of Grade Control Sites, Denison
- WED., JUN 18 12:00 p.m.** Siouxland Economic Development Corporation Meeting, 617 Pierce St., Ste. 202
- THU., JUN 19 4:00 p.m.** Conservation Board Meeting, Southwood Conservation Area
- 4:30 p.m.** Community Action Agency of Siouxland Board Meeting, 2700 Leech Avenue
- FRI., JUN 20 12:00 p.m.** Siouxland Human Investment Partnership Board Meeting, 2540 Glenn Ave.

Woodbury County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.

Federal and state laws prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation or veteran's status. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416 or Iowa Department of Transportation's civil rights coordinator. If you need accommodations because of a disability to access the Iowa Department of Transportation's services, contact the agency's affirmative action officer at 800-262-0003.

MAY 13, 2025, TWENTIETH MEETING OF THE WOODBURY COUNTY BOARD OF SUPERVISORS

The Board of Supervisors met on Tuesday, May 13, 2025, at 4:30 p.m. Board members present were Carper, Nelson, Bittinger II, and Dietrich, Ung was absent. Staff members present were Joshua Widman, Assistant County Attorney, Karen James, Board Administrative Assistant, Melissa Thomas, Human Resources Director, Ryan Ericson, Budget and Finance Director, and Michelle Skaff, Auditor/Clerk to the Board.

The regular meeting was called to order with the Pledge of Allegiance to the Flag and a Moment of Silence.

1. Motion by Bittinger second by Nelson to approve the agenda for May 13, 2025. Carried 4-0. Copy filed.

Motion by Bittinger second by Carper to approve the following items by consent:
2. To approve minutes of the May 6, 2025 meeting. Copy filed.
3. To approve the claims totaling \$3,675,536.07. Copy filed.
- 4a. To approve an application for a 12-month Class C Retail Alcohol License, with Outdoor Service Sales privileges, for Correctionville Golf Club, effective 06/02/25 through 06/01/26. Copy filed.
- 4b. To approve an application for a 12-month Class C Retail Alcohol License, with Outdoor Services Sales privileges, for Oscar Carl Vineyard, effective 06/02/25 through 06/01/26. Copy filed.
- 5a. To approve the appointment of Kurtus Palsma, Engineering Aide - Temp, Secondary Roads Dept., effective 05-19-25, \$19.50/hour. Job Vacancy Posted on 02/12/2025. Temporary – Not to Exceed 120 Days; the reclassification of Rosario Resendiz, Youth Worker, Juvenile Detention Dept., effective 05-26-2025, \$22.93/hour, 4%=\$0.88/hr. Per AFSCME Juvenile – Move from Step 1 to Step 2. Anniversary Date: 6/5/25.; and the reclassification of Noah East, Civilian Jailer, County Sheriff Dept., effective 05-26-2025, \$25.57/hour, 4%=\$1.00/hr. Per CWA Civilian – Move from 3rd Class to 2nd Class. Anniversary Date: 6/6/25. Copy filed.
- 5b. To approve and authorize the Chairperson to sign the Authorization to initiate the hiring process for Mechanic Foreman, Secondary Roads Dept. Wage Plan: \$2945.31/bi-weekly; for Senior Clerk (5), County Treasurer Dept. AFSCME Courthouse: \$21.15 - \$26.66/hour; and for Clerk III (2), County Treasurer Dept. AFSCME Courthouse: \$23.31 - \$28.72/hour. Copy filed.
6. To approve a permit to work in right of way for Brad Catania. Copy filed.
7. To approve the property tax refund of Beverly Smith, parcel #894710306022, in the amount of \$821.00. Copy filed.

Carried 4-0.

8. Motion by Bittinger second by Nelson to receive gaming and L.O.S.T. reports from Finance Director Ericson. Carried 4-0. Copy filed.

Motion by Bittinger second by Nelson to provide \$150,000 from local option sales tax to MCDAI for a daycare/childcare facility in Merville. Carried 4-0. Copy filed.
9. Motion by Bittinger second by Nelson to accept the quotes for the new equipment and approve the County Engineer to sign purchase agreements. Carried 4-0. Copy filed.
10. Motion by Nelson second by Carper to receive for signature and approve appraisal services with Holcomb Appraisal for parcel #884333400002. Carried 4-0. Copy filed.
11. Motion by Nelson second by Dietrich to approve the amount of \$5,000 from Gaming to support Family Treatment Court programming and activities. Carried 4-0. Copy filed.

12. Reports on committee meetings were heard.

13. There were no citizen concerns.

14. Board Concerns were heard.

The Board adjourned the regular meeting until May 20, 2025.

Meeting sign in sheet. Copy filed.

**WOODBURY COUNTY, IOWA
BOARD ADMINISTRATION
MEMORANDUM**

TO: Board of Supervisors

FROM: Karen James, Board Administrative Assistant

RE: Consideration of a Petition for a Tax Suspension

DATE: May 14, 2025

Please consider this request for a tax suspension for R.O. If the Board approves this request, the suspension resolution requires the chairman's signature.

Thank you.

kmj

**WOODBURY COUNTY, IOWA
BOARD ADMINISTRATION
MEMORANDUM**

TO: Board of Supervisors

FROM: Karen James, Board Administrative Assistant

RE: Consideration of a Petition for a Tax Suspension

DATE: May 14, 2025

Please consider this request for a tax suspension for S.B. If the Board approves this request, the suspension resolution requires the chairman's signature.

Thank you.

kmj

WOODBURY COUNTY, IOWA

RESOLUTION NO. _____

A RESOLUTION THANKING AND COMMENDING

Theresa Jochum

FOR HER SERVICE TO WOODBURY COUNTY

WHEREAS, Theresa Jochum has capably served Woodbury County as an employee of the Woodbury County Social Services Department for 26 years from January 25, 1999, to June 30, 2025.

WHEREAS, the service given by Theresa Jochum as a Woodbury County employee, has been characterized by her dedication to the best interests of the citizens of Woodbury County; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF WOODBURY COUNTY, IOWA that the undersigned members of this Board thanks and commends Theresa Jochum for her years of service to Woodbury County; and

BE IT FURTHER RESOLVED that it is the wish of all those signing below that the future hold only the best for this very deserving person, Theresa Jochum

BE IT SO RESOLVED this 20th day of May 2025.

WOODBURY COUNTY BOARD OF SUPERVISORS

Daniel A. Bittinger II, Chairman

Kent T. Carper, Member

David L. Dietrich, Member

Mark E. Nelson, Member

Matthew A. Ung, Member

Attest:

Michelle K. Skaff, Woodbury County Auditor

HUMAN RESOURCES DEPARTMENT

MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: May 20th 2025

*** PERSONNEL ACTION CODE:**

A - Appointment

T - Transfer

P - Promotion

D - Demotion

R-Reclassification

E- End of Probation

S - Separation

O – Other

TO: WOODBURY COUNTY BOARD OF SUPERVISORS

NAME	DEPARTMENT	EFFECTIVE DATE	JOB TITLE	SALARY REQUESTED	% INCREASE	*	REMARKS
Ventura Perez, Jisleny	Juvenile Detention	05-21-2025	PT Youth Worker - Temp	\$22.05/hour		A	Job Vacancy Posted on 2/19/25. Entry Level Salary: \$22.05/hour
Strain, Janet	Attorney's Office	05-21-2025	PT Intern - Temp	\$18.00/hour		A	Temporary Appointment by County Attorney.
Groetken, Dezmond	Sheriff's Office	06-09-2025	Civilian Jailer	\$24.57/hour		A	Job Vacancy Posted on 1/10/25. Entry Level Salary: \$24.57/hour.
Olhausen, Ethan	Sheriff's Office	06-09-2025	Civilian Jailer	\$24.57/hour		A	Job Vacancy Posted on 2/26/25. Entry Level Salary: \$24.57/hour
Selig, Kenneth	Sheriff's Office	06-09-2025	Civilian Jailer	\$24.57/hour		A	Job Vacancy Posted on 2/26/25. Entry Level Salary: \$24.57/hour

APPROVED BY BOARD DATE: _____

MELISSA THOMAS, HR DIRECTOR: _____

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM

Date: 05/08/2025 Weekly Agenda Date: 05/20/2025

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Melissa Thomas HR Director

WORDING FOR AGENDA ITEM:

Approval of the Mobile Device Management Policy

ACTION REQUIRED:

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Public Hearing ☐

Other: Informational ☐

Attachments ☒

EXECUTIVE SUMMARY:

The Mobile Device Management Policy ensures the secure use of mobile devices within the organization, and provides guidelines for mobile device use when accessing County data.

BACKGROUND:

County data may be accessed on county issued devices or authorized personally owned devices. The device accessing the data must be enrolled in the Mobile Application Management (MAM), which is installed by WCICC. Staff with personally owned devices must sign a Personal Smartphone Usage Waiver and follow the other requirements of this policy (see attached).

FINANCIAL IMPACT:

\$0

IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?

Yes ☐ No ☐

RECOMMENDATION:

Approve the Mobile Device Management Policy

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve the Mobile Device Management Policy

Mobile Device Management Policy

Purpose

The Mobile Device Management Policy is to ensure the secure use of mobile devices within the organization. This IT policy provides guidelines for managing mobile devices that access Woodbury County resources.

Scope

This policy applies to all employees who use mobile devices to access Woodbury County systems, networks and data. Mobile devices include, but are not limited to:

- Organization-issued mobile devices.
- Personally owned devices authorized to access County resources.

Policy

All organization-issued mobile devices accessing County organizational data must be enrolled in the Mobile Application Management (MAM) solution.

All employees approved to use their personal use mobile device and accessing County organizational data must be enrolled in the Mobile Application Management (MAM) solution.

If an eligible Employee requests to access organizational data from their personal-use smartphone, they must sign the Personal Smartphone Usage Waiver. The waiver can be found on the Employee Portal or by contacting IT. Only after completing the Personal Smartphone Usage Waiver may an employee request IT to setup MAM on their smartphone device.

If an Employee has not been issued a business smartphone or has not been given permission by their department supervisor, organizational data is not allowed to be accessed from their device.

The Employee is responsible for notifying IT when they are replacing their personal use smart device that has access to organizational data.

If a smartphone device with organizational data access is lost or stolen, it is the user's responsibility to promptly report this event to their direct supervisor and the IT Security Team.

If an Employee leaves employment, and the Employee had access to organizational data on their personal smartphone the employee's direct supervisor is responsible for reporting to IT.

Mobile devices must be configured to enforce strong passcodes and inactivity timeouts.

Jailbroken or rooted devices are prohibited from accessing organizational systems.

Personal data on MAM devices will remain private, while organizational data and apps will be managed separately through containerization.

Policy Compliance

When an end-user is found in violation of this policy, access to organizational resources is revoked and the end-user's supervisor is notified.

Exceptions

Any exception to the policy must be approved by the IT Security Coordinator or designee in advance.

Definitions and Terms

Mobile App Management – MAM

A platform that secures and enables IT control for enterprise applications on end users' personal mobile devices. MAM allows IT administrators to apply and enforce corporate policies on enterprise applications only, leaving the users personal apps and data untouched.

IT Security Team

The IT Security Team consists of the IT Security Coordinator and other IT employees. Members of the IT Security Team collaborate to manage security for the IT aspects of network resources. Contact the IT Helpdesk for a member of the IT Security Team.

Organizational Data

Includes but is not limited to; Microsoft 365 data, Outlook items, OneDrive and SharePoint files, Teams data, GIS maps, images, any data that is used for County business.

Revision History

Date of Change	Responsible	Summary of Change
1/21/2025	Chandra Chase	Creation
4/9/2025	Chandra Chase	Revision

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM

Date: 5/12/2025 Weekly Agenda Date: 5/20/2025

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Michelle Skaff/Diane Swoboda Peterson

WORDING FOR AGENDA ITEM:

Woodbury County Inter-County Drainage District Assessment Resolutions

ACTION REQUIRED:

Approve Ordinance ☐

Approve Resolution ☒

Approve Motion ☐

Public Hearing ☐

Other: Informational ☐

Attachments ☐

EXECUTIVE SUMMARY:

Monona County Drainage Office has prepared three drainage ditch assessment resolutions to be approved/signed by the Woodbury County Board of Supervisors

BACKGROUND:

Monona County Drainage Office administers three intercounty drainage ditches for Woodbury County--Little Sioux InterCounty, McCandless and Sandhill-Lakeport. A resolution for each needs to be signed to accept and adopt the ditch levies for this year.

FINANCIAL IMPACT:

Little Sioux InterCounty	\$48,527.00
McCandless	\$ 8,124.00
Sandhill-Lakeport	\$19,250.00

IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?

Yes ☐ No ☒

RECOMMENDATION:

Recommend signing each resolution.

ACTION REQUIRED / PROPOSED MOTION:

Motion to accept and sign resolutions for drainage ditch assessments for Little Sioux Intercounty, McCandless and Sandhill-Lakeport drainage ditches.

MONONA COUNTY DRAINAGE OFFICE
%COURTHOUSE – 610 IOWA AVENUE
ONAWA, IOWA 51040
(712) 433-2630

2025 MAY -2 PM 1:41
MICHELLE K. SKAFF
WOODBURY COUNTY
AUDITOR RECORDER
COMM OF ELECTIONS

April 29, 2025

Michelle K. Skaff, Woodbury County Auditor
Woodbury County Auditor's Office
620 Douglas Street, Rm 103
Sioux City, IA 51101-1248

Dear Michelle:

Enclosed are levy resolutions on all inter-county drainage districts with Monona County approved by the Monona County Board of Supervisors on April 29, 2025. Please have your Board of Supervisors approve said resolutions, make copies for your records, and send back the originals to the Monona County Drainage Office, %Courthouse, 610 Iowa Avenue, Onawa, Iowa 51040.

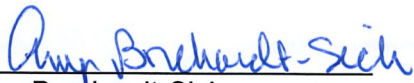
The levy rates for the Woodbury County Inter-County Drainage Districts with Monona County for the year 2025-2026 are as follows:

DRAINAGE DISTRICT	LEVY RATIO		WOODBURY PRODUCT UNITS	ASSESSMENT TOTAL
Little Sioux (65%)	.078839	X	615,517.52	\$ 48,527.
McCandless Inter-Co (115%)	.112449	X	72,248.50	\$ 8,124.
Sandhill-Lakeport (60%)	.086952	X	221,381.88	\$ 19,250.

If the product units on the above, do not agree with your records please have Diane send me the corrections.

Thank you!

Sincerely,


Amy Borchardt-Sick
Monona County Drainage Deputy/Clerk

Encl.

***PLEASE give a copy of the signed paperwork to Diane Swoboda Peterson**

2025-2026	District	Orig. Assess.	Total needed	Levy %	Product Units	Ratio	WOODBURY PRODUCT UNITS/\$\$AMT	MONONA PRODUCT UNITS/\$\$ AMT	HARRISON PRODUCT UNITS/\$\$ AMT
6100	LITTLE SIOUX	\$1,046,490.96	\$680,216.00	65.00%	8,627,938.37	0.078839	615,517.52	7,428,178.11	584,242.74
6200	MCCANDLESS MN	\$114,217.46	\$131,350.00	115.00%	1,168,085.42	0.112449	\$48,527	\$585,628	\$46,061
							72,248.50	1,095,836.92	
6500	SANDHILL-LAKE	\$48,098.19	\$28,859.00	60.00%	331,897.39	0.086952	\$8,124	\$123,226	
							221,381.88	110,515.51	
							\$19,250	\$9,609	
	WOOD CO LATs.								
6800	WOOD-MO LAT 1	\$538.62	NONE			NONE			
6810	WOOD-MO LAT 2	\$898.99	NONE		36,709.66	NONE			
6880	WOOD-MO LAT11	\$519.45	NONE		32,873.60	NONE			
6890	WOOD-MO LAT12	\$621.73	NONE		30,020.00	NONE			
6895	WOOD MO LAT O	\$4,070.71	NONE		82,833.80	NONE			
	Totals		\$840,425.00				\$75,900	\$718,464	\$46,061

The Board of Supervisors of Monona County, Iowa met Tuesday, April 29, 2025 at 10:00 a.m., in the Board Room of the Courthouse in Onawa, Monona County, Iowa.

The meeting was called to order by Chairman Fox and, upon roll being called, the following Board members were

Present: Brouillette, Fox and Phillips.

Absent: None.

Supervisor Fox introduced, caused to be read and moved the adoption of the **RESOLUTION ADOPTING AND LEVYING SPECIAL ASSESSMENT IN THE LITTLE SIOUX INTER-COUNTY DRAINAGE DISTRICT OF MONONA, WOODBURY AND HARRISON COUNTIES, IOWA.**

Supervisor Brouillette seconded the motion to adopt the Resolution. Upon due consideration by the Board, the Chairman put the question; and upon roll being called, the vote was as follows:

AYES: Brouillette, Fox and Phillips

NAYS: None.

Whereupon, the Chairman declared the Resolution duly adopted as follows:

The Board of Supervisors of Harrison County, Iowa, met _____, 2025 at _____, a.m. in the Board Room of the Courthouse at Logan, Harrison County, Iowa.

The meeting was called to order by Chairman _____, and upon roll being called, the following Board members were

Present: _____

Absent: _____

Supervisor _____ introduced, caused to be read and moved the adoption of the **RESOLUTION ADOPTING AND LEVYING SPECIAL ASSESSMENT IN THE LITTLE SIOUX INTER-COUNTY DRAINAGE DISTRICT OF MONONA, WOODBURY AND HARRISON COUNTIES, IOWA.**

Supervisor _____ seconded the motion to adopt the Resolution. Upon due consideration by the Board, the Chairman put the question; and upon roll being called, the vote was as follows:

AYES: _____

NAYS: _____

Whereupon, the Chairman declared the Resolution duly adopted as follows:

WOODBURY COUNTY, IOWA
RESOLUTION # _____

The Board of Supervisors of Woodbury County, Iowa, met _____, 2025 at _____ p.m. in the Board Room of the Courthouse at Sioux City, Woodbury County, Iowa.

The meeting was called to order by Chairman _____, and upon roll being called, the following Board members were

Present: _____

Absent: _____

Supervisor _____ introduced, caused to be read and moved the adoption of the **RESOLUTION ADOPTING AND LEVYING SPECIAL ASSESSMENT IN THE LITTLE SIOUX INTER-COUNTY DRAINAGE DISTRICT OF MONONA, WOODBURY AND HARRISON COUNTIES, IOWA.**

Supervisor _____ seconded the motion to adopt the Resolution. Upon due consideration by the Board, the Chairman put the question; and upon roll being called, the vote was as follows:

AYES: _____

NAYS: _____

Whereupon, the Chairman declared the Resolution duly adopted as follows:

RESOLUTION ADOPTING AND LEVYING SPECIAL ASSESSMENT
IN THE LITTLE SIOUX INTER-COUNTY DRAINAGE DISTRICT

WHEREAS, the Board of Trustees of the Little Sioux Inter-County Drainage District, in session on the 27th day of March, 2025, requested that the Board of Supervisors levy a special assessment of Sixty-five (65%) Percent of the Original Assessment on all tracts of land, lots, public roads, and railroads in the Little Sioux Inter-County Drainage District to procure funds from which to pay the costs and expenses of repair and maintenance incurred.

NOW, THEREFORE, BE IT RESOLVED by the Joint Board of Supervisors of Monona, Woodbury and Harrison Counties, Iowa, acting as a Drainage Board for the Little Sioux Inter-County Drainage District, that there be and is hereby levied upon all tracts of land, lots, public roads, and railroads in the Little Sioux Inter-County Drainage District of Monona, Woodbury and Harrison Counties, Iowa, a special assessment in the amount of Sixty-five (65%) Percent of the Original Assessment, and the Auditors of Monona, Woodbury and Harrison Counties, Iowa, be directed and ordered to spread such levy upon said lands, to be collected under \$468.55 in semi-annual installments in the same manner

as general property taxes are collected pursuant to \$445.36 in the year 2025-2026.

PASSED and APPROVED this 29TH day of April, 2025, Board of Supervisors, Monona County, Iowa.

B. J.
CHAIRMAN

ATTEST: Amy Bachardt-Sich
MONONA COUNTY DRAINAGE CLERK

PASSED and APPROVED this _____ day of _____, 2025, Board of Supervisors, Harrison County, Iowa.

CHAIRMAN

ATTEST: _____
HARRISON COUNTY DRAINAGE CLERK

PASSED and APPROVED this _____ day of _____, 2025, Board of Supervisors, Woodbury County, Iowa.

CHAIRMAN

ATTEST: _____
WOODBURY COUNTY AUDITOR

O R D E R

We, the Board of Trustees of the Little Sioux Inter-County Drainage District of Monona, Harrison and Woodbury Counties, Iowa in session this 27th day of March, 2025, hereby request that a special assessment of Sixty-five (65 %) Percent be levied on all tracts of land, lots, public roads and railroads within the Little Sioux Inter-County Drainage District of Monona, Harrison and Woodbury Counties, Iowa, for fiscal year 2025-2026, to procure funds from which to pay the costs and expenses for the general upkeep and maintenance of the District.

Tim Hockyson

Robt Felt

Wayne MacLean
BOARD OF TRUSTEES

The Board of Supervisors of Monona County, Iowa met Tuesday, April 29th, 2025 at 10:00 a.m., in the Board Room of the Courthouse in Onawa, Monona County, Iowa.

The meeting was called to order by Chairman Fox, and, upon roll being called, the following Board members were

Present: Brouillette, Fox and Phillips.

Absent: None.

Supervisor Fox introduced, caused to be read and moved the adoption of the **RESOLUTION ADOPTING AND LEVYING SPECIAL ASSESSMENT IN THE SANDHILL-LAKEPORT INTER-COUNTY DRAINAGE DISTRICT OF MONONA AND WOODBURY COUNTIES, IOWA.**

Supervisor Brouillette seconded the motion to adopt the Resolution. Upon due consideration by the Board, the Chairman put the question; and upon roll being called, the vote was as follows:

AYES: Brouillette, Fox and Phillips.

NAYS: None.

Whereupon, the Chairman declared the Resolution duly adopted.

WOODBURY COUNTY, IOWA
RESOLUTION # _____

The Board of Supervisors of Woodbury County, Iowa, met _____, 2025 at _____ p.m. in the Board Room of the Courthouse in Sioux City, Woodbury County, Iowa.

The meeting was called to order by Chairman _____, and upon roll being called, the following Board members were

Present: _____

Absent: _____

Supervisor _____ introduced, caused to be read and moved the adoption of the **RESOLUTION ADOPTING AND LEVYING SPECIAL ASSESSMENT IN THE SANDHILL-LAKEPORT INTER-COUNTY DRAINAGE DISTRICT OF MONONA AND WOODBURY COUNTIES, IOWA.**

Supervisor _____ seconded the motion to adopt the Resolution. Upon due consideration by the Board, the Chairman put the question; and upon roll being called, the vote was as follows:

AYES: _____

NAYS: _____

Whereupon, the Chairman declared the Resolution duly adopted as follows:

**RESOLUTION ADOPTING AND LEVYING SPECIAL ASSESSMENT
IN THE SANDHILL-LAKEPORT DRAINAGE DISTRICT**

WHEREAS, the Board of Trustees of the Sandhill-Lakeport Inter-County Drainage District, in session on the 10th day of March, 2025, requested that the Board of Supervisors levy a special assessment of Sixty Percent (60%) of the Original Assessment on all tracts of land, lots, public roads, and railroads in the Sandhill-Lakeport Inter-County Drainage District to procure funds from which to pay the costs and expenses of repair and maintenance incurred.

NOW, THEREFORE, BE IT RESOLVED by the Joint Board of Supervisors of Monona and Woodbury Counties, Iowa, acting as a Drainage Board for the Sandhill-Lakeport Inter-County Drainage District, that there be and is hereby levied upon all tracts of land, lots, public roads, and railroads in the Sandhill-Lakeport Inter-County Drainage District of Monona and Woodbury Counties, Iowa, a special assessment in the amount of Sixty Percent (60%) of the Original Assessment, and the Auditors of Monona and Woodbury Counties, Iowa, be directed and ordered to spread such levy upon said lands, to be collected under \$468.55 in semi-annual installments in the same manner as general property taxes are collected pursuant to \$445.36 in the year 2025-2026.

PASSED and APPROVED this 29th day of April, 2025, Board of Supervisors, Monona County, Iowa.



CHAIRMAN

ATTEST: 
DRAINAGE CLERK

PASSED and APPROVED this _____ day of _____, 2025, Board of Supervisors, Woodbury County, Iowa.

CHAIRMAN

ATTEST: _____
WOODBURY COUNTY AUDITOR

O R D E R

We, The Board of Trustees of the Sandhill Lakeport Drainage District of Woodbury and Monona Counties, Iowa in session this 11th day of 10th, of March 2025, hereby request that a special assessment of Sixty (60%) be levied on all tracts of land, lots, public roads and railroads within the Sandhill Lakeport Drainage District of Woodbury and Monona Counties, Iowa, for fiscal year 2025-2026, to procure funds from which to pay the costs and expenses for the general upkeep and maintenance of the District.

Neil Kenney
John Henstam
Chris
BOARD OF TRUSTEES

The Board of Supervisors of Monona County, Iowa met Tuesday, April 29th, 2025 at 10:00 a.m., in the Board Room of the Courthouse in Onawa, Monona County, Iowa.

The meeting was called to order by Chairman Fox, and, upon roll being called, the following Board members were

Present: Fox, Brouillette and Phillips.

Absent: None.

Supervisor Fox introduced, caused to be read and moved the adoption of the **RESOLUTION ADOPTING AND LEVYING SPECIAL ASSESSMENT IN THE MCCANDLESS INTER-COUNTY DRAINAGE DISTRICT OF MONONA AND WOODBURY COUNTIES, IOWA.**

Supervisor Brouillette seconded the motion to adopt the Resolution. Upon due consideration by the Board, the Chairman put the question; and upon roll being called, the vote was as follows:

AYES: Brouillette, Fox and Phillips.

NAYS: None.

Whereupon, the Chairman declared the Resolution duly adopted.

**WOODBURY COUNTY, IOWA
RESOLUTION # _____**

The Board of Supervisors of Woodbury County, Iowa, met _____, 2025 at _____.m. in the Board Room of the Courthouse in Sioux City, Woodbury County, Iowa.

The meeting was called to order by Chairman _____, and upon roll being called, the following Board members were present

Present: _____

Absent: _____

Supervisor _____ introduced, caused to be read and moved the adoption of the **RESOLUTION ADOPTING AND LEVYING SPECIAL ASSESSMENT IN THE MCCANDLESS INTER-COUNTY DRAINAGE DISTRICT OF MONONA AND WOODBURY COUNTIES, IOWA.**

Supervisor _____ seconded the motion to adopt the Resolution. Upon due consideration by the Board, the Chairman put the question; and upon roll being called, the vote was as follows:

AYES: _____

NAYS: _____

Whereupon, the Chairman declared the Resolution duly adopted as follows:

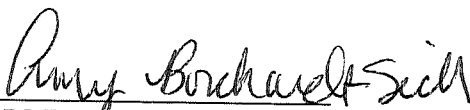
**RESOLUTION ADOPTING AND LEVYING SPECIAL ASSESSMENT
IN THE MCCANDLESS INTERCOUNTY DRAINAGE DISTRICT**

WHEREAS, the Board of Trustees of the McCandless Inter-County Drainage District, in session on the 2nd day of April, 2025, requested that the Board of Supervisors levy a special assessment of One Hundred Fifteen Percent (115%) of the Original Assessment on all tracts of land, lots, public roads, and railroads in the McCandless Inter-County Drainage District to procure funds from which to pay the costs and expenses of repair and maintenance incurred.

NOW, THEREFORE, BE IT RESOLVED by the Joint Board of Supervisors of Monona and Woodbury Counties, Iowa, acting as a Drainage Board for the McCandless Inter-County Drainage District, that there be and is hereby levied upon all tracts of land, lots, public roads, and railroads in the McCandless Inter-County Drainage District of Monona and Woodbury Counties, Iowa, a special assessment in the amount of One Hundred Fifteen Percent (115%) of the Original Assessment, and the Auditors of Monona and Woodbury Counties, Iowa, be directed and ordered to spread such levy upon said lands, to be collected under \$468.55 in semi-annual installments in the same manner as general property taxes are collected pursuant to \$445.36 in the year 2025-2026.

PASSED and APPROVED this 29th day of April, 2025, Board of Supervisors, Monona County, Iowa.


CHAIRMAN

ATTEST: 
DRAINAGE CLERK

PASSED and APPROVED this _____ day of _____, 2025, Board of Supervisors, Woodbury County, Iowa.

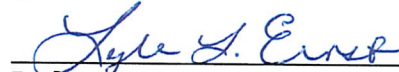
CHAIRMAN


ATTEST: _____
WOODBURY COUNTY AUDITOR

O R D E R

We, the Board of Trustees of the McCandless Inter-County Drainage District of Woodbury and Monona Counties, Iowa in session this 2nd day of April, 2025, hereby request that a special assessment of One hundred Fifteen (115%) be levied on all tracts of land, lots, public roads and railroads within the McCandless Inter-County Drainage District of Woodbury and Monona Counties, Iowa, for fiscal year 2025-2026 to procure funds from which to pay the costs and expenses for the general upkeep and maintenance of the District.


James Alexander


Lyle L Ernst


Lee Westergaard
BOARD OF TRUSTEES

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM

Date: 5-12-25 Weekly Agenda Date: 5-20-25

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Finance/Budget Director - Ryan Ericson

WORDING FOR AGENDA ITEM:

Transfer of \$600,000 to Self Health County Insurance Fund from General Supplement

ACTION REQUIRED:

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Public Hearing ☐

Other: Informational ☐

Attachments ☒

EXECUTIVE SUMMARY:

Per Iowa Code 509A, a governing body that for health is self-insured must have a actuarial opinion which attests to the adequacy of reserves and financial condition of the plan.

BACKGROUND:

For the plan year ending June 30, 2024, the actuarial opinion stated 125% of the estimated amount of claims incurred but not reported complies with statutory requirements. The estimate as of that date was \$924,697. The reserves necessary was \$1,062,921. Current balance in the fund is \$240,709.

FINANCIAL IMPACT:

Transfer of \$600,000 from General Supplemental Fund to Self Health County Insurance Fund

IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?

Yes ☐ No ☒

RECOMMENDATION:

Transfer the \$600,000 to the Self Health County Insurance Fund

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve the transfer



DES MOINES, IA
CHICAGO, IL
PORT JEFFERSON, NY
AUSTIN, TX
HARTFORD, CT

September 23, 2024

Ms. Melissa Thomas
Woodbury County
Court House Room 701
Sioux City, Iowa 51101

Re: **509A Actuarial Opinion**

Dear Ms. Thomas:

We have completed our study of the adequacy of reserves, rates, and financial condition of the Woodbury County Health Care Plan, and our Opinion is enclosed. This report will provide you with additional information about the study and its results.

Our study was based on documents, reports, and other information provided to us by your office and/or your third-party administrator.

If provided, we examined the provisions of the plan. We assume that the benefit structure would not affect the magnitude of the incurred but unreported claim reserve in any unusual way.

Due to the number of participants in the plan, we did not perform an age analysis. The makeup of this group has not changed significantly since the last report. With this large group, changes in the makeup of the group from plan year to plan year will be minimal, if any.

You have provided us with information regarding the schedule of insurance for the aggregate and specific excess loss insurance coverage provided to the plan by Wellmark. The aggregate coverage of 125% complies with statutory requirements, and specific coverage with a \$100,000 attachment point is additional protection against exceedingly high individual claims.

Included you will find a financial analysis of the plan for the plan year 2023-2024. This analysis includes an estimate of the amount needed at the end of the plan year for incurred but not reported and reported but not paid claims and an estimate of the reinsurance recoverable under the aggregate portion of the reinsurance agreement.

For the June 30, 2023 plan year we had estimated an incurred but not reported amount of \$924,697. The actual amount incurred prior to July 1, 2023, but paid after, was not determined.

This concludes our report. It has been our pleasure to conduct this study for you. If there are any parts of the report that you wish to discuss, we will be glad to do so.

If I can be of any further assistance, please feel free to contact me at (860) 422-3819.



2601 SW 35th St
Ankeny, IA 50023
860-422-3819
www.insurance-strat.com

Page 2 of 3

From: Carl Harris

Date: September 23, 2024

Best regards,

Carl M. Harris

Carl M. Harris

CMH/as

From: Carl Harris

Date: September 23, 2024

***Actuarial Opinion Regarding
Woodbury County Health Care Plan for the
Period Ending June 30, 2024***

I, Carl M. Harris, Consulting Actuary, am associated with Insurance Strategies Consulting, L.L.C. I am a Fellow of the Society of Actuaries and a Member of the American Academy of Actuaries. I have been retained by the Woodbury County Health Care Plan to attest to the adequacy of reserves, rates, and financial condition of that Plan to satisfy a requirement of Section 509A.15 of the Iowa Code.

I have examined the assumptions and methods used in determining the reserves held for claims that have been incurred but not yet presented for payment, reserves held for fluctuation in claim payments, and monthly accrual rates to provide funds to cover all claims, reserves, and expenses to operate the Plan. I relied upon underlying records and summaries prepared by those persons and organizations administering the Plan. In other respects, my examination included a review of the assumptions and methods used and such tests of the calculations as I considered necessary.

For the plan year ending June 30, 2024, the reserves necessary for incurred but not yet paid are \$1,062,921.

In my opinion, the reserves held at the end of the Plan year June 2024 and the accrual rates established for use in the Plan year beginning July 2024 are in accordance with accepted actuarial standards consistently applied, and are based on actuarial requirements of the State of Iowa, make good and sufficient provisions for all unpaid claims and other actuarial liabilities under the terms of the Plan, and include appropriate provision for all actuarial items which ought to be established.

Carl M. Harris

Carl M. Harris, FSA, MAAA
Consulting Actuary

Financial Analysis

Plan Name	Woodbury County	
Plan Year	07/01/23-06/30/24	
Funds on hand (prior year's A - B)		2,095,895
Total contributions (current year)		6,190,272
Interest earned on funds (current year)		0
Specific "stop-loss recoveries" (current year)		1,008,632
Aggregate "stop loss recoveries" (current year)		0
Other sources of revenue (current year)		0
 Total (A)		 9,294,799
 Claims paid (current year)		 7,086,143
Third party administrator charge (current year)		129,027
Specific stop-loss premiums		723,526
Aggregate stop-loss premiums		0
Bonding expenses (current year)		0
Actuarial fees (current year)		0
Surplus Lines Tax (if applicable)		0
Other permitted expenses (IAC 35.20) (current year)		0
 Total (B)		 7,938,696
 Funds on hand (current year's A - B)		 1,356,103
Third party administrator expenses due and unpaid (current year)		0
Reinsurance premiums due and unpaid (current year)		0
Third party administrator claims due and unpaid (current year)		0
Reserve for incurred but unpaid claims (current year) *		1,062,921
Claims fluctuation reserve (included in Grand Total) (current year)		0
Estimated reinsurance stop-loss recoveries due and unpaid (current year)		0
Total (C)		1,062,921
Grand Total (A-B-C)		293,182

* Should include incurred but not reported, and reported claims not yet paid

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM

Date: 5/15/2025 Weekly Agenda Date: 5/20/2025

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Laura M. Sievers, PE, County Engineer

WORDING FOR AGENDA ITEM:

Consideration of utility permit for placement of new fiber optic cable in county right of way

ACTION REQUIRED:

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Public Hearing ☐

Other: Informational ☐

Attachments ☒

EXECUTIVE SUMMARY:

Long Lines has applied for a permit to install new underground fiber optic along D22 in Correctionville.

BACKGROUND:

Work in county ROW requires a permit approved by the Board of Supervisors per section 318.8 of the Code of Iowa. The county engineer has reviewed the location and recommends that the work be allowed.

FINANCIAL IMPACT:

No financial impact to the county.

IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?

Yes ☐ No ☐

RECOMMENDATION:

Recommend approval of the permit for Long Lines.

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve the underground utility permit for Long Lines.

2. The Applicant shall take all reasonable precaution during the construction of said facilities to protect and safeguard the lives and property of the adjacent property owners and the traveling public and shall save the County and the Board of Supervisors harmless of any damages or losses that may be sustained by adjacent property owners and the traveling public on account of such construction operations.
3. Operations in the construction and maintenance of said facilities shall be carried on in such a way as to not interfere with, or interrupt traffic on said roads. However, should the performance of work called for in this permit in any way interfere with or obstruct traffic on said roads, the Applicant shall provide the necessary flagmen as required by the Statutes when one-way traffic is involved and/or otherwise mark said work so as to protect the traveling public.
4. The Applicant shall hold the County and the Board of Supervisors harmless from any damages that may result to said highway because of the construction or maintenance of said facilities and shall reimburse the County or the Board of Supervisors for any expenditures that the County or the Board of Supervisors may have to make on said roads on account of replacement of surfacing gravel and bridge and culvert repairs.
5. Applicant shall lay, construct, operate and maintain said facilities so as not to interfere with natural drainage of the road and so as not to interfere with the construction or maintenance of said roads. When buried cable or wire lines are to be placed lengthwise with the roadway, they shall be placed in the County road shoulder or ditch near the toe of the fore-slope and parallel to centerline of roadbed at a depth of three (3) to four (4) feet by using specially designed plows or by trenching, whichever is appropriate. Plow slots and trenches shall be repacked as necessary to restore the disturbed area to its original condition. For buried line crossings of roadways not paved, an open trench may be dug and the lines placed therein, and the trench back-filled over the lines. Buried line crossings on paved roadways, lines may be placed through the sub-grade by jacking, or by boring a hole just large enough to take the lines; or if the County Engineer approves, a tunnel may be dug through and the cable or wire lines placed therein. All backfill of tunnels and trenches shall be thoroughly compacted in layers of 6" or less in depth. Back-filling of trenches within the right-of-way by not under the traveled roadway shall be tamped sufficiently to avoid settlement. When crossing an existing roadway, all buried facilities shall be placed a minimum of three (3) to four (4) below the bottom of the existing adjacent ditches. Overhead lines, where practical, shall be placed adjacent to and with two (2) feet of the Road/Highway Right-of-Way Line.
6. The Applicant will at any time subsequent to placing the facilities, and at the Applicant's expense, relay, replace, alter, change, reconstruct, or relocate its overhead and/or buried facilities and appurtenances thereto as may become necessary to conform to new grades, alignment, or widening right-of-way, resulting from maintenance or construction operations by the County Board of Supervisors irrespective of whether or not additional right-of-way is acquired in connection with such road improvements. The Applicant agrees to do this within ninety (90) days written notice from the Board of Supervisors, and without cost to the County. If the Applicant is unable to comply within said ninety (90) days, the Board of Supervisors may cause the work to be done and the Applicant will pay the cost thereof upon receipt of statement.
7. All work shall be done in a workmanlike manner; the surrounding ground, slopes, and ditch bottoms shall be reshaped to conform to the area and left in a neat condition satisfactory to the County Engineer. All areas where sod has been damaged or destroyed shall be re-seeded.
8. The Applicant shall notify the County Board of Supervisors at least forty-eight (48) hours in advance of the Applicant's intention of starting work covered by this permit on the road right-of-way. Said notice shall be in writing to the County Engineer.
9. Applicant, its' successors, grantees and assigns shall and hereby agrees to assume all responsibility, risks and liabilities for all accidents and damages that may occur to persons and/or property on account of the work done under this permit, and to this end, indemnify and hold the County and all authorized representatives thereof harmless from any and all claims, damages, losses, and expense including judgements, costs and including attorney's fees, for personal injuries (including death) or property damage arising or resulting from the activities of the Applicant in connection herewith, now and at all times in the future.
10. It is understood that this permit is issued only insofar as Woodbury County has jurisdiction and does not presume to release the Applicant from fulfilling any existing statutes relating to the installation, construction and operation of said facilities.
11. It is further understood that the facilities covered by this permit shall be constructed or installed within one (1) year after the date of approval of this permit, unless otherwise extended in writing by Woodbury County.
12. Engagement in the operations as herein applied for by the Applicant shall be considered and constitute an acceptance of all the terms and conditions herein set forth.



D-22 in Correctionville

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM

Date: 5/16/25 Weekly Agenda Date: 5/20/25

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: David Dietrich

WORDING FOR AGENDA ITEM:

Approval of compensation for Woodbury County Solid Waste Agency(WCSWA) board secretary Jeanette Beekman.

ACTION REQUIRED:

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Public Hearing ☐

Other: Informational ☐

Attachments ☐

EXECUTIVE SUMMARY:

WCSWA board has not met in approximately 30 months. Board secretary Jeanette Beekman has been handling WCSWA work without compensation due to no meetings.

BACKGROUND:

WCSWA board secretary Jeanette Beekman only gets compensated(\$300 per meeting) when the board meets. She has been handling without compensation for the past 30 months preparing WCSWA budget costs and sending to cities/county, accounts receivable and sending payables, reviewing annual financial reports, reviewing enviromental compliance reports, and numerous other WCSWA reports and matters.

FINANCIAL IMPACT:

Estimate \$1500 (5 meetings x \$300). Could possibly come from WCSWA account.

IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?

Yes ☐ No ☐

RECOMMENDATION:

Approve motion to compensate Jeanette Beekman \$1500(estimate) for WCSWA board secretary duties.

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve compensation to WCSWA board secretary Jeanette Beekman \$1500(estimate).

617758 - Crittenton Center - Transitional Therapeutic Home

Application Details

Funding Opportunity: 32824-CDBG Community Facilities & Services
Funding Opportunity Due Date:
Program Area: CDBG
Status: Editing
Stage: Final Application

Initial Submit Date:
Initially Submitted By:
Last Submit Date:
Last Submitted By:

Contact Information

Primary Contact Information

First Name*: Daniel Albert Bittinger II
First Name Middle Name Last Name
Title: Woodbury County Supervisor
Email*: dbittinger@woodburycountyiowa.gov
Address*: 2901 Sunset Circle

Sioux City Iowa 51104
City State/Province Postal Code/Zip
Phone*: 712-389-4405 Ext.
Phone
###-###-####
Fax: ###-###-####

Organization Information

Name*: Woodbury County Board of Supervisors
Organization Type*: County Government
DUNS: ##-###-####
Tax Id:
Unique Entity Identifier (UEI):
Organization Website:
Address*:

City **Iowa** Postal Code/Zip
State/Province
###-###-#### Ext.
###-###-####

Phone*:

Fax:

Cover Sheet-General Information

Cover Sheet-General Information

Authorized Official

Name*: Daniel Bittinger II
Title*: Chairperson
Organization*: Woodbury County Board of Supervisors
If you are an individual, please provide your First and Last Name.
Address*: 620 Douglas Sttreet

City/State/Zip*: **Sioux City Iowa 51101**
City State Zip
Telephone Number*: 712-279-6525
E-Mail*: dbittinger@woodburycountyiowa.gov
Enter your business website URL (must include "https://").
Website*: <https://www.woodburycountyiowa.gov/supervisors/>

Fiscal Officer/Agent

Please enter the "Fiscal Officer" for your Organization.
If you are an individual, please provide your First and Last Name.

Name*: Ryan Ericson
Title*: Budget and Finance Director
Organization: Woodbury County Board of Supervisors
Address: 620 Douglas Street

City/State/Zip: **Sioux City Iowa 51101**
City State Zip
Telephone Number*: 712-279-6525
E-Mail*: rericson@woodburycountyia.gov
County(ies) Participating, Involved, or Affected by this Proposal*: Woodbury County

To find your district, click on the "Congressional Map" link. On the left hand side of the page, click on the drop-down list and click on "State of Iowa". Then, enter an address for the county/ies you serve in the Search bar. Click "Enter." This will provide you with your Congressional District, Iowa Senate District and Iowa House District.

Congressional District(s) Involved or Affected by this Proposal*: 4th - Rep Randy Feenstra
[Congressional Map](#)
Iowa Senate District(s) Involved or Affected by this Proposal*: 1
[Iowa Senate Map](#)
Iowa House District(s) Involved or Affected by this Proposal*: 1
[Iowa House Map](#)

Project Information

Contact Information

Subrecipient:

Crittenton Center

Agency or Organization

Kim Scorza, CEO

Contact Name/Title

600 4th Street Suite 100

Address

Sioux City Woodbury County 51101

City County Zip

712-255-4321 Fax

Phone

420698246 kscorza@crittentoncenter.org

UEI # E-mail

Elected official:

Salutation **Daniel** **Bittinger** **II**

First Name Last Name Suffix

Chairperson

Title

620 Douglas Street

Address

Sioux City Woodbury County 51101

City County Zip

712-279-6525 dbittinger@woodburycountyiowa.gov

Phone E-mail Address

Applicant Information

Applicant:

Woodbury County Board of Supervisors

City/County/COG:

Sioux City Iowa County Woodbury County Board of Supervisors

City County COG

Population:

85727

2CFR Chapter I Part 25 requires applicants to maintain an active SAMregistration.

Don't have a UEI (Unique Entity Identifier)? Visit www.SAM.gov for more information.

UEI (Unique Entity Identifier)*:

N8PNMRSR1HL9

UEI (Unique Entity Identifier)

Project Information

Provide the street address for City Hall for all area-wide benefit projects. Provide the street address for site-specific community facility projects.

Project Address:

3901 Green Ave

Address

Sioux City Woodbury County 51106-5346

City County Zip +4

Check all that apply:

Applicant recieved CDBG Funds.:

No

If the applicant received CDBG funds,
please indicate date received.:

Applicant has received no prior funding.:

Yes

Applicant will contract for administration.:

No

If the applicant will contract for
administration, please identify entity:

Applicant will administer grant:

Yes

If the applicant plans to administer the grant, please describe applicant's administrative capacity.:

The Woodbury County Board of Supervisors has extensive experience managing a wide variety of funding streams and budget priorities across the county, in both urban and rural settings. Additionally, the Board of Supervisors will be strongly supported by Kim Scorza, Crittenton Center CEO, and her leadership team, as outlined later in this application. Ms. Scorza has extensive experience managing federal, state, and local grants, including two Community Development Block Grants at Seasons Center for Behavioral Health in Spencer, Iowa.

Project Activity

Will any activites be conducted in a 100-year flood plain?*

No

If your project is a storm water project, is the project in a regulated floodway?:

No

[Download](#) a memo on regulated floodways (under the Environmental Compliance Section). Click [here](#) to determine if your project is in a regulated floodway.

Will project activity include demolition of a standing structure?*

No

If yes, is the structure occupied?:

Year structure was built:

Is this project identified in an Iowa Great Places agreement?*

No

Projects included in an Iowa Great Places agreement within three years of submission of this applications entitles the applicant to additional consideration.

Will a delay in the contribution of local effort be necessary?*

No

If yes, until what date?:

If the local funds for your project are from another outside agency (i.e. USDA_RD or IDNR) and you anticipate a delay in the receipt of those funds, you may consider requesting a delay of local effort. This will allow you to draw CDBG funds for project costs until the local funds are secured. A delay of local funds can be granted until a specified date (not to exceed two months following the project bid letting) or until two-thirds of the grant amount has been drawn down, whichever comes first.

Proposed end date:

12/31/2026

(All contracts will be 36 months unless you anticipate a shorter schedule)

Budget

Budget Activity

Row	Activity	Activity Description	Performance Targets	CDBG Amount	Local Amount	Total Activity Amount	Total CDBG Award	Total Local Amount
Activity 1	6 - Homeless Shelters	Renovate/Remodel youth homeless shelter (Transitional Therapeutic Home) to add approx. 1,000 square feet and improve facility to more adequately serve homeless children. The project will increase the number of children served from 120-165 annually.	Increase the square footage of the facility by approximately 1,000 square feet, replace flooring throughout the facility, new security features (exterior doors and fencing), kitchen updates, and exterior upgrades.	\$600,000.00	\$552,322.00	\$1,152,322.00	\$600,000.00	\$552,322.00
Activity 2				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Activity 3				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Activity 4				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Administration				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total				\$600,000.00	\$552,322.00	\$1,152,322.00	\$600,000.00	\$552,322.00

Sources of Local Funding

Row	Source of Local funding	Amount	Local Funds Secured?	Date Local Funds Will be Secured
Source 1	Other	\$235,000.00	Yes	Donations: Secured
Source 2	Other	\$149,170.00	Yes	Grants, Foundations, Contracts - Secured
Source 3	Other	\$168,152.00	No	Grants, Foundations, Donor - Secured by 12/31/2025
Source 4		\$0.00		
<i>Total</i>		\$552,322.00		

Cost Estimates

Construction Cost Detail

Row	Item Description	Estimated Quantity (if applicable)	Estimated Cost
Item 1	Add shower room/restrooms: site work/construction	Addition: \$400/sq ft x 968 sq ft	\$427,200.00
Item 2	Updated Flooring	Installation of LVT flooring covering 15,574 sq ft	\$93,444.00
Item 3	Replacement of Doors, Security Features	6 doors; 1,516 ft fencing, 2 exterior lights	\$169,614.00
Item 4	Kitchen Updates and Exterior Upgrades	On-site kitchen upgrades; exterior upgrades	\$350,000.00
<i>Total</i>			\$1,040,258.00

Professional Fees and Permits

Description	Estimated Cost
Final Design	\$25,000.00
Construction Administration	\$87,064.00
Permits/Archaeological Survey	\$0.00
Legal and Bonding Fees	\$0.00
CDBG Administration	\$0.00
Other (Please specify below)	\$0.00
<i>Total</i>	\$112,064.00

Related Construction Costs

Description	Related Construction Estimated Cost
Real Property/Easements/Acquisition	\$0.00
Contingencies	\$0.00
Other (Please specify below)	\$0.00
<i>Total</i>	\$0.00

Other Narratives

If other Professional Fees and Permits, please describe:

If other related construction costs, please describe:

Preparer

Date Prepared: 05/08/2025

Estimates Prepared by: Kim Scorza, Crittenton CEO

Address/Phone/E-mail: 600 4th St Suite 100 Sioux City IA 51101 712-255-4321 kscorza@crittentoncenter.org

Demographic Data

Project Beneficiaries

Number of individuals currently served*: 120

Number of individuals to be served at project completion*: 165

LMI Benefit Chart

Row	Project Activity (as listed on the budget)	Total Persons Served	Total LMI Persons Served	LMI Benefit
Activity 1	6 - Homeless Shelters	165	165	100.00%
Activity 2				0.00%
Activity 3				0.00%
Activity 4				0.00%

Source of LMI Benefit Information Provided Above (Check one)

Local Income Survey: No

Special Census: No

Limited Clientele (presumed 51%): Yes

HUD LMI % Based on 2011-2015 ACS Data:

No

Please use LM data available on our web site at <https://www.iowaeconomicdevelopment.com/userdocs/documents/ieda/CityLMI-MarginOfErrorBasedOn2011-2015AmericanCommunitySurveyData.xlsx>.

Other: No

If Other, please specify:

Beneficiary Race/Ethnicity

White: 100
Number of Persons

Black/African American: 33
Number of Persons

Asian: 2
Number of Persons

American Indian/Alaskan Native: 8
Number of Persons

Native Hawaiian/Other Pacific Islander: 2
Number of Persons

Other Multi-racial: 20
Number of Persons

Ethnicity

Hispanic: 25
Number of Persons

Non-hispanic: 140
Number of Persons

Financial Information

Stormwater Project

Is this a stormwater project?: No

If yes, complete the form below.

User Fees & Revenues

Row	Water Fees	Sewer Fees
If water or sewer service is not currently provided, please enter \$0		
Current average monthly residential bills	\$0.00	\$0.00
Projected average monthly bill with CDBG funds	\$0.00	\$0.00
Projected average montly bill without CDBG funds	\$0.00	\$0.00

Number of Users

Row	Water	Sewer
Number of residential users		
Number of non-residential users (i.e. schools, businesses, hospitals, etc.)		

Rate Increase

Month/Year of last water rate increase:

Month/Year of last sewer rate increase:

Bond & Debt Information

City only, do not include county/school district levies

Current Tax Levy: \$0.00
/\$1,000 of assessed value

Bonding Capacity: \$0.00
5% of assessed valuation

Current General Obligation Bond
Indebtedness: \$0.00

Detail of Existing Debt

Row	Debt Type (Rev. Bond, GO Bond, Other)	Purpose	Issue Date	Issue Amount	Year of Retirement
Water Utility Debt 1				\$0.00	
Water Utility Debt 2				\$0.00	
Water Utility Debt 3				\$0.00	
Water Utility Debt 4				\$0.00	
	Subtotal				
Sewer Utility Debt 1				\$0.00	
Sewer Utility Debt 2				\$0.00	
Sewer Utility Debt 3				\$0.00	
Sewer Utility Debt 4				\$0.00	
	Subtotal				
All Other Debt 1				\$0.00	
All Other Debt 2				\$0.00	
All Other Debt 3				\$0.00	
All Other Debt 4				\$0.00	
	Subtotal				

Outstanding Debt

Total outstanding water utility debt (GO Bonds, Revenue Bonds and other debt):	\$0.00
Total outstanding sewer utility debt (GO Bonds, Revenue Bonds and other debt):	\$0.00

Operating Budget

Fiscal Year

Fiscal Year Start/End Date:	07/01/2024	06/30/2025
	Start	End

Cash Available

Cash Available	Year 1 (Current Fiscal Year)	Year 2 (Construction Begins)	Year 3	Year 4
Beginning cash balance	\$211,447.00	\$250,000.00	\$250,000.00	\$250,000.00
Operating Income				
1:	\$1,800,000.00	\$1,800,000.00	\$2,000,000.00	\$2,000,000.00
2:	\$4,872,967.00	\$5,000,000.00	\$5,000,000.00	\$5,000,000.00
3:	\$3,867,142.00	\$4,000,000.00	\$4,100,000.00	\$4,200,000.00
4:	\$0.00	\$0.00	\$0.00	\$0.00
Additional sources				
Proceeds from loans	\$435,000.00	\$250,000.00	\$0.00	\$0.00
Proceeds from grants	\$526,897.00	\$1,250,000.00	\$600,000.00	\$600,000.00
Donations	\$381,195.00	\$500,000.00	\$400,000.00	\$400,000.00
Interest income	\$4,000.00	\$6,500.00	\$6,500.00	\$6,500.00
Other (please specify below)	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$12,098,648.00	\$13,056,500.00	\$12,356,500.00	\$12,456,500.00

Cash Available (1 - 4)

Item 1:	Federal funding
Item 2:	State contract
Item 3:	Private Pay
Item 4:	

Cash Outflow

Cash Outflow	Year 1 (Current Fiscal Year)	Year 2 (Construction Begins)	Year 3	Year 4
Operating Expenses				
1.	\$8,466,216.00	\$9,200,000.00	\$9,300,000.00	\$9,450,000.00
2.	\$229,946.00	\$250,000.00	\$260,000.00	\$275,000.00
3.	\$449,559.00	\$475,000.00	\$500,000.00	\$515,000.00
4.	\$28,650.00	\$30,000.00	\$35,000.00	\$45,000.00
5.	\$400,154.00	\$450,000.00	\$460,000.00	\$475,000.00
6.	\$585,082.00	\$600,000.00	\$610,000.00	\$620,000.00
7.	\$0.00	\$0.00	\$0.00	\$0.00
8.	\$0.00	\$0.00	\$0.00	\$0.00

New Construction, equipment, & other capital investments	\$675,000.00	\$1,000,000.00	\$100,000.00	\$100,000.00
Loans (principal and interest)	\$127,000.00	\$250,000.00	\$125,000.00	\$125,000.00
Transfers to funded depreciation account	\$85,000.00	\$95,000.00	\$100,000.00	\$100,000.00
Transfers to other accounts	\$0.00	\$0.00	\$0.00	\$0.00
Other (Please specify below)	\$0.00	\$0.00	\$0.00	\$0.00
<i>Total</i>	\$11,046,607.00	\$12,350,000.00	\$11,490,000.00	\$11,705,000.00

Cash Outflows

Item 1:	Salary and related expenses
Item 2:	Professional Services
Item 3:	Occupancy
Item 4:	Client assistance
Item 5:	Travel, Vehicle, and Business Expenses
Item 6:	Program Expenses
Item 7:	
Item 8:	

Other Account Balances

Other Account Balances	Year 1 (Current Fiscal Year)	Year 2 (Construction Begins)	Year 3	Year 4
Funded Depreciation Account - for item like future equipment replacement, site development, and facility expansion or improvements	\$0.00	\$0.00	\$0.00	\$0.00
Reserve Account	\$380,000.00	\$400,000.00	\$410,000.00	\$425,000.00
Other accounts (Please specify below)	\$0.00	\$0.00	\$0.00	\$0.00
Investments (Please specify below)	\$0.00	\$0.00	\$0.00	\$0.00
<i>Total</i>	\$380,000.00	\$400,000.00	\$410,000.00	\$425,000.00

Grand Totals

Row	Grand Total Year 1	Grand Total Year 2	Grand Total Year 3	Grand Total Year 4
Grand Totals	\$1,432,041.00	\$1,106,500.00	\$1,276,500.00	\$1,176,500.00

Misc.

If other cash available, please describe:

If other cash outflow, please describe:

If other accounts balances, please describe:

If other investments, please describe:

If a Subrecipient, please provide name, address and phone.

Name: Kim Scorza, CEO - Crittenton Center
Address: 600 4th Street, Suite 100, Sioux City, IA 51101
Phone: 712-255-4321

Project Feasibility Narrative

Project Feasibility Narrative

Prepare a brief narrative describing the proposed project.

Describe the need for the project, including the existing conditions and problems that will be resolved?:

Who the Proposed Project Will Serve. Through our two programs located on our Child Welfare Campus, Transitional Therapeutic Home (TTH) and Supervised Apartment Living (SAL), we provide much-needed services for homeless youth who are faced with complex trauma, substance use disorders, behavioral disorders, and other mental health needs. As a recipient for current contracts for services by Iowa Health and Human Services (HHS), we are licensed by the Iowa Department of Inspections, Appeals and Licensing (DIAL) under the Iowa Code and Administrative Rules as a homeless shelter for children for our TTH program. Our TTH program provides emergency placement/shelter services for Iowa children ages 0-18 who can no longer safely remain in their homes due to abuse and/or neglect. More than 51% of these children are from outside of Sioux City; in 2024, 66% of children were from outside of Sioux City, and as shelters across the state continue to reduce beds and/or close, it is anticipated that this percentage will increase. Children may be brought in by the police or referred to by the Iowa Department of Health and Human Services, or the Iowa Juvenile Court System. Our SAL program is a foster care program in which young adults ages 16.5-21 live first in a group setting and then, as skills develop, live more independently in a housing setting of their choosing. In 2024, our TTH served 120 youth, and our SAL program served 22 youth. The proposed project will serve the Transitional Therapeutic Home (TTH) program. Youth served by the Supervised Apartment Living Program (SAL) are being transitioned to the Tiny Homes (located on the same campus as the TTH facility) and to apartments in the community.

Existing Conditions and Problem. The current physical facility housing the TTH program was built in the 1970s, previously serving as a nursing home, and therefore the physical design of the space is outdated and worn, presents challenges for addressing the trauma needs of youth, and limits the number of youth that can be served by the programs. Additionally, the client mix of youth served by the TTH has been changing over the years, and TTH is now serving a younger and younger population for longer periods of time. Over 29% of youth admitted to TTH in 2024 were ages 6 to 12, compared to only 21% in 2022. With the current limited availability of licensed foster homes equipped to care for our high-needs children, Crittenton anticipates this trend will continue. The current physical design of the facility is not conducive to serving this changing demographic of youth. We need to be able to have specialized living conditions for the varying age ranges of youth to effectively meet their developmental and emotional needs. According to the American Academy of Pediatrics, up to 80% of children in foster care have significant mental health issues, compared to approximately 18-22% of the general population. Data from the National Youth in Transition Database (NYTD) outcomes survey shows that one in four young adults who were in foster care at age 17 experience at least one episode of homelessness by age 21. Another service indicator that is changing is the average length of stay for youth, increasing from 58 days in 2019 to 105 days in 2023. This change is even more dramatic for youth younger than 14, increasing from 52 days to 155 days in the same time span. With youth staying longer in our care, and this being their “home” for longer periods of time, we are challenged and committed to ensuring the physical facility offers them a home and family atmosphere.

Overcoming and Addressing the Conditions and Problem. The purpose of the project is a redesign of the Crittenton Center's Child Welfare Campus, located in Sioux City, IA (Woodbury County). The redesign envisioned and being planned includes renovation of physical facilities for the Transitional Therapeutic Home (TTH) program, including remodeling current interior and exterior spaces, security features, and the addition of a wing dedicated to restroom and shower facilities. The Leadership Team and Board of Directors for Crittenton Center believe the strategic planning for the project and the proposed redesign and renovations will meet the needs of our vulnerable youth population, using a trauma-informed design approach. Trauma-informed design is about integrating the principles of trauma-informed care into physical design elements with the goal of creating physical spaces that promote safety, well-being and healing and more specifically for our program to create a home and family atmosphere. Additional information on the need for the remodel is included in the attachments, along with preliminary floor plans.

Describe any community assessments, surveys or formal studies that identify the proposed project as a need for the community. Be sure to upload Attach relevant portions to document support for the project.:

Community Assessment Planning-Crittenton Center. The planning for the proposed project dates back to January 2022, when under the new leadership of Kim Scorza, CEO, Crittenton Center embarked on a journey to re-envision how emergency shelter services were provided to homeless youth. Further information on the development, data, and details

of the Strategic Planning and community assessments is included in the attachments.

Captured within this four-year Strategic Plan were goals and objectives to increase and expand physical facilities for both the Transitional Therapeutic Home (TTH) and Supervised Apartment Living (SAL) programs. During the first three years of this plan, minor renovations were completed to improve the facilities for both programs, pre-planning was undertaken to look at larger renovations, and six tiny homes were erected and opened on the campus in 2024 through private donations.

Community Assessment Planning-Woodbury County: The proposed project further aligns with and supports the community development and housing needs assessment, *Woodbury County Comprehensive Plan for 2040*. (Full copy available upon request).

- **Goal H4:** Access to housing. Expand access to safe, high-quality housing for all residents in Woodbury County.

- **H4.2:** Direct funding toward emergency shelters, housing, and social work services for homeless individuals living in the county.

- **Measures of Progress:** Partner with and support community organizations.

Overall Decline in Beds for Youth Across Iowa: Unfortunately, since 2022, the State of Iowa has been experiencing a decline in the number of shelter beds available for youth in the state. Different variables have been and are contributing to this decline including but not limited to: decline in funding, lack of rate increases, workforce shortages in hiring direct care staff which are needed 24/7 and require specific staff/client ratios, youth presenting with more challenging behaviors and mental health conditions, limited funding to support staff needs for professional development and training and self-care due to the high stress associated with their job responsibilities, and limited funding to support building renovations or the erection of new building facilities. According to Iowa Health and Human Services in 2021, there were 142 shelter beds in Iowa; today that number has decreased to 103 beds. Additional data is included in the attachments.

Foundation for Support: Finally, it is noted that the Crittenton Center Board of Directors has created a foundation of support by allocating sufficient resources, both monetary and human, to ensure the promotion of change through data driven decision making is integrated into the culture of the Center.

Describe specific outcomes of the project including a description of the new or increased level of service that will result from the completion of the project. :

The proposed project will result in an increase in the square footage for the building from 17,000 to nearly 18,000. The expansion and redesign of the floor plan will influence how services are provided as summarized: A) Shower room to accommodate ten (10) youth at the same time while providing privacy and supervision, as well as four (4) ADA compliant restrooms; B) 17,000 square feet of flooring that is stable, firm, and slip-resistant with level-transitions; and C) the replacement of windows with hurricane-strength windows, the replacement of exterior doors, additional security features (lighting, fences), an updated kitchen and exterior updates to make the facility more welcoming for youth.

Key outcomes to be realized from the physical facility expansion and redesign are: A) Expanded square footage of facility; B) Safe and secure flooring; C) Specialized spaces for younger children as current restrooms are repurposed; D) New build out for restroom/shower facilities (968 square feet); E) Redesigned multi-purpose spaces to support specialized services for therapy, education/school, recreation/leisure/social, and meeting rooms through the repurposing existing shower rooms and restrooms that are non-functional.

Increased Level of Service: The overall goal of the project is to complete an extensive remodel and renovation of the building to expand and enhance services proved to youth accessing shelter services. New and improved level of services, resulting from the intentional planning for this project that will result from the completion of the project are: A) Bed capacity to serve 30 youth at a given time, targeting 165 youth annually; B) Enhancing positive youth development strategies that focus on forging positive relationships; strengthening academic, soft and technical skills; cultivating trustworthy, safe spaces; and offering youth opportunities to succeed in meaningful ways (Annie Casey Foundation); C) Youth are the center of care with a focus on individualized treatment and promoting opportunities for the “voice” of youth with planning and programming; D) Evidence-based programs and services are provided with a focus on providing a family atmosphere, with living spaces dedicated to separate spaces living spaces for younger and older youth; E) Resources and services are available on-site for education, behavioral health, and recreation/leisure; F) Youth and staff have access to designated spaces that provide confidentiality and privacy, and services are provided in healthy, productive, and healing interior and exterior environments; G) Woodbury and surrounding counties have expanded access to specialized services for youth experiencing or at-risk for homelessness.

Provide a chronological list of the planning process to date for the proposed project. Include meeting with potential partners and funding agencies:

- **February 2, 2022:** Strategic Planning: 2022-20225-Goal B, Objective 1: Transitional Therapeutic Home (TTH)-Improve Physical Facility
- **April 18, 2023:** Strategic Planning-Annual Review-Goal B, Objective 1: Transitional Therapeutic Home (TTH)-Improve Physical Facility

- November 2023, September 2024, and January 2025: [Toured other Properties in Sioux City](#)
- May 1, 2024: [Initiated Board Facility Planning Meetings: Meetings Held - July 2024, September 2024, December 2024.](#)
- October 2024: [Opening of Tiny Homes to serve kids in SAL and expand space available for TTH](#)
- November 6, 2024: [Staff Meeting-Discussion to obtain staff input regarding facility redesign](#)
- January – February 2025: [My Dream Home – Drawings and narrative by youth regarding their ideas for facility redesign](#)
- February 4, 2025: [Preliminary meeting with Woodbury County Board of Supervisors to support CDBG application](#)
- March 2025: [Pre-design and preliminary planning with PLaN Architecture](#)
- February-April 2025: [Ongoing Meetings with staff regarding preliminary design](#)
- March 19, 2025: [Approval of Grant Application by Crittenton Center Board of Directors](#)
- April 1, 2025: [Meeting with Woodbury County Board of Supervisors – Public Hearing and Resolution](#)
- April 1, 2025: [Approval of Grant Application by Woodbury County Board of Supervisors](#)
- April 15, 2025: [Initial submission of CDBG Application – revisions required](#)
- April 18, 2025 [Strategic Planning -Annual Review-Goal B, Objective 1: Transitional Therapeutic Home \(TTH\)-Improve Physical Facility](#)
- May 20, 2025: [Public Hearing and Approval of updated Grant Application by Woodbury County Board of Supervisors](#)
- By June 30, 2025: [Submission of CDBG Application](#)

How has the number of beneficiaries been documented?:

The target population, or project beneficiaries, is runaway and homeless up to the age of 18 who are currently in the care and custody of the Iowa Department of Health and Human Services, Iowa Juvenile Court Services, and/or law enforcement. Youth come from across the state of Iowa, with 66% coming from outside of Sioux City in 2024.

Youth will reside in the emergency shelter, Transitional Therapeutic Home (TTH) operated by Crittenton Center, as they experience homelessness or housing instability due to a behavioral health condition, sexual exploitation, and/or other types of abuse. The TTH is currently licensed for 27 beds. As Per our Child Welfare and Emergency Services (CWES) contract with Iowa HHS the shelter operates on a No Reject/No Eject Policy, meaning that we are required to accept all cases referred by HHS and JCS, recognizing HHS may approve exceptions in unique situations, and given there are available beds at our shelter. This ensures that no child in Iowa is left without a bed to sleep in and a place to call home while getting their physical, mental, emotional, spiritual, and educational needs met.

During calendar year 2024, 120 youth resided at the TTH. The average length of stay for youth was 76 days, ranging from 1 day to 408 days. Youth served ranged in age from 6.3 to 17.9 years old, with the average age of youth being 14.3 years old. A further breakdown of the ages of youth reveals that 40% of youth were under the age of 14 years old.

What is the timeline for project completion? Identify major milestones.:

Crittenton Center Facility Planning Team is ready to move forward in an efficient and timely manner to complete the proposed project, targeting an eighteen (18) month project timeline, beginning July and ending December 2026. Since key agency leaders at Crittenton Center have experience working with CDBG funding they understand the project must adhere to federal compliance requirements and recognize CDBG funding must be spent in responsible and appropriate manner as required and therefore a realist and detailed timeline is necessary to facilitate the completion of the project. Additionally, owning the current facility and having worked with a local architect to assist with creating preliminary design elements strengthens our readiness to begin the project.

The major *milestones* for the completion of the project are: **May/June 2025: Submit CDBG application to IEDA; July 2025: Notice of CDBG funding; August 2025: Receive State contract for CDBG funding; Obtain environmental and historical clearances; Obtain federal release of funds notification for CDBG; September 2025: Procure a contractor and bid letting; October 2025: Sign Construction contracts and begin renovation; August 2026: Complete renovations; September 2026: Open house and dedication; December 2026: Close-out CDBG.**

If applicable, has a specific site been determined for the project?: Yes

Will there be acquisition of property related to the project?: No

Who will own the property? If different, who will own the building?:

The site chosen for this project is located at 3901 Green Avenue, Sioux City, Iowa. This property is owned by the Crittenton Center and is operated under a license by the Iowa Department of Inspection, Appeals and Licensing as an emergency shelter for homeless youth. Current, licensing capacity is 27. With the addition of this project, we are increasing our licensed capacity to 30 beds in Fall 2025. It is anticipated that an additional 45 homeless youth will be

served annually. Crittenton Center will own the property and the renovated building.

Is there documented citizen support for the project? (please upload supporting documentation): Yes

Describe the organization that will operate the facility or service. List key individuals who will be responsible for the day-to-day operations and provide specific information regarding their experience and ability.:

Founded in 1895, Crittenton Center (CC) has changed over the years to meet the ever-evolving needs of the community. Originally conceived as a maternity home for unwed mothers, the agency is now a multi-disciplinary, family-oriented, nonprofit (501(c)3) designed to give children and families the support they need to live healthy, safe, and successful self-sufficient lives. The agency's MISSION is Sheltering, Educating, Empowering children, individuals, and families. Services are provided under two divisions: (1) Child Welfare and Well-Being Services Division and (2) Child and Family Development Services Division. The Child Welfare and Well-Being Services Division includes the Transitional Therapeutic Home (TTH) (formerly known as the Emergency Youth Shelter) and Supervised Apartment Living (SAL) program. The Child and Family Development Services Division includes Childcare programs and Family Resource Center (FRC). Crittenton Center is based in Sioux City, Iowa, and can serve youth and their families from all the 99 counties in Iowa, however our focus is on primarily serving the western area of the state. In 2024, CC served 1,223 individuals with family-serving programs.

Crittenton Center has been operating an emergency youth shelter since the 1970's with a small break of 8 months in 2021 due to COVID-related challenges. When reopening in January 2022, Crittenton Center embarked on a journey to re-envision how emergency shelter services were provided to homeless youth and reopened, with a focus on trauma-informed care and the use of evidence-based programming and services. Since that time Crittenton Center has diversified and expanded funding through state and federal grants, donor relations, and fund development activities. Addressing workforce shortage challenges has resulted in improved staff recruitment and retention. As a result, the number of youth beds has increased from 20 to 27 for the Transitional Therapeutic Home (TTH) and from 12 to 14 for the Supervised Apartment Living Program. Crittenton Center will be adding 3 additional shelter beds in the Fall 2025, making it one of the largest youth emergency shelters in the State of Iowa. At a time when youth emergency shelters have been closing in Iowa, Crittenton Center has been able to expand and enhance services due to innovative funding and programming strategies.

In 2023-2024, Crittenton Center redesigned their logo and web page and have become active in the use of social media. The concept of Tiny Homes was moved from planning to serving youth (October 2024), and childcare and resource center services provided by Crittenton Center have expanded within Sioux City and to the communities of Le Mars (Plymouth County) and Orange City (Sioux County). Additionally, in 2022 the agency received COA (Council on Accreditation) accreditation. The proposed project to redesign the main facility housing programs to support homeless youth supports the on-going strategic thinking of Crittenton Center and is another initiative to be innovative with providing services to some of the most vulnerable children in Woodbury County and across the State of Iowa.

Key individuals who will be responsible for the day-to-day operations of the facility include: *Kim Scorza, CEO*. Ms. Scorza has been directly involved in the social work field for over 35 years in Iowa. She has experience managing grants and contracts ranging from \$100 to \$4 million including two CDBG at Seasons Center for Behavioral Health in Spencer, Iowa. *Beau Sudtelgte, VP for Finance and Administration* oversees the financial health and responsibilities of the agency, including managing multiple county, state, and federal grants and contracts. He has a BS in Business Administration, MA in Management, and Educational Doctorate in Interdisciplinary Leadership from Creighton University and 15 years of experience working in the field. He will oversee the procurement process, bid-letting, purchasing of equipment and supplies and other key fiscal responsibilities funded by this grant and provide necessary financial receipts and reports. *Erika Fuentes, VP for Children and Family Services*, oversees the programming for all services provided by the agency. She will ensure the design elements of this project are trauma-informed and evidence-based, as well as ensure it meets accreditation, licensure, and other contract requirements. *Christina Eggink-Postma, VP of Community Engagement and Development* has worked in the human services field for over 20 years and has extensive experience managing multiple federal, state, and local grants and agency compliance with state and federal regulations. She has prior experience working with two CDBG projects secured by Seasons Center for Behavioral Health in Spencer, Iowa. She will support the implementation of grant-related activities and related reporting. Additional information is included in the Attachments that further outlines Programs and Services, Accomplishments, Governance, and Staffing.

Specify the organization's legal status and date of incorporation. : Nonprofit 501(c)3 established 1895

If applicable, have any agreements been signed between the subrecipient and others? (Please explain):

An agreement has been signed with the Iowa Department of Health and Human Services (DHHS) for a portion of the project (exterior doors, fencing, security lighting). To date, no other agreements have been signed between the subrecipient and other agencies for the proposed project. Crittenton Center does currently hold subcontract agreements with other agencies that serve youth residing at the TTH, including Northwest Area Education Agency (AEA), Sioux City Community School District Preschool Initiative, Early Childhood Iowa, Department of Education – Child and Adult Care Food Program (CACFP), Iowa HHS Child Welfare Emergency Services (CWES) and Supervised Apartment Living (SAL), Variety Iowa-The Children’s Charity, Child Care Assistance, SAMHSA-Mental Health Awareness Training grant and Grants to Benefit Homeless Individuals (GBHI), Children’s Bureau-Regional Partnership Grant (RPG), Family and Youth Services Bureau-and Runaway and Homeless Youth (RHY) Program-Street Outreach Program (SOP).

Project Impact Narrative

Project Impact Narrative

What is the potential economic/community development impact of the project on the area?:

Youth homelessness is a serious concern. Research has revealed that youth who experience homelessness are at high risk of exposure to a range of physical and mental health problems, violence, substance use, early pregnancy, school dropout, and long-term chronic health conditions.

Foster Care and Homelessness. The connection between foster care and homelessness is well known among those working in the field. For young people living in and/or transitioning from foster and group care who had a prior episode of homelessness, a future episode of homelessness is likely. Many youths experiencing homelessness who have been in foster care consider their experience in the foster system as the beginning of their homelessness. Additional information on youth homelessness and the project impacts of supporting youth to end homelessness is included in the Attachments.

Why is youth homelessness unique? According to YouthCare.org, “Youth homelessness is different than adult homelessness; young people often couch-surf between friends and family and many do not identify as homeless. Young people experiencing homelessness are at higher risk of exploitation and trafficking on the streets: about one-fifth report being trafficked and over one-third experience violence or assault. Additionally, young people’s brains are still developing and don’t reach maturation until the age of 25. For this reason, the adult homeless system is often unsafe for young adults.”

The Impact of Supporting Youth to End Homelessness. To address homelessness, youth and young adults need stable housing, supportive relationships with caring adults, and access to supportive services to support education and future adult career planning.

As defined by the Annie E. Casey Foundation, “Unstable, unsafe housing situations sets youth on a pathway to greater trauma, risk and instability. Youth experiencing homelessness on their own are more likely than their peers in the general population to endure threats to their health, safety and well-being. These threats include missing school, resulting in higher rates of dropping out, poverty and involvement in the criminal justice system; struggling with mental health issues, including suicidal thoughts and suicide attempts; abusing alcohol or drugs; being physically assaulted; being sexually assaulted; being trafficked for sex or labor; and resorting to “survival crime,” including selling drugs, stealing and exchanging sex for basic needs.”

Looking Ahead to Impact Youth Homelessness: Helping youth avoid future homelessness is possible. We can target additional and coordinated investments toward what works, with the redesign of our TTH facility. By partnering with funders, collaborating with other community agencies, and including the voice of youth we can help young people enter adulthood with the stability, relationships and opportunities they want and need to be able to thrive in adulthood. The Attachments include additional information to how Crittenton Center’s approach to caring for homeless youth seeks to end youth homelessness and foster hope for the children and youth served.

Who will be the project beneficiaries?:

Target Population to be Served. The target population is runaway and homeless up to the age of 18 who are currently in the care and custody of the Iowa Department of Health and Human Services, Iowa Juvenile Court Services, and/or law enforcement. More than 51% of youth will be from outside of Sioux City; in 2024 66% were from outside of Sioux City. Youth who reside in the emergency shelter offered by Crittenton Center, are experiencing homelessness or housing instability due to a behavioral health condition, sexual exploitation, and/or other types of abuse. The project proposes to serve 165 youth at the shelter (Transitional Therapeutic Home-TTH) during the first year after completion of the project (May 2026-April 2026). In 2024, 120 youth accessed services from the Transitional Therapeutic Home (TTH) shelter. As previously noted, youth ranged in age from 6.3 to 17.9 years of age, with an average age of 14.3 years old. The average

length of stay was 74 days, ranging from 1 day to 408 days. During 2024, the shelter served youth from 34 of Iowa's 99 counties, representing 31 youth from Woodbury County. As per Iowa Code, the shelter operates with a No Reject, No Eject policy, per our Child Welfare and Emergency Services (CWES) contract with Iowa HHS, meaning that we are required to accept all cases referred by HHS and JCS, recognizing HHS may approve exceptions in unique situations, and given there are available beds at our shelter. The shelter is licensed to serve 27 beds. There are currently no other shelters in Northwest Iowa that accept unaccompanied youth. It is anticipated that if we are awarded funding to improve the shelter, we could add more beds, increasing to a total of 30 beds, to meet the ever-increasing need. A review of past data (included in the Attachments) indicates that Crittenton Center will serve a similar population in the upcoming years.

Low-to-Moderate Beneficiaries. As a result of their homeless status and being in the care and custody of the State, 100% of the youth meet the criteria for low-to-moderate income beneficiaries of this project.

As stated by the Annie E. Casey Foundation, "Not all young people have the benefit of growing up in a safe and stable home. In fact: Across America, 1 in 30 youth between the ages of 13 to 24 and 1 in 10 young adults between the ages of 18 to 25 will experience homelessness over the course of a year. This scenario — which occurs during an important developmental period — can inject trauma into a young person's life, limit their growth and carry costly community consequences."

According to research, child and family serving agencies must work collaboratively with community agencies and local, regional, state, and federal funding sources to establish a set of investments, beyond providing just sheltered care for homeless youth. Programs and services must focus on positive youth development, including promoting basic needs, permanent connections, education and credentials, financial stability and youth leadership for young people who are experiencing homelessness and at risk for homelessness.

We are excited with this proposed project to further build upon and expand the services we provide to youth who live at our TTH through this partnership with Woodbury County and the CDBG funding; providing homeless youth with services beyond "just a roof over their head". The redesign of our facility will provide us with opportunities to expand and enhance our services, further ensuring programs and services are trauma-informed and evidence-based and provide youth with welcoming and safe spaces, while providing them with services that will facilitate future permanency in their lives. Lastly, the funding will help us promote the short- and long-term goals of Woodbury County as defined in their *Woodbury County Comprehensive Plan for 2040*.

Have cooperative approaches/sharing with other area communities been considered?:

Crittenton Center is one of seven (7) homeless youth shelters in the state of Iowa. Unfortunately, all other homeless shelters in western Iowa target the adult population and do not accept children from the ages of 0-18 without parents. Crittenton Center works closely with the Siouxland Coalition to End Homelessness to ensure services are coordinated across systems and providers locally in Northwest Iowa.

Crittenton Center does have positive working relationships with the other youth emergency shelters located in the following counties across Iowa: Pottawattamie, Webster, Polk, Cerro Gordo, Linn, and Wapello. Given the limited and decreasing number of youth shelters in Iowa, Crittenton Center and the other shelters work in cooperation to find beds for youth, when their respective shelter may be at capacity. We work to share programming information across shelters and brainstorm strategies to address challenges related to issues such as workforce shortages and retention, legislative mandates, declining funding and underfunded program services, and so forth. We share and update information when all the shelters in Iowa meet at regularly scheduled meetings and use traditional (emails, phone calls, special meetings) and social media (website and Facebook) to keep other shelters, referral sources, and community partners aware of our programs and services.

Why are CDBG funds essential to the project?:

As highlighted in the previous narrative, investing in the lives of children and adolescents is critical for helping our youth be prepared for and successful into adulthood. Declining funding, underfunded programs, and the unstable economy are some of the multiple variables that limit and challenge non-profit agencies like Crittenton Center with building and expanding programs and services. More specifically, our current funding sources require us to use funding to support costs and expenses related to the delivery of direct services for youth. Capital improvement projects such as our proposal for a large facility renovation are not allowable expenses for current funders.

Over the past several years, the closing of youth emergency shelters across the state of Iowa has created challenges for child welfare, juvenile justice, and law enforcement in finding placements for youth who do not have other living options. Crittenton Center Board of Directors and Leadership Team are committed to securing the necessary financial resources to begin this project as soon as possible so homeless youth in and around Woodbury County, and across the State of Iowa as appropriate, can have access to enhanced services in a facility that provides a more family-like atmosphere instead of the more institutional setting of the current outdated facility.

While Crittenton Center has secured and designated financial resources to support the proposed project, the \$600,000 requested with this application provides the remaining funds needed to start and complete the project. As a non-profit organization that has been able to grow services over the past several years, while other non-profit agencies have downsized services and/or had to close programs and services, we pride ourselves on being committed to seeking out

and partnering with local, regional, State, and federal funding sources, such as this CDBG funding to leverage and maximize funding across funding sources.

How would the project affect current and future land use patterns?:

Updating the interior facility located at the Child Development Division campus will aid in the promotion and encouragement of growth in and around this neighborhood residential area in Sioux City (Woodbury County). From a pedestrian, transportation, and urban planning perspective, the decision to conduct an extensive renovation of this facility is a logical, sound, and effective choice for continuing to provide services to children who are homeless, versus relocating the facility to another site. The proposed project further supports the *Woodbury County Comprehensive Plan 2040* regarding Land Use and more specifically Goal LU3: Habitat conservation. Limit urban sprawl and maintain the rural character of Woodbury County.

LU3.1 Prioritize the rehabilitation of existing housing stock and infill development before building on previously undeveloped land.

Is the site within the city limits?:

Yes, the project site is located at 3901 Green Avenue, Sioux City, Iowa. However, more than 51% of project beneficiaries will be from outside of Sioux City. The project location is in the Greenville neighborhood. This is a residential neighborhood sharing property lines with a church, and one property owner.

Is the project appropriate for the community's size, including expected population trends?:

Yes. The project is appropriate in scale and size and based on homeless youth trends in western Iowa, as well as in the state of Iowa as Crittenton Center's homeless shelter and services provide care for any Iowa child/youth in need of safe shelter and care in a therapeutic environment. It was estimated that 137 youth were experiencing homelessness in Iowa during the 2024 Point in Time Count, with 19% of those youth being unsheltered (HUD). The representation of youth in the annual Point in Time Count is estimated to be extremely underrepresented, and youth/young adults often experience homelessness in hidden ways, such as couch surfing or as runaways from home or system placements (State Index on Youth Homelessness). In Iowa, the number of youth in emergency shelters has been steadily increasing since 2022 (Institute for Community Alliances). In the same period, several Iowa agencies have closed or chosen to reduce/eliminate their youth emergency shelter beds, with agencies announcing additional closures of youth emergency shelter beds this year, leaving an estimated 103 shelter beds across the state of Iowa down from FY21 when Iowa had 142 shelter beds (DHHS Records Request Feb. 28, 2025).

Will the project have significant excess capacity?:

In a simple answer, No. Projections are that Crittenton Center will continue to be close to full capacity (targeting 23 beds for TTH) with two beds available for short-term stays (48 hours or less). However, with the proposed remodel and renovations will be designed to utilize the space in a more efficient manner to provide direct services to youth when living at the facility such as bedrooms, living space, restrooms/showers, recreations and leisure spaces, as well as staff offices, therapist rooms, and meeting rooms. Once the remodel is complete, we are anticipating adding three additional beds to better serve more Iowa children. Application for additional beds from Iowa Department of Inspection, Appeals, and Licensing (DIAL) will be completed by Fall 2025.

Were other options explored? Describe options considered and why they were rejected.:

Yes, other options were explored. Crittenton Center considered three primary options when considering the proposed project: *relocation, building new, and "doing nothing"*.

Relocation: The Leadership team explored options for relocating TTH/SAL services to another location in Sioux City (Woodbury County). Unfortunately, staff were challenged with finding an existing facility or building that would not require extensive renovation and remodeling to adequately meet the needs of youth served, such as bringing health and safety standards up to date to be in compliance with the licensing and accreditation regulations that are required for TTH. Crittenton Center also did not have the funds available to purchase additional property.

NIMBY: Unfortunately, our Transitional Therapeutic Home (TTH), has experienced neighborhood opposition, as defined by the phrase, *"Not in My Backyard"*. This phrase carries the connotation that such residents are not opposed to a program or service, just the development or location of the service in their neighborhood or community. Meeting and educating residents living within the neighborhood of our current facility has decreased the issue of NIMBY. However, in considering the relocation to another neighborhood or community, NIMBY would likely be an additional and ongoing issue.

Building New: Crittenton Center briefly considered building new from the ground up, but this option was quickly dismissed as a nonviable option due to factors such as high construction costs for new construction, displacement or

disruption of services to youth during the new construction at this site, and unavailability of additional property adjacent to the current child welfare campus, to keep services centralized.

Doing Nothing: The only other option explored at this time, is the option of “doing nothing”. This option is emphatically considered not feasible by the staff, Leadership, and Board of Crittenton Center for several reasons. First and foremost is the thought of not being able to serve the ever-increasing needs of the homeless youth and youth at-risk of homelessness from Woodbury County, much of Western Iowa, and across the State of Iowa, offering a program that is greatly needed for some of the most vulnerable and traumatized youth involved in the child welfare and juvenile justice systems in Iowa. Secondly, the staff at the TTH/SAL homes are expected to work within overcrowded workspaces and are further challenged with ensuring confidentiality, security, and safety for young people in their care as previously described in this application. Finally, without this extensive remodel and renovation Crittenton Center will not have the much needed efficient and therapeutic space to support the continued enhancement and growth of the services provided to homeless youth at a central location.

How does the project promote orderly, compact development?:

This project is an excellent example of the adaptive ongoing use of a youth residential facility in Sioux City (Woodbury County). The proposed renovations and remodel are compact in nature from the perspective that the project is essentially tied to the footprint of the existing building. Very limited new construction will change the overall footprint of the building. The Transitional Therapeutic Home (TTH) building will primarily be the creative interior and exterior remodel of an existing sound structure to create a beautiful and engaging environment for children to feel comfortable in.

Survey Tabulation Results

Is the Survey Tabulation Results required?*: No

City and Township LMI Percentage based on 2011 - 2015 American Community Survey data:

The LMI percentage can be found at "City and Townshi-p LMI based on 2011 - 2015 American Community survey:" under the heading "Recipient Income Requirements and Census Information" at the following link:

www.iowaeconomicdevelopment.com/userdocs/documents/ieda/CityLMI-MarginOfErrorBasedOn2011-2015AmericanCommunitySurveyData.xlsx.

Month and year the survey was conducted:

Description of the survey method used:

Total number of households in the project area:

Number of households in the project area that were contacted (include contacts with no answer):

The minimum number of households contacted MUST equal the number generated from the Sample Size Calculator. (<http://www.surveysystem.com/sscalc.htm>)

Number of usable responses:

Percent of households responding: 0.00
This number MUST BE 100% TO BE VALID

How many persons were below the LMI income figure?:

How many persons were above the LMI income figure?:

Total number of persons responding:

Percent of persons below the LMI income figure: 0.00

Percent of persons above the LMI income figure: 0.00

Total number of persons in the project area: (For community-wide benefit projects, most current certified population figure.)

Total number of LMI Persons benefiting:

If respondents were asked other questions in addition to income, provide a breakdown of responses by number and percent of the total responding.:

Community Development and Housing Needs Assessment

Community Development and Housing Needs Assessment

Community Development and Housing
Needs of LMI Persons:

Community Development and Housing Needs of LMI Persons

1. Needs:

- a. A variety of housing options to maximize affordability and availability for residents of all income levels
 - b. Access to safe, high-quality housing for all residents in Woodbury County.
 - c. Homeownership
- 2. How these needs were determined and why they are necessary: The Woodbury County Board of Supervisors discussed the issue during a public hearing on April 1, 2025, including review of information from the Woodbury County Comprehensive Plan 2040, including:**
- a. About 23% of Woodbury County households across all income ranges were paying over 30% of household income toward housing costs in 2020. High housing costs above the 30% threshold leave few funds for food, healthcare, and basic household supplies.
 - b. Renters are much more likely to pay disproportionately high costs compared to their income compared to homeowners.
 - c. At the beginning of 2020, the total number of homeless individuals in the region had increased by 20% from the previous year, and the effects of the pandemic have most likely exacerbated this trend. There are insufficient beds for the number of homeless individuals.
 - d. Woodbury has a countywide poverty rate of 12.4% in 2020
 - e. Woodbury County saw a 71% increase in housing costs between 2000 and 2020
- 3. Prioritization for each (high, medium, low) or possible action to complete them**
- a. A variety of housing options to maximize affordability and availability for residents of all income levels: HIGH Priority
 - b. Access to safe, high-quality housing for all residents in Woodbury County. HIGH Priority
 - c. Homeownership: HIGH Priority

Other Community Development and
Housing Needs:

Other Community Development and Housing Needs (for non-LMI residents)

1. Needs:

- a. Quality Housing that is safe, efficient, and reliable.
 - b. Preserve the rural character of the county
 - c. Economic Development
- 2. How these needs were determined and why they are necessary: The Woodbury County Board of Supervisors discussed the issue during a public hearing on April 1, 2025 including review of information from the Woodbury County Comprehensive Plan 2040, including:**
- a. Age Woodbury County's housing stock: more than 53% of housing units were built prior to 1960, and roughly 76% of housing units were built prior to 1980. Older homes require maintenance and eventual replacement of aging materials and infrastructure.
 - b. Areas of concentrated poverty within Sioux City, where more than 20% of residents have income below the poverty level (Siouxland District Health, Health Needs Assessment, 2022-2024). Rural poverty: More than 1,000 rural Woodbury County residents were estimated in 2020 to be living in poverty.
 - c. A majority of job opportunities in the county are located in the Sioux City metro area, while rural residents living in small towns and unincorporated areas of the county must commute a long distance.
 - d. The rural nature of the county is seen as a strength by residents
 - e. Woodbury County saw a 71% increase in housing costs between 2000 and 2020
- 3. Prioritization for each (high, medium, low) or possible action to complete them**
- a. Need 1: Quality Housing that is safe, efficient, and reliable. HIGH Priority
 - b. Need 2: Preserve the rural character of the county HIGH Priority
 - c. Economic Development HIGH Priority

Planned or Potential Activities to Address
Housing and Community Needs:

Planned or Potential Activities to address the Needs identified in 1 and 2 above

1. **A variety of housing options to maximize affordability and availability for residents of all income levels**
 - a. Encourage flexibility in residential zoning to allow residents to meet housing needs with the construction of accessory dwelling units or home additions that can provide additional rental units and supplemental income, housing for extended family, or homecare arrangements for caretakers.
 - b. Increase the quantity of high quality, affordable rental units by encouraging the development of a variety of multi-family housing options within incorporated cities that meet the diverse needs of residents of all ages.
 - c. Increase the number of affordable housing units in Woodbury County.
 - d. Encourage the development of upper story units above downtown store fronts to introduce additional housing variety in small towns.
2. **Access to safe, high-quality housing for all residents in Woodbury County.**
 - a. Direct funding toward the provision of high-quality, affordable housing options for vulnerable populations: low-income residents, seniors, and residents with disabilities.
 - b. Direct funding toward emergency shelters, housing, and social work services for homeless individuals living in the county.
1. **Apply for CDBG funds to support renovation and remodeling at Crittenton Center’s youth homeless shelter.**
- c. **Connect residents with funding opportunities that provide financial assistance for housing rehab.**
3. **Homeownership:**
 - a. **Connect residents with information and resources that aid in the purchase of homes, such as down payment assistance grants for first time or low-income residents, and low-cost financial counseling. Particular care should be taken to reach out to residents of color and immigrant communities with these opportunities, providing resources, information, and support in residents’ native language when applicable.**
4. **Quality Housing that is safe, efficient, and reliable.**
 - a. Provide rehabilitation assistance resources for homeowners living in historic or outdated structures.
 - b. Target outreach to minority and under-resourced communities to ensure that information and resources are equitably distributed.
 - c. Target outreach to homeowners that may be impacted by disasters, in need of septic system updates, lead abatement, or other immediate safety concerns.
5. **Preserve the rural character of the county**
 - a. Limit density in rural areas outside of incorporated cities.
 - b. Protect agricultural land, wildlife habitat, and outdoor recreational land.
 - c. Prioritize new development to locate adjacent to existing town limits, and prioritize the rehabilitation of existing structures, infill development, and brownfield redevelopment.
1. **Apply for CDBG funds to support renovation and remodeling at Crittenton Center’s existing youth homeless shelter.**
6. **Economic development**

Follow recommendations as outlined in the Woodbury County Comprehensive Plan 2040, including but not limited to coordinating with regional priorities, maintain core industries, encourage diversification of economy in support of small businesses, enhance quality of life and encourage healthy lifestyles, and ensure that economic opportunities are available to all residents, regardless of race, age, sex, religion, or ability.

Date assessment was prepared: 4.1.2025

Location where assessment was prepared: Woodbury County Courthouse, Sioux City, IA

Number of local residents participating: 3

Required Attachments

Named Attachment	Required	Description	File Name	Type	Size	Upload Date
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Documents Required to be submitted with this application

A PDF of the original newspaper publication and Affidavit of Publication evidencing the newspapers name and date published, OR Documentation the Public Notice has been posted in three (3) places within the community, and names of posted areas listed, signed and dated by municipality.



Minutes of public hearing



On March 14, 1991 HUD published in the Federal Register a final rule entitled, "Accountability in the Provision of HUD Assistance." This final rule implements Section 102 of the HUD Reform Act of 1989. Section 102 contains provisions to ensure greater accountability in the way in which HUD funds are made available. Subpart C of 24 CFR Part 12 requires applicants for state administered CDBG funds to make a number of disclosures if they meet a certain dollar threshold for the receipt of assistance that is covered by this rule. Who is Covered? All applicants for CDBG funds must complete and submit to CDFA with their applications, Parts I and II of the Disclosure Report. Some applicants will find that they have to complete the remaining parts of the Report. Full Disclosure Reports must be made by the following: * Any applicant applying for more than \$200,000 of CDBG funds; or * Any applicant applying for less than \$200,000 of CDBG funds, but has received or could receive other federal assistance which when added to the CDBG funds exceeds \$200,000.

Completed HUD Disclosure Form 2880 (Applicant/Recipient Disclosure/Update Form).
Download the form from <http://portal.hud.gov>



Map of proposed project site or service area



Map of Proposed Project Site - 3901Green Ave
Sioux City, IA 51106

[Map of Proposed Project Site - 3901 Green Ave Sioux City IA 51106.pdf](#) pdf 404 KB 05/08/2025 03:27 PM

Federal Assurances Signature Page.
Click here for the [form](#).



Documentation of commitments from other funding sources or documentation that applications have been submittd to tother funding sources (i.e., USDA-RD, IDNR)



Documentation of commitment from other funding sources

[Crittenton Center_Documentation of Application to and Commitment from other Funding Sources.pdf](#) pdf 1 MB 05/08/2025 03:36 PM

If LMI survey completed, please upload Income Survey form, including appropriate county income levels.

Other Documents as applicable to this project

Signed agreements between subrecipient and other parties (if applicable)

Floor plan of facility (N/A for storm sewer projects)

Current floor plan and preliminary proposed renovation/remodel floor plan

[TTH_Shelter_Floor Plan_Current and Planned.pdf](#) pdf 529 KB 05/08/2025 03:37 PM

Documentatin of non-profit legal status and date of incorporation

Crittenton Center IRS Determination and Articles of Incorporation

[Crittenton Center_Documentation of NonProfit and Articles of Incorporation.pdf](#) pdf 405 KB 05/08/2025 03:38 PM

Documentation of formal studies by outside agencies that support the project

Documentation of local planning/citizen support

Documentation of Citizen Support, including 17 Letters of Support, Letters by current and previous youth served, Social Media engagement, and Youth Voice and Choice

[Crittenton Center_Citizen Support_Evidence of Citizen Support.pdf](#) pdf 10 MB 05/08/2025 03:39 PM

Floodplain Map

Floodplain Map - 3901 Green Ave Sioux City, IA 51106

[FEMA Flood Map Service Center 3.6.2025.pdf](#) pdf 239 KB 05/08/2025 03:39 PM

Other Attachments

Description	File Name	Type	Size	Upload Date
Crittenton Center - Collaborative Values Inventory - At-A-Glance Document	Crittenton Center_CVI at-a-glance.pdf	pdf	877 KB	05/08/2025 03:41 PM
Crittenton Center contract with Iowa Department of Health and Human Services for Shelter Services	Crittenton Center_HHS Contract Shelter Services.pdf	pdf	4 MB	05/08/2025 03:41 PM
Crittenton Center license with Department of Inspections, Appeals, and Licensing	Crittenton DIAL contract.pdf	pdf	232 KB	05/08/2025 03:42 PM
Crittenton Center Strategic Plan At-A-Glance, SWOT Analysis, Sample Data	Crittenton Center_Strategic Plan.pdf	pdf	443 KB	05/08/2025 03:42 PM
Narrative Attachment with additional information as referenced in the application	Crittenton Center_CDBG Narrative Attachment_May 2025.pdf	pdf	251 KB	05/13/2025 12:32 PM
Photos of the current youth homeless shelter at 3901 Green Ave, Sioux City, IA 511065	Crittenton Center_CDBG_Photos of Current Facility.pdf	pdf	564 KB	05/08/2025 03:43 PM

Citizen Participation Checklist

Statutory Requirements (All CDBG Applications)

Part I ? Public Noticing Requirements

Public Notice met (Not less than 4 days and no more than 20 days)*:

Published in a newspaper of general circulation*:

Affidavit of Publication and copy of publication uploaded?*

Documentation that Public Notice was posted in three public places is uploaded (if applicable)*:

Documentation includes dates and places posted*:

Held prior to governing body's final action regarding the filing of the application*:

Public Notice states:

Specific grounds for the public hearing*:

Date of Public Hearing:

Time of Public Hearing:

Hearing Location:

City/Zip:

Part II ? Public Hearing Requirements

Minutes of public hearing are uploaded*:

Was the need for the activities identified?*

Was the funding of the proposed activities and the sources of funds explained?*

Was the date the CDBG application will be submitted provided at the meeting?*

Was the amount of the requested federal funds provided at the meeting?*:

Estimated portion of federal funds that will benefit low- and moderate-income persons was stated?*:

Location of proposed activities stated?*:

Were plans to minimize displacement of persons and businesses resulting fo funded activities discussed?*:

Were plans to assist persons actually displaced discussed?*:

Were the nature of the proposed activities discussed?*:

Minority Impact Statement

Minority Impact Statement

Question # 1

1. The proposed grant programs or policies could have a disproportionate or unique **POSITIVE IMPACT** on minority persons. *:

Yes

If YES, describe the positive impact expected from this project:

The proposed project will provide homeless children and youth with access to safe, trauma-informed living facilities. Specifically, this project will have a positive impact on children and youth served at the Transitional Therapeutic Home. These children are ages 0-18 and have experienced abuse and/or neglect, have been removed from their family of origin, and are currently homeless. Forty-nine percent (49%) of child welfare youth have a mental health disorder (4x general population). Most racial minority groups are overrepresented in the child welfare system and experience homelessness at higher rates than White individuals.

Indicate the group(s) positively impacted. : Other,Person/s with a Disability

Question # 2

2. The proposed grant project programs or policies could have a disproportionate or unique **NEGATIVE IMPACT** on minority persons. *:

No

If YES, describe the negative impact expected from this project.:

If YES, present the rationale for the existence of the proposed program or policy.:

If YES, provide evidence of consultation with representatives of the minority groups impacted. :

Indicate the group(s) negatively impacted. :

Question # 3

3. The proposed grant project programs or policies are **NOT EXPECTED TO HAVE A DISPROPORTIONATE OR UNIQUE IMPACT** on minority persons. *:

Not Applicable

If YES, present the rationale for determining no impact:

Certification

I hereby certify that the information on this form is complete and accurate, to the best of my knowledge.*: No

Name of Person Submitting Certification. *:

Title of Person Submitting Certification*:

Is there documented citizenship support for the project? Please upload supporting documentation.

Overwhelming citizen and community support for the renovations to the Transitional Therapeutic Home (TTH) is evidenced through 6 key categories:

- 1) Letters of Support provided by local community health, education, faith, safety, and human service providers and entities. A total of 16 letters are provided as attachments with this application, including those listed below:
 - a. Briar Cliff University – Dr. Matthew J. Draud, President
 - b. Morningside University – Dr. Albert Mosley, President
 - c. PLaN Architecture – Nathan Kalaher, President
 - d. Reframed Counseling – Kait Wilson, Founder
 - e. Restoration Church – Pastor Johnny Helton
 - f. Security National Bank – Jeremy Craighead, President
 - g. Sioux City Fire Rescue – Ryan Collins, Fire Chief
 - h. Sioux City Police Department – Rex Mueller, Chief
 - i. Sioux City Community School District – Dr. Rod Earleywine, Superintendent of Schools
 - j. Siouxland Coalition to End Homelessness, Frank Tenuta, Board Chair
 - k. Siouxland Mental Health Center – Sheila Martin, CEO
 - l. Sky Ranch Behavioral Services – Anna Bertrand, MSE, tLMHC, Executive Director
 - m. Sunnybrook Community Church, Amanda Brophy, Missions/Spiritual Formation Director
 - n. Teaching Family Association – Michele Boguslofski, Executive Director
 - o. United Way of Siouxland – Heather Hennings, Executive Director
 - p. Woodbury County Sheriff – Chad Sheehan, Sheriff
- 2) Letter of Support by the Iowa Department of Health and Human Services (DHHS). DHHS currently contracts with Crittenton Center for 25 beds at TTH.
- 3) Children and youth currently living at the Transitional Therapeutic Home completed “My Dream Home” drawings/narrative.
- 4) A previous resident of the Transitional Therapeutic Home currently living in Crittenton Center’s Supervised Apartment Living wrote a letter recommending improvements to the facility.
- 5) As an innovative strategy to evidence the need and support for the renovations, on March 11, 2025 Crittenton Center placed photos of the children’s “My Dream Home” on Facebook, announcing Crittenton Center’s intent to apply for CDBG funding. This post received over 11,000 views and was shared 110 times as of March 21, 2025.
- 6) Voice of Youth and Staff, completed in January 2023, is included as an attachment, evidencing the involvement of the youth receiving services and staff providing services at the Transitional Therapeutic Home.

Crittenton Center – CDBG Narrative Attachment

As referenced in the application, the following attachment provides additional information on several key areas that further identify the need for the project, the design of the remodel, community assessments and strategic planning, the organization that will be operating the facility (Crittenton Center), and additional data on project beneficiaries.

Describe the need for the project, including the existing conditions and problems that will be resolved.

Statement of Need: The narrative below provides additional information beyond that previously presented as it relates to the needs faced by children and youth involved in the child welfare system, particularly those at an increased risk of homelessness. As noted, more than 51% of children served by this project will be from outside of Sioux City.

Information from Iowa Health and Human Services (HHS) has raised awareness in Iowa regarding trauma and adverse childhood experiences (ACEs) and provides a framework for further understanding the need for specialized services for youth in our care. The impact of trauma associated with adverse childhood experiences can increase the risk for severe or persistent behavioral and physical health problems well into adulthood.

In the most recent National Youth Transition Database (NYTD) survey of 21-year-olds, 27% of Iowa youth reported having been homeless in the previous two years. This is slightly lower than the overall national level of 29% of reported homelessness among former foster youth in 2018 (National Youth in Transition Database).

Four main summaries in an article, *The Intersection Between Youth Homelessness and Human Trafficking*, dated April 13, 2021, states “youth experiencing homelessness are more vulnerable to trafficking than others and interviews with these youth illustrate some common themes:

- Lack of basic needs, such as not having a safe place to sleep at night, often play a role in their trafficking experiences.
- Early trauma, such as homelessness and exploitation begin early, often well before age 18.
- Youth who have been in foster care also experience trafficking at higher rates than other youth experiencing homelessness.
- Youth experiencing homelessness who have also been victims of sex trafficking are more likely to have mental health and substance use issues, to have experienced physical and emotional abuse by parents or guardians, and to have a history of sexual abuse.”

A common mantra of Crittenton Center is *Better Care for Today's Youth Means Better Outcomes for Tomorrow's Adults*. We believe that caring for children is a long-term investment into the most important foundation...their lives! Building up for success means more than what kind of job you can get or how much money you can make. It means learning to love, having self-worth, wanting to take risks and adventure, finding joy in everything, and knowing it's okay to make mistakes. We celebrate accomplishments, cheer on their journeys, and embrace them when they need love.

As community need for services for homeless youth and youth at-risk for homelessness continue to escalate, the capacity to meet these demands is hindered by lack of appropriate space to provide trauma-informed services to address the living, learning, social, and emotional needs of the youth in our care.

Preliminary Design Remodel

The current facility located at 3901 Green Ave in Sioux City, Iowa was originally designed as a nursing home. It consists of approximately 17,000 square feet with an entryway/lobby, front offices, a visitation room, two wings with bedrooms along each side, two (one-person) shower rooms, a kitchen, two living areas, and several additional rooms/offices that have served various purposes throughout the years. Due to space constraints and the need to provide case management, education, and therapy services on-site, several bedrooms are currently utilized as offices. A floor plan of the existing facility is attached.

The preliminary design for the proposed project includes:

- Installation of a 968 sq. ft. ten-person **shower room and restroom** where children can have private (through sturdy partitions) showers and dressing areas within one larger room where staff can monitor the usage but allow full privacy for the children. This multi-purpose shower room will be accessible and will feature fixtures that are industrial in strength but visually appealing for children not to feel like they are in an institution. This also includes ADA compliant restrooms for children.
- **New flooring** will be installed throughout the building as currently there are multiple flooring materials being used such as tile, carpet, linoleum, and cement. Flooring will assist youth and employees with mobility issues, ensuring safety when using wheelchairs, walkers, or crutches. Flooring will be visually appealing to promote a sense of home. LVT will be the chosen product as it is highly durable, easy to replace and comes in varying styles and colors.
- Replacing the **6 exterior doors at TTH**, a critical safety measure. The current doors are timeworn (most are between 40-50 years old), and with enough force, can be easily shoved and/or kicked in in a volatile situation. This poses a safety risk for youth being served, both from outside individuals as well as from a volatile situation with one of their

peers. By replacing the existing doors with commercial grade steel doors and frames that are fire rated, the immediate physical safety of youth being served would be improved, as well as their emotional safety, knowing that those who might pose a risk to them can be excluded from their space(s).

- While Crittenton Center's TTH has some exterior lighting, the project includes **increasing security lighting**, as well as expanding the lit area. Improved nighttime visibility will improve staff ability to monitor the property for external threats, see if/when a child may be eloping, and make the existing security cameras more functional for these purposes as well. It can also discourage potential intruders and those who may intend to cause harm, as it makes it more likely that suspicious activity will be seen and/or recorded on security cameras.
- Crittenton Center's shelter is located on a 4.29 acre property, boarded on the north by roads and on the east and west by residential and faith-based buildings. As there is not currently any fencing around the property, the preliminary project includes putting **fencing** around the perimeter of entire property (1,615 feet of fencing). Secure fencing can deter youth from leaving the property unsupervised, a particular risk for children with a history of impulsivity and/or elopement. At minimum, it can delay elopement, providing additional time for staff to engage the youth. Fencing also creates a clear boundary, deterring unauthorized individuals from entering the property. A front "gate" at the south side of the property could be monitored by video cameras, while also clearly identify the property and be designed in such a way that it is welcoming for youth entering the facility.
- The project will include updates to the **kitchen** on-site at the shelter. The current facility is significantly dated and in need of repair. Crittenton Center prepares meals and snacks for up to twenty-five children three times a day, seven days a week. Additionally, the kitchen is utilized for teaching children and youth essential life skills such as cooking, cleaning, and meal-planning.
- Finally, the project will include **exterior upgrades** to the facility. Originally a nursing home from the 1970s, the exterior design is dated and unwelcoming for children and youth, many of whom arrive at the shelter anxious, lonely, and afraid as they have been separated from their family. Exterior upgrades would include trauma-informed design elements, to be both healing and empowering for the children and youth, that will benefit from a welcoming facility for years to come.

Continued on the following page.

Describe any community assessments, surveys, or formal studies that identify the proposed project as a need for the community. Be sure to upload relevant portions to document support for the project

The narrative below provides additional information on the Strategic Planning and community assessments conducted that identified the proposed project as a need for the community.

Strategic Planning: In February 2022, Crittenton Center engaged in an inclusive long-term strategic planning process, and since then annually conducts short-term planning, in support of our mission. The *purpose* and design of the strategic planning process is to establish the future strategic direction for Crittenton Center, supporting inclusive management-directed, organization-wide, long-term planning every four years.

The *Key Objectives* of the Strategic Planning process are:

- a. Review mission, values, mandates, and strategic direction.
- b. Review demographics of service population and community.
- c. Conduct assessment of strengths and weaknesses, including the review of community needs assessments conducted other agencies/entities.
- d. Establish measurable goals and objectives that support the fulfillment of agency mission and mandated responsibilities.
- e. Adopt strategies for meeting identified goals, including the need to redirect, eliminate, or expand services to respond to changing demographics and the needs of persons served; and
- f. Define the process for implementation of an annual plan, to operationalize the goals and objectives of the long-term plan in response to conditions and needs such as resource allocation, funding, regulatory changes, community needs, and unforeseen circumstances.

The following community opportunity and needs assessment documents are provided as attachments to this application: a) Crittenton Center Strategic Planning – At-A-Glance; b) Crittenton Center Community Perception Survey 2024 – Summary of Results; c) Crittenton Center: Strengths, Weaknesses, Opportunities, Threats (SWOT) Analysis 2024.

Captured within this four-year Strategic Plan were goals and objectives to increase and expand physical facilities for both the Transitional Therapeutic Home (TTH) and Supervised Apartment Living (SAL) programs.

Crittenton Center has an extensive Performance and Quality Improvement (PQI) Plan and Process, whereas key leaders and managers meet on a quarterly basis to review annual Strategic Plan Action Plans and established key agency indicators including but not limited to numbers served, demographics, referral and discharge, critical incidents, workforce and personnel, finance/budget, and community needs.

Re-envisioning Process: The process of re-envisioning programs and services included the following key community needs assessment strategies:

- (1) Review of agency data and information revealed an increase in the number of youth served each year with TTH, increasing from 99 (2020) to 120 (2024);
- (2) Review of demographic data revealed emerging trends including an increase in the proportion of youth at TTH who are under age 14, from 34% in 2022 to 53% so far in 2025, and an increase in the average length of stay from 76 days to 118 days in the same period, which necessitated the need to rethink facility redesign;
- (3) Review of past and emerging research regarding evidence-based programs and best practices to guide facility redesign that is conducive to addressing youth trauma and providing youth with protective factors supporting resiliency and giving them the skills and tools to thrive for both the short and long-term;
- (4) Leadership doing research on and visiting other residential programs within Iowa and across the nation, securing information on evidence-based and best practices, including Teaching Families Model (TFM), Attachment, Regulation, and Competency (ARC), Motivational Interviewing, Cognitive Behavioral Therapy, Trauma-Focused Cognitive Behavioral Therapy, Mindfulness Cognitive Behavioral Therapy, Therapeutic Supervised Visitation, Dialectical Behavioral Therapy, and Play Therapy; examining facility design elements to support safety, healing, and the delivery of on-site support services to youth in residential care; and identify leaders and champions to facilitate ongoing networking to expand and enhance program services for this vulnerable population of youth;
- (5) Securing authentic input from youth accessing services, staff providing services, and community members/agencies, provided valuable information for envisioning and redesigning the facility. Refer to the following documents attached to this application
 - Space Considerations – Voice of Youth and Staff for Green Avenue
 - Letters from Community Entities
 - Letters from Other Social Service Providers
 - Letters from Woodbury County Law Enforcement Officers and Fire Rescue Personnel
- (6) Administering the Collaborative Values Inventory (CVI) in the Fall 2024 to support the work for measuring and assessing community needs related to the proposed project. The CVI Tool is a neutral and anonymous questionnaire that assesses the prevalence of shared ideas and values across groups of professional disciplines. There were 56 responses to this 46-item questionnaire that identifies underlying issues that might be raised throughout the collaborative's work conducted by Crittenton Center and community agencies. The CVI results support the need for Crittenton Center to continue to build partnerships within the community to enhance program service to system-involved and homeless youth. A summary is included as an attachment to this application.

Due to the strategic and intentional planning by the Board of Directors, CEO, and Leadership Team, Crittenton Center has been able to not only maintain beds but increase the number of

youth beds; increasing from 20 beds (2022) to 30 beds (Fall 2025). Refer to Attachments for Letter by Iowa Health and Human Services regarding a decline in the youth shelter beds in Iowa.

Additional documents are provided as attachments to this application to further illustrate data reviewed as part of the planning and reenvisioning process for the proposed application: Data Dashboard/Annual report information for numbers served, Youth Dream Pages, and CVI summary

Describe the organization that will operate the facility or service. List key individuals who will be responsible for the day-to-day operations and provide specific information regarding their experience and ability.

The below provides additional information on Crittenton Center, the organization that will operate the facility and services, as well as additional bio information on the individuals who will be responsible for the day-to-day operations.

Programs and Services: The following narrative provides a brief overview of the current programs and services offered by Crittenton Center, highlighting experience with the target population:

- a. Childcare/Preschool Centers provide quality affordable preschool and care for children 0-12 in six locations in Siouxland, four of which are located in Woodbury County, preparing the little ones for success in school. The program also accepts emergency foster care placements for children with behavioral health conditions on a routine basis. Currently, we hold contracts with Wells Enterprises (Wells Blue Bunny) for employee childcare slots.
- b. Crittenton Center's Resource Center provides family development, education and support to parents that assists in generational change and prevents abuse, neglect, and abandonment.
- c. Supervised Apartment Living (SAL) Program supports homeless or near homeless foster-care youth ages 16.5-21 years with behavioral health conditions and with no safe family to live with. The program aims to support youth with completing their high school education and preparing them to live on their own through the development of life skills (budgeting, shopping, meal prep, vocational experiences, etc.)
- d. Transitional Therapeutic Home (TTH) is an emergency shelter for children birth to age 18 that provides a temporary safe place for youth with behavioral health conditions who have experienced severe trauma, abuse, and neglect and have no safe home to reside.

Highlights of Key Accomplishments by Crittenton Center:

- Visionary and committed Board of Directors and Senior Leadership Team.
- History of providing Shelter/Residential Services, including "what works", and therefore has a realistic awareness of the challenges related to recruiting and maintaining a high-quality workforce and strategies for working with youth with complex behavioral health needs.

- History of strong working relationships with the Iowa Health and Human Services (HHS), Juvenile Court Services (JCS), and law enforcement.
- Due to recent grant awards, minor renovations have occurred to enhance the physical facility of the current youth shelter, to make it a more trauma-informed physical space: redesign of some interior rooms to provide increased opportunities for family engagement, creating a therapeutic art room, adding special feature to make the entrance more welcoming, designated quiet spaces for children to decompress, and redesigning outdoor space to facilitate expanded recreation, social and leisure activities.
- Redesigning the model of care provided to youth and their families under two divisions: Child Welfare and Well-Being Services Division and Child and Family Development Services Division.
- In the Fall of 2022, the agency began implementing new evidenced based programs as part of the Child Welfare and Well-Being Services Division: (1) Attachment, Self-Regulation, and Competency (ARC), (2) Therapeutic Supervised Visitation, (3) Cognitive Behavioral Therapy (CBT) Modalities and (4) Motivational Interviewing. To meet the unique needs of youth and families served by project interventions, specialized CB therapies-Cognitive Behavioral Therapy (CBT), Trauma-Focused CBT (Complex Trauma), Mindfulness-Based Cognitive Therapy (Native Population), and the Teaching Family Model (TFM)-are being implemented. In 2024-2025, additional EBPs are being implemented to support treatment street outreach services for working with homeless youth: (1) Youth Mental Health First Aid (MHFA); (2) SOAR (Stop, Observe, Act, and Report; and (3) Screening, Brief Intervention, and Referral to Treatment (SBIRT).
- Awarded a Child Welfare Emergency Services (CWES) contract from Iowa HHS in the Fall of 2021 to reopen the emergency youth shelter (Transitional Therapeutic Home-TTH), January 1, 2022.
- In February 2023, the agency received a four-year national accreditation with the Council on Accreditation (COA) for all program services.
- Awarded four federal grants (brief description provided in the following narrative) to enhance and expand program services to youth at risk and/or experiencing homelessness:

Administration for Children Youth and Families (ACYF), Children's Bureau-Regional Partnership Grant: September 30, 2022 – September 29, 2027. This five-year grant was funded at \$600,000 per year. The purpose of the RPG project is to provide enhanced supervised contact in the congregate care setting of an emergency youth shelter with biological family, fictive kin, and/or foster families through the use of therapeutic supervised visits, mental health and/or substance abuse counseling and services, psychiatric care including medication management, care management, and assistance to families with referrals and services, and follow-up care.

SAMHSA-Mental Health Awareness Training (MHAT) grant: September 30, 2023 – September 2026. This three-year grant was funded at approximately \$200,000 per year. The purpose of the grant is to enhance partnerships and train individuals from child-family serving systems in western Iowa to recognize the signs and symptoms of mental

disorders, how to safely de-escalate crisis situations involving individuals with a mental illness and to provide education on resources available in the community for youth with a mental health disorder.

SAMHSA-Grants for the Benefit of Homeless Individuals (Short Title: GBHI):

September 30, 2024 – September 29, 2029. This five-year grant was funded at \$500,000 per year. The purpose of this funding is to provide comprehensive, coordinated, and evidence-based treatment and services for individuals, including youth, and families with substance use disorders (SUDs) or co-occurring mental health conditions and SUDs (CODs) who are experiencing homelessness.

Administration for Children and Families (ACF), Family and Youth Services Bureau (FYSB), Runaway and Homeless Youth Program (RHY): 2024 Street Outreach Program (SOP): September 30, 2024 – September 2027. This three-year grant was funded at \$150,000 per year. The Street Outreach Program (SOP) funding is intended to provide prevention and intervention services to reduce sexual abuse of youth who have left home due to family conflict or other crisis, youth who are experiencing homelessness, and youth living on the street, and connects youth to safe and stable housing and other resources.

- Working with local community partners in Le Mars (Plymouth County) and Orange City (Sioux County), expanded childcare services into these two respective communities. These centers are licensed to serve 217 and 329 children respectively.

Governance and Leadership: Crittenton Center has a history of support from some of the most prominent community leaders in our area. An all-volunteer, 16-member *Board of Directors* provides invaluable support and guidance to Crittenton Center and are committed to providing some of the most vulnerable youth in Iowa with high quality services and support. The Senior Leadership Team offers a wealth of experience and expertise in providing services to children, individuals, and families in Siouxland, including working with the target population, facilitating new program start-up, and managing grant funded projects. Under the leadership of Kim Scorza, LMSW, MSW, Chief Executive Officer, current members of the Leadership Team include Beau Sudtelgte, Ed.D, PHR, SHRM-CP, Vice President for Finance and Administration; Erika Fuentes, Vice President for Children and Family Services, and Christina Eggink-Postma, Vice President of Community Engagement and Development.

Bios of Leadership: Joining Crittenton Center in the Summer of 2021, *Kim Scorza, Chief Executive Officer*, has been directly involved in the social work field for over 35 years in northwest Iowa. She has experience managing grants and contracts ranging from \$100 to \$4 million including two CDBG at Seasons Center for Behavioral Health in Spencer, Iowa. She holds a Bachelor of Arts degree in Social Work from Northwestern College in Orange City, Iowa and a Master of Social Work degree from the University of Iowa. Scorza is a Licensed Master Social Worker (LMSW) in the State of Iowa. She will assume overall responsibility for fiscal and program oversight of the grant and serve as the contact person. *Beau Sudtelgte, VP for Finance and Administration* has been employed at Crittenton Center since November 2022. He oversees the financial health and fiscal responsibilities of the agency, including managing

multiple county, state, and federal grants, and contracts. He has a BS in Business Administration from Morningside (College) University, MA in Management from Briar Cliff University, and Educational Doctorate in Interdisciplinary Leadership from Creighton University and 15 years of experience working in the field. He will oversee the procurement process, bid-letting, purchasing of equipment, materials, and supplies and other key fiscal responsibilities funded by this grant and provide necessary financial receipts and reports. *Erika Fuentes, VP for Children and Family Services*, oversees the programming for both child/youth divisions operated by the agency: Child Welfare and Well-Being Services Division and Child and Family Development Services Division, ensuring services are trauma-informed with a focus on evidence-based interventions using an equity lens. She was instrumental in securing the COA accreditation and is a recognized leader and advocate for children's services in Siouxland and across the State. In March 2021, she was appointed to Iowa Governor, Kim Reynolds, Childcare Task Force. She will ensure the design elements of this project are trauma-informed and evidence-based, as well as ensure the design elements meet accreditation, licensure, and other contract requirements. *Christina Eggink-Postma VP of Community Engagement and Development* has been with Crittenton Center since March 2024. She has worked in the human services field for over 20 years and has extensive experience managing multiple federal, state, and local grants and agency compliance with state and federal regulations. She has prior experience working with two CDBG projects secured by Seasons Center for Behavioral Health in Spencer, Iowa. She will support the implementation of grant-related activities and related reporting.

Employees and Volunteers: The professional workforce at Crittenton Center includes 236 dedicated and caring employees (as of March 17, 2025), growing from a workforce of just 84 employees in January of 2021, with turnover rate of just 3.59% during the past quarter (October 2024 – December 2024). These individuals have a wealth of education, experience, and passion for working with children, youth, and families within Siouxland, ensuring services are individualized, family-friendly, and culturally responsive. During 2024, over 1,000 hours of volunteer service were donated to the agency. Volunteer services included helping host agency events, securing, and delivering donated items to youth and families, assisting with agency facility updates and minor renovations, and providing education and training to clients and staff, to name a few.

What is the potential economic/community development impact of the project on the area?

The below narrative provides additional information on Crittenton Center's approach to caring for homeless youth seeks to end youth homelessness and foster hope for the children and youth served.

As previously stated, our common mantra at the Crittenton Center is, ***Better Care for Today's Youth Means Better Outcomes for Tomorrow's Adults***. We believe that care for children is a long-term investment into the most important foundation...their lives! Building up for success means more than what kind of job you can get or how much money you can make. It means learning to love, having self-worth, wanting to take risks and adventure, finding joy in everything, and knowing it's okay to make mistakes. We celebrate their accomplishments, cheer on their journeys, and embrace them when they need love.

Through our Transitional Therapeutic Home (TTH) youth homeless shelter, we provide much-needed services for youth who are faced with complex trauma, substance use disorders, behavioral disorders, and other mental health needs.

The mental, physical, and psychosocial needs of our youth are a top priority. We provide on-site education with certified teachers who host a curriculum, allowing students to explore, learn quickly, and take risks. When not in school, youth participate in activities and outings that are fun to attend and provide life-skill-building and emotional regulation. Those needing a little extra TLC are referred to local Behavioral and Mental Health Counseling service providers to assist with deeper complexities. As community need for services for homeless youth and youth at-risk for homelessness continue to escalate, the capacity to meet these demands is hindered by lack of appropriate space to provide trauma-informed services to address the living, learning, social, and emotional needs of the youth in our care.

Who will be the project beneficiaries?

As noted in the application, The target population is runaway and homeless up to the age of 18 who are currently in the care and custody of the Iowa Department of Health and Human Services, Iowa Juvenile Court Services, and/or law enforcement. Children come from across the State of Iowa; in 2024 66% of children served were from outside of Sioux City.

- a. Number of youth served increased each year: 95 in 2022 to 120 in 2024
- b. Proportion of young children (<14 years old) increased: 34% in 2022 to 40% in 2024
- c. Average length of stay increased each year: 76 days in 2022 and 105 days in 2023
- d. The number of youth homeless shelters in Iowa has been decreasing each year, with 16 youth shelters in 2021 and only seven (7) shelters remaining as of the end of March 2025.

Woodbury County BOS Public Hearing re: CDBG Application

- **May 20, 2025, at 4:35 p.m. at Woodbury County Courthouse Basement, 620 Douglas Street, Sioux City, Iowa**

1. How the need for the activities was identified:

- a. The current physical facility, housing the Transitional Therapeutic Home (TTH) was built in the 1970s, previously serving as a nursing home, and therefore the physical design of the space is outdated and worn, presents challenges for addressing the trauma needs of youth, and limits the number of youth that can be served by the programs.
 - b. The client mix of youth served by the TTH has been changing over the years, and TTH is now serving a younger and younger population.
 - c. Children in and exiting foster care are at increased risk of homelessness, which carries additional risks including human trafficking
 - d. Overall decline in shelter beds across the state of Iowa
 - e. Children served by the child welfare system have experienced significant trauma
 - f. Strategic Planning to address the above needs:
 - 1) Review of agency data and information
 - 2) Review of demographic trends including a decrease in average age of youth and an increase in average length of stay
 - 3) Review of past and emerging research regarding evidence-based programs and best practices to guide facility design to address youth trauma
 - 4) Researching and visiting other residential programs within Iowa and across the nation to secure information on best practices
 - 5) Input from youth accessing services, staff providing services, families and caregivers working with youth, and community members/agencies
 - 6) Administering the Collaborative Values Inventory (CVI) in the Fall 2024 to support the work for measuring and assessing community needs related to the proposed project. how the proposed activities will be funded and the sources of funds
 - g. Community Development and Housing Needs Assessment
2. **Funding of the proposed activities and the sources of funds:** The CDBG grant will be submitted requesting \$600,000 for the approximately \$1.2 million dollar project. Other funding has been and/or will be secured through donors, grants, HHS, and foundation dollars secured by Crittenton Center.
 3. **Date the CDBG application will be submitted:** The grant will be submitted on or before June 30, 2025.
 4. **Requested amount of federal funds:** \$600,000 in CDBG grant funds will be requested.
 - a. **Estimated portion of federal funds that will benefit low- and moderate-income persons:** As the project is for a homeless shelter for youth, the estimated portion of federal funds that will benefit low-to moderate income (LMI) individuals is 100%.

5. **Location of proposed activities:** The proposed activities will occur at Crittenton Center's campus at 3901 Green Ave, Sioux City, IA 51106.
6. **Plans to minimize displacement of persons and businesses resulting from funded activities:** Due to the nature of this project, no persons or businesses should be displaced as a result of funded activities.
7. **Plans to assist persons actually displaced:** In the event that persons or businesses are displaced as a result of the recommended project, the entities involved in the project will adhere to the requirements of the Uniform Relocation and Acquisition Act of 1974, as amended.
8. **The nature of the proposed activities.** The purpose of the proposed CDBG funding is for Crittenton Center to make renovations and improvements to the Transitional Therapeutic Home (child welfare emergency shelter) located at 3901 Green Ave, Sioux City, IA 51106. Renovations will include the addition of a shower/restroom space, updated flooring throughout the facility, updated security features, kitchen updates and exterior upgrades.

RESOLUTION NO ###

A RESOLUTION AUTHORIZING APPLICATION OF A COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION; AUTHORIZING THE BOARD OF SUPERVISORS CHAIRPERSON AND COUNTY AUDITOR TO SIGN THE APPLICATION AND RELATED MATERIALS; DESIGNATE A CONTACT PERSON ON BEHALF OF WOODBURY COUNTY:

WHEREAS, Florence Crittenton Home of Sioux City, IA DBA Crittenton Center, a local non-profit service organization in Woodbury County has established a need for improvements to their child welfare emergency shelter (Transitional Therapeutic Home – TTH) located at 3901 Green Ave, Sioux City, IA 51106; and

WHEREAS, Crittenton Center is the only child welfare emergency shelter in Woodbury County, serving children and youth from Woodbury County and across the state; and

WHEREAS, Woodbury County has the ability to apply for CDBG financial assistance through the Iowa Economic Development Authority (IEDA) on behalf of Crittenton Center, and supports Crittenton Centers' efforts to make improvements and renovations to the Transitional Therapeutic Home;

NOW THEREFORE LET IT BE RESOLVED BY THE WOODBURY COUNTY BOARD OF SUPERVISORS, that

- 1) Submittal of a CDBG application, on behalf of Crittenton Center is authorized;
- 2) Board Chairperson Daniel Bittinger II and OTHER are hereby authorized to sign and execute said grant application and related correspondence for Woodbury County;
- 3) NAME shall be the designated contact person for Woodbury County.

PASSED AND APPROVED May 20, 2025.

Daniel Bittinger II, Chairperson

ATTEST:

Michelle K. Skaff, County Auditor/Recorder

FEDERAL ASSURANCES SIGNATURE PAGE

I, _____, (applicant official) hereby certify that in carrying out the activities funded under the CDBG Program, the City/County of _____:

- A. will minimize displacement of persons as a result of such activities;
- B. will conduct and administer the program in conformity with Public Law 88-352 (Title VI of the Civil Rights Act of 1964), and Public Law 90-284 (Title VIII of the Civil Rights Act of 1968) and will affirmatively further fair housing);
- C. will provide for opportunities for citizen participation, hearings, and access to information with respect to our community development program comparable to the requirements found under sections 104(a)(2) and 104(a)(3) of Title I of the Housing and Community Development Act of 1975 as amended through 1987; and
- D. will not attempt to recover any capital costs of public improvements assisted in whole or part under the CDBG Program by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless (i) funds received under the CDBG Program are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than under Public Law 93-383, as amended, or (ii) for purposes of assessing any amount against properties owned and occupied by persons of low and moderate income who are not of very low income, the city/county has certified to the State that it lacks sufficient funds received under the CDBG Program to comply with the requirements of clause (i) above.

I also certify that to the best of my knowledge and belief, data in the application is true and correct, including commitment of local resources; the document has been duly authorized by the governing body of the applicant; and the applicant will comply with all applicable federal and state requirements, including the following, if assistance is approved:

- A. Civil Rights Acts;
- B. Housing and Community Development Acts of 1974, as amended;
- C. Age Discrimination Act of 1975;
- D. Section 504 of the Rehabilitation Act of 1973;
- E. Davis-Bacon Act, as amended, where applicable under Section 110 of the Housing and Community Development Act of 1974, as amended; Contract Work Hours and Safety Standards Act; the Copeland Anti-kickback Act; the Department of Defense Reauthorization Act of 1986 and the Fair Labor Standards Act.
- F. National Environmental Policy Act of 1969 and 24 CFR 58 (Environmental Review).
- G. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended;
- H. State of Iowa Citizen Participation Plan;
- I. Lead-based Paint Poisoning Prevention Act;
- J. Residential Anti-displacement and Relocation Assistance Plan;
- K. Government-wide Restriction on Lobbying and the Hatch Act; and
- L. Prohibition on the Use of Excessive Force.

Typed Name of Applicant Official

Signature

Date

Typed Name of Person Attesting

Signature

Date