

Introduced by _____

First Reading _____ Second Reading _____

Ordinance No. _____ Council Bill No. B 348-05

AN ORDINANCE

authorizing the City Manager to execute an amendment to the agreement with Central Missouri Counties Human Development Corporation for the purchase and lease of city-owned property located at 900-902 Range Line Street; and fixing the time when this ordinance shall become effective.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:

SECTION 1. The City Manager is hereby authorized to execute an amendment to the agreement with Central Missouri Counties Human Development Corporation for the purchase and lease of city-owned property located at 900-902 Range Line Street. The form and content of the agreement shall be substantially as set forth in "Exhibit A" attached hereto and made a part hereof as fully as if set forth herein verbatim.

SECTION 2. This ordinance shall be in full force and effect from and after its passage.

PASSED this _____ day of _____, 2005.

ATTEST:

City Clerk

Mayor and Presiding Officer

APPROVED AS TO FORM:

City Counselor

AMENDMENT TO AGREEMENT

On this ____ day of _____, 2005, the City of Columbia, Missouri, a municipal corporation ("City") and the Central Missouri Counties Human Development Corporation, a Missouri corporation ("Agency") amend their agreement of September 19, 2000 as follows:

1. The first two sentences of section 8 (b) are amended to read as follows:

City and Agency agree that renovation of the building should be completed and a certificate of occupancy issued no later than September 19, 2006. Agency shall submit to the Council a six month report on the progress in planning, funding, and completing renovation of the building by March 27, 2006.

2. All other provisions of the September 19, 2000 agreement consistent with these changes shall remain in effect.

IN WITNESS WHEREOF, the parties have caused this amendment to be executed by their duly authorized agents on the day and year first above written.

CITY OF COLUMBIA, MISSOURI

By: _____
Raymond A. Beck, City Manager

ATTEST:

Sheela Amin, City Clerk

APPROVED AS TO FORM:

Fred Boeckmann, City Counselor

CENTRAL MISSOURI COUNTIES
HUMAN DEVELOPMENT
CORPORATION

By: _____

Title: _____

ATTEST:

Source:

Mike Hood
AK

TO: City Council

FROM: City Manager and Staff *J. Berk*

DATE: August 29, 2005

RE: Agreement Extension for Use of Heibel-March Building Adjacent to Field Neighborhood Park

Fiscal Impact

YES

NO

Other Info.

SUMMARY: At the August 15, 2005, Council meeting, representatives of both the Central Missouri Counties Human Development Corporation and Progressive Artists, Inc. provided reports to the Council regarding the status of their efforts to restore and renovate the Heibel-March Building into a neighborhood center for the north central part of the City. Following considerable discussion, the Council passed a motion directing staff to prepare an ordinance extending the timeframe for completion of the restoration project by one year until September 19, 2006. This ordinance, as drafted, extends the time frame for the project by one year and requires that HDC submit a six month progress report to the Council as to the status of the project.

DISCUSSION: In September of 2000 the City entered into an agreement with Central Missouri Counties Human Development Corporation (HDC) who was acting on behalf and in the interest of the North Central Neighborhood Association. This agreement allowed HDC to acquire and renovate the old "Heibel-March Drug Store Building" located on the corner of Rangeline and Wilkes adjacent to the Field Neighborhood Park. Renovation was to be completed and a certificate of occupancy was to be issued within five years of the signing of the agreement. That five year period expires September 19 of this year and HDC has acknowledged that the renovation will not be complete by that date.

At the August 15, 2005, Council meeting, representatives of both the Central Missouri's Counties Human Development Corporation and Progressive Artists, Inc. provided reports to the Council regarding the status of their efforts to restore and renovate the Heibel-March Building into the proposed neighborhood center. Both parties indicated that there had been a restructuring of the Board of Directors for this project and expressed optimism that the project could be completed if a time extension was granted. Following considerable discussion, the Council passed a motion directing staff to prepare an ordinance extending the timeframe for completion of the restoration project by one year until September 19, 2006. It was also requested that copies of the reorganization plan as well as plans, budget, etc. for the renovation be provided. Those documents, as provided by HDC, are attached to this memo. A further suggestion was made that, if the time extension was approved, HDC be required to file a six month progress report with the Council as to the status of the project.

This ordinance, as drafted, extends the time frame for completing the renovation of the building by one year and requires that HDC submit a six month progress report to the Council as to the status of the project.

SUGGESTED COUNCIL ACTION: If the Council wishes to grant the request for a time extension, approve the ordinance extending the time frame for completing the building's renovation to September 19, 2006.

North Central Columbia Neighborhood Association

Financial Report - YTD June 30, 2005

	Grant Fund	Donation Fund	Total	Inkind
Revenues:				
Columbia/Boone Co. Community Partnership	\$ 10,385.00		\$ 10,385.00	
Boone County Bank		\$ 5,000.00	\$ 5,000.00	
Commerce Bank		\$ 500.00	\$ 500.00	
Boone County Community Trust		\$ 5,000.00	\$ 5,000.00	
Interest on bank account	\$ 196.80		\$ 196.80	
Inkind donations				\$ 2,445.96
Total Revenues	\$ 10,581.80	\$ 10,500.00	\$ 21,081.80	\$ 2,445.96
Expenses:				
Chinn & Associates	\$ 1,922.25		\$ 1,922.25	
Jones, Schneider & Bartlett - rezoning costs	\$ 500.00		\$ 500.00	\$ 591.35
City of Columbia- Utilities & lease payment		\$ 214.26	\$ 214.26	
The Insurance Group - GL & PL & Property	\$ 1,817.53		\$ 1,817.53	
Precision Electric-new service & temp. lights	\$ 500.00		\$ 500.00	
University of Missouri-demographic profile report		\$ 200.00	\$ 200.00	
Koonse Glass - Replacement of broken window		\$ 132.02	\$ 132.02	
Wingate Enviro. Pest Control-Termite insp.	\$ 400.00		\$ 400.00	\$ 700.00
John Clark - Salary		\$ 7,561.75	\$ 7,561.75	
John Clark - Fringe Benefits		\$ 1,319.84	\$ 1,319.84	
In-Direct Cost				\$ 1,154.61
Staff Training	\$ 215.00		\$ 215.00	
Office Supplies	\$ 432.42		\$ 432.42	
Total Expenses	\$ 5,787.20	\$ 9,427.87	\$ 15,215.07	\$ 2,445.96
Net Income	\$ 4,794.60	\$ 1,072.13	\$ 5,866.73	\$ -

Inkind donations have been received from Wingate Environmental of \$700 towards their \$1100 bill. CMCHDC donated \$591.35 towards the \$1,091.35 Jones, Schneider & Bartlett bill. In-direct cost donation from CMCHDC ytd is \$1,154.61. Therefore, YTD in-kind donations are \$2,445.96.

Budgeted Items already raised/expected

Item	Budget Amount	Cost
Paint	5750	0
Flooring	8970	0
Partitions (drywall w/o studs)	<13800	0
Drywall/partitions cut&patch	5750	0
Glass Windows	1725	0
Interior Doors (Oct)	2415	0
Sliding Glass Door (Oct)	2300	0
Attic Insulation (Oct)	2093	0
Storefront Glass replacement	<11385	0 (just glass)
Waterproofing	7475	minimal depends on schedule/workload when we decide to have work done
Construction Management	22,500	below market/projected value
Labor		below market/projected value
Architect	10,000	depends on how much Chin has done... will try to do at bare minimum
Recondition exterior walls	8625	below market/projected value

Budgeted Items in negotiation

Office Furniture and Equipment	9,200
Roofing (joint replacement)	5750
Plumbing	11,500
Cash on Hand	5000



Art Progress Trusts



Central Missouri Counties' Human Development Corporation

A Community Action Agency
807-B N. PROVIDENCE ROAD
COLUMBIA, MO 65203
(FAX) 573-875-2689 • (TDD) 573-874-6993
573-443-8706

Rodney Garnett
President

David L. Thayer
Executive Director

CMCHDC
Community
Service
Centers:

August 11, 2003

AUDRAIN COUNTY

716 E. Breckenridge
Mexico, MO 65265
573-581-3238
Fax 573-581-3449

Brenda S. Horstman
Neighborhood Assistance Program
Missouri Department of Economic Development
P.O. Box 118
Jefferson City, MO 65102

BOONE COUNTY

807-A N. Providence Road
Columbia, MO 65203
573-443-8731
573-874-6993 (TDD)
Fax 573-499-9918

Re: NAP Project Number: 2004-26069

Dear Ms. Horstman:

Thank you for your assistance on the phone on July 25, 2003.

CALLAWAY COUNTY

600 Collier Lane
Fulton, MO 65251
573-642-3316
Fax 573-592-0977

Enclosed is the detail for NAP budget items requested in your correspondence dated July 11, 2003. I have also expanded the explanation of the two line items labeled "Demolition" in the Construction section of the budget detail. These two items now read "Demolition (existing store front windows and annex roof)" and "Demolition (interior walls and ceiling)". Based on these changes and per our discussion, I will strike out Special Condition (c) in Appendix A of the Participation Agreement prohibiting the use of NAP funds for demolition.

COLE COUNTY

230 W. Dunklin
Jefferson City, MO 65101
573-635-4480
Fax 573-635-9935

Explanation of how much of the facility will be used by Central Missouri Counties' Human Development Corporation (CMCHDC). The proposed facility will be wholly owned and used by CMCHDC to carry out its own programs and nonprofit activities to achieve the NAP and Other Outcomes for this Project. To achieve these outcomes, CMCHDC will directly provide its own programming and services in the facility and will actively seek other users whose programs and services will assist in the achievement of these outcomes. CMCHDC will coordinate and oversee additional programming and services by these other users through the execution of Memorandums of Understanding with them. Such MOUs with other program and service providers will establish our joint expectations for the goals of the providers in using the center and for sharing information on their evaluation of progress toward outcomes and performance targets that they set for target population. CMCHDC will use additional independent evaluation techniques to test for compliance with MOUs, to secure direct feedback from program and service recipients on how they are being served, and to assess progress toward achievement of the NAP and Other Outcomes for this Project.

COOPER COUNTY

401 East High Street, Suite C
Boonville, MO 65233
660-882-5601
Fax 660-882-9622

HOWARD COUNTY

207 N. Main
Fayette, MO 65248
660-248-3503
Fax 660-248-3915

Explanation of target numbers in Appendix A of Agreement.

Re increase number of new and retained jobs for Project Target Date: 6/30/04 - 2.25 - 2.75 FTE construction jobs will be retained. .25 FTE staff persons will be employed.

MONITEAU COUNTY

604 East Buchanan Street, Suite B
California, MO 65018
573-796-3238
Fax 573-796-8338

Re increase number of individuals receiving a certification which includes diplomas and GEDs for Project Target Date: 6/30/04 - 4 individuals. For the year-ended

OSAGE COUNTY

Kuster Bldg., Main St.
P.O. Box 228
Linn, MO 65051
573-897-3523
Fax 573-897-3168

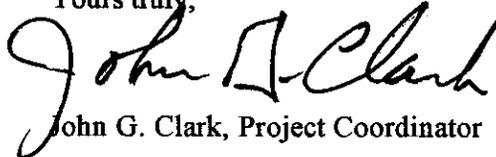
CMCHDC Programs:

Information & Referral • Head Start • Weatherization • Rental Assistance
Foster Grandparents • Employment & Training • Emergency Services • Utility Assistance • Family Development Services
Community Housing Development Organization

6/30/05 - 24 individuals. The increase for the year-ended 6/30/04 is very modest because the educational programs at the center are not expected to start until 5/1/04. The increase for the year-ended 6/30/05 is based on an estimated enrollment at the center of 30-40 people with a program completion rate of 60-80%.

Please let me know whether this information adequately responds to the three information requests. I plan to attend the NAP workshop in Blue Springs on August 14 and hope to bring the completed contract with me at that time.

Yours truly,



John G. Clark, Project Coordinator

Enc.

PROJECT BUDGET (ROUND ALL FIGURES TO THE NEAREST DOLLAR)		
BUDGET LINE ITEM (SEE NAP GUIDELINES, PAGES 22-23) YOU MUST INCLUDE A COST BREAKDOWN FOR EACH LINE ITEM TO BE COVERED UNDER THE NAP BUDGET. A SEPARATE PAGE MAY BE ATTACHED FOR THE COST BREAKDOWN.	NAP BUDGET	AMOUNT FROM OTHER SOURCES
1. Salaries		
2. Contracts See attached sheet for cost breakdown	\$37,000	\$7,000
3. Travel		
4. Equipment See attached sheet for cost breakdown	\$14,800	
5. Supplies		
6. Building Space		
7. Construction See attached sheet for cost breakdown	\$145,161	\$6,732
8. Property Acquisition		
9. Other Costs See attached sheet for cost breakdown	\$10,360	\$10,635
10. TOTAL NAP PROJECT BUDGET (NAP BUDGET MAY NOT EXCEED \$500,000)	\$207,321	\$24,367
11. TOTAL TAX CREDITS (50% OR 70% OF THE DOLLAR AMOUNT ON LINE 10)	\$103,661	

NOTE: This is a proposed budget for projects seeking support through the Neighborhood Assistance Program. If your project receives a tax credit award, this will be your approved budget. You will be notified of changes that may occur during the application review process. The Neighborhood Assistance Program, Department of Economic Development must approve all budget revisions in writing before donations are accepted or funds expended for line items other than those listed above.



Central Missouri Counties' Human Development Corporation

A Community Action Agency
807-B N. PROVIDENCE ROAD
COLUMBIA, MO 65203
www.cmchdc.org
(FAX) 573-875-2689 • (TDD) 573-874-6993
573-443-8706

August 26, 2005

Mr. Michael J. Hood, Director
Parks and Recreation Department
City of Columbia
P. O. Box 6015
Columbia, MO 65205

*Report
from
HDC*

Re: Field/North Central Columbia Neighborhood Community Resource Center Renovation Project

Dear Mike,

Enclosed please find a document dated 8/11/2003 containing the detailed NAP project budget (attachment E). Accompanying this budget are copies of the amended NAP contract dated July 24, 2004, the original NAP contract dated August 25, 2003 and related application materials. We will revise this budget when the architect has completed our project construction documents.

Also enclosed are the detailed floor plan schematics previously approved on October 21, 2002. This schematic by Chinn and Associates along with the detailed project budget were crucial elements in our successful application for \$103,661 in NAP tax credits. Attached to this documents is a draft revision of this schematics showing the location of the proposed sound room and recording studio presented by the adhoc building committee of the Community Resource Board on July 14, 2005. The revision of the floor plan occurred after decision with Progressive Artist in June for the need for a sound stage.

Also enclosed is a newly revised organizational chart with names included for each position. The organizational structure for this project is: General Coordinator – Dan Cullimore, General Counsel – John Clark, and nine working committees. A project task list is enclosed for your reference with committee names included, which match the orgigational chart.

If you need further information, please feel free to contact me at 573-443-8706 ext. 225.

Sincerely,

Anita Sanderson
Executive Director

FY2004 NAP PROPOSAL

Field/North Central Columbia Neighborhood Community Resource Center Renovation Project

(revised 8/4/03 to provide line item detail for NAP project budget)

NAP BUDGET LINE ITEM AND COST BREAK DOWN	NAP BUDGET	AMOUNTS FROM OTHER SOURCES	TOTAL COST
2. CONTRACTS - \$44,000			
Legal - \$1,500	\$ 1,000	\$ 500	\$ 1,500
Audit - \$2,000	\$ 2,000		\$ 2,000
Architectural/Engineering Services - \$15,000	\$ 10,000	\$ 5,000	\$ 15,000
Construction Management/Supervision - \$22,500	\$ 22,500		\$ 22,500
Construction period insurance and utilities - \$3,000	\$ 1,500	\$ 1,500	\$ 3,000
(Have/seeking funding for other costs, see answer to question 23)			
4. EQUIPMENT - \$14,800			
Meeting room furnishing & equipment - \$5,600			
Chairs (75) - \$1,500	\$ 1,500		\$ 1,500
Tables, rectangular, 8ft (8) - \$400	\$ 400		\$ 400
Tables, rectangular, 6ft (6) - \$300	\$ 300		\$ 300
Tables, round, 8ft (8) - \$400	\$ 400		\$ 400
Audi-visual equipment - screens, projectors, sound equipment - \$3,000	\$ 3,000		\$ 3,000
Office furniture & equipment - \$9,200			
Desks (2) - \$200	\$ 200		\$ 200
Chairs (2) - \$200	\$ 200		\$ 200
File cabinets - (3) - \$300	\$ 300		\$ 300
Lights (3) - \$150	\$ 150		\$ 150
Computers with monitor, printer, scanner, UPS, ZIP drive modem (2) - \$4,000	\$ 4,000		\$ 4,000
Fax machine - \$350	\$ 350		\$ 350
Copier - \$4,000	\$ 4,000		\$ 4,000
7. CONSTRUCTION - \$151,893			
Preliminary Renovation Work - \$1,732			
Install temporary electrical service and lighting - \$500		\$ 500	\$ 500
Termite treatment - \$1,100		\$ 1,100	\$ 1,100
Replace broken window - \$132		\$ 132	\$ 132
(Have/seeking funding for other costs, see answer to question 23)			
Phase One - Exterior Work - \$43,740			
Permits & bonds - \$2,300		\$ 2,300	\$ 2,300
Demolition (existing store front windows and annex roof) - \$1,725	\$ 1,225	\$ 500	\$ 1,725
Below grade excavation and waterproofing - \$7,475	\$ 7,475		\$ 7,475
Repair side square windows - \$500	\$ 500		\$ 500
Doors - 2 glass aluminum frame doors - \$4,600	\$ 4,600		\$ 4,600
Doors - 2 exits doors - \$1,380	\$ 1,380		\$ 1,380
Store front and transom windows - 660sqft - \$11,385	\$ 11,385		\$ 11,385
Roof and Flashing (including joist replacement) - \$5,750	\$ 5,750		\$ 5,750
Recondition exterior walls (lintels, patching& waterproofing) - \$8,625	\$ 8,625		\$ 8,625
(Have/seeking funding for other costs, see answer to question 23)			

NAP BUDGET LINE ITEM AND COST BREAK DOWN

**NAP AMOUNTS TOTAL
BUDGET FROM OTHER COST
 SOURCES**

Phase Two - Interior Work - \$106,421

Permits & Bonds - \$4,600	\$ 4,600		\$ 4,600
Demolition (interior walls and ceiling) - \$4,025	\$ 3,275	\$ 750	\$ 4,025
Flooring (2,600 sqft) - \$8,970	\$ 8,970		\$ 8,970
Partitions - \$13,800	\$ 13,800		\$ 13,800
Interior doors (7) - \$2,415	\$ 2,415		\$ 2,415
Glass windows (5) - \$1,725	\$ 1,725		\$ 1,725
Sliding glass door (1) - \$2,300	\$ 2,300		\$ 2,300
Kitchen (26 lin.ft. @\$300/linft) - \$11,500	\$ 11,500		\$ 11,500
Platform for large meeting room (312 sqft) - \$3,588	\$ 3,588		\$ 3,588
Attic insulation (2,600 sqft) - \$2,093	\$ 2,093		\$ 2,093
Walls (cut & patch) - \$5,750	\$ 5,750		\$ 5,750
Ceiling (2,600 sqft) - \$5,980	\$ 5,980		\$ 5,980
Painting - \$5,750	\$ 4,300	\$ 1,450	\$ 5,750
Mechanical & electrical for 2,600 sqft - \$14,950	\$ 14,950		\$ 14,950
Plumbing (5 units) - \$11,500	\$ 11,500		\$ 11,500
Structural - \$7,475	\$ 7,475		\$ 7,475

9. OTHER COSTS -

Project Administration

Project Coordinator Compensation - up to 1040 hours over project duration @\$15/hour plus payroll costs - \$18,720	\$ 9,360	\$ 9,360	\$ 18,720
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(Oversee development of community board; oversee planning and designing renovation; organize and oversee fundraising for renovation; organize and oversee renovation; organize and oversee start-up operation of center; oversee and administer project budget; administer tax credits.)

Non-personnel administration costs - \$2,275

Office supplies/meeting expenses - \$1,175	\$ 500	\$ 675	\$ 1,175
Postage - \$200		\$ 200	\$ 200
Telephone/FAX - \$200		\$ 200	\$ 200
Coordinator travel - up to 2,500 miles over project duration @\$0.28/mile - \$700 (Have/seeking funding for other costs, see answer to question 23)	\$ 500	\$ 200	\$ 700

10. TOTAL NAP PROJECT BUDGET

\$ 207,321 \$ 24,367 \$ 231,688

11. TOTAL TAX CREDITS

\$ 103,661



REC'D JUL 27 2004

Bob Holden
Governor

Neighborhood Assistance Program

Kelvin L. Simmons
Director

Community Development
301 W. High Street, PO Box 118
Jefferson City, MO 65102

Sallie Hemenway, Director
Community Development
573-751-4539 (FAX) 573-522-4322

July 21, 2004

Mr. John Clark
Central Missouri Counties Human Development Corporation
807B N. Providence Road
Columbia, MO 65203

Dear Mr. Clark:

Enclosed is the signed copy of your Agreement Amendment. We look forward to continuing to work with you throughout the duration of your project. If you have any further questions please call us at (573) 751-4539.

Sincerely,

A handwritten signature in black ink that reads "Brenda S. Horstman". The signature is written in a cursive style with a long horizontal stroke at the end.

Brenda S. Horstman, Program Manager
Neighborhood Assistance Program

Enclosure(s)

PROJECT SUMMARY AND CONDITIONS OF APPROVAL

NAP PROJECT # 2004-26069

NAP Fundraising Period: July 01, 2003 to June 30, 2006

Not-for-profit Organization: CENTRAL MISSOURI COUNTIES HUMAN DEVELOPMENT CORPORATION

NAP Credit Authorization: \$103,660

Credit Level: 50%

This amount of tax credit will leverage at least \$207,321 in NAP donations.

A. PROJECT SUMMARY

Renovate the historic Heibel/March store buildings at the corner of Range Line Street and Wilkes Boulevard for use as a community resource center.

B. PROJECT OUTCOMES AND PERFORMANCE TARGETS

(A brief report describing your progress on each of these activities, including milestones for each performance target, must be submitted quarterly using the appropriate NAP form)

NAP Project Outcome: Increase number of new and retained jobs.

NAP Project Target Date: 06/30/2006

Project Performance Target: 2.25 to 2.75 construction jobs will be retained. .25 staff person employed.

NAP Project Outcome: Increase number of new and renovated facilities.

NAP Project Target Date: 06/30/2006

Project Performance Target: Renovate 1 existing structure.

NAP Project Outcome: Increase number of individuals receiving a certification which includes diplomas and GEDs.

NAP Project Target Date: 06/30/2006

Project Performance Target: 4 individuals will receive a certification.

C. SPECIAL CONDITIONS



REC'D AUG 26 2003

Bob Holden
Governor

NEIGHBORHOOD ASSISTANCE PROGRAM

Joseph L. Driskill
Director

Community Development
301 W. High Street
P.O. Box 118
Jefferson City, MO 65102
573-522-6155
573-522-4322 (FAX)

Sallie Hemenway
Director

August 25, 2003

JOHN CLARK
CENTRAL MISSOURI COUNTIES HUMAN DEVELOPMENT CORPORATION
807B N PROVIDENCE RD
COLUMBIA, MO 65203 4359

Dear Project Director:

I am pleased to notify you that the FY2004 Neighborhood Assistance Program Agreement for CENTRAL MISSOURI COUNTIES HUMAN DEVELOPMENT CORPORATION is now officially approved and your project is activated. You may now submit tax credit applications to our office for any eligible donations that have occurred since July 1, 2003.

Enclosed is your copy of the fully executed Neighborhood Assistance Program Agreement signed by Mr. Stephen Waters, Director of Administrative Services for the Department of Economic Development. Please retain this agreement in your files for future reference.

We look forward to working with you and wish you great success with your fundraising efforts.

Sincerely,

A handwritten signature in black ink that reads "Brenda S. Horstman". The signature is written in a cursive style.

Brenda S. Horstman
Manager, Neighborhood Assistance Program

cc: Central File



**MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT
NEIGHBORHOOD ASSISTANCE PROGRAM
PARTICIPATION AGREEMENT
FY2004**

In consideration of the benefits to be derived by CENTRAL MISSOURI COUNTIES HUMAN DEVELOPMENT CORPORATION, ("NFPO"), in the Missouri Neighborhood Assistance Tax Credit Program-assisted project as proposed in its application for Missouri Neighborhood Assistance tax credits, CENTRAL MISSOURI COUNTIES HUMAN DEVELOPMENT CORPORATION certifies and agrees to the following:

1. AMOUNT OF AWARD

- A. Subject to the terms of this Agreement, the Department of Economic Development("DED") agrees to award a total of \$103,660 in Neighborhood Assistance Program (NAP) state tax credits to eligible donors who make qualifying donations to the NFPO. This agreement shall govern NAP project number 2004-26069.

The tax credit may equal no more than 50% percent of the value of any eligible donation, as defined in official NAP regulations. The NFPO agrees to use all contributions for which a NAP project is approved in accordance with the provisions of the Agreement and any attachment hereto.

- C. The terms of this Agreement include Appendix A (Project Summary and Conditions of Approval), Appendix B (Restrictions on NAP Donations), Appendix C (Property Use and Disposition Schedule), Appendix D (Signature Authorization Form), and Appendix E (Official NAP Rules and Regulations), attached hereto and incorporated herein by reference.

2. NAP FUNDRAISING PERIOD

DED agrees to allow a state tax credit, subject to the limitations stated in paragraph 1, for eligible donations made between the dates of July 01, 2003 to June 30, 2004. This period shall be referred to as the "NAP Fundraising Period". Contributions made either before or after this period do not qualify for the NAP tax credit, with the exception of donated audit services that will necessarily occur after the close of the above stated period.

3. DONORS AND DONATIONS

- A. The NFPO agrees to abide by DED's policies and decisions concerning eligible donors, qualifying gifts, and the valuation of qualifying gifts for purposes of computing the NAP tax credit amount that donors are entitled to receive.
- B. Under no circumstance shall the NFPO offer NAP tax credits on donations, whether cash or non-cash, that are not used directly in carrying out the stated purpose of the Agreement as approved by DED. The NFPO shall use NAP tax credits only in the manner prescribed under the requirements of this Agreement and the NAP Program. If the NFPO uses the proceeds of the NAP Program for any other purpose or fails to comply with any requirement established by the NAP Program and this Agreement, the NFPO shall relinquish any remaining NAP tax credits to DED, and the value of any NAP tax credits already approved for this particular NAP project shall be repaid to DED according to the provisions contained in paragraph 11 of this Agreement.

4. RECORDS

- A. The NFPO shall maintain separately at its principal office or place of business complete and accurate NAP records and accounts including documents, correspondence, and other evidence pertaining to costs and expenses relating to this agreement, and reflecting all matters and activities covered by this agreement.
- B. At any time during normal business hours and as often as DED deems necessary, the NFPO shall make available for inspection by DED or its duly authorized representatives, the State Auditor, or the State Attorney General all of its records with respect to all matters covered by this Agreement, and will permit DED to review, examine, and make copies of such records.
- C. All required records shall be maintained by the NFPO for the NAP fundraising period *and* for a period of no less than five (5) years beginning with the last day of the NAP fundraising period, as specified in paragraph 2, except in those cases where unresolved questions or audit findings may require maintaining some or all records for a longer period. In such an event, records shall be maintained until all pending matters are resolved.

5. AMENDMENTS AND WAIVERS

- A. A properly executed, written amendment to this Agreement is required to change either the NAP fundraising period, the tax credit award or the credit percent authorized for this project by DED.
- B. Changes in project performance targets, purpose, scope, timeline or budget, as specified in Appendix A, may be requested in writing by the NFPO using the appropriate NAP forms, and approved by DED in writing at any time. DED may determine that substantive changes require a formal amendment to this Agreement.

6. COMPLIANCE WITH STATE AND FEDERAL LAWS

- A. All activities authorized by this Agreement shall be performed in accordance with applicable Missouri statutes, regulations, and guidelines provided by DED.
- B. The NFPO shall be responsible for and agrees to indemnify and hold harmless the State of Missouri from all losses, damages, expenses, claims, demands, suits and actions brought by any party against the State as a result of the NFPO's failure to comply with applicable provisions of federal law, including, but not limited to, the Americans with Disabilities Act and the Equal Employment Opportunity Act.

7. FISCAL DUTIES OF THE NFPO

- A. The funds from contributions paid to the NFPO in accordance with this Agreement shall be deposited by the NFPO in a bank or other financial institution located in the state of Missouri. A separate bank account is not required, however, all such deposits must be maintained separately as a NAP Fund within the NFPO's accounting system; identifiable by reference to DED, project name and/or NAP project number. Said bank account shall be insured by the FDIC or FSLIC. All costs charged to this NAP Fund shall be supported by properly executed vouchers or other records indicating in proper detail the nature of the expense.
- B. For projects that were approved for less than \$25,000 in NAP tax credits, any balance remaining in the project fund *at the close of the NAP Fundraising Period* for which NAP tax credits have been certified or are reasonably expected to be certified by NAP, shall be placed in an escrow

account established specifically for final expenditures covered by this Agreement. The NFPO must submit documentation to DED certifying that the escrow account has been established.

- C. For projects that were approved for \$25,000 or more in NAP tax credits, the following requirements apply:
- (1) Any balance remaining in the project fund *at the completion of the required audit* for which NAP tax credits have been certified or are reasonably expected to be certified by NAP, shall be placed in an escrow account established specifically for final expenditures covered by this Agreement. The NFPO must submit documentation to DED certifying that the escrow account has been established.
 - (2) A compliance and financial audit of the NAP Fund, conducted by an independent accounting firm, is to be submitted to DED no later than six (6) months after the close of the NAP Fundraising Period. The aforementioned audit must adhere to guidelines furnished by DED. Tax credits may be used for donated audit services of the NFPO's NAP project fund but may not be used for the annual audit or other accounting functions of the NFPO as a whole.

8. GENERAL DUTIES OF THE NFPO

- A. The NFPO shall be responsible for all fundraising and solicitation of support for activities covered by this Agreement, and shall notify donors of the restrictions on contributions and the availability of the NAP tax credit. Furthermore, the NFPO shall be responsible for notifying donors that they are required to submit Tax Credit Applications to DED within one calendar year of the date of donation or the right to the tax credit will be forfeited.
- B. The NFPO shall not obligate NAP tax credits in excess of the amount authorized by DED in writing under this Agreement, and shall keep whatever internal records are necessary to ensure compliance with this provision.
- C. The NFPO shall be responsible for notifying DED of any individuals who are authorized to act on behalf of the NFPO in matters relating to this Agreement (*See Appendix D*).
- D. DED reserves the right to reduce the amount of credits authorized under this Agreement at any time after the approved-project has reached the mid-point of its NAP fundraising period. If, after 30 days written notice, the NFPO is unable to show evidence that the remaining credits will be utilized, DED will determine the amount of credit reduction.
- E. The NFPO shall file a NAP Quarterly Report Form with DED during the NAP Fundraising Period. The NFPO shall continue to file reports with DED until all tax credit applications have been submitted to DED and the NAP Fund has been depleted. A Final Report Form, as required in paragraph 13, must be filed with DED within 30 days of the end of the NFPO's fundraising period or within 6 months of the end of the NFPO's fundraising period if the NFPO is required to submit a compliance and financial audit of the NAP Fund (*See paragraph 7*).
- F. The NFPO shall notify DED in writing of any change in status with the U.S. Internal Revenue Service (IRS) or the Missouri Secretary of State. The NFPO shall also notify DED in writing of any significant changes to provisions contained in the NFPO's By-laws, Articles of Incorporation, property leases, as well as changes in physical location and/or mailing address, within thirty (30) days of such change becoming effective.

- G. Notwithstanding anything contained herein to the contrary, the rights and duties hereby granted to and assumed by the NFPO are those of an independent contractor only. Nothing contained herein shall be so construed as to create an employment, agency, or partnership relationship between DED and the NFPO.

9. RELIGIOUS AFFILIATION

- A. The NFPO shall not require clients to attend religious services or to espouse particular religious beliefs in order to participate in any program approved for use of NAP tax credits. If religious services are included in a program approved for use of NAP tax credits, the NFPO must offer at least one alternative, non-religious activity for those who prefer not to attend.
- B. The NFPO shall not apply the NAP tax credits toward donations used for the construction of, equipment of, or physical improvement to, any facilities intended to be used primarily for religious services.

10. ACKNOWLEDGEMENT OF THE NAP PROGRAM

- A. The NFPO agrees to include appropriate reference to DED and the NEIGHBORHOOD ASSISTANCE PROGRAM in all brochures, press releases, and publications promoting and/or describing activities underwritten with NAP funds. (Example: "Certain project costs have been underwritten by the Missouri Department of Economic Development, Neighborhood Assistance Program.")
- B. The NFPO agrees to post a temporary sign acknowledging support of DED and the NEIGHBORHOOD ASSISTANCE PROGRAM at all project construction sites, and to post a permanent acknowledgement of same in all facilities acquired or improved through the use of NAP-assisted donations, with the exception of residential housing. (Example: "Acquisition, construction, and/or renovation of this facility was partially underwritten by the Missouri Department of Economic Development, Neighborhood Assistance Program.")

11. PROJECT COMPLETION/REPAYMENT OF TAX CREDIT AWARD

In the event the NFPO is unable to complete the NAP project as agreed upon with DED or otherwise fails to comply with the provisions of this Agreement, DED, in its sole discretion, may choose to close out this Agreement according to any one or more of the following methods:

- A. At the discretion of DED, the project performance targets, purpose, scope, timetable or budget, as stated in this Agreement, may be amended, allowing for those donations to be spent in some other manner consistent with NAP guidelines and the NFPO's overall nonprofit purposes. The NFPO may be required to submit written evidence that the donors involved support any proposed amendment to the original NAP Agreement.
- B. DED may require that any donations remaining in the NFPO's fund be returned to the donors. DED will then nullify any tax credit applications already approved for those donations and notify the Missouri Department of Revenue to rescind those credits.
- C. DED may require that the value of any credits already certified on donations that have been made to the NFPO's project be repaid to the State of Missouri by the NFPO in an equivalent amount of cash. DED may allow abatement of part or all of the NFPO's penalty under this subsection by permitting one or more donors to voluntarily relinquish all or a portion of their NAP certified tax credits for donations already received by the NFPO. DED will notify the Missouri Department of Revenue to rescind any such tax credits.

12. PROPERTY ACQUISITION AND DISPOSITION

- A. The NFPO agrees to abide by DED rules and policies governing acquisition, use, and disposition of donated property, as stated in Appendix C.
- B. A Phase 1 Environmental Inspection must be performed prior to the donation or purchase of all land and buildings under this Agreement (with the exception of existing residential properties), and must be conducted by an individual who is qualified and approved by the Missouri Department of Natural Resources to perform such a study. While the cost of such a study is an allowable NAP expense, any clean-up costs required to bring the property into compliance are not allowable NAP expenses.
 - (1) No NAP tax credits will be approved for the donation of land and/or buildings under this Agreement until the Phase 1 Environmental Inspection has been performed AND any necessary environmental clean up has been completed. The NFPO is also required to submit to DED proof of the completion of both the Phase 1 Environmental Inspection and any related clean-up prior to the certification of any tax credits on donations of land or buildings.
 - (2) DED shall require that any unused tax credits be recaptured from the NFPO AND the value of any credits already certified on donations that have been made to the NFPO be repaid to the State of Missouri by the NFPO in an equivalent amount of cash if the NFPO fails to conduct a Phase 1 Environmental Inspection on land purchased by the NFPO, and/or fails to perform any necessary environmental clean-up on land purchased by the NFPO prior to proceeding with the project. The NFPO is required to submit to DED proof of the completion of both the Phase 1 Environmental Inspection and any related clean up of land and/or buildings purchased by the NFPO.

13. DOCUMENTATION AND REPORTS

- A. The NFPO shall furnish to DED any reports that DED may require, including quarterly reports, final reports and audit reports as specified in Appendix A, and all other documentation or information relative to this Agreement that DED may request. DED or its representative shall have the right to make reasonable inspections to monitor the NFPO's performance under this Agreement. At the close of the project, the NFPO shall provide to DED a final project report using the appropriate NAP form. Exit interviews may be conducted by DED with the NFPO within six months of the completion of the project's fundraising period.
- B. In the event that DED determines that the NFPO has not filed such reports or documentation, DED, by giving written notice to the NFPO, may suspend this Agreement until such time as the required reports are submitted and any credits that have not been certified by DED are subject to recapture. All terms and conditions of this Agreement will remain in effect and be binding upon both parties until DED determines that the NFPO has satisfactorily met all reporting requirements and has satisfactorily returned any final settlement of credits due to DED.

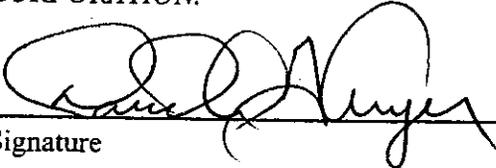
14. GENERAL CONTRACT REQUIREMENTS

- A. The NFPO shall hold DED and the State of Missouri harmless from and indemnify DED and the State against any and all claims, demands, and actions based or arising out of any activities performed by the NFPO and its employees and agents under this Agreement in a manner which is contrary to the direction of DED; and shall defend any and all actions brought against the State based upon any such claims or demands.

- B. Should any section or any part of any section of this Agreement be rendered void, invalid, or unenforceable by any court of law, for any reason, such a determination shall not render void, invalid, or unenforceable any other section or part of any section of this Agreement.
- C. This Agreement (including all the attachments hereto as described in paragraph 1) when signed by all the parties hereto, constitutes the full and complete understanding and agreement of the parties of its express terms as provided above.
- D. This Agreement shall be interpreted and construed in accordance with federal law, where applicable, and with the laws of the State of Missouri. All of the terms and conditions of this Agreement are expressly intended to be construed as covenants as well as conditions. The titles of the sections and subsections herein have been inserted as a matter of convenience and referene only and shall not control or affect the meaning or construction of any of the terms or provisions herein.

AGREED TO ON BEHALF OF THE NFPO, BY:

Under penalty of perjury, I hereby state that I am duly authorized by the NFPO's Board of Directors to sign this Agreement, and by my signature do bind the NFPO to the terms and provisions of the NAP Participation Agreement on behalf of CENTRAL MISSOURI COUNTIES HUMAN DEVELOPMENT CORPORATION.


Signature

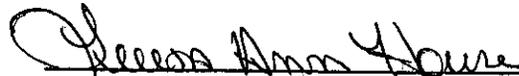
8/6/03
Date

David L. Thayer
Name (typed or printed)

Executive Director
Title (typed or printed)

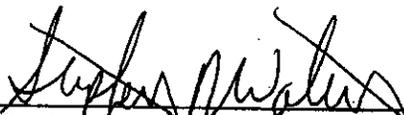
STATE OF MISSOURI }
COUNTY OF Boone } ss.

On this 6 day of August, 2003, before me personally appeared David L. Thayer, known to me to be the person who executed this Agreement, and who did solemnly swear to the statement above-written. I am commissioned as a notary public within the county of Boone, State of Missouri, and my commission expires on 12-11-05.


NOTARY PUBLIC

(Seal)

AGREED TO ON BEHALF OF THE MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT BY:


Stephen R. Waters
Director of Administration

8-22-03
Date

PROJECT SUMMARY AND CONDITIONS OF APPROVAL

NAP PROJECT # 2004-26069 NAP Fundraising Period: July 01, 2003 to June 30, 2004

Not-for-profit Organization: CENTRAL MISSOURI COUNTIES HUMAN DEVELOPMENT CORPORATION

NAP Credit Authorization: \$103,660 Credit Level: 50%

This amount of tax credit will leverage at least \$207,321 in NAP donations.

A. PROJECT SUMMARY

Renovate the historic Heibel/March store buildings at the corner of Range Line Street and Wilkes Boulevard for use as a community resource center.

B. PROJECT OUTCOMES AND PERFORMANCE TARGETS

(A brief report describing your progress on each of these activities, including milestones for each performance target, must be submitted quarterly using the appropriate NAP form)

NAP Project Outcome: Increase number of new and retained jobs.
NAP Project Target Date: 06/30/2004
Project Performance Target: 2.25 to 2.75 construction jobs will be retained. .25 staff person employed.

NAP Project Outcome: Increase number of new and renovated facilities.
NAP Project Target Date: 06/30/2004
Project Performance Target: Renovate 1 existing structure.

NAP Project Outcome: Increase number of individuals receiving a certification which includes diplomas and GEDs.
NAP Project Target Date: 06/30/2004
Project Performance Target: 4 individuals will receive a certification.

C. SPECIAL CONDITIONS

RESTRICTIONS ON NAP DONATIONS

Note: Official NAP Regulations (4 CSR 85-2.030 and 2.040) contain additional requirements pertaining to procedures and required documentation for each of the eligible types of donation: cash, real estate, equipment, materials, supplies, stocks/bonds, employee labor, technical assistance and professional services. This document is not intended to replace or override those requirements already set forth in the NAP regulations.

1. No donation will be certified for NAP tax credits unless the project budget submitted with the NFPO's application (or as agreed to and amended by NAP) has specifically provided for the type of donation proposed. For example, if a party wishes to donate a photocopier to the NFPO, no tax credit will be issued unless the project budget proposed a line item amount for a photocopier.
In addition, with the exception of donations of stock, any donation of non-cash items (goods, services, real estate, equipment, etc.) will not qualify for NAP tax credits unless the non-cash item is to be put into use by the NFPO for the approved project. Any non-cash donation made (excluding stock), with the intent that it be resold by the NFPO will not qualify for NAP tax credits.
2. Only food bank organizations (i.e. organizations whose purpose is to redistribute food to other organizations and pantries) are permitted to offer NAP credit on donated food items. The value of donated items is based on a valuation formula approved by the DED. Such food bank organizations may not offer NAP credit on non-edible items (e.g. paper products, personal hygiene items, household items) and NAP may restrict the types of food items that qualify for credit.
3. Used clothing does not qualify for credit. Only new items donated by clothing manufacturers, distributors, or retailers are eligible. The value of such items should be the lesser of cost or fair market value at the time of contribution.
4. Stocks and bonds may be donated and are valued at the stock market price (high value) on the date of transfer, however, they must be sold by the NFPO before credit will be approved for the donor.
5. Non-cash donations qualify only if the donated goods or services are specifically noted as line items in the approved NAP budget. Services are normally valued at the standard billing rate for non-profit clients. Items are valued at the lesser of either the fair market value or cost to the donor, and may include reasonable overhead costs incurred by the donor in making the contribution, such as transportation or shipping. In no case shall the amount of NAP donation include sales tax and/or profit margin.
6. Individuals qualify to receive credit for the donation of goods, services, or materials ONLY IF they pay tax on the income they receive from the sale of those same goods, services, or materials (file schedule C, E or F for income derived). Items used in the course of conducting business (i.e. assets) may also be donated for credit by qualifying businesses.
7. In order for credit to be given for the donation of buildings and other real estate, title must be held free and clear by the donor. Credit is based on the lesser of two independent appraisals conducted by state-certified or state-licensed appraisers. Appraisals must be performed no more than 18 months prior to date of donation. (Exceptions may be made at the discretion of the DED.) Only one appraisal is required, however, if the property is either commercial property whose appraised value is less than

RESTRICTIONS ON NAP DONATIONS

- \$50,000 or vacant or residential property whose appraised value is less than \$25,000. The cost of appraisals may also be donated for NAP credit. You may contact the Missouri Real Estate Appraisers Commission in Jefferson City at 573-751-0038 to verify that a particular appraiser has met the qualifications to be state-certified or licensed.
8. Donations of partial ownership interest in real estate do not qualify for NAP credit (i.e. full title must be given to the NFPO in order for the donation to qualify for credit), nor will NAP contributions (i.e. cash) be used to acquire partial interest in real estate.
 9. Donations of real or personal property with the intention that they will be resold by the NFPO will NOT qualify for NAP tax credits.
 10. When only a portion of donated real estate is to be used for activities covered under this Agreement, the NAP credit will be pro-rated according to space actually used for the NAP project.
 11. If only a portion of the value of a non-cash gift is donated, NAP credit will be based upon the difference between the cost to the NFPO and the value of the donation if wholly donated.
 12. A Phase I Environmental Inspection is required on all real estate donated for NAP credit or purchased by the NFPO, with the exception of existing residential structures. Cost of the inspection and study (including lab-testing fees) may be donated for NAP credit.
 13. Credit for the donation of technical assistance and other professional services is normally only allowed for services that benefit the organization itself, and not for direct services rendered to individual clients. For example, legal, accounting, or engineering services donated to the organization can qualify for credit, while donation of medical services to clients of the organization would not. If, however, such client services are rendered on an incidental and occasional basis, rather than being a regular ongoing component of the project, credit may be allowed at the discretion of the DED.
 14. Dues that members pay to belong to your organization are not considered eligible NAP donations. However, dues that your organization pays for membership in other organizations are considered an allowable NAP cost.
 15. Donations applied toward fundraising activities do not qualify for NAP credit (e.g. donated goods or services to be given away or auctioned, donated goods or services needed to carry out a fundraising event, donated services of professional fundraisers/development directors, or donated cash applied toward any of these expenses). Likewise, items given with the intention that they will be resold by the NFPO do not qualify for credit.
 16. When contribution consists of purchasing a ticket from the NFPO (e.g. for an event), the amount of actual donation is determined by subtracting from the ticket price the value of whatever is given to the donor in exchange for the ticket purchase (according to Internal Revenue Service guidelines).

RESTRICTIONS ON NAP DONATIONS

17. Costs associated with producing printed or audio-visual materials qualify, provided the focus of those materials is on services provided by the NFPO rather than simply to promote a specific fundraising activity or event. A fundraising appeal may be included in the material.
18. Service and maintenance contracts, donated office space, and donated professional services for periods beyond the approved NAP fundraising period do not qualify for credit.
19. Donations only qualify for NAP credit if they are donated directly to the NFPO (e.g. donations to the City do not qualify).
20. With regard to job training projects, when a business makes a donation and is also directly benefiting by having work performed by trainees, NAP credit is only available to the extent that the donation exceeds the benefit derived (i.e. donation must exceed the amount of wages that would otherwise have been paid to the trainees).
21. A maximum of \$250,000 in NAP credits may be approved annually for a single donor. This limit is the combined amount of credits approved for donations made by that donor to all NAP projects in this state.
22. Donations for audit services are restricted to the review of the NAP fund. No other audit services will be allowed.

PROPERTY USE AND DISPOSITION SCHEDULE

As the administering agency for the Neighborhood Assistance Program, the Department of Economic Development ("DED") has the fiduciary responsibility to guarantee that the tax credit is awarded for projects that result primarily in public benefit, rather than private gain or for the financial benefit of organizations that are ineligible to apply to NAP. The following guidelines have been developed with this in mind. *NOTE: These guidelines do not pertain to organizations providing housing.*

1. **The entire cost of constructing a facility may be underwritten by NAP if:**
The facility will be wholly used by the NFPO to carry out its own programs and nonprofit activities, as agreed upon with the DED.
2. **The entire cost of acquiring and/or renovating an existing building may be underwritten by NAP if:**
 - A. The facility will be wholly used by the NFPO to carry out its own programs and nonprofit activities, as agreed upon with the DED; or
 - B. At least half of the facility is used by the NFPO, and the remaining space is rented at fair market value to other nonprofit organizations or government agencies.
3. **Paragraphs 1 and 2 apply only if one of the following conditions is met:**
 - A. The facility is used exclusively by the NFPO for purposes approved by DED for a minimum of 5 years; or
 - B. If the facility is sold within 5 years, the sale price must be at least 90% of fair market value, proceeds of the sale are to be paid by lump sum payment, with the proceeds applied either toward a replacement facility for the NFPO, or some other activity approved by the DED.
4. **If any of the following conditions exist, the NAP portion of costs associated with acquisition, construction and/or renovation will be pro-rated according to the percentage of the building that complies with guidelines stated above:**
 - A. A portion of the facility is rented to for-profit business tenants.
 - B. Any portion of the facility is rented on a permanent basis for less than fair market value.
 - C. Less than half of the facility is directly used by the NFPO in carrying out its non-profit purposes.
5. **If property acquired and/or renovated by the NFPO is sold within 5 years, or if NAP credits have been given for improvements on leased property, and the lease is terminated (for any reason) and property reverts to the owner within 5 years, a percentage of the credits approved for the project, including any furnishings or equipment that revert to the owner in the case of a lease, must be repaid to DED in cash as set forth in the Participation Agreement.**

The percentage of credits to be repaid in these circumstances shall be determined as follows:

During Year	Percent of NAP Credit to be Repaid
1	100%
2	80%
3	60%
4	40%
5	20%

NAP SIGNATURE AUTHORIZATION FORM

NOTE: This form must be submitted by an Officer of the Board of your organization. You are permitted to designate up to three authorized signatories, and may revise this list at any time by submitting a new Signature Authorization Form to the Department of Economic Development.

The Board of Directors hereby authorizes the following individual(s) to sign all official paperwork as required by the Department of Economic Development ("DED") regarding our NAP project, including Tax Credit Applications, Quarterly Report Forms, Final Report Forms, Project Extension Forms and Budget Amendment Forms. We understand that DED will return all documents that do not bear one of these authorized signatures.

We further understand that all official correspondence from DED will be directed to the person shown below as our NAP Project Director, and we designate that person as our primary contact for this project.

NAP PROJECT DIRECTOR Name (typed) John G. Clark

Title/Position Project Coordinator

Signature John G. Clark

ALTERNATE #1 Name (typed) David L. Thayer

Title/Position Executive Director

Signature David L. Thayer

ALTERNATE #2 Name (typed) Anita Sanderson

Title/Position Finance Manager

Signature Anita Sanderson

THIS FORM SUBMITTED BY: Board Officer Name (typed) Leroy Smith

(the person submitting this form must not be the NAP project director or alternates listed above)

Signature Leroy Smith

Date 8-14-03

Organization Central Missouri Counties'
Human Development Corporation

1. Explain how you know that the project you are proposing represents a best practice. Why do you think the methodology you chose to address the need in your community will bring about the desired change?

NAP Project: Field/North Central Columbia Neighborhood Community Resource Center Renovation Project - A joint undertaking of Central Missouri Counties' Human Development Corporation (CMCHDC) and the North Central Columbia Neighborhood Association (NCCNA)

Project Description and Budget: Renovation of 2,600 sqft of space in the historic Heibel/March store building in the North Central Columbia Neighborhood in Columbia, Missouri as a neighborhood community resource center for use by the residents of the North Central and near-by neighborhoods, the children and families living in the Eugene Field Elementary School attendance area, and agencies, groups, and programs that exist to serve this population. NAP Project Budget: \$207,321.

Target Population: The target population for the Project is the entire population of the geographic service area and the agencies, groups, and programs that exist to support this population. This population includes 370 school age children in the NCCN area plus the children attending Field Elementary School from the northeast portion of the school attendance area. The population of the NCCN area (about 2,475) includes 241 persons 62 and over, 300 unemployed persons, 432 persons with 1 or more disabilities, 968 person in poverty, 733 households with a household income of less than \$25,000, and 264 person over 25 without a high school diploma or GED. In general, we can say that the target population is more ethnically diverse and poorer than the population of Columbia as a whole. On a percentage basis, there are 50% more 20-24 year-olds in NCCN and 100% more persons over 62

Project Outcomes: The Project has three outcomes. 1) Renovation of 900-902 Range Line Street as a neighborhood community resource center; 2) Usage of the building to increase access to services and resources closer to where neighborhood residents live and where Field Elementary School students go to school; and 3) Increased "civic and social capital" in and between the neighborhood, the Field attendance area, and the agencies, programs, and groups that exist to serve our target population. (see definition in Response #3).

We know our project represents a best practice because the outcomes for this Project and the strategies (practices) to achieve them were identified by people who would be affected by them in preferred futures/action planning processes that began by asking questions like "What would my neighborhood be like if I could make it what I want it to be?" and "What would Field School be like if I could make it the school I wanted for kids?" and "What do I want Field Park to be like?" From a sharing of individual visions of what we wanted, we created shared visions, and then strategies to create those visions, and then action plans to make them real. Such processes result in better plans with a much greater sense of ownership from those who are affected by them and have to make them work.

In Winter 1999, NCCNA with the cooperation of the staff of the Columbia Parks and Recreation Department organized three community meetings to envision what we wanted in a park at the corner of Range Line and Wilkes, including whether we wanted to renovate the building on the site as a community center. The proposed renovation project is a direct result of those meetings. The meetings were well attended by a wide spectrum of individuals and groups who felt they would be affected by any decisions about the park or the building.

The Field Elementary School Site Council engaged in an intense preferred futures/action planning process over the period 1999-2002 to develop a multi-year Site Council Plan. Participants included parents of children attending Field School, members of NCCNA and other neighborhood associations in the Field Attendance area, faculty and staff of Field School, and members of the provider community. The Council invested hundreds of hours developing shared visions, strategies and action plans, including a strategy to support the development of community resource centers, beginning with 900-902 Range Line Street. Another strategy developed in this process, calling for support for year-round programming for children from 7AM-6PM, Monday through Friday was later adopted by the Columbia/Boone County Community Partnership.

Formation of a Community Resource Center Board, representative of those who felt they would be affected by any decisions about the building, was a part of the project vision from the beginning. The Community Board is using preferred futures/action planning processes in developing the specific action plans for the renovation and operation of the building, securing funding to implement those plans, and planning for the use of the building for a variety of community purposes. Specifically, the Board used this process in developing a building program statement for the renovation and use of the building and the related interior floor plan, in finding and hiring an architect, and in developing a strategic fundraising plan. A preferred futures/action planning process was particularly helpful developing a building program statement and floor plan arrangement that will provide maximum accessibility and flexibility of use.

In a real sense the best practice is not the Project, but the community-based, participation-focused preferred futures/action planning process that led to the shared vision of the Project. In a community-development sense, the process is the guarantor of the resulting project.

Beyond the validation provided by the processes by which it was created, this Project has been tested and approved by the City of Columbia, community leaders, organizations, and funders. The proposal to build Field Park and renovate the building was first approved by the Columbia Parks & Recreation Commission in July 1999. The City Council of Columbia approved the proposal, including a long-term ground lease for \$10/year and sale of the building for \$10 to CMCHDC, in January 2000. Estimated value of the building was \$25,000-\$30,000. The City Council approved the actual lease and sale in September 2000 and a required rezoning in April 2001. A variety of individuals and organizations supported our first NAP application in February 2002. The Columbia/Boone County Community Partnership awarded CMCHDC a grant of \$10,385 in July 2002. At the end of 2002, the Boone County Community Trust, Boone County National Bank, and Commerce Bank awarded us \$10,500. Counting in-kind contributions from supporters we have received over \$50,000 to date. In February 2003 a wonderful group of individuals and organizations, including many potential program and service providers, supported our current NAP application.

Please read in conjunction with Response #4.

2. Describe the evaluation process you will use in measuring success and explain how your target population will be involved in the evaluation of your program. What variables will you study to determine the effectiveness of your program over time? In addition to short-term indicators, look beyond the number served and suggest some benchmarks to determine long-term results.

1. Performance targets for the renovation outcome: The renovation of 900-902 Range Line Street as a neighborhood community resource center will be completed and the building ready for occupancy by April 1, 2004.

Tracking progress toward the renovation performance target: 1) CMCHDC will provide monthly financial reports to the Project Coordinator on revenue and expenditures. CMCHDC utilizes highly developed fund accounting software to account for and track all its projects; 2) When construction starts, Chinn & Associates, Architects, will provide monthly reports (or weekly reports if necessary) to the Project Coordinator on the status of the renovation, problems, changes, etc.; and 3) The Project Coordinator will provide financial and construction progress reports to the Community Board and the Executive Director of CMCHDC on the same time schedule that he receives them.

2. Performance targets for building usage outcomes: A) CMCHDC will begin life-skills and financial literacy classes and have its computer terminal for access to Missouri Works in place by May 1, 2004; B) NCCNA and the Missouri Rural Crisis Center will begin holding their monthly Board meetings in the center beginning in April 2004; C) CMCHDC, NCCNA, and Field Elementary School will have arranged for a summer program provider to provide summer programming at the center for children 5-16 for at least 20 hours/week beginning June 14, 2004; D) The Division of Vocational Rehabilitation will begin scheduling appointments with clients at the center by May 1, 2004; and E) We anticipate having other categories of users of the proposed building during the first year - Agency/provider use: 100 individuals, 10 organizations; Regular other than nonprofit organization use: 10 organizations; and Irregular other use: 50 individuals, 5 organizations. While we do not see our role as direct service or program providers, we do not see ourselves as passive actors with respect to the achievement of Project and NAP program outcomes. The Community Board will be active in seeking users whose programs and services will assist in the achievement of our mutual goals.

Tracking performance targets on building usage outcomes: We will keep records of actual use and of active recruitment of users by the Community Board. These records will be kept by the volunteer scheduler/monitor (later a parttime employee) under the supervision of the Project Coordinator. The Project Coordinator will report on building usage to the Community Board and the Executive Director of CMCHDC on a monthly basis.

Performance targets with respect to missions of agency/providers: At this time, we cannot establish performance targets with respect to the missions of agency/providers (helping organizations) that would use the center to bring their resources and services closer to our target population. But, as a condition of using the center, we will negotiate Memorandums of Understanding (MOUs) that require them to share their evaluation of progress toward targets that they set for our neighborhood. In that way we can determine whether having a community resource center is improving results for children and families in our neighborhood and whether the agency/providers are helping achieve Project and NAP outcomes. Tools for monitoring compliance with these objectives include - requirements for evaluations in our contracts and quarterly monitoring of compliance with our requirements by a specially designated committee of the Community Board.

3. Measuring the increase in "social or civic capital" (see definition in Response #3). At a recent Board meeting of the Columbia/Boone County Community Partnership, the focus of discussion was on two long-standing "disconnects" in Columbia - one between the "provider community" and the community of those being served with various services and programs ("program service recipients") and one between the various provider groups. The "provider community" was reported as claiming that they were serving and providing; the "program service recipients" were reported as not being served and feeling that they were not being served or acknowledged. The various provider groups were reported as having a "silo" or "turf" mentality that prevented them from working together when appropriate. These situations are indications of too little "civic or social capital" in Columbia.

The evaluation process outlined above will focus on the sustained achievement of the performance targets regarding the renovation of the center and its on-going usage. A second part of the process will focus on the long-term goal of reducing the "disconnects" just described. Reducing these "disconnects" equals building "civic and social capital." The components of this part of the evaluation process will also be tools for use to reducing the size of these "disconnects". The principal components of this part of the evaluation process will be:

1. MOUs with program and service providers that establish our joint expectations for the goals of the providers in using the center and for sharing information on their evaluation of progress toward targets that they set for our neighborhood; and
2. Use of independent auditing techniques to test for compliance with MOUs and to secure direct feedback from program and service recipients on how they are being served. This direct feedback will help close the disconnect between the providers and recipients. As part of the MOUs negotiation, we will jointly develop questionnaires, survey, focus group formats, etc; the provider will distribute to program and service recipients; and they will respond directly to us. We expect to draw on expertise from the University of Missouri to help develop these evaluation tools and to help us analyze them.

For the long-term, we will attempt to assess the increased quality of life and increased "social and civic capital" in the target area, with specific emphasis on measuring changes in the size and quality of the "disconnects" described above, by the use of urban quality of life and "civic and social capital" indicators because we believe the underlying strategy for moving beyond the focus on symptoms to sustained achievement of our outcomes is increasing community. This will be an experimental effort because people all over the country are currently struggling with how to measure the increase in community. We anticipate use of these kind of indicators will involve use of a variety of surveys, focus groups, and self-reporting tools as well as use of publicly available statistics. We will be looking for the kind of data suggested by Dr. Ron Powers on what to look for in successful communities - the ability to build strong connections among successes, the existence of deep relationships among diverse stakeholders, and compelling visions for change that drive shared work. (See Response #3) We are in conversations with faculty at the University of Missouri to assist us in selecting or developing benchmarks for these long-term goals, performing baseline studies, etc. A special committee will report on progress to the whole Community Board on a quarterly basis.

3. How does your organization complement the vision, mission, and values of the Department of Economic Development?

As you read our responses to the five Phase II questions, we are confident that you will conclude that the outcomes and strategies that make up our Project embody the Vision, Mission and Values of the Department of Economic Development. We are also confident that you will conclude that neighborhood level community resource centers, such as the one proposed in this Project, are essential to the sustained achievement of the Project Outcomes, NAP Program and locally chosen, listed below. (See Response #2 for related Performance Targets.)

NAP Program Outcomes. Renovation of 900-902 Range Line Street as a neighborhood community resource center will contribute to the achievement of three NAP Program Outcomes.

1. Increase the number of new and retained jobs. The actual renovation work will create or retain construction type jobs, either by direct employment or by employment by contractors. In addition, it is anticipated that scheduling and monitoring use of the center will require employment of a an 1/8 to 1/4-time staff person to handle these functions. It is anticipated that program and service providers will find it easier to maintain or increase current funding for staff when they add an outreach or decentralizing delivery component to their programs. Finally, it is anticipated that program and service providers will be able to devote a greater portion of their resources to direct program and service delivery and less to creation of large centralized facilities as more neighborhood community resource centers are created. (Obviously, as a system benefit, the latter benefit is conditioned on creation of more centers than just the one at Range Line and Wilkes.)

2. Increase the number of new and renovated facilities. This proposed NAP project will increase the number of renovated facilities in the target area.

3. Increase the number of individuals receiving a certification (including degrees or GED) and/or life skills training. Letters of support for this application indicate how this neighborhood community resource center will help program and service providers achieve these outcomes by helping them reach out to individuals and families who might not otherwise be able to access their assistance. CMCHDC* plans to offer life-skills and job readiness classes and financial literacy workshops at the center. It also plans to maintain a computer terminal at the center for job seekers to access the Missouri Works website and will work with job seekers to create resumes and practice interviewing skills. Field Elementary School* hopes to offer literacy support for parents and parent support group meetings, both of which are gateways to parents seeking additional certification (including degrees or GED) and/or life skills training. DESE's Division of Vocational Rehabilitation* would like to meet with clients and review their progress closer to where they live and feels that the center has an ideal central location for their clients. Each of these organizations feel that providing programs and services at locations closer to where people live will help them increase their effectiveness, in part by mitigating the problems caused by Columbia's inadequate public transportation system and in part by sending the message that the provider and recipients are equal partners in improving the recipients' lives. (*Letter of support included with original application.)

Other Locally Chosen Outcomes:

1. Increased structured time opportunities for children and adults. Among others, providers may include the Boys & Girls Club of the Columbia Area*, other after-school programs, Girl Scouts-Heart of Missouri Council*, Infopower International*, Columbia Youth Music Coalition.

2. Increased participation in local and neighborhood organizations, especially by persons with disabilities. Among others, NCCNA*, GRO*, Missouri Rural Crisis Center*, Columbia/Boone County Neighborhood Alliance*, Show-Me Central Habitat for Humanity,* Services for Independent Living (SIL) have expressed an interest in using the center for meetings and classes.

3. Increased assistance to low-income families and elderly and handicapped residents with application for various tax credits and for various forms of assistance. Such assistance could include Mortgage Assistance Programs from the City of Columbia and local banks, homeowner rehabilitation programs such as those funded by the City of Columbia with CDBG funds and those assisted by the State of Missouri through the Neighborhood Preservation tax credit program.

*Letter of support included with original application

4. Increased "civic and social capital" in and between the neighborhood, the Field attendance area, and the agencies, programs, and groups that exist to serve our target population. "Civic and social capital" is what a community has when it shares a compelling vision of the future, has deep reservoirs of trust among stakeholders that enables collaborative decision making, has an organizational infrastructure, meaningfully engages the public, and has a system of support that nurtures leaders, provides training, and catalyzes the efforts of others. The "disconnects" described in Response #2 indicate that Columbia could use more "civic and social capital." Changes in community development, such as a shift to community-based development with emphasis on co-learning and co-creating of changes, a shift to asset based planning rather than needs or deficiency planning, a growing concern with all forms of capital in the community, i.e., economic capital, social capital, human capital, and wisdom capital, and a shift toward democratization of information and knowledge, focus on helping communities develop the "civic and social capital" necessary to make the most of their resources to meet their needs. [paraphrased from a presentation by Dr. Ron Powers, UMC Professor Emeritus, March 2000 at Seeing Beyond the Symptoms: A Conference for Community Change Agents.]

Effectively providing programs and services and increasing "civic and social capital" are not and cannot be separate activities. They are interrelated, concomitant; they stand or fall together. We reject the commodification of program and service delivery. How programs and services are developed and provided is both a key determinant of whether they will be effective and of whether "civic and social capital" is increased or decreased. The level of "civic and social capital" is a key determinant of whether programs and services will be effective in the short and long run.

See Response #2 for how this Project intends to address some of the "hows."

4. Explain why your project represents the best use of limited public resources such as tax credits.

Why? From a variety of perspectives, our project represents the biggest bang for the buck.

A) We believe the award of tax credits to projects like ours would be a good use for limited public resources for the same reasons the General Assembly and DED does - leverage. The award of NAP tax credits is state action leveraging local business and nonprofit collaboration and action. The purpose of the NAP tax credit program is to provide an incentive to encourage the joint efforts of local business, the local nonprofit sector, and the state government to assist stressed communities and their residents in improving the quality of their lives. Through NAP tax credits donors can redirect their Missouri tax dollars to local projects while reducing the administrative and overhead costs that would have been incurred if the same program were administered by a state agency. DED's role is limited project approval and processing of tax credits for eligible business donors. Local nonprofit organizations assume the full responsibility and get the credit for securing the needed financial support for their projects and seeing them through to completion. Our community resource center project is one such "leveraged" project.

B) Our neighborhood community resource center will "leverage" the effectiveness of program and service providers (state and local, governmental and private) who wish to serve our target population by helping them to better connect to our target population. One of the major barriers to the effective delivery and receipt of needed programs and services is the inequality, real and perceived, between provider and recipient. Anything that will help providers and recipients feel that they are equal partners in improving the recipients' lives leverage the effectiveness of those programs and services. Providing programs and services closer to where people live and work not only reduces real barriers associated with inadequate public transportation and stressed schedules, but it also sends a powerful message to recipients that they are equal partners in improving their lives.

There is an absolute dearth of public space for any purpose whatsoever, let alone for helping each other. All the helping agencies that we know of say that they want to provide their resources closer to where people live because that will work better for them and we have had requests for such space. But they have no places to go to do that work and it is not their jobs to try to create such spaces. They are looking to other organizations and citizen groups to do that work. We propose to do that work to help all the helping agencies do their work better. It is also anticipated that program and service providers will find it easier to maintain or increase current funding for staff when they add an outreach or decentralizing delivery component to their programs. Finally, it is anticipated that program and service providers will be able to devote a greater portion of their resources to direct program and service delivery and less to creation of large centralized facilities as more neighborhood community resource centers are created. (Obviously, as a system benefit, the latter benefit is conditioned on creation of more centers than just the one at Range Line and Wilkes.)

C) In responding to this question, we are reminded of the dilemma for helping organizations posed by the tale of the babies in the river. The dilemma is whether to devote all limited resources to pulling the babies from the river downstream (remediation) or whether to invest some portion (not all) of limited resources in keeping the babies out of the water upstream in the first place (prevention, creation of protective factors, creation of community developmental assets). We think limited public resources should be devoted to both - a balanced focus on prevention, creation of protective factors, creation of community developmental assets as well as on remediation. An investment of public resources in our neighborhood community resource center is an investment in a foundation that can support both prevention and remediation. This kind of investment will yield the biggest returns over time.

D) There is growing sentiment that limited public resources should be invested in strategies that move beyond merely addressing symptoms to strategies that can address fundamental causes. In his presentation in March 2000, Dr. Ron Powers (see Response #3) suggested that, with respect the core matter of poverty, it is now time to move out of the traditional "silo" approach of focusing on symptoms of poverty (low test scores, comparative economic disadvantage, trends in crime rates) by separate institutional sectors. It is time for separate institutional sectors to get together and focus on the fundamental problem of poverty, together. We share that sentiment. Investment in our neighborhood community resource center is an investment in a strategy that moves beyond symptoms to address fundamental causes. And if the public sector doesn't take the lead in making these kinds of investments, who will?

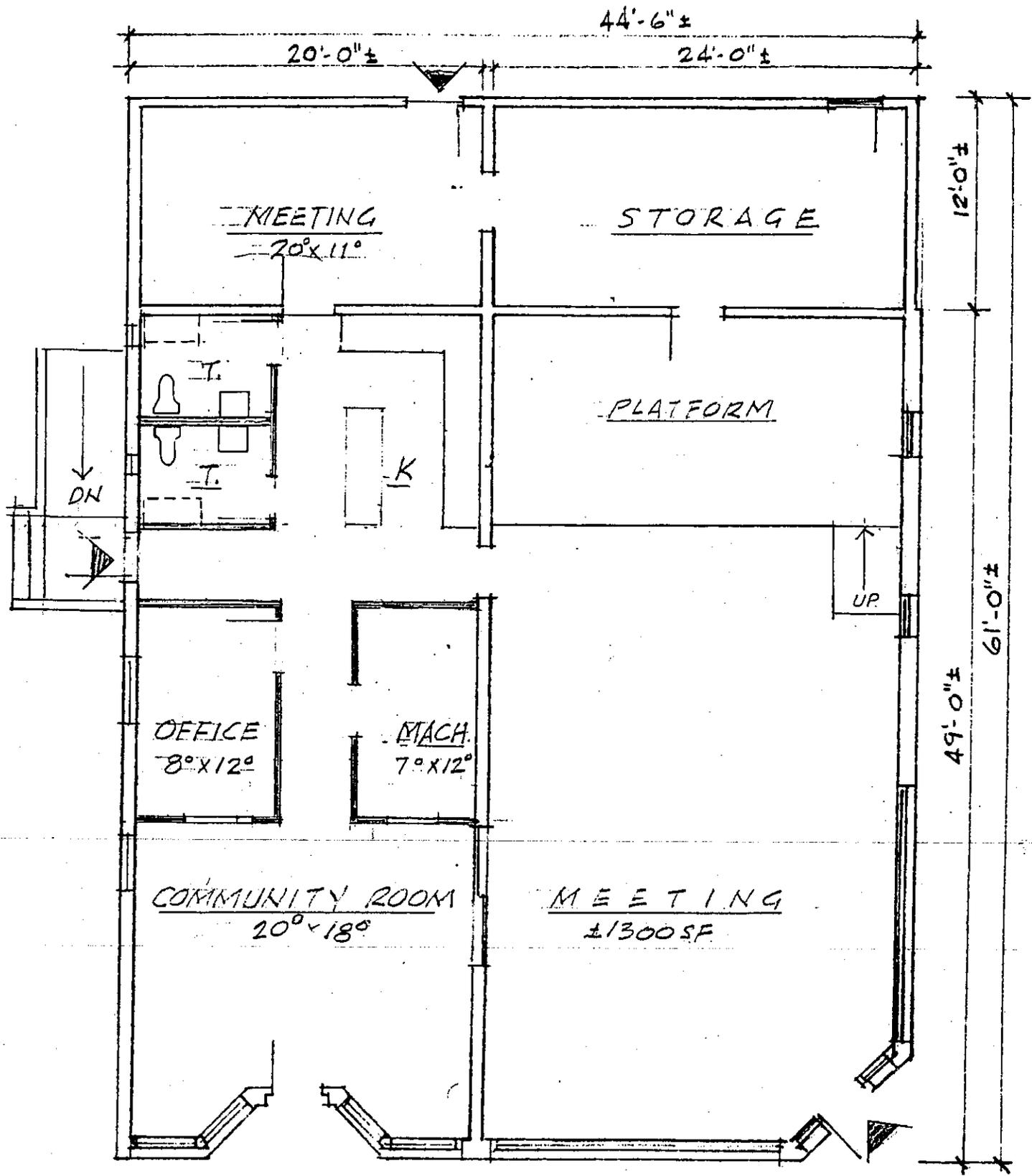
E) There is also confirmation that investment of public resources in our neighborhood community resource center is a prudent investment from the alignment our goals, values, and efforts with those of DED, of Missouri's system reform initiative (Caring Communities), of the asset-based community development approach espoused by Jody Kretzman and John McKnight in Building Communities from the Inside Out, and of the approach espoused by the Search Institute that focuses on the creation of community assets that support people improving their lives.

F) The best uses of limited public resources are those that have best chance to effect change. Those that have the best chance to effect change are those, like our neighborhood community resource center project, that come from preferred futures/action planning processes that engage those who will be affected in the planning. See Response #1 for a fuller discussion of this point.

5. Include a detailed project working plan including staff responsibilities, tasks and timelines for marketing the tax credits and carrying out the project activities. To the extent possible, the plan should demonstrate that the project is ready to proceed and the tax credit marketing campaign will begin immediately, should the application be approved.

Timeline	Fundraising/Marketing Credits	Renovating building	Organizing use of building
April 2003	Article about NAP Project in North Central News		
April-July 2003	Research prospects for lead gifts		
	Send progress reports to donors and potential donors - continuing		Send progress reports to potential users - continuing
	Make presentations to service clubs and Board meetings of potential users about NAP Project		
May-June 2003	Work with local brokerage firms on solicitation of recipients of rental and royalty income thru partnerships. Approach potential NAP credit recipients about a joint appeal.	Architect completes new rendering of external appearance	
July 2003	Article in North Central News announcing award of NAP tax credits with insert on how to contribute, etc.	Architect completes building design, prepares construction specifications for bid process	Notify potential users to develop plans for use of center
	Letter to NAP Project supporters announcing award of NAP tax credit		Recruit diverse group of users of facility - continuing
	Contact prospects for lead gifts		
August-October 2003	Send solicitation letter to all landlords (250) and businesses (300) in North Central; selective follow-up	Bid, complete exterior renovation work.	Create Board structure for developing and overseeing operation of the center.
	Solicit local bank supporters with special attention to eligibility of Project under CRA		Recruit Board members with interest in center operations
	Follow-up initiative with brokerage firms and local credit recipients		
October-December 2003	Continue fundraising activities until Project Fundraising Goal of \$253,688 is met. Handle all NAP Project administration and fundraising tasks	Begin construction bidding process and selector contractor for interior renovation	Begin work with UMC to develop evaluation tools. Negotiate MOUs with users
January-March 2004	Continue above	Begin renovation of interior of the building	Work with users to get programs ready for opening
		Renovation complete; certificate of occupancy received from City of Columbia.	Recruit and train volunteers to schedule and monitor use of center.
April-June 2004	Process all payments for project expenses and contracts. Schedule and complete audit of NAP Fund.	Open house for community and donors, partners, users, etc.	Three program and service providers and two community-based organizations begin use of the center.

Note: The Project Coordinator is John G. Clark. He is the current President and Treasurer of NCCNA. He is a CPA, an attorney specializing in tax-exempt organizations, and an experienced community developer. As Project Coordinator under the direction of the Community Board and David Thayer, Executive Director of CMCHDC, he will be principally responsible for the success of the Project. Working with the Fundraising Committee, he will make most of the contacts to solicit donations based on NAP tax credits. Working with Chinn & Associates, Architects, he will be responsible for organizing and completing the physical renovation of the building. Working with the Community Board, he will be responsible for recruiting and organizing volunteers to assist in the renovation where appropriate.



"D" FLOOR PLAN 1/8"=1'-0"

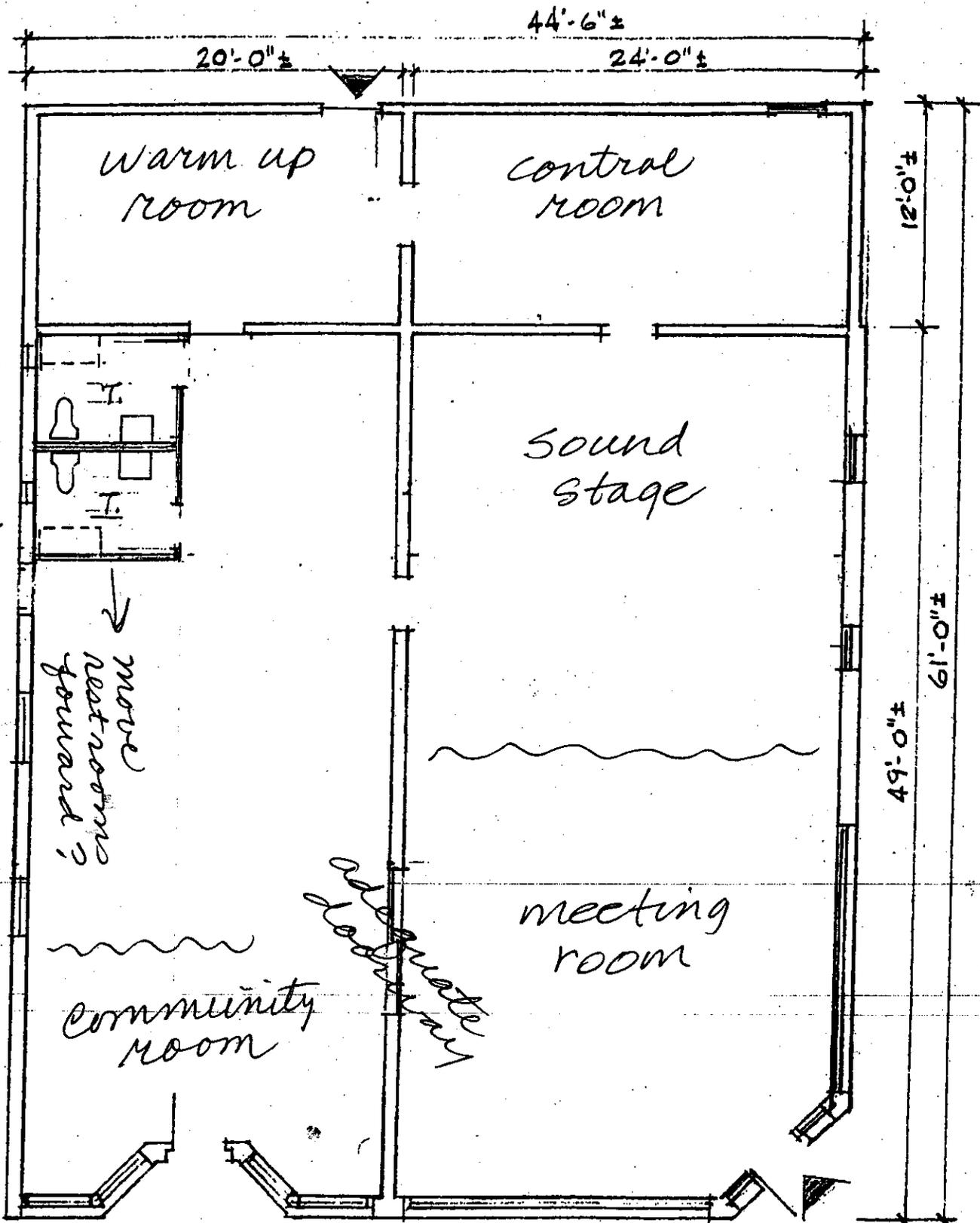


REV. DATE: 10-21-02
 10-8-02
 9-22-02
 9-9-02

CHINN & ASSOCIATES, INC.
ARCHITECTS

1103 East Walnut, Suite A
 Columbia, Missouri 65201
 573 449-3335 office 573 449-0111 fax

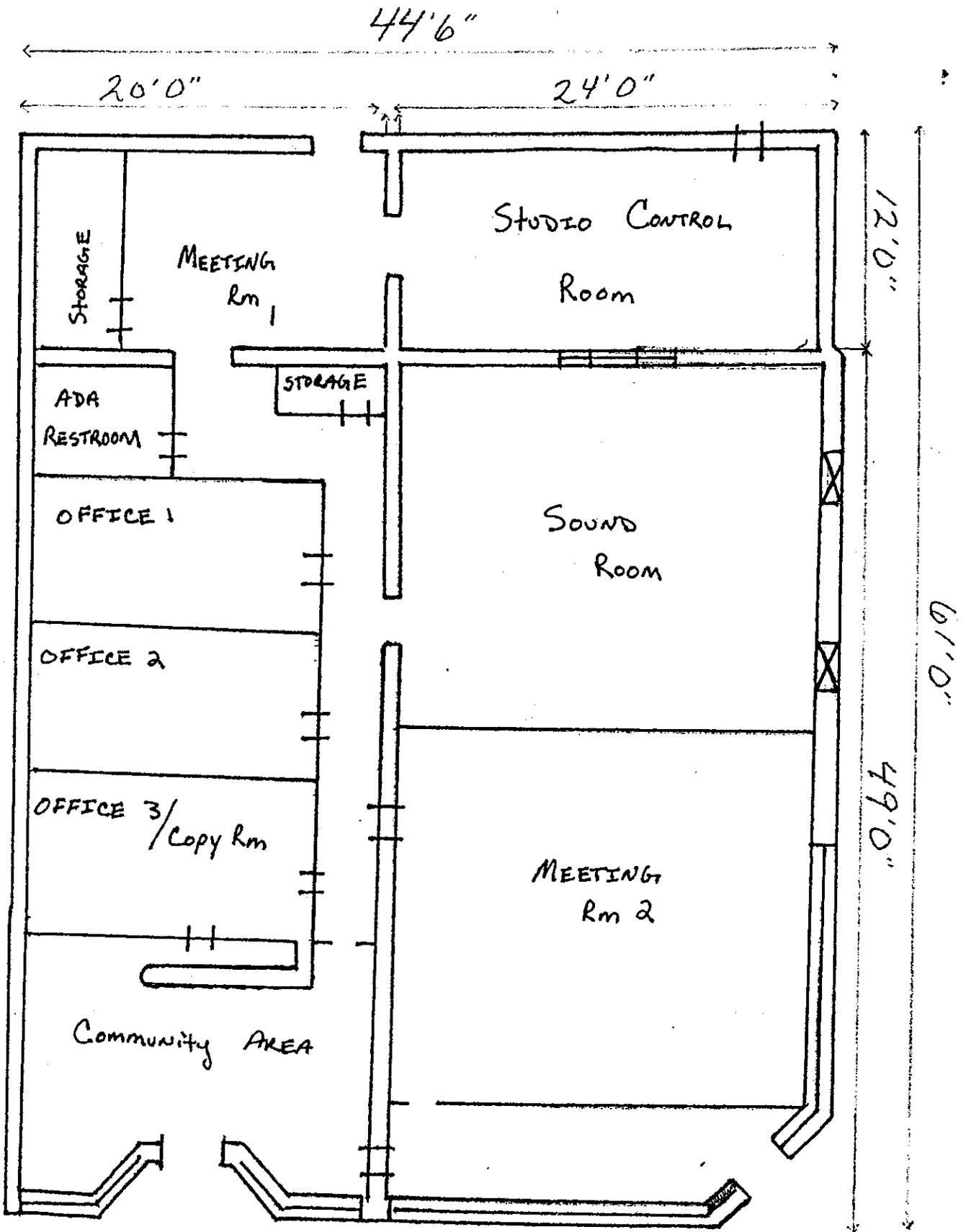
Original



2 offices
 2 bathroom (not necessarily as shown)
 generous "coffee bar" with sink.

1/8/05 WMAKORCE

no openings in north wall at this time.



**Proposed Revised Floor Plan
June, 2005**

ORGANIZATION CHART
FIELD/ NCCN-CRC RENOVATION PROJECT ADVISORY BOARD

COMMITTEE and CHAIR

