Northeast Iowa Business Network FY '24 Scope of Work

UERPC Contract Scope

Category	Goals	Tasks
Marketing and Education	Promote the NIBN region to potential businesses by collaborating on marketing	Organize workshops and training sessions as approved by NIBN Board.
		Collaboratively work with UERPC to seek grant funding opportunities.
	Work to provide education to existing businesses to foster sustainability in the current business portfolio and labor force.	Provide grant writing assistance when requested by UERPC and/or NIBN Board.
		Provide reporting needs for all grants funded to NIBN.
		Provide guidance to implement alumni marketing strategies.
	Collaborate with higher education partners.	Market the projects serviced by NIBN and work collaboratively with local economic development offices and other partners.
	Work with ED Partners to identify opportunities for partnership, education, and collaboration	Industry: Childcare
		Industry: Housing
		Industry: Workforce
		Industry: Energy and Infrastructure
		Industry: Business Development
Fiscal Management	Manage NIBN partner contributions and grant dollars, as needed.	Establish a separate accounting record for NIBN.
		Record and deposit funds received on behalf of NIBN.
		Establish a regular schedule for the disbursement of funds for NIBN.
		Disburse funds in line with the approved NIBN budget to vendors upon receipt of adequate invoices and approval of such invoices by an authorized representative of NIBN.
		Maintain records in accordance with established bookkeeping principles.
		Provide information and prepare financial statements as required by NIBN.
		Be the single point of contact for NIBN to include correspondence with grantors.
		Assist with procurement of products/services to maintain adherence to UERPC procurement policy.
		Oversee adherence on funded grant awards and complete all financial reports as required by grantor agencies.

FY '24 Actions

Timeline	Action	Responsible Lead Entity
Sept. 2023	Host a regional workshop with IEDA staff featuring current programs and grants.	UERPC
Oct. 2023	RESET Conference - Meet and Greet Sponsorship	
Feb. 2024	Partner to complete BEST of Iowa on-site visit forms at large employers throughout the region.	ED Partners
Spring 2024	Social Media Workshops (Brittany Todd)	
Spring 2024	QuickBooks Workshops (Nina Taylor)	
TBD	Host a regional meeting/housing summit for available Northeast Iowa Housing Trust Fund and Northeast Iowa Housing Inc. programs (Federal home loan bank, IFA, IEDA, etc.)	UERPC
In Progress	Regional Child Care Initiative-Funding for a regional liaison to statewide child care partners, child care lunch and learns, and general assistance and grant writing to support child care projects (NEIFN and USDA funding)	Michelle Barness and ED'ers
	Provide education and training on mental health and substance abuse and it's affect on the workforce in the region.	
	Seek funding for unique housing strategies (i.e. Concrete Homes)	UERPC
	Watch inflation reduction act for homeowner programs to administer and market	UERPC
	Educate homeowners on energy programs and savings	Energy districts, nibn, uerpc
	Assist Fayette County and other counties in the state with the development of an energy district	UERPC and existing energy districts, FCED
	Develop a document to list all buildings and lots of smaller size within the region	
DONE	Update the Memorandum of Understanding	UERPC

TOTAL: