IMU BOARD OF TRUSTEES OF THE ELECTRIC, WATER AND COMMUNICATIONS UTILITIES

August 28, 2023
5:30 PM
IMU Customer Service Center
210 W 2nd Ave., Indianola, Iowa
Agenda

1. **Call to Order**
2. **Roll Call**
3. **Public Comment**
4. **Consent Agenda**
   A. Approval of Claims
   B. Approval of Minutes of the prior meetings
5. **Electric Utility Informational Items**
6. **Water Utility Action Items**
   A. Authorization for Warren Water to serve a customer within their territory upon proper notice to IMU since the customer is within 2 miles of IMU territory, 9119 110th Avenue, Parcel ID 14000140441, Indianola Iowa.
7. **Water Utility Informational Items**
8. **Communications Utility Action Items**
   A. Resolution setting a public hearing and letting dates for the Fiber 2023-NOFA7-Phase2-RSNo9 project.
9. **Communications Utility Informational Items**
10. **Combined Electric, Water and Communications Action Items**
    A. Consideration of the approval of an agreement with IMPACT to administer the Iowa Low-Income Home Energy Assistance Program (LIHEAP).
11. **Combined Electric, Water and Communications Informational Items**
12. **Adjourn**

AP Check Preview

Date Range: All Dates

Indianola Municipal Utilities

Wednesday, August 23, 2023
12:03:22 PM

Vendor / Due Date	Notes	Terms	Bill Total	Discount	Interest	Amount Due	Payment	Invoice Number	Bill Number
Account To Be Paid From	**0000-10120-999**								
AUTOMATIC SYSTEMS CO. - VEND-51495									
8/17/2023	Well #11 Controls & PLC	Open Terms	1,020.00	0.00	0.00	1,020.00	1,020.00	040595	BL-11712
						1,020.00	**1,020.00**		
Border States Industries Inc - VEND-1070									
9/6/2023	Fiberglass Patches	Net 30	670.53	0.00	15.00	670.53	670.53	926773338	BL-11685
						670.53	**670.53**		
CDW Government - VEND-1029									
8/30/2023	Computer Monitors - IMU Admin	Net 30	468.49	0.00	15.00	468.49	468.49	KZ83444	BL-11684
						468.49	**468.49**		
Cedar Falls Utilities - VEND-1045									
9/4/2023	0723 Broadband & 5G	Net 30	7,520.00	0.00	15.00	7,520.00	7,520.00	July 2023	BL-11664
						7,520.00	**7,520.00**		
Cintas Corporation - VEND-1007									
9/10/2023	First Aid Supplies	Net 30	62.44	0.00	15.00	62.44	62.44	8406386753	BL-11713
						62.44	**62.44**		
City Of Pella - VEND-1311									
9/14/2023	Kramer Service Group Inv #Pay App 4-50%	Net 30	277,932.58	0.00	15.00	277,932.58	277,932.58	7493	BL-11686
						277,932.58	**277,932.58**		
Crystal Clear Communications LLC - VEND-1205									
7/31/2023	0723 Communication Svcs - Final Payment	Net 30	2,600.00	0.00	15.00	2,600.00	2,600.00	CCC-0362	BL-11656
						2,600.00	**2,600.00**		
Dell Business Credit - VEND-1336									
9/11/2023	Laptop - CSC Conference Room	Net 30	63.16	0.00	15.00	63.16	63.16	Aug 2023	BL-11644
						63.16	**63.16**		
DES PLANQUES, CHRIS - VEND-101766									
8/22/2023	MEAN Broad & Committee Meetings	Open Terms	437.54	0.00	0.00	437.54	437.54		BL-11665
						437.54	**437.54**		
DLH Grafx - VEND-1220									
9/16/2023	IMU Shirts	Net 30	45.98	0.00	15.00	45.98	45.98	19395	BL-11687

Vendor Due Date	Notes	Terms	Bill Total	Discount	Interest	Amount Due	Payment	Invoice Number	Bill Number
						45.98	**45.98**		
Dust Pros Janitorial - VEND-1011									
9/14/2023	Cleaning Supplies - EL	Net 30	81.32	0.00	15.00	81.32	81.32	2831	BL-11688
9/14/2023	0823 Cleaning - EL	Net 30	856.00	0.00	15.00	856.00	856.00	2830	BL-11689
9/14/2023	0823 Cleaning - Fiber	Net 30	856.00	0.00	15.00	856.00	856.00	2832	BL-11666
9/14/2023	0823 Cleaning - Util Svcs	Net 30	749.00	0.00	15.00	749.00	749.00	2833	BL-11651
9/14/2023	Cleaning Supplies - Util Svcs	Net 30	23.54	0.00	15.00	23.54	23.54	2834	BL-11652
						2,565.86	**2,565.86**		
ECHO Group, Inc - VEND-1061									
9/9/2023	2" Fiberglass Sweeps	Net 30	2,761.63	0.00	15.00	2,761.63	2,761.63	S010127205.003	BL-11690
						2,761.63	**2,761.63**		
Gradient9 - VEND-1392									
9/20/2023	0823 Monthly Newletter & Design	Net 30	2,310.00	0.00	15.00	2,310.00	2,310.00	INV-4623	BL-11725
						2,310.00	**2,310.00**		
GRAYMONT WESTERN LIME INC - VEND-101387									
8/8/2023	High Calcium Quicklime	Open Terms	5,788.63	0.00	0.00	5,788.63	5,788.63	14-184963	BL-11691
						5,788.63	**5,788.63**		
Hearst Television Inc - VEND-1131									
9/9/2023	0223 KCCI	Net 30	6,317.67	0.00	15.00	6,317.67	6,317.67	494495	BL-11653
						6,317.67	**6,317.67**		
HOTSY CLEANING SYSTEMS - VEND-22300									
8/10/2023	Power Washer Soap	Open Terms	667.80	0.00	0.00	667.80	667.80	0216060-IN	BL-11692
						667.80	**667.80**		
Independent Advocate - VEND-1136									
9/14/2023	Print Advertising	Net 30	300.00	0.00	15.00	300.00	300.00	3783	BL-11667
						300.00	**300.00**		
Infomax Office Systems Inc - VEND-1013									
9/13/2023	0823 Copier Contract	Net 30	775.28	0.00	15.00	775.28	775.28	34660186	BL-11668
						775.28	**775.28**		
Internal Revenue Service - VEND-1307									

Vendor Due Date	Notes	Terms	Bill Total	Discount	Interest	Amount Due	Payment	Invoice Number	Bill Number
9/17/2023	941 Income Tax Payable	Net 30	26,254.73	0.00	15.00	26,254.73	26,254.73	941 Income Tax Payable	BL-11658
						26,254.73	**26,254.73**		
Iowa Department Of Human Services - VEND-1310									
9/17/2023	Garnishment Payable	Net 30	723.23	0.00	15.00	723.23	723.23	Garnishment Payable	BL-11659
						723.23	**723.23**		
IOWA DEPARTMENT OF NATURAL RESOURCES - VEND-24829									
8/22/2023	Title V Permit	Open Terms	2,875.00	0.00	0.00	2,875.00	2,875.00	202308215544521371	BL-11693
						2,875.00	**2,875.00**		
Iowa Department Of Revenue - VEND-1117									
8/30/2023	July 2023 Use Tax	Net 30	8.18	0.00	15.00	8.18	8.18	July 2023 Use Tax	BL-11655
9/17/2023	IA Income Tax Payable	Net 30	4,132.70	0.00	15.00	4,132.70	4,132.70	IA Income Tax Payable	BL-11660
						4,140.88	**4,140.88**		
Iowa Division Of Labor Services - VEND-1177									
8/31/2023	Plant Boiler	Net 30	40.00	0.00	15.00	40.00	40.00	189866	BL-11645
						40.00	**40.00**		
IPERS - VEND-1309									
9/17/2023	0823 IPERS Payable	Net 30	35,299.10	0.00	15.00	35,299.10	35,299.10	IPERS Payable	BL-11694
						35,299.10	**35,299.10**		
ISolved - VEND-1363									
9/17/2023	FSA Payable	Net 30	61.16	0.00	15.00	61.16	61.16	081823 Payroll	BL-11661
						61.16	**61.16**		
JMK LAWNCARE - VEND-102101									
8/1/2023	0623 & 0723 Mowing - WA	Open Terms	1,320.00	0.00	0.00	1,320.00	1,320.00	July 2023	BL-11714
8/1/2023	0623 & 0723 Mowing - Util Svcs	Open Terms	210.00	0.00	0.00	210.00	210.00	0623 & 0723 Mowing - Util	BL-11650
8/1/2023	0623 & 0723 Mowing - EL	Open Terms	990.00	0.00	0.00	990.00	990.00	July 2023	BL-11695
						2,520.00	**2,520.00**		
JV TRUCKING LLC - VEND-102429									
8/15/2023	3/8" Pea Gravel	Open Terms	720.72	0.00	0.00	720.72	720.72	6497	BL-11715

Vendor Due Date	Notes	Terms	Bill Total	Discount	Interest	Amount Due	Payment	Invoice Number	Bill Number
						720.72	**720.72**		
KELLER'S GARAGE - VEND-102525									
8/10/2023	Oil Change 2020 Ram 2500	Open Terms	111.02	0.00	0.00	111.02	111.02	2432	BL-11696
						111.02	**111.02**		
KEYSTONE LABORATORIES INC - VEND-29056									
8/16/2023	Drinking Water Analysis	Open Terms	54.50	0.00	0.00	54.50	54.50	NT2312672	BL-11699
						54.50	**54.50**		
Mid American Energy Co - VEND-1018									
9/10/2023	Electric - West Side Substation	Net 30	10.00	0.00	15.00	10.00	10.00	542883807	BL-11697
9/16/2023	Gas - 210 W 2nd Ave	Net 30	11.44	0.00	15.00	11.44	11.44	543146334	BL-11698
9/16/2023	Gas-1300 E Iowa Ave Bldg A	Net 30	12.37	0.00	15.00	12.37	12.37	543108422	BL-11716
						33.81	**33.81**		
Mission Square - VEND-1303									
9/17/2023	457 Payable	Net 30	5,890.10	0.00	15.00	5,890.10	5,890.10	457 Payable	BL-11662
						5,890.10	**5,890.10**		
MUNICIPAL ENERGY AGENCY OF NEBRASKA - VEND-35805									
8/30/2023	Purchased Power - Jul 23	Net 30	905,919.12	0.00	15.00	905,919.12	905,919.12	304517	BL-11646
						905,919.12	**905,919.12**		
National Cable Television Cooperative, Inc. - VEND-1095									
9/8/2023	MICRO BATTERY BACKUP - UPS	Net 30	2,571.52	0.00	15.00	2,571.52	2,571.52	SI68866	BL-11669
						2,571.52	**2,571.52**		
NewCom Technologies, Inc - VEND-1091									
9/9/2023	Principal Consultant - FCC BDC	Net 30	495.00	0.00	15.00	495.00	495.00	50288	BL-11670
9/20/2023	IMU/NOFA 2023 Build	Net 30	16,253.56	0.00	15.00	16,253.56	16,253.56	50299	BL-11700
						16,748.56	**16,748.56**		
Power & Tel - VEND-1037									
9/8/2023	MICRO BATTERY BACKUP - UPS	Net 30	2,479.31	0.00	15.00	2,479.31	2,479.31	7770965-00	BL-11702
						2,479.31	**2,479.31**		
Register Of Copyrights - VEND-1156									
9/21/2023	Royalty License Fees 2023/1	Net 30	1,014.45	0.00	15.00	1,014.45	1,014.45	2023/1	BL-11671
						1,014.45	**1,014.45**		

AP Check Preview

Date Range: All Dates

Indianola Municipal Utilities

Wednesday, August 23, 2023
12:03:22 PM

Vendor / Due Date	Notes	Terms	Bill Total	Discount	Interest	Amount Due	Payment	Invoice Number	Bill Number
SKARSHAUG TESTING LABORATORY INC - VEND-50410									
7/28/2023	High Voltage Glove Testing	Open Terms	579.64	0.00	0.00	579.64	579.64	270286	BL-11647
8/15/2023	Glove Protector	Open Terms	76.97	0.00	0.00	76.97	76.97	270778	BL-11704
						656.61	**656.61**		
Teklink - VEND-1262									
9/20/2023	Drops	Net 30	1,065.00	0.00	15.00	1,065.00	1,065.00	WE 8/20/2023	BL-11705
						1,065.00	**1,065.00**		
Terry-Durin Co - VEND-1038									
9/16/2023	2" Morris Clamp	Net 30	428.54	0.00	15.00	428.54	428.54	141901-00	BL-11717
						428.54	**428.54**		
Tifco Industries - VEND-1296									
9/7/2023	Hardware	Net 30	108.58	0.00	15.00	108.58	108.58	71894374	BL-11718
						108.58	**108.58**		
ULINE - VEND-1251									
9/14/2023	White Literature Mailers	Net 30	775.43	0.00	15.00	775.43	775.43	167254654	BL-11672
						775.43	**775.43**		
USA Blue Book - VEND-1366									
8/27/2023	Lime Machine Valve	Net 30	364.59	0.00	15.00	364.59	364.59	INV00087712	BL-11706
8/27/2023	Chlorine Valves	Net 30	200.85	0.00	15.00	200.85	200.85	INV00087831	BL-11707
						565.44	**565.44**		
VAN WERT INC - VEND-101069									
8/17/2023	2S Electric Meters	Open Terms	42,372.00	0.00	0.00	42,372.00	42,372.00	81150	BL-11708
						42,372.00	**42,372.00**		
WARREN COUNTY RECORDER - VEND-59862									
7/29/2023	File Easement - EL	Open Terms	17.00	0.00	0.00	17.00	17.00	23-6147	BL-11648
						17.00	**17.00**		
Waste Management - VEND-1086									
9/2/2023	4 Yd Dumpster - Fiber	Net 30	72.34	0.00	15.00	72.34	72.34	7026279-0516-0	BL-11673
9/2/2023	2 Yd Dumpster Aug23 - WA	Net 30	122.09	0.00	15.00	122.09	122.09	7026276-0516-6	BL-11709
						194.43	**194.43**		
Weinman Insurance - VEND-1129									

Vendor Due Date	Notes	Terms	Bill Total	Discount	Interest	Amount Due	Payment	Invoice Number	Bill Number
7/31/2023	FY23-24 Boiler & Machinery	Net 30	30,273.00	0.00	15.00	30,273.00	30,273.00	688700	BL-11654
						30,273.00	**30,273.00**		
WESCO - VEND-60220									
7/18/2023	FR Jeans	Open Terms	1,448.03	0.00	0.00	1,448.03	1,448.03	707706	BL-11710
8/10/2023	4/0 Terminators	Open Terms	238.41	0.00	0.00	238.41	238.41	738080	BL-11720
8/10/2023	4/0 Terminators	Open Terms	79.47	0.00	0.00	79.47	79.47	738079	BL-11721
8/10/2023	4/0 Terminators	Open Terms	238.41	0.00	0.00	238.41	238.41	738078	BL-11722
8/16/2023	4/0 Terminators	Open Terms	79.47	0.00	0.00	79.47	79.47	743966	BL-11719
8/18/2023	Secondary Paddle	Open Terms	580.48	0.00	0.00	580.48	580.48	746356	BL-11723
8/22/2023	U-Guard and Cleanup Kits	Open Terms	390.67	0.00	0.00	390.67	390.67	750049	BL-11711
						3,054.94	**3,054.94**		
WEST DES MOINES WATER WORKS - VEND-60223									
8/12/2023	Well #11 Sample	Open Terms	15.00	0.00	0.00	15.00	15.00	IN041866	BL-11724
						15.00	**15.00**		
		Check Count: **48**			Totals:	**$1,399,290.77**	**$1,399,290.77**		

INDIANOLA MUNICIPAL UTILITIES

IMU

Electric • Communications • Water

IMU BOARD OF TRUSTEES OF THE ELECTRIC, WATER AND COMMUNICATIONS UTILITIES

August 14, 2023
5:30 PM
IMU Customer Service Center
210 W 2nd Ave., Indianola, Iowa
Minutes

The Indianola Municipal Utilities Board of Trustees met in regular session at 5:30 PM on August 14, 2023, in the IMU Boardroom. Chairperson Lori Smith called the meeting to order and on roll call the following members were present: Dom Selgrade, Deb White, Lori Smith, Adam Voigts. ABSENT: Mike Rosga.

There were no public comments offered.
White moved to approve the Consent Agenda and Voigts seconded it. On roll call, the vote was AYES: Selgrade, White, Smith, Voigts. NAYS: None. Whereas the Chairperson declared the motion carried unanimously. The consent agenda was as follows:

- Resolution 2023-036 approving payment application Number 3 for Turbine 8 Controls Project
- Approval of Claims
- Approval of June 2023 Financial Report
- Approval of Minutes of the prior meetings

Chairperson Smith moved to strike from the agenda the Resolution setting public hearing and letting dates for purchasing materials for the South K Street Paving Project to be discussed at a later date.

General Manager Chris DesPlanques and Water Superintendent Justin Brand shared the Electric Department is continuing work on the Square Reconstruction, focusing on conduit banks and locates. and the north and south alley portion of the project should be complete by the end of 2023, and the 25 year franchise process has been completed.

Voigts motioned to approve, and White seconded the authorization for Warren Water to serve two customers within their territory upon proper notice to IMU since the customers are within two miles of IMU territory, located at, 16251 HWY 92 and 11640 160th AVE Indianola, Iowa. On roll call, the vote was AYES: Selgrade, White, Smith, Voigts. NAYS: None. Whereas the Chairperson declared the motion carried unanimously.

Water Superintendent Justin Brand shared that the Water Department just completed the 3 year DNR Sanitary Survey, the new water truck is in service, and Well 11 is installed and will be operational soon, and they are completing distribution maintenance and repair work.

Telecommunications Superintendent Kurt Ripperger shared that they are busy with new installs and gave updates on NOFA 8 grant app application which will be submitted next week, and NOFA 7 and Pella routes are moving forward, and router updates completed by end of September.

Selgrade moved to approve Resolution 2023-037 amending Section 6.9 Wellness Program in the Employee Handbook, and Voigts seconded it. In discussion, it was noted that it mirrors the city policy, and that employees must elect to participate, and the policy takes effect September 1, 2023. On roll call, the vote was AYES: Selgrade, White, Smith, Voigts. NAYS: None. Whereas the Chairperson declared the motion carried unanimously.

Chris DesPlanques and Chris Longer stated that they are preparing for financial audits next week, the solar project construction should be ready to commence next spring, and CSR Supervisor Elisha Brown noted the new CSR office hours.

Voigts moved to adjourn at 6:00 p.m. and White seconded it. Question was called for and on voice vote the Chairperson declared the motion carried unanimously.

MEMORANDUM

To: IMU Board of Trustees of the Electric, Water and Communications Utilities

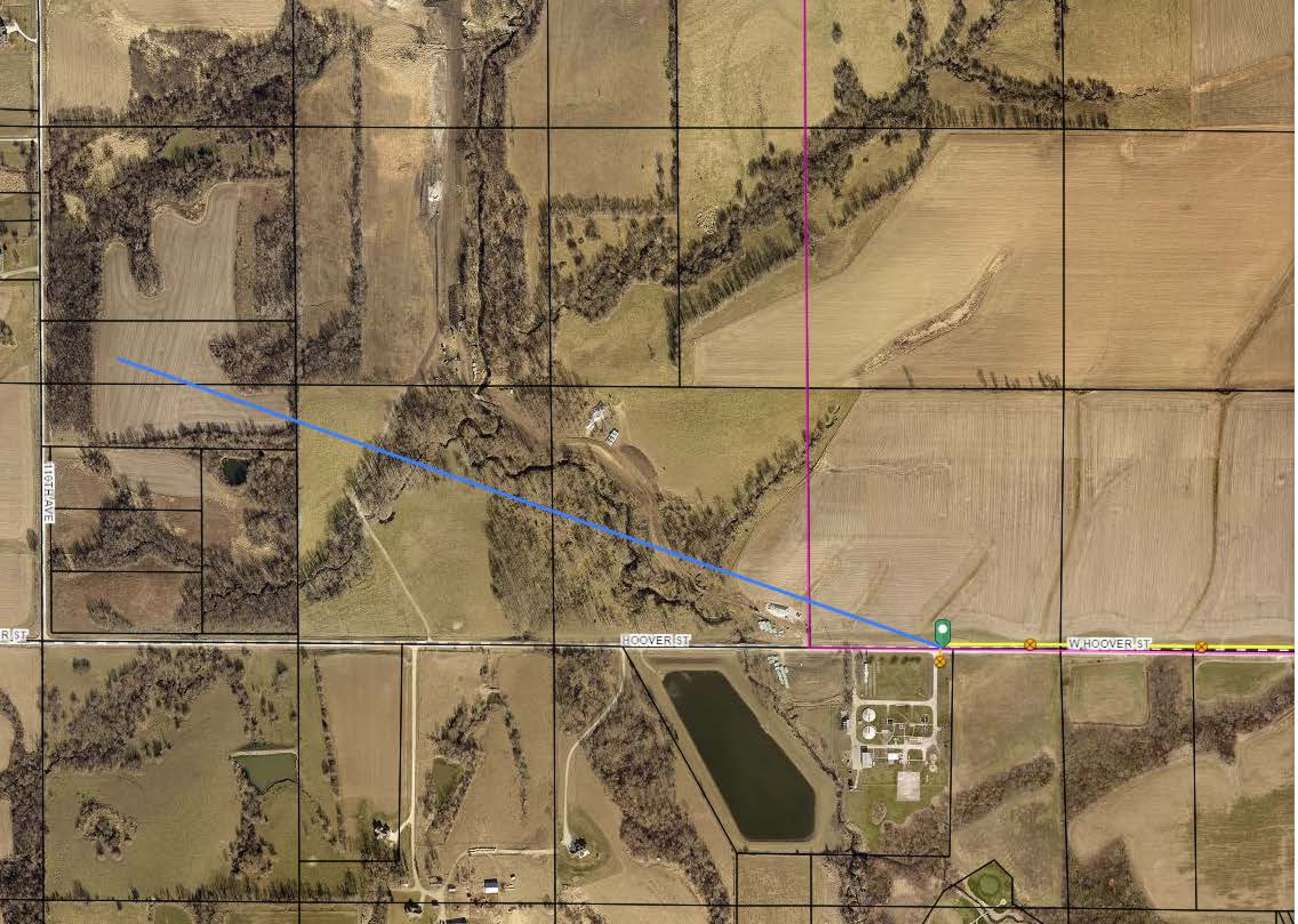
From:

Date: August 28, 2023

Subject: Authorization for Warren Water District to serve a customer within their territory.

Discussion and Recommendation: Under state regulations for water service territories, Warren Water District (WWD) is required to provide notice to IMU when a customer has requested service from WWD when the location is within 2 miles of the IMU service territory. A resident at 9219 110th Ave Parcel # 14000140441 has requested service from WWD and WWD has provided notification to IMU as the property is within 2 miles of the IMU water district. To serve this customer outside of the IMU district, IMU would have to construct a 4,502.7 foot extension to the property. Superintendent Brand is recommending the Board of Trustees acknowledge the notification from WWD to serve the property as it is within WWD service territory and WWD already has a water main at this location.

Simple motion is in order.



Feet (US)

Measurement Result

4,502.7 Feet (US)

Clear

Indianola Municipal Utilities

RESOLUTION 2022-

RESOLUTION SETTING PUBLIC HEARING AND LETTING DATES FOR THE FIBER 2023-NOFA7-PHASE 2 -RSNo9 PROJECT

WHEREAS, the Board of Trustees deems it advisable and necessary to work on the Fiber 2023-NOFA7- -RSNo9 Phase 2 Project ("Project"); and

WHEREAS, the Board of Trustees has caused to be prepared plans, specifications and form of contract together with an estimate of costs; and

WHEREAS, the plans, specifications and form of contract and estimate of cost may be adopted in a contract for the making of the public improvements, and it is necessary pursuant to Chapter 384, Code of Iowa, as amended, to hold a public hearing and to advertise for bids.

NOW, THEREFORE, BE IT RESOLVED BY THE INDIANOLA MUNICIPAL UTILITIES BOARD OF TRUSTEES:

Section 1: That this Board will meet on October 9, 2023, at 5:30 p.m. in the IMU Customer Service Center, Indianola, Iowa, at which time they will hold a public hearing on the plans and specifications for the aforementioned project. At the hearing, any interested person may appear and file objections to the proposed plans, specifications, form of contract, or estimated cost of the project.

Section 2: That this Board will meet on October 9, 2023, at 5:30 p.m., in IMU Customer Service Center, Indianola, Iowa, and subsequent to the public hearing on said documents, it will consider all bids filed pursuant to the plans, specifications, form of contract, and cost for the aforementioned project.

Section 3: That the amount of the bid security to accompany each bid shall be in an amount which shall conform to the provisions of the notice to bidders as part of said specifications.

Section 4: Sealed proposals will be received at Indianola Municipal Utilities Customer Service Building, at 210 West 2nd Avenue, Indianola, Iowa until 1:00 p.m. on September 15, 2023. The bids will be acted upon by the Board of Trustees at its regular meeting to be held in the IMU Customer Service Center, Indianola, Iowa at 5:30 p.m. on October 9, 2023, or at such later time and place as may then be fixed.

Section 5: That the Notice to Bidders shall be posted in a relevant contractor plan room service with statewide circulation, in a relevant construction lead generating service with statewide circulation, and on the City of Indianola's website, which shall be in accordance with the State Code of Iowa. Posting shall be not less than thirteen clear days nor more than forty-five days prior to September 15, 2023, which is hereby fixed as the date for receiving bids.

Section 6: That the Board Secretary be and is hereby directed to publish notice of hearing once in the "Indianola Record Herald and Tribune", a legal newspaper, printed wholly in the English language, published at least once weekly and having general circulation in this City. Publication shall be not less than four clear days nor more than twenty days prior to the date hereinafter fixed as the date for a public hearing on the plans, specifications, form of contract and estimate of costs for the project, the hearing to be at 5:30 p.m. on October 9, 2023.

Passed and approved this 28th day of August 2023.

____

Lori Smith, Chairperson

ATTEST:

____

Monica Thompson Board Secretary

ELECTRIC/NATURAL GAS VENDOR AGREEMENT
FY24 LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM

The following agreement is made between the local community action agency (Local Agency) administering the Iowa Low-Income Home Energy Assistance Program (LIHEAP) and:

Vendor		Local Agency	
Indianola Municipal Vendor (payment is issued in this name)		IMPACT Community Action Partnership Local Agency	
210 W. 2nd Ave. Address		3226 University Avenue Address	
Indianola, IA 50125 City, State, Zip		Des Moines, IA 50311 City, State, Zip	
Elisha Brown Contact Person	ebrown@indianolaiowa.gov Email	Paula Arkema Contact Person	parkema@impactcap.org Email
515-961-9444 Phone	N/A Fax	515-777-7639 Phone	515-777-7639 Fax

All provisions of this agreement are subject to the availability of federal funds, issued by the U.S. Department of Health & Human Services (HHS). All Vendors shall abide by the following provisions for the current Iowa Low-Income Home Energy Assistance Program (LIHEAP).

1.00 Agreement Duration

This agreement is effective when signed by the Vendor and shall terminate on September 30, 2024. The termination of this agreement shall not discharge any obligation owed by either party to the other or to an eligible household if such obligation was incurred during the effective period of the agreement.

2.00 Vendor Notification of Eligible Households

The Local Agency will notify the Vendor on a weekly basis of those households that have been approved for either the LIHEAP program or Weatherization Assistance Program through the Electronic Bulletin Board, U.S. mail, email, phone, or an online portal.

3.00 Household Payments from LIHEAP

The LIHEAP program provides two separate types of benefit awards to eligible customers; LIHEAP Regular Assistance (winter heating assistance) and ECIP crisis funds, which address emergency reconnections and service continuity. Eligible households on whose behalf payments are made are third-party beneficiaries under this agreement. Therefore, all payments accepted by the Vendor made by the Local Agency on behalf of an approved household must be applied as a credit to that household’s current energy account. All LIHEAP Regular Assistance and ECIP crisis credit balances must remain on the account until the benefit is exhausted.

Any payment not accepted by the Vendor must be returned to the Local Agency within 5 business days of its receipt. Any duplicate payment for a household or an account must be reported to the Local Agency within 5 business days.

The Vendor will charge the approved household in its normal billing process the difference, if any, between the actual cost of the home energy and the amount of the payment made by the Local Agency.

3.10 Households with Disconnect Notices (or imminent threat of disconnection)

The Vendor will accept either LIHEAP Regular Assistance-only payments (without ECIP crisis funds), ECIP crisis funds (without LIHEAP Regular Assistance), or a combination of LIHEAP Regular Assistance and ECIP crisis payments, for households with a disconnect notice or have the imminent threat of disconnection, and will ensure the households’ energy account remains connected to avoid a reconnection fee.

For purposes of this section, payments include notification by the agency to the Vendor on behalf of the LIHEAP-approved household.

3.20 Disconnected Households
LIHEAP Regular Assistance-only payments (without ECIP crisis funds), ECIP crisis funds (without LIHEAP Regular Assistance), or a combination of LIHEAP Regular Assistance and ECIP crisis payments, that cover the balance owed by a disconnected household, will establish prompt reconnection of the energy account by the Vendor.

For purposes of this section, payments include notification by the agency to the Vendor on behalf of the LIHEAP-approved household.

3.30 Supported Expenses
The following are expenses which the LIHEAP program supports:
- Utility deposits for new service (ECIP crisis funds only)
- Reconnection fees (ECIP crisis funds only)
- Utility past/back bills (LIHEAP Regular Assistance and/or ECIP crisis funds)

3.40 Unsupported Expenses
The following expenses are unsupported by the LIHEAP program:
- Expenses for diversion fees, equipment tampering.
- Expense for non-energy related services or fees.

4.00 Vendor Receipt of Payment
Within 30 calendar days of the Vendor's receipt of payment, the Vendor will provide to the Local Agency a receipt for the amount of payment received, using the State of Iowa Vendor Receipt provided to the Vendor by the agency or via email acknowledgement.

Payments received by Vendors for households participating in a budget billing or level-payment plan shall be applied to such level payment account in the full amount of the level payment bill, with any remaining assistance being applied toward future level payment bills until exhausted. A level payment amount shall not be adjusted nor shall a recipient be requested or required to withdraw from a level payment plan due to receipt of program assistance. Program assistance shall not be applied toward reducing any account balance in favor of the utility, which is in excess of accrued level payments.

5.00 Customer Payment Plan
Vendor should make an effort to offer LIHEAP customers an affordable payment plan for any balance due on their account.

6.00 Continuous Access to Home Heating
The Local Agency and Vendor will collaborate and to the extent practicable attempt to ensure the customer has continuous access to home heating.

7.00 Payments from Households
The Local Agency and Vendor will encourage regular monthly payments from households, including use of budget billing.

8.00 Confidentiality
Information regarding applicants and beneficiaries under this program must remain confidential subject only to the limited release of information by the Vendor to the Local Agency and the State of Iowa. The Vendor agrees to keep confidential the names and all other information pertaining to the clients served, including financial status, lifestyles, and housing conditions.

9.00 Non-Discrimination
The eligible household will not be treated adversely from other households because of receiving assistance under the Iowa Low-Income Home Energy Assistance Program. The Vendor agrees not to discriminate either in cost of goods supplied or services provided, against the eligible household on whose behalf payments are made.

10.00 Termination of Customer Account
If a household terminates its account or changes Vendors prior to termination of this agreement, the Vendor shall contact the Local Agency within 30 calendar days to reconcile the existing account and to determine the distribution of any remaining funds. No funds paid under this program may be returned directly to any client without written authorization

from the agency. A credit balance on the account is to be returned to the agency within 30 calendar days of reconciliation with the Local Agency. If the household has an arrearage on a different portion of the account such as garbage, the Vendor shall not withhold a refund.

11.00 Records

The Vendor will maintain an accounting system and fiscal records covering all activities under this agreement. The Vendor's records must include:

- The amount of payments made on behalf of eligible households by the Local Agency;
- Any LIHEAP Regular Assistance and ECIP crisis payment credit remaining on the eligible household's account.

The Vendor shall retain these records for four years from the end date of this agreement.

The Vendor, upon written request from the eligible household, Local Agency, State of Iowa, or other designated representative, will provide a status report indicating the above information.

Vendors will assist the Local Agency and State of Iowa in collecting data concerning information on home energy consumption, amount and cost of fuels used for households eligible for Weatherization assistance, or such other data as the state determines is reasonably necessary.

12.00 Site Visits

The State of Iowa and HHS authorized representatives reserve the right to monitor the use of funds by the participating Vendor in order to evaluate compliance with the provisions of this agreement.

13.00 Termination of Agreement

The Local Agency may terminate this agreement upon written notice for the breach by the Vendor of any material term, condition or provision of this agreement. Either the Local Agency or the Vendor may terminate this agreement by giving the other party at least 30 calendar days written notice.

Upon termination of the agreement by either party or upon expiration of the agreement, the Vendor shall, within 5 business days, remit to the Local Agency any unexpended funds paid to the Vendor.

The Vendor shall provide a full accounting of the funds subject to this agreement within 30 calendar days of termination or expiration of the agreement.

Indianola Municipal	IMPACT Community Action Partnership
Vendor	Local Agency
	Julie Heck, Chief Operating Officer
Vendor Authorized Individual (printed name)	Local Agency Director (printed name)
Vendor Authorized Individual (signature)	Local Agency Director (signature)
Date	Date