

# CENTRAL IOWA HOUSING TRUST FUND

Boone, Jasper, Marion, and Warren Counties

## NOTICE OF ANNUAL MEETING

Central Iowa Housing Trust Fund  
Policy Board

2:00 – 3:00 p.m., Wednesday, September 22, 2021

Hybrid Meeting  
420 Watson Powell Jr. Way  
Des Moines, IA 50309

## TENTATIVE AGENDA

1. Call to Order
2. VOTE: Approval of Agenda
3. REPORT and VOTE: June 10 Meeting Minutes ..... Page 2
  - Report on the June 10 meeting minutes; consider approval
4. REPORT: August 2021 Bank Statement ..... Page 3
  - Report on the August 2021 Bank Statement
5. HEARING: Public Hearing ..... Page 4
  - A public hearing will be held to solicit public comments on the annual plan/budget, updates to the Housing Assistance Plan (HAP), the application to be submitted to the IFA State HTF, the types of projects to be funded, and how funds will be allocated.
6. REPORT and VOTE: Board Member Terms ..... Page 5
  - Report on board member terms; consider approval.
7. REPORT and VOTE: Board Member Officers ..... Page 6
  - Report on voting for board member officers; consider approval.
8. REPORT and VOTE: 2022 Housing Assistance Plan ..... Page 7
  - Report on the 2022 Housing Assistance Plan; consider approval
9. REPORT and VOTE: State FY 2022 Funding Application ..... Page 8
  - Report on the application for State FY 2021 funding in the amount of \$409,023; consider approval
10. REPORT and VOTE: FY 2020 Audit ..... Page 9
  - Report on the FY 2020 Audit; consider approval
11. REPORT and VOTE: FY 2020 Form 990 ..... Page 10
  - Report on the Form 990; consider approval
12. REPORT: Iowa Finance Authority Housing Award – HEAL House of Iowa ..... Page 11
  - Report on the IFA Housing Award made to the HEAL House of Iowa.
13. Other Non-Action Items of Interest to the Committee
14. Next Meeting Date – TBD
15. Adjournment

Virtual Login Option:

<https://global.gotomeeting.com/join/503736957>

United States (Toll Free): 1 866 899 4679

Access Code: 503-736-957

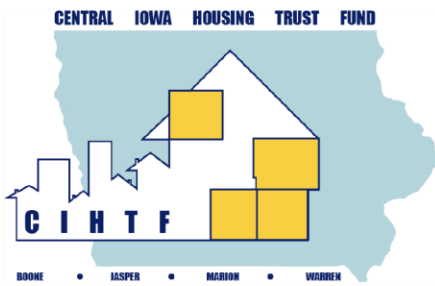
Central Iowa Housing Trust Fund

420 Watson Powell Jr. Way, Suite 200, Des Moines, Iowa 50309.

Phone: 515.334.0075

Email: [acollings@dmampo.org](mailto:acollings@dmampo.org)

Website: [cihtf.org](http://cihtf.org)



## CENTRAL IOWA HOUSING TRUST FUND

Boone, Jasper, Marion, and Warren Counties

September 2021  
Item No. 3

### ISSUE: Approval of Meeting Minutes

VOTE: Approve the minutes of the June 10, 2021 CIHTF Board Meeting.

### BACKGROUND:

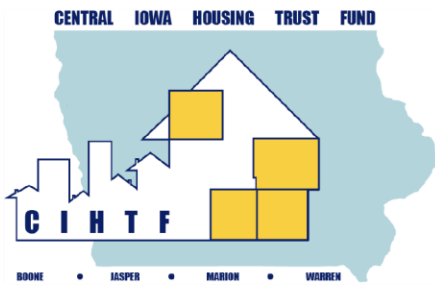
[Click here for a copy of the June 10, 2021 meeting minutes.](#)

### RECOMMENDATION:

Approve the minutes of the June 10, 2021, CIHTF Board Meeting.

### STAFF CONTACTS:

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org); and  
Tracey Deckard, [tdeckard@dmampo.org](mailto:tdeckard@dmampo.org);  
(515) 334-0075.



## CENTRAL IOWA HOUSING TRUST FUND

Boone, Jasper, Marion, and Warren Counties

September 2021  
Item No. 4

### ISSUE: August 2021 Bank Statement

REPORT: Review the August 2021 Bank Statement.

### BACKGROUND:

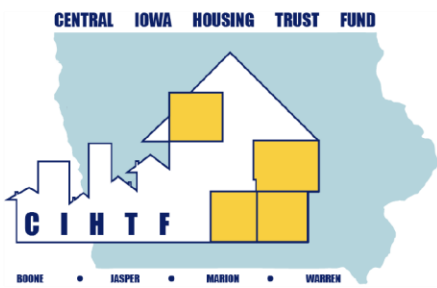
[Click here for a copy of the August 2021 Bank Statement.](#)

### RECOMMENDATION:

None. Report and discussion only.

### STAFF CONTACTS:

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org);  
(515) 334-0075.



## CENTRAL IOWA HOUSING TRUST FUND

Boone, Jasper, Marion, and Warren Counties

September 2021  
Item No. 5

### ISSUE: Public Hearing

REPORT: Public Hearing for comments on the draft 2022 Housing Assistance Plan and IFA Application.

### BACKGROUND:

A public hearing will be held to solicit public comments on the annual plan/budget, updates to the Housing Assistance Plan (HAP), the application to be submitted to the IFA State HTF, the types of projects to be funded, and how funds will be allocated.

[Click here for a copy of the draft 2022 Housing Assistance Plan](#)

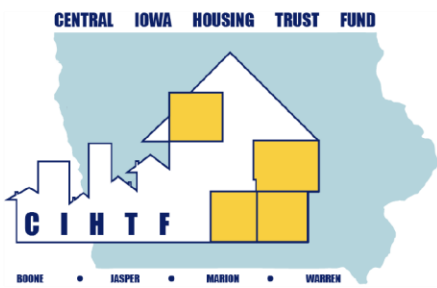
[Click here for a copy of the proposed 2022 IFA LHTF application](#)

### RECOMMENDATION:

Open public hearing for discussion on the draft 2022 Housing Assistance Plan and IFA Application.

### STAFF CONTACTS:

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org);  
(515) 334-0075.



## CENTRAL IOWA HOUSING TRUST FUND

Boone, Jasper, Marion, and Warren Counties

September 2021  
Item No. 6

### ISSUE: Board Member Terms

REPORT: Vote on Board Members for the upcoming year.

### BACKGROUND:

Every year the CIHTF Board votes on board memberships for expiring terms for existing board members and/or vacant seats.

The following is a list of expiring board memberships:

**Rachel Gocken** – Term expiring 9/2021

**Caitlin Otto** – Term expiring 9/2021

**Greg Piklapp** - Term expiring 9/2021

**Marion County Non-Public Representation** – Vacant

[Click here for a copy of current Board membership.](#)

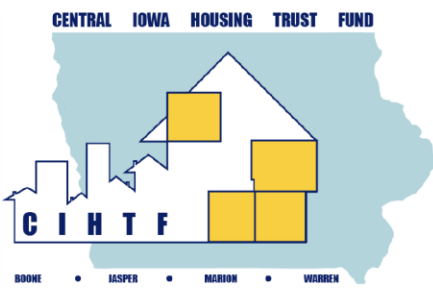
Greg Piklapp is not running for Boone City Council and is not eligible to be public representative on the board.

### RECOMMENDATION:

Approve new three-year terms for Rachel Gocken and Caitlin Otto and contact Marion County regarding the current vacancy.

### STAFF CONTACTS:

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(515) 334-0075.



## CENTRAL IOWA HOUSING TRUST FUND

Boone, Jasper, Marion, and Warren Counties

September 2021  
Item No. 7

### ISSUE: Board Member Officers

REPORT: Vote on Officers for the upcoming year.

### BACKGROUND:

Every year the CIHTF Board votes on a slate of officers.

The following is a list of the current officers:

**Deven Markley** – Chair

**Brandon Talsma**– Vice Chair

**Caitlin Otto** – Secretary/Treasurer

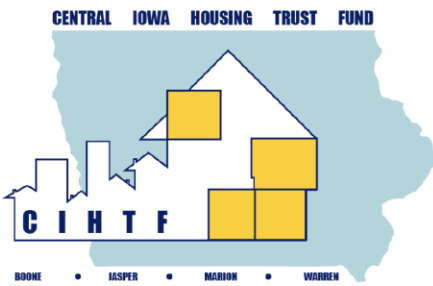
The by-laws says that officers can only serve in their position for two years unless the board waives that requirement. The board can choose to keep the same slate of officers or choose ones.

### RECOMMENDATION:

Approve the existing list of officers. If the board wishes to have new officers, staff recommends Brandon Talsma as Chair, Caitlin Otto as Vice Chair, and nominations from the floor for Secretary/Treasurer.

### STAFF CONTACTS:

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## CENTRAL IOWA HOUSING TRUST FUND

Boone, Jasper, Marion, and Warren Counties

September 2021  
Item No. 8

### ISSUE: 2022 Housing Assistance Plan

REPORT: Review and approval of the 2022 Housing Assistance Plan.

### BACKGROUND:

The draft 2022 Housing Assistance Plan was developed by staff for the upcoming 2022 IFA application for funding.

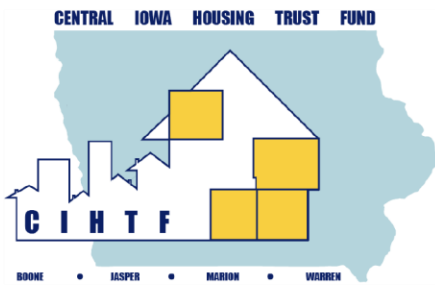
[Click here for a copy of the draft 2022 Housing Assistance Plan.](#)

### RECOMMENDATION:

Approve the draft 2022 Housing Assistance Plan.

### STAFF CONTACTS:

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org);  
(515) 334-0075.



## CENTRAL IOWA HOUSING TRUST FUND

Boone, Jasper, Marion, and Warren Counties

September 2021  
Item No. 9

### ISSUE: State FY 2022 Funding Application

REPORT: Review and approval of the 2022 IFA Funding Application submittal.

### BACKGROUND:

Every year the Central Iowa Housing Trust Fund applies for funding from the Iowa Finance Authority through their Local Housing Trust Fund application program. This year, the available funding for the CIHTF is \$409,023 with a 15% local match requirement.

[Click here for a copy of the 2022 IFA grant application.](#)

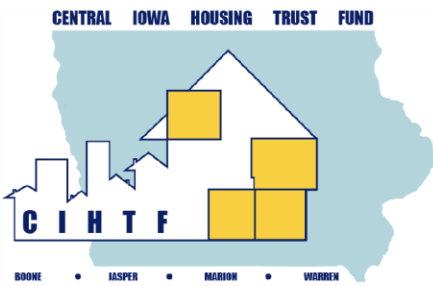
### RECOMMENDATION:

Approve the submittal of the 2022 IFA grant application.

### STAFF CONTACTS:

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org);  
(515) 334-0075.





## CENTRAL IOWA HOUSING TRUST FUND

Boone, Jasper, Marion, and Warren Counties

September 2021  
Item No. 10

### ISSUE: FY 2020 Audit

REPORT: Review and approval of the FY 2020 Audit.

### BACKGROUND:

Every year the Central Iowa Housing Trust Fund is responsible for the completion of an audit for the previous fiscal year. Denman & Company, LLP has completed the FY 2020 audit.

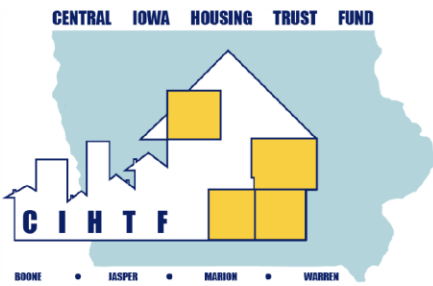
[Click here for a copy of the FY 2020 audit.](#)

### RECOMMENDATION:

Approve the FY 2020 audit.

### STAFF CONTACTS:

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(515) 334-0075.



## CENTRAL IOWA HOUSING TRUST FUND

Boone, Jasper, Marion, and Warren Counties

September 2021  
Item No. 11

### ISSUE: FY 2020 Form 990

REPORT: Review and approval of the FY 2020 Form 990.

### BACKGROUND:

Every year the Central Iowa Housing Trust Fund is responsible for the filing of the Form 990 for the previous fiscal year. Denman & Company, LLP has completed the FY 2020 Form 990.

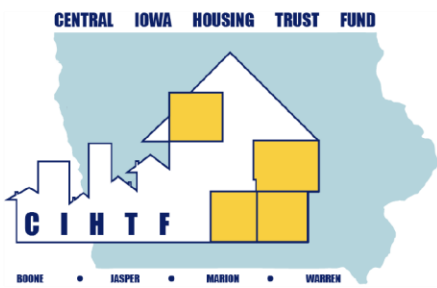
[Click here for a copy of the FY 2020 Form 990.](#)

### RECOMMENDATION:

Approve the FY 2020 Form 990.

### STAFF CONTACTS:

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org);  
(515) 334-0075.



## CENTRAL IOWA HOUSING TRUST FUND

Boone, Jasper, Marion, and Warren Counties

September 2021

Item No. 12

### **ISSUE: Iowa Finance Authority Housing Award – HEAL House of Iowa**

REPORT: Report on the IFA Housing Award made to the HEAL House of Iowa.

### **BACKGROUND:**

In June, CIHTF staff submitted a special needs housing award nomination for HEAL House. The award was given to HEAL House at the yearly Housing Iowa Conference in Cedar Rapids.

[Click here for a link to the award announcement from IFA.](#)

[Click here for a copy of the award nomination submitted.](#)

### **RECOMMENDATION:**

None. Report and discussion only.

### **STAFF CONTACTS:**

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org);  
(515) 334-0075.