

CENTRAL IOWA HOUSING TRUST FUND

Boone, Jasper, Marion, and Warren Counties

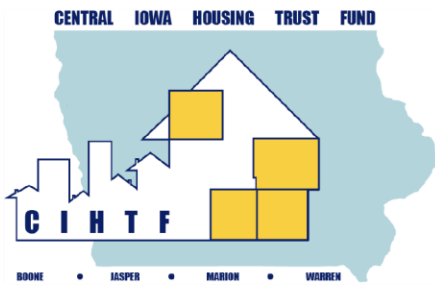
- 14. **REPORT: 2020 IFA Compliance Audit**..... Page 14
 - Report on the compliance audit from IFA on the 2020 grant award.
- 15. **Other Non-Action Items of Interest to the Committee**
- 16. **Next Meeting Date – TBD**
- 17. **Adjournment**

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

Boone, Jasper, Marion, and Warren Counties

September 2022

Item No. 11

ISSUE: FY 2021 Form 990

REPORT: Review and approval of the FY 2021 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 2021 Form 990.

[Click here for a copy of the FY 2021 Form 990.](#)

RECOMMENDATION:

Approve the FY 2021 Form 990.

STAFF CONTACTS:

Andrew Collings, acollings@dmampo.org;
(515) 334-0075.

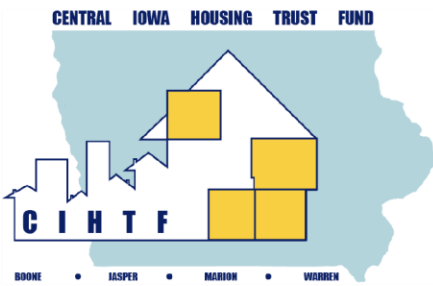
Central Iowa Housing Trust Fund

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**CENTRAL IOWA HOUSING TRUST FUND**

Boone, Jasper, Marion, and Warren Counties

September 2022
Item No. 12**ISSUE: 2021 IFA Funding Administrative Invoice**

REPORT: Report on the 2021 IFA Funding Administrative Invoice.

BACKGROUND:

Staff was able to close out the 2021 IFA grant earlier this year and to draw down the remaining funds the MPO created an invoice for administrative services. The funding to pay the invoice was drawn down but is still in the bank account waiting for payment.

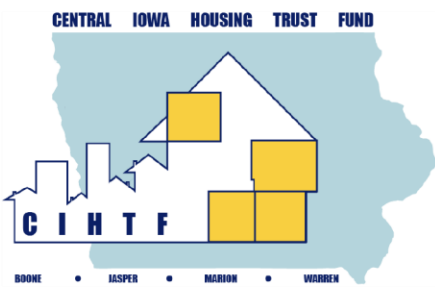
[Click here for a copy of the 2021 IFA Funding Administrative Invoice.](#)

RECOMMENDATION:

Approve the administrative invoice from the MPO.

STAFF CONTACTS:

Andrew Collings, acollings@dmampo.org;
(515) 334-0075.

**CENTRAL IOWA HOUSING TRUST FUND**

Boone, Jasper, Marion, and Warren Counties

September 2022

Item No. 13

ISSUE: 2023 Application Schedule

REPORT: Report on the proposed 2023 Application Schedule.

BACKGROUND:

The following is the proposed schedule for soliciting applications for funding for the 2023 grant cycle.

- October – Open up the grant application
- January 13 – Due date for applications
- End of January – CIHTF Board Meeting to review and approve applications

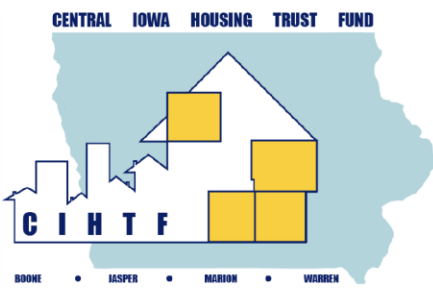
This proposed timeline would move the approval date up one month from February to January compared to last year's timeline. This would allow grantees more time to complete projects and give the board additional time to solicit projects if there was any unallocated funding.

RECOMMENDATION:

Approve the proposed 2023 Application Schedule.

STAFF CONTACTS:

Andrew Collings, acollings@dmampo.org;
(515) 334-0075.



September 2022
Item No. 14

ISSUE: 2020 IFA Compliance Audit

REPORT: Report on the compliance audit from IFA on the 2020 grant award.

BACKGROUND:

Staff received a letter on July 11 from IFA requesting income and asset verification documentation for projects funded with the 2020 IFA award. Staff sent letters to the identified grantees of Jasper County Habitat, Marion County Habitat, and the HEAL House requesting documentation. The following are copies of letters and documentation received to date.

- [Click here for a copy of the first and second letter received by IFA](#)
- [Click here for copies of documents received from Jasper County Habitat](#)
- [Click here for copies of documents received from Marion County Habitat](#)
- [Click here for copies of documents received from the Heal House](#)
- [Click here for copies of letters that were sent to grantees](#)

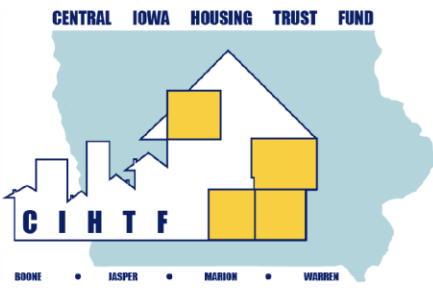
After review, it appears that there are some concerns with the application process that grantees are using. Specifically, the applications and documentation collected for beneficiaries. IFA requires that specific sources of income and assets are requested.

In the Summer of 2020 staff invited Laura Abbott from IFA to give a presentation on the requirements of HTF dollars and what is needed for the income and asset verification process. Laura is the compliance auditor for the State HTF program.

CIHTF and SCHAT grantees attended virtually and were given an opportunity to ask questions. Example documentation provided by Laura was also sent out.

To ensure CIHTF compliance with IFA rules staff sent an e-mail to all current grantees requiring them to submit a copy of their application and income and asset verification documentation before funds will be released. It will only be required one time, but it will help ensure IFA compliance for the organization.

- [Click here for a copy of the email that was sent out to existing grantees](#)



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RECOMMENDATION:

None. Report and discussion only.

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(515) 334-0075.