

CENTRAL IOWA HOUSING TRUST FUND

Boone, Jasper, Marion, and Warren Counties

NOTICE OF MEETING

Central Iowa Housing Trust Fund
Board of Directors

—

11:00 AM, Monday, March 27, 2023

Hybrid Meeting

420 Watson Powell Jr Way
Des Moines, Iowa 50309

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TENTATIVE AGENDA

1. Call to Order
2. VOTE: Approval of Agenda
3. REPORT and VOTE: January 23, 2023 Meeting Minutes Page 2
 - Report on the January 23, 2023 meeting minutes; consider approval
4. REPORT: CIHTF Bank Statements Page 3
 - Report on the bank statements
5. REPORT: CIHTF Grantee Funding Status Page 4
 - Report on the grantee funding status
6. REPORT and VOTE: Administration Invoice from the MPO Page 5
 - Report on the administration invoice from the MPO for CY 2022; consider approval
7. REPORT: Administration of the CIHTF via MIPA vs MPO Page 6
 - Report on administration of the CIHTF and how MIPA can help
8. REPORT and VOTE: Termination of the agreement for administrative services with the MPO Page 7
 - Report on the termination letter to the MPO; consider approval
9. REPORT and VOTE: Agreement with MIPA to Provide Administrative Services Page 8
 - Report on the draft agreement with MIPA to provide administrative services; consider approval
10. REPORT: Iowa Homeowner Assistance Fund Home Repair Pilot Program Page 9
 - Report on federal funds available for OOR via IFA
11. Other Non-Action Items of Interest to the Committee
12. Next Meeting Date – TBD
13. Adjournment

Virtual Login Option:

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

United States (Toll Free): 1 866 899 4679

Access Code: 503-736-957

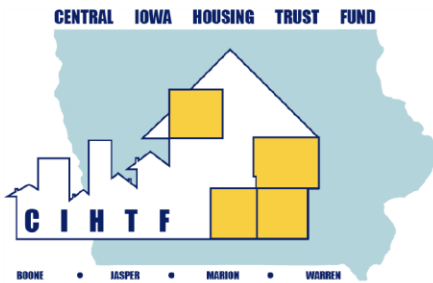
Central Iowa Housing Trust Fund

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

Phone: 515.334.0075

Email: acollings@dmampo.org

Website: cihtf.org



CENTRAL IOWA HOUSING TRUST FUND

Boone, Jasper, Marion, and Warren Counties

March 2023
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the minutes of the January 23, 2023 CIHTF Board Meeting.

BACKGROUND:

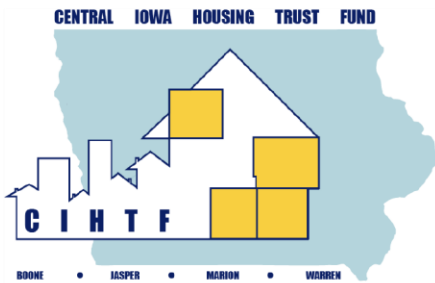
[Click here for a copy of the January 23, 2023 meeting minutes.](#)

RECOMMENDATION:

Approve the minutes of the January 23, 2023 CIHTF Board Meeting.

STAFF CONTACT:

Lucas Young
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(515) 334-0075



CENTRAL IOWA HOUSING TRUST FUND

Boone, Jasper, Marion, and Warren Counties

March 2023
Item No. 4

ISSUE: CIHTF Bank Statements

REPORT: Review of the September through February Bank Statements.

BACKGROUND:

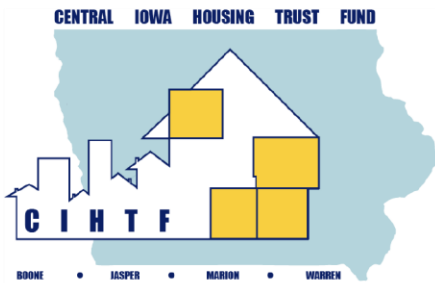
[Click here for a copies of the September through February Bank Statements.](#)

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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CENTRAL IOWA HOUSING TRUST FUND

Boone, Jasper, Marion, and Warren Counties

March 2023
Item No. 5

ISSUE: CIHTF Grantee Funding Status

REPORT: Report on status of open projects.

BACKGROUND:

Staff tracks submitted pay requests from grantees and payments made by the CIHTF.

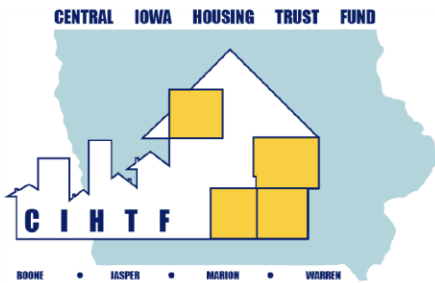
Grantee	Award	Balance	Notes
ACCESS	\$23,334	\$22,461.50	
HEAL House of Iowa	\$69,470	\$6,477.00	
Jasper County	\$11,667	\$0.00	
Jasper County Habitat	\$46,668	\$9,893.95	Reflects a pending payment
Marion County Habitat	\$46,668	\$0.00	Reflects a pending payment
Melcher-Dallas	\$70,002	\$0.00	Reflects a pending payment
Ogden Legacy	\$35,001	\$12,401.00	
Shelter House	\$56,675	\$39,104.00	Reflects a pending payment
YSS	\$70,002	\$36,068.08	Reflects a pending payment
Totals	\$429,487	\$126,405.53	29.4% remaining

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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CENTRAL IOWA HOUSING TRUST FUND

Boone, Jasper, Marion, and Warren Counties

March 2022
Item No. 6

ISSUE: Administration Invoice from the MPO for CY 2022

VOTE: Consider approval of the administration invoice from the MPO.

BACKGROUND:

Per the agreement with the MPO, "The MPO shall invoice CIHTF as needed and as allowed by IFA. The MPO may also hold all invoicing until the end of the award for administration purposes and as needed. Invoices shall be payable within thirty (30) days of funding availability." The invoice up for consideration is for CY 2022.

[Click here for a copy of the invoice from the MPO.](#)

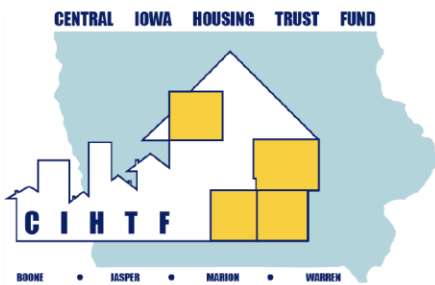
RECOMMENDATION:

Approve payment of the invoice for administration from the MPO.

STAFF CONTACTS:

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CENTRAL IOWA HOUSING TRUST FUND

Boone, Jasper, Marion, and Warren Counties

March 2023
Item No. 7

ISSUE: Administration of the CIHTF via MIPA versus MPO

REPORT: Report on administration of the CIHTF from MIPA or the MPO.

BACKGROUND:

In April 2022, the MPO formed a federally designated Economic Development District or EDD. The intent of the EDD is not to compete with local economic development organizations but rather assist communities with community development and serve as a conduit for the community to the Economic Development Administration and other Federal and State agencies.

The EDD, known locally as the Mid-Iowa Planning Alliance for Community Development (MIPA) is a standalone entity with a governing board. The governing board is represented by 1 person from each member community and several private sector representatives. MIPA spans 7 counties (Boone, Dallas, Jasper, Marion, Polk, Story, and Warren). Currently, MIPA is housed within the MPO and shares staff.

There is a strong push from MPO policymakers to terminate contracts that do not have a connection to transportation. A vote by policymakers to terminate non-transportation contracts (like the CIHTF administration contract) is expected. The current MPO budget draft does not include a line item for the administration of the Central Iowa Housing Trust Fund.

When MIPA was created, the thought was that someday these contracts might fit better under the MIPA umbrella. MIPA is a good alternative for non-transportation contracts and may be more appropriate since it is the organization that serves member communities in a larger area, including the CIHTF counties.

[Click here for a copy of the current MPO/CIHTF agreement](#)

[Click here for a recent presentation about MIPA](#)

RECOMMENDATION:

None. Report and discussion only.

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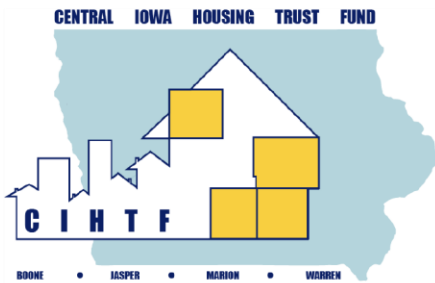
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CENTRAL IOWA HOUSING TRUST FUND

Boone, Jasper, Marion, and Warren Counties

March 2023
Item No. 8

ISSUE: Termination of the Agreement for Administrative Services with the MPO

VOTE: Consider approval of the termination letter to the MPO.

BACKGROUND:

As noted in the previous agenda item, the MPO policymakers are looking to terminate the contract with the CIHTF and others. The current agreement requires a 90-day notice.

[Click here for a copy of the draft termination letter.](#)

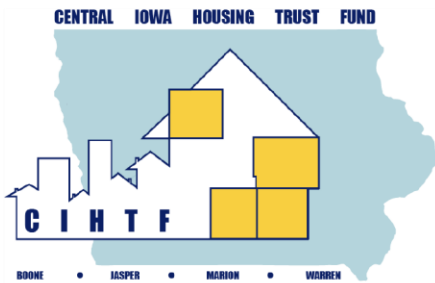
RECOMMENDATION:

Approve termination letter to notify the Des Moines Area MPO to end services on 6/30/2023.

STAFF CONTACTS:

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CENTRAL IOWA HOUSING TRUST FUND

Boone, Jasper, Marion, and Warren Counties

March 2023
Item No. 9

ISSUE: Agreement with MIPA to Provide Administrative Services to the CIHTF

VOTE: Consider approval of the draft agreement with MIPA.

BACKGROUND:

If the termination letter is approved, there will need to be an alternative administrator identified. Selecting MIPA will allow current staff to continue to serve the CIHTF.

[Click here for a copy of the draft agreement with MIPA.](#)

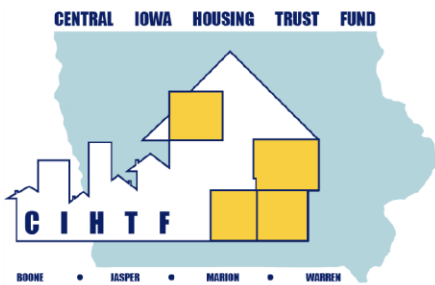
RECOMMENDATION:

Approve an agreement with MIPA to provide administrative services starting 7/1/2023.

STAFF CONTACTS:

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CENTRAL IOWA HOUSING TRUST FUND

Boone, Jasper, Marion, and Warren Counties

March 2023
Item No. 10

ISSUE: Iowa Homeowner Assistance Fund Home Repair Pilot Program

REPORT: Review information about Iowa Homeowner Assistance Fund Home Repair Pilot Program.

BACKGROUND:

The Iowa Finance Authority recently published a request for proposals to administer \$10 Million in Federal funds for owner-occupied repair. According to the RFP, “IFA seeks to contract with partner agencies to administer the new Home Repair Program as a part of the Iowa Homeowner Assistance Fund. IFA is allocating up to \$10 million in funds for the new program, which will assist eligible homeowners, including those with households at or below 80% AMI and who have experienced a COVID-19 impact, to make home repairs that help assure continued insurability of the home or modifications that help assure accessibility for the homeowner. IFA’s contracted partner agencies will be responsible for the administration of the Home Repair Program in their region, including making award decisions, preparing scope of work and cost estimates, managing bids, repair work oversight, performing onsite inspections and reporting under the Treasury and IFA reporting standards.”

Initial discussions have begun with staff and staff of other organizations throughout the State to determine the best way to make dollars available to residents. At this point, we are not aware of a statewide group that plans to apply. Rather, it is our interpretation that there will be multiple respondents from a variety of organizations (i.e. HTFs, COGs, individual jurisdictions) across the State. In the coming days, staff has a meeting with other HTFs (Polk County Housing Trust Fund, Dallas County Local Housing Trust Fund, & Story County Housing Trust) to discuss the potential impact in central Iowa.

[Click here for an IFA overview of the program.](#)

RECOMMENDATION:

None. Report and discussion only.

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