

CENTRAL IOWA HOUSING TRUST FUND

Boone, Jasper, Marion, and Warren Counties

Notice of Meeting

Central Iowa Housing Trust Fund
Board of Directors

—

10:00 A. M., Monday, September 25, 2023

Hybrid Meeting

420 Watson Powell Jr Way
Des Moines, Iowa 50309

—

Tentative Agenda

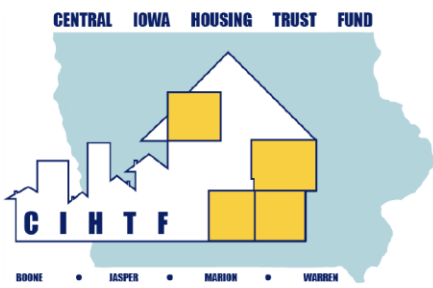
1. Call to Order
2. VOTE: Approval of Agenda
3. REPORT and VOTE: June 28, 2023 Meeting Minutes Page 2
 - Report on the June 28 meeting minutes; consider approval
4. REPORT and VOTE: CIHTF Board Member Terms Page 3
 - Report on board member terms; consider approval
5. REPORT and VOTE: CIHTF Board Officers Page 4
 - Report on board officers; consider approval
6. REPORT and VOTE: FY 2022 Audit Page 5
 - Report on the FY 2022 Audit; consider approval
7. REPORT and VOTE: FY 2022 Form 990 Page 6
 - Report on the Form 990; consider approval
8. HEARING: Public Hearing Page 7
 - 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
9. REPORT and VOTE: 2024 Housing Assistance Plan Page 8
 - Report on the 2024 Housing Assistance Plan; consider approval
10. REPORT and VOTE: State FY 2024 IFA Funding Application Page 9
 - Report on the application for State FY 2024 funding in the amount of \$516,604; consider approval
11. REPORT and VOTE: CIHTF 2024 Application Schedule Page 10
 - Report on the proposed 2024 CIHTF application schedule
12. REPORT: Status of Awarded Funding Page 11
 - Report on the current status of grantees.
13. Other Non-Action Items of Interest to the Board
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

Boone, Jasper, Marion, and Warren Counties

September 2023
Item No. 3

ISSUE: June 28, 2023 Meeting Minutes.

REPORT & VOTE: Consider approval of the minutes from the June 28, 2023 CIHTF Board Meeting.

BACKGROUND:

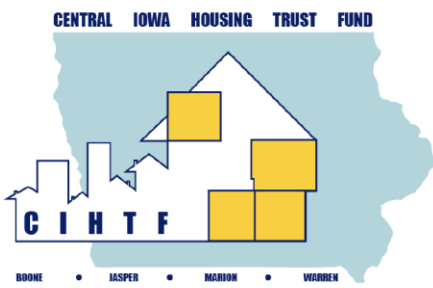
[Click here for a copy of the June 28, 2023 meeting minutes.](#)

RECOMMENDATION:

Approve the minutes of the June 28, 2023 CIHTF Board Meeting.

STAFF CONTACTS:

Lucas Young, lyoung@midowaplanning.org
(515) 334-0075



CENTRAL IOWA HOUSING TRUST FUND

Boone, Jasper, Marion, and Warren Counties

September 2023
Item No. 4

ISSUE: CIHTF Board Member Terms

REPORT & VOTE: Consider approval of board membership for the upcoming year.

BACKGROUND:

Each year the CIHTF Board votes on board membership for open seats created by term expiration.

The following is a list of expiring board memberships:

Robin Good – Term expiring 9/2023

Barb Van Wyk – Term expiring 9/2023

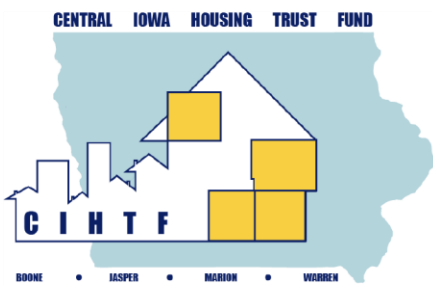
[Click here for a copy of the current board membership.](#)

RECOMMENDATION:

Approve new three-year terms for the board members listed above.

STAFF CONTACTS:

Lucas Young, lyoung@midowaplanning.org
(515) 334-0075



CENTRAL IOWA HOUSING TRUST FUND

Boone, Jasper, Marion, and Warren Counties

September 2023
Item No. 5

ISSUE: CIHTF Board Officers

REPORT & VOTE: Consider approval of a slate of 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

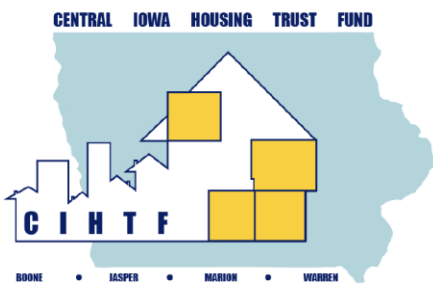
The by-laws state that officers can only serve in their position for two years unless the board waives that requirement. The board can choose to keep the same slate of officers or choose different officers.

RECOMMENDATION:

Approve a slate of officers.

STAFF CONTACTS:

Lucas Young, lyoung@midowaplanning.org
(515) 334-0075



CENTRAL IOWA HOUSING TRUST FUND

Boone, Jasper, Marion, and Warren Counties

September 2023
Item No. 6

ISSUE: FY 2022 Audit

REPORT & VOTE: Review and consider approval of the FY 2022 Audit.

BACKGROUND:

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 2022 audit.

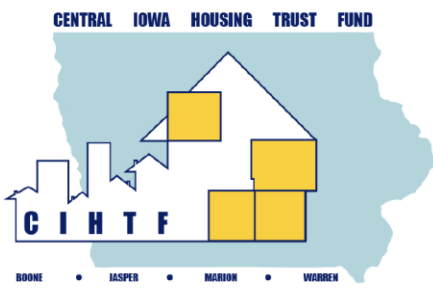
[Click here for a copy of the FY 2022 audit.](#)

RECOMMENDATION:

Accept and approve the FY 2022 audit.

STAFF CONTACTS:

Lucas Young, lyoung@midowaplanning.org
(515) 334-0075



CENTRAL IOWA HOUSING TRUST FUND

Boone, Jasper, Marion, and Warren Counties

September 2023
Item No. 7

ISSUE: FY 2022 Form 990

REPORT & VOTE: Review and consider approval of the FY 2022 Form 990.

BACKGROUND:

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 2022 Form 990 and submitted it to the IRS.

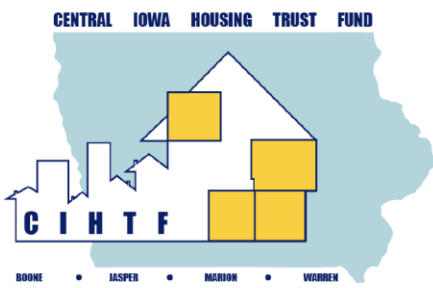
[Click here for a copy of the FY 2022 Form 990.](#)

RECOMMENDATION:

Accept and approve the FY 2022 Form 990.

STAFF CONTACTS:

Lucas Young, lyoung@midowaplanning.org
(515) 334-0075



CENTRAL IOWA HOUSING TRUST FUND

Boone, Jasper, Marion, and Warren Counties

September 2023
Item No. 8

ISSUE: Public Hearing

HEARING: Public Hearing for comments on the draft 2024 Housing Assistance Plan and IFA Application.

BACKGROUND:

A public hearing is required 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 2024 Housing Assistance Plan](#)

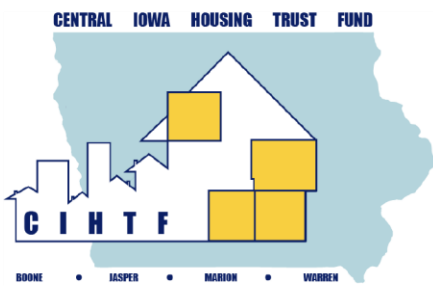
[Click here for a copy of the proposed 2024 IFA LHTF application](#)

RECOMMENDATION:

Open public hearing for discussion on the draft 2024 Housing Assistance Plan and IFA Application.

STAFF CONTACTS:

Lucas Young, lyoung@midowaplanning.org
(515) 334-0075



CENTRAL IOWA HOUSING TRUST FUND

Boone, Jasper, Marion, and Warren Counties

September 2023
Item No. 9

ISSUE: 2024 Housing Assistance Plan

REPORT & VOTE: Review and consider approval of the 2024 Housing Assistance Plan.

BACKGROUND:

The draft 2024 Housing Assistance Plan was developed by staff for the upcoming IFA application for funding. There were no significant changes to the document from prior years.

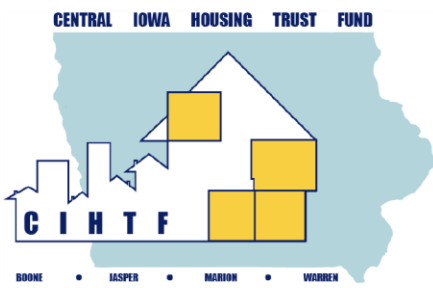
[Click here for a copy of the draft 2024 Housing Assistance Plan.](#)

RECOMMENDATION:

Approve the draft 2024 Housing Assistance Plan.

STAFF CONTACTS:

Lucas Young, lyoung@midowaplanning.org
(515) 334-0075



CENTRAL IOWA HOUSING TRUST FUND

Boone, Jasper, Marion, and Warren Counties

September 2023
Item No. 10

ISSUE: State FY 2024 IFA Funding Application

REPORT & VOTE: Review and consider approval of the 2024 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 \$516,604 with a 23% local match requirement.

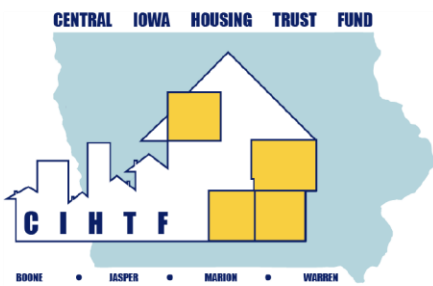
[Click here for a copy of the 2024 IFA grant application.](#)

RECOMMENDATION:

Approve the submittal of the 2024 IFA grant application.

STAFF CONTACTS:

Lucas Young, lyoung@midowaplanning.org
(515) 334-0075



CENTRAL IOWA HOUSING TRUST FUND

Boone, Jasper, Marion, and Warren Counties

September 2023
Item No. 11

ISSUE: CIHTF 2024 Application Schedule

REPORT & VOTE: Consider approval of the proposed 2024 CIHTF application schedule.

BACKGROUND:

The following is the proposed schedule for soliciting applications for funding for the 2024 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

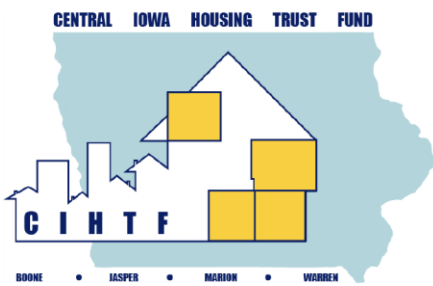
This proposed timeline would mimic last year's timeline. This provides additional time for grantees to complete projects and give the board additional time to solicit projects if there was any unallocated funding.

RECOMMENDATION:

Approve the proposed 2024 Application Schedule.

STAFF CONTACTS:

Lucas Young, lyoung@midowapanning.org
(515) 334-0075



CENTRAL IOWA HOUSING TRUST FUND

Boone, Jasper, Marion, and Warren Counties

September 2023
Item No. 12

ISSUE: Status of Awarded Funding

REPORT: Report on the current status of funding for open projects.

BACKGROUND:

FY21 – IFA has performed an initial review of files as part of their annual audit. Jasper County Habitat and Marion County Habitat are working to get additional documentation. The other files selected for review were approved.

FY22 Status of Funding – The board previously allowed grantees until December 1st to submit claims. Jasper County Habitat, Ogden Legacy, and Shelter House dba The Bridge Home are working on projects to drawdown the balance of funds.

FY23 Status of Funding – 10 organizations were awarded funds earlier this year. The grantees can be grouped into 3 different status categories:

1. Started to draw down funds (3 grantees).
2. Need to draw down funds from FY22 before starting FY23 (3 grantees listed above).
3. Have not submitted a claim (4 grantees)

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACTS:

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(515) 334-0075