

# 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., Wednesday, January 24, 2024  
Hybrid Meeting

### In-Person Option:

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

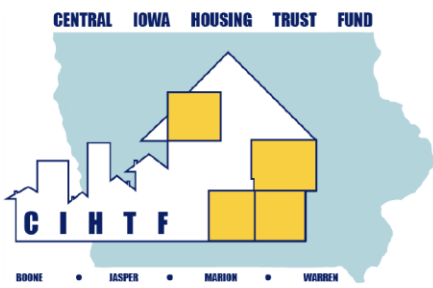
### Virtual Login Option:

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

United States (Toll Free): 1 866 899 4679  
Access Code: 503-736-957

## Tentative Agenda

1. Call to Order
2. VOTE: Approval of Agenda
3. REPORT and VOTE: September 25, 2023 Meeting Minutes ..... Page 2
  - Report on the September 25, 2023 meeting minutes; consider approval
4. REPORT and VOTE: CIHTF Vacancy - Board Member for Marion County ..... Page 3
  - Report on Marion County vacancy; consider affirmation
5. REPORT: Update on the status of projects and outstanding funding ..... Page 4
  - Report on IFA funds and CIHTF funded projects
6. REPORT and VOTE: Calendar Year 2023 Grantee Contract Extensions..... Page 5
  - Report on CY23 Contract Extensions; consider approval
7. REPORT and VOTE: Calendar Year 2024 IFA Grant Award Contract ..... Page 6
  - Report on the CY24 IFA Contract; consider approval
8. REPORT and VOTE: Signature Authorization for Alternate Signatories..... Page 7
  - Report on alternate signatories; consider approval
9. REPORT and VOTE: Calendar Year 2024 Applications to the CIHTF ..... Page 8
  - Report on the applications submitted for funding; consider approval
10. Other Non-Action Items of Interest to the Board
11. Next Meeting Date – TBD
12. Adjournment



## CENTRAL IOWA HOUSING TRUST FUND

Boone, Jasper, Marion, and Warren Counties

January 2024  
Item No. 3

**ISSUE: September 25, 2023 Meeting Minutes.**

REPORT & VOTE: Consider approval of the minutes from the September 25, 2023 CIHTF Board Meeting.

**BACKGROUND:**

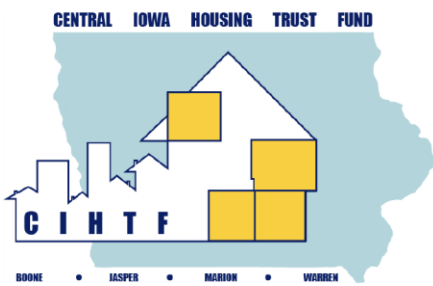
[Click here for a copy of the September 25, 2023 meeting minutes.](#)

**RECOMMENDATION:**

Approve the minutes of the September 25, 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

January 2024  
Item No. 4

### ISSUE: CIHTF Vacancy – Marion County Board Member

REPORT & VOTE: Consider approval of Kirsten Meyers to fill the board vacancy as a Marion County representative.

### BACKGROUND:

At the last board meeting Barb VanWyk, Marion County representative, indicated that she did not want to serve another term. This left a vacancy on the CIHTF Board. The CIHTF bylaws offer two options for filling the vacancy... “Any vacancy occurring in the Board of Directors will primarily be filled by appointment from the Board of Supervisors of the county that member represented. It also may be 2 filled by the affirmative vote of the majority of the remaining Board Members in a process as determined in Article III, Section 6.”

The offer was made to the Marion County Board of Supervisors to fill the vacancy. The supervisors have appointed Kirsten Meyers to fill the vacancy.

Though the bylaws do not indicate a need for a vote to affirm the selection of the Board of Supervisors, it is prudent to have a record of start and indication of the term expiration.

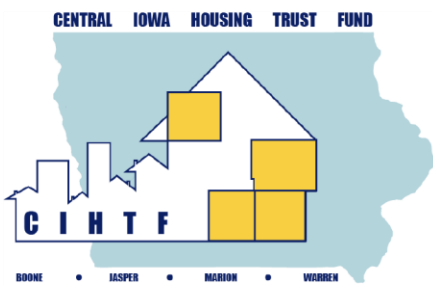
[Click here for a copy of the board membership.](#)

### RECOMMENDATION:

Affirm Kirsten Meyers to serve as representative of Marion County with a term expiring in 2026.

### STAFF CONTACTS:

Lucas Young, [lyoung@midowaplanning.org](mailto:lyoung@midowaplanning.org)  
(515) 334-0075



# CENTRAL IOWA HOUSING TRUST FUND

Boone, Jasper, Marion, and Warren Counties

January 2024  
Item No. 5

**ISSUE: Update on the status of projects and outstanding funding**

REPORT: Review previously awarded projects and drawdown status.

**BACKGROUND:**

Each CIHTF contract with the Iowa Finance Authority (IFA) is for two years with the option to extend, if needed. The CIHTF contracts with grantees are typically one year to encourage timely drawdown of funds. Historically the board has offered extensions into the second year to ensure that the funds are spent.

For the 2022 funding cycle there were some issues with compliance that extended the preferred timeline to nearly the end of the agreement with IFA. Fortunately, after working with the organizations, the funds have been completely drawn and the final reports have been submitted to IFA.

[Click here for a thank you note from Jasper County Habitat for Humanity.](#)

The table below is an update on the 2023 funding cycle. Please note Ogden has passed on their award.

[Click here for Ogden Legacy letter returning the funds.](#)

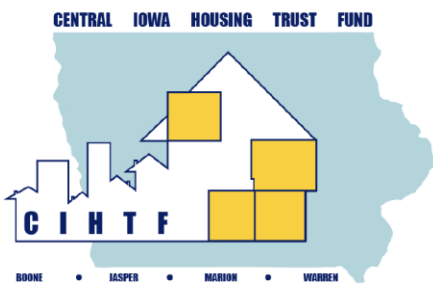
Grantee	Award	Remaining Balance	Percent Remaining	Staff Comments
ACCESS	\$24,668.00	\$8,408.86	34%	Submitted 1 <sup>st</sup> draw with application.
City of Boone	\$86,338.00	\$1,359.46	1.6%	Nearly complete.
City of Norwalk	\$55,503.00	\$41,363.00	74.5%	Have spent or allotted another 25K.
Heal House	\$5,180.00	\$5,180.00	100%	
Marion County HfH	\$160,342.00	\$4,258.66	2.7%	Nearly complete.
Jasper County	\$12,334.00	\$0.00	0%	<b>Project complete.</b>
Jasper County HfH	\$61,670.00	\$61,670.00	100%	
Lynnville Senior Housing	\$58,129.00	\$0.00	0%	<b>Project complete.</b>
Ogden Legacy	\$49,336.00	\$49,336.00	100%	<b>Returned funds.</b>
The Bridge Home	\$56,624.00	\$24,793.06	43.8%	
<b>TOTAL</b>	<b>\$570,124.00</b>	<b>\$196,369.04</b>	<b>34.4%</b>	

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACTS:**

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(515) 334-0075



## CENTRAL IOWA HOUSING TRUST FUND

Boone, Jasper, Marion, and Warren Counties

January 2024  
Item No. 6

### ISSUE: CY23 Grantee Contract Extensions

REPORT & VOTE: Consider approval of contract extensions for the CY23 grantees.

### BACKGROUND:

As noted in the previous item, there are several grantees that need to draw-down funds. All are making progress or have indicated they have a plan to get the funds drawn. In previous years, the CIHTF has offered extensions to grantees with the expectation that the funds will be drawn in a timely manner. Last year extensions were offered to organizations to draw funds by the end of June.

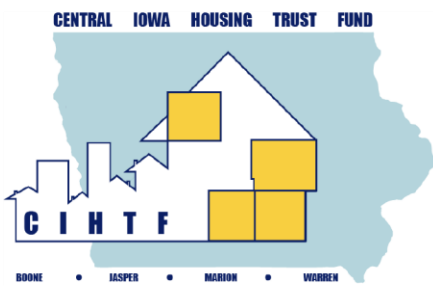
The existing contract timelines with grantees are CIHTF imposed and have no bearing on the agreement between the CIHTF and IFA. This additional time will grantees to complete projects and give the board additional time to solicit projects if there was any unallocated funding.

### RECOMMENDATION:

Approve contract extensions until June 28, 2024 for ACCESS, the City of Boone, the City of Norwalk, Heal House, Marion County Habitat for Humanity, Jasper County Habitat for Humanity, and The Bridge Home.

### STAFF CONTACTS:

Lucas Young, [lyoung@midowaplanning.org](mailto:lyoung@midowaplanning.org)  
(515) 334-0075



## CENTRAL IOWA HOUSING TRUST FUND

Boone, Jasper, Marion, and Warren Counties

January 2024  
Item No. 7

### ISSUE: CY24 IFA Grant Award Contract

REPORT & VOTE: Consider approval of the contract with the Iowa Finance Authority.

### BACKGROUND:

In December the Iowa Finance Authority board approved a resolution approving the applications and allocating funds to each housing trust fund.

[Click here for a copy of the IFA resolution.](#)

IFA staff has indicated that the contracts will be distributed soon. Unfortunately, IFA is working to distribute the contracts via an online platform that needs to be set up for each local housing trust fund. Every indication is that the terms and conditions of the contract will remain the same and the contracts will have a January 1, 2024 start date and an expiration of December 31, 2025.

The contract will include the following:

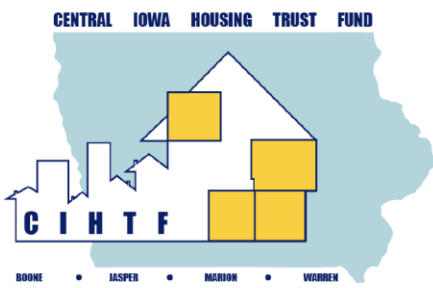
- Total grant award - \$516,604
  - Administration - \$51,660
  - Project Funding - \$464,944
- Local match requirement - \$118,819
- Minimum funding to must serve 30% AMI - \$154,982

### RECOMMENDATION:

Approve contract with the understanding there will be no significant changes or expectations for the CIHTF and give authority to the chair to sign the contract.

### STAFF CONTACTS:

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(515) 334-0075



## CENTRAL IOWA HOUSING TRUST FUND

Boone, Jasper, Marion, and Warren Counties

January 2024  
Item No. 8

### **ISSUE: Signature Authorization for Alternate Signatories**

REPORT & VOTE: Consider approval of alternate signatories for IFA correspondence.

### **BACKGROUND:**

IFA requires an authorized signature for most correspondence. The only permitted signature is the signature on the contract unless others are added as alternate signatories. The additional signatories need to be added as a part of each grant award.

In the past, staff have been added as alternate signatories and allows for submission of drawdowns and semi-annual reports.

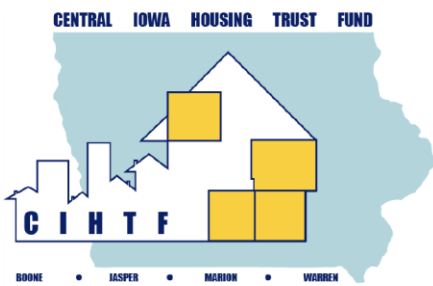
[Click here for a copy Signature Authorization form.](#)

### **RECOMMENDATION:**

Approve Andrew Collings and Lucas Young as alternate signatories for IFA reporting purposes.

### **STAFF CONTACTS:**

Lucas Young, [lyoung@midowaplanning.org](mailto:lyoung@midowaplanning.org)  
(515) 334-0075



## CENTRAL IOWA HOUSING TRUST FUND

Boone, Jasper, Marion, and Warren Counties

January 2024  
Item No. 9

### ISSUE: Calendar Year 2024 Applications to the CIHTF

REPORT & VOTE: Consider approval of the applications the CIHTF for CY24 funding.

### BACKGROUND:

Applications for funding were due on January 15. Staff received 10 applications totaling more than \$578,000 in requests. The CIHTF has \$464,944 in available in new funding and \$40,000 available in returned funds from Ogden for a total of \$504,944. A link to the spreadsheet that summarizes funding requests can be found below. A link to each application can also be found in the spreadsheet.

One applicant, Heart of Iowa Habitat for Humanity, does not qualify for funding because the project is for new construction. The CIHTF Housing Assistance Plan specifically states new construction is not a permitted activity. Staff informed the applicant ahead of the deadline that a different application could be considered. No other application was submitted.

[Click here for a copy of the 2024 Application Summary.](#)

Please note each qualified applicant is a past recipient of CIHTF funding.

### RECOMMENDATION:

Approve staff's funding recommendation.

### STAFF CONTACTS:

Lucas Young, [lyoung@midowaplanning.org](mailto:lyoung@midowaplanning.org)  
(515) 334-0075