

CENTRAL IOWA HOUSING TRUST FUND

Boone, Jasper, Marion, and Warren Counties

Notice of Meeting

Central Iowa Housing Trust Fund Board of Directors

2:00 P.M., Thursday, January 29, 2026

Hybrid Meeting

In Person option:

939 Office Park Rd, Suite 306
West Des Moines, Iowa 50265

Virtual Login Option:

[CIHTF Board Meeting](#) | [Meeting-Join](#) | [Microsoft Teams](#)

Meeting ID: 271 375 359 292 82

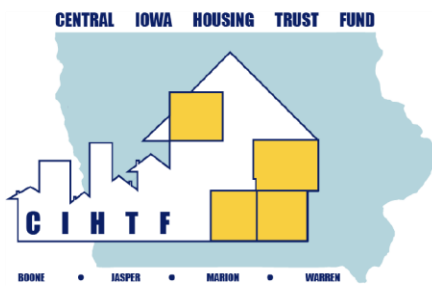
Passcode: Gt7hW9iB

Dial in by Phone: 321-558-6407

Phone conference ID: 208 161 314#

Tentative Agenda

1. Call to Order
2. VOTE: Approval of Agenda
3. REPORT and VOTE: CIHTF Vacancy – Board Member for Jasper County Page 2
 - Report on the Jasper County vacancy; consider affirmation
4. REPORT and VOTE: September 11, 2025 Meeting Minutes Page 3
 - Report on the September 11, 2025 meeting minutes; consider approval
5. REPORT: CIHTF Financials Page 4
 - Report on the financials for the first half of FY26
6. REPORT: Update on the status of projects and outstanding funding Page 5
 - Report on IFA funds and CIHTF funded projects
7. REPORT and VOTE: Calendar Year 2025 Grantee Contract Extensions Page 6
 - Report on CY25 Contract Extensions; consider approval
8. REPORT and VOTE: Calendar Year 2026 IFA Grant Award Contract Page 7
 - Report on the CY26 IFA Contract; consider approval
9. REPORT and VOTE: Signature Authorization for Alternate Signatories Page 8
 - Report on alternate signatories; consider approval
10. REPORT and VOTE: Calendar Year 2026 Applications to the CIHTF Page 9
 - Report on the applications submitted for funding; consider approval
11. REPORT and VOTE: MIPA Invoice for Administration Page 10
 - Report on administration invoice; consider approval
12. Other Non-Action Items of Interest to the Board
13. Next Meeting Date – TBD
14. Adjournment



CENTRAL IOWA HOUSING TRUST FUND

Boone, Jasper, Marion, and Warren Counties

January 2026

Item No. 3

ISSUE: CIHTF Vacancy – Jasper County Board Member.

REPORT & VOTE: Consider approval of Alida Anderson to fill the board vacancy as a Jasper County representative.

BACKGROUND:

The CIHTF bylaws offer two options for filling board vacancies. “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 Jasper County Board of Supervisors have appointed Alida Anderson to fill the vacancy.

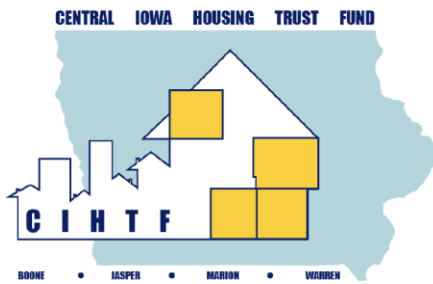
Though the bylaws do not indicate a need for a vote to affirm the selection of the Board of Supervisors, it is prudent to have a record of start and indication of the term expiration.

RECOMMENDATION:

Affirm Alida Anderson to serve as representative of Jasper County with a term expiring in September of 2027.

STAFF CONTACTS:

Lucas Young
lyoung@midiowapanning.org
(515) 304-3524



CENTRAL IOWA HOUSING TRUST FUND

Boone, Jasper, Marion, and Warren Counties

January 2026
Item No. 4

ISSUE: September 11, 2025 Meeting Minutes.

REPORT & VOTE: Consider approval of the minutes from the September 11, 2025 CIHTF Board Meeting.

BACKGROUND:

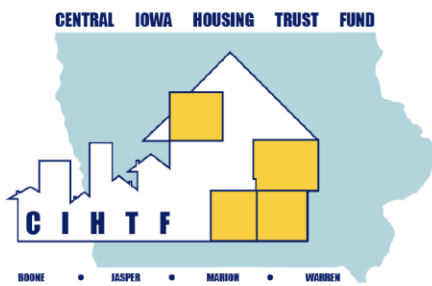
[Click here for a copy of the September 11, 2025 meeting minutes.](#)

RECOMMENDATION:

Approve the minutes of the September 11, 2025 CIHTF Board Meeting.

STAFF CONTACTS:

Lucas Young
lyoung@midiowaplanning.org
(515) 304-3524



CENTRAL IOWA HOUSING TRUST FUND

Boone, Jasper, Marion, and Warren Counties

January 2026
Item No. 5

ISSUE: CIHTF Financials

REPORT: Review the financials covering the first half of FY26.

BACKGROUND:

MIPA has determined that providing financial reports will enhance transparency and strengthen financial oversight. These reports enable the Board to monitor the CIHTF's financial position, revenues, and expenditures; identify trends or potential concerns; and assess overall financial management on a regular basis. Consistent reporting supports informed Board oversight, reinforces internal controls, and promotes accountability to funders, partners, and other stakeholders between annual reporting periods.

[Click here for a copy of the Statement of Activity July-December 2025.](#)

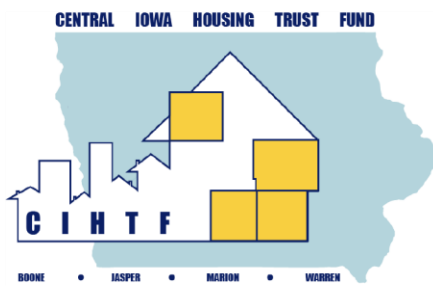
[Click here for a copy of the Statement of Financial Position as of December 31, 2025.](#)

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACTS:

Lucas Young
lyoung@midiowapanning.org
(515) 304-3524



CENTRAL IOWA HOUSING TRUST FUND

Boone, Jasper, Marion, and Warren Counties

January 2026

Item No. 6

ISSUE: Update on the status of projects and outstanding funding

REPORT: Review previously awarded projects and drawdown status.

BACKGROUND:

Each 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 2024 funding cycle, all funds were drawn down prior to the expiration of the agreement with IFA.

The table below is an update on the 2025 funding cycle.

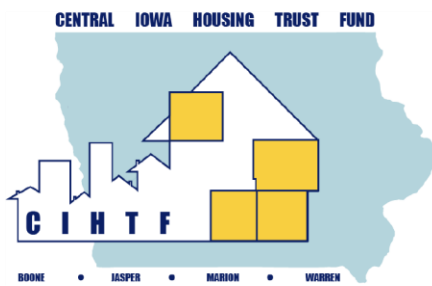
Grantee	Award	Remaining Balance	Percent Remaining	Staff Comments
ACCESS	\$15,016.00	\$11,622.11	77%	Have requested an extension.
The Bridge Home	\$26,800.00	\$6,407.09	24%	Have requested an extension.
Jasper County	\$12,780.00	\$0.00	0%	Project complete.
Jasper County HfH	\$178,920.00	\$59,416.10	33%	Have requested an extension.
Marion County HfH (2 awards)	\$281,160.00	\$11,916.49	4%	Have requested an extension.
City of Norwalk	\$39,618.00	\$371.37	0%	Complete, returned funds.
Heal House (late award)	\$25,560.00	\$25,560.00	100%	Under construction.
The Residence at Vets Park	\$76,680.00	\$76,680.00	100%	Under construction. (Loan)
TOTAL	\$656,534.00	\$191,973.16	29%	8% 2024 34% 2023

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACTS:

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lyoung@midiowapanning.org
(515) 304-3524



CENTRAL IOWA HOUSING TRUST FUND

Boone, Jasper, Marion, and Warren Counties

January 2026
Item No. 7

ISSUE: CY25 Grantee Contract Extensions

REPORT & VOTE: Consider approval of contract extensions for the CY25 grantees.

BACKGROUND:

As noted in the previous item, there are several grantees that still need to draw-down their remaining balance. All are making progress or have indicated they have a plan to spend the remaining funds. 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.

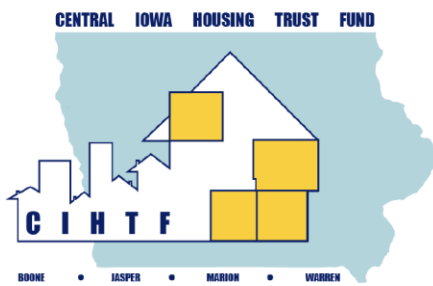
The existing contract timelines with grantees are CIHTF imposed and have no bearing on the agreement between the CIHTF and IFA. This additional time should allow grantees to complete projects.

RECOMMENDATION:

Approve contract extensions until June 30, 2026 for ACCESS, The Bridge Home, Jasper County Habitat, Marion County Habitat, Heal House, and The Residence at Veterans Park.

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lyoung@midiowapanning.org
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CENTRAL IOWA HOUSING TRUST FUND

Boone, Jasper, Marion, and Warren Counties

January 2026
Item No. 8

ISSUE: CY26 IFA Grant Award Contract

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

BACKGROUND:

In September 2025, the CIHTF Board approved submission of the application for the 2026 grant. In December the Iowa Finance Authority board approved the applications and allocated funds to each housing trust fund. Earlier in January, IFA staff distributed contracts for signatures.

[Click here for a copy of the 2026 contract.](#)

IFA has made changes to the contracts for the first time in several years. Concerns raised about the changes were addressed. The 2026 contract will have a January 1, 2026 start date, an expiration of December 31, 2027, and will include the following:

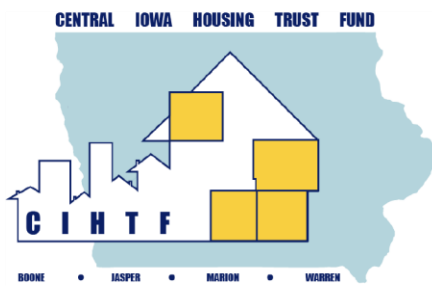
- Total grant award - \$573,207
 - Administration - \$57,320
 - Project Funding - \$515,887
- Local match requirement - \$143,302
- Minimum funding for 30% AMI - \$171,963

RECOMMENDATION:

Approve contract and give authority to the chair to sign the contract.

STAFF CONTACTS:

Lucas Young
lyoung@midiowapanning.org
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CENTRAL IOWA HOUSING TRUST FUND

Boone, Jasper, Marion, and Warren Counties

January 2026
Item No. 9

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.

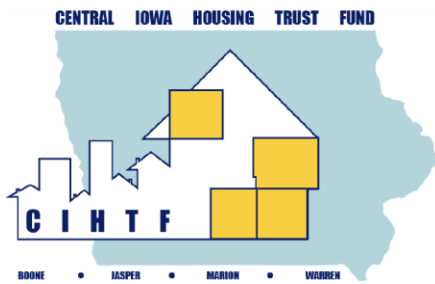
[Click here for a copy of the Signature Authorization form.](#)

RECOMMENDATION:

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

STAFF CONTACTS:

Lucas Young
lyoung@midiowapanning.org
(515) 304-3524



CENTRAL IOWA HOUSING TRUST FUND

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January 2026

Item No. 10

ISSUE: Calendar Year 2026 Applications to the CIHTF

REPORT & VOTE: Consider approval of the applications the CIHTF for CY25 funding.

BACKGROUND:

Applications for funding were due on January 9. Staff received 10 applications totaling nearly \$670,000. The CIHTF has \$515,887 available in new funding and \$290.59 available in returned funds from Norwalk for a total of \$516,177.59. 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.

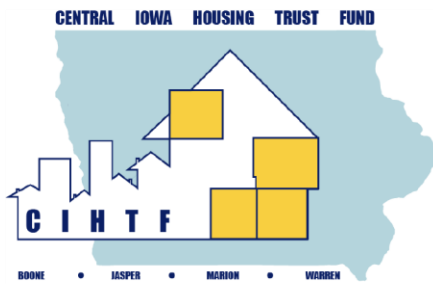
[Click here for a copy of the 2026 Application Summary.](#)

RECOMMENDATION:

Approve staff's funding recommendation.

STAFF CONTACTS:

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lyoung@midiowapanning.org
(515) 304-3524



CENTRAL IOWA HOUSING TRUST FUND

Boone, Jasper, Marion, and Warren Counties

January 2026
Item No. 11

ISSUE: MIPA Invoice for Administration

REPORT & VOTE: Review and consider approval of the invoice from MIPA for Administration.

BACKGROUND:

Policy has been for the chair to approve invoices for administration. There has not been a need seek invoice approval since the close out of the 2024 funds. This invoice is for the first portion of CY25 admin funds. The entirety of this request has been drawn from the state and is in the CIHTF bank account.

[Click here for a copy of invoice from MIPA for administration.](#)

RECOMMENDATION:

Approve payment of the invoice.

STAFF CONTACTS:

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lyoung@midiowapanning.org
(515) 304-3524