



**STORY COUNTY HOUSING TRUST
BOARD OF DIRECTORS**

**August 17, 2021
2:00 p.m.**

**Hybrid Meeting
In Person Location: Ames Chamber of Commerce
304 Main Street
Ames, Iowa 50010**

BUSINESS MEETING

1. Call to Order
 - 1.1 Approve Agenda*..... Page 1
 - 1.2 Approve July 2021 Board Meeting minutes* Page 2
2. Financial Report
 - 2.1 July Bank Statement..... Page 3
 - 2.2 IRS Audit Letters* Page 4
 - 2.3 Grantee Funding Status Report Page 5
3. Administrative Items
 - 3.1 IFA Compliance Audit for 2019 Grant..... Page 6
 - 3.2 Septic Systems Project Maximum* Page 7
 - 3.3 Funding Requests from OOR Applicants* Page 8
 - 3.4 OOR 1 Year Status Review* Page 9
 - 3.5 Story County Emergency Rent and Utility Assistance Page 10
 - 3.6 2021 Annual Report* Page 11
4. Questions for Staff
5. Other Business
6. Adjournment

Action Item *

Please join my meeting from your computer, tablet or smartphone.

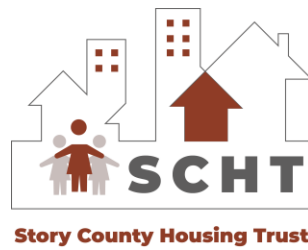
<https://global.gotomeeting.com/join/503736957>

You can also dial in using your phone.

United States (Toll Free): [1 866 899 4679](tel:18668994679)

Access Code: 503-736-957

Next meeting: September 21, 2021 at 2:00 p.m.



August 2021
Item No. 1.2

ISSUE: Approval of Meeting Minutes

VOTE: Approve the minutes of the July 20, 2021 SCHT Board Meeting.

BACKGROUND:

A copy of the July 20, 2021 Meeting Minutes will be provided prior to the meeting.

RECOMMENDATION:

Approve the minutes of the July 20, 2021, SCHT Board Meeting.

STAFF CONTACTS:

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



August 2021
Item No. 2.1

ISSUE: July Bank Statement

REPORT: Review the July Bank Statement.

BACKGROUND:

[Click here for a copy of the July Bank Statement.](#)

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACTS:

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



August 2021
Item No. 2.2

ISSUE: IRS Audit Letter

REPORT: Review Audit Letters received by the IRS.

BACKGROUND:

Two days after the July Board Meeting on July 22, Erik Bunker received a letter from the IRS regarding a fine of \$3,780.00 for the FY2020 990. On August 5 we received another letter indicating an intent to levy property. Both of these letters are similar to the ones received last year regarding the FY 2019 990.

Staff contacted Schnurr & Co after both letters were received. Nick indicated that these were standard letters and that they were confident that the fine can be abated. It will just take time for this to occur. He also recommended not paying the fine.

[Click here for a copy of the letters received from the IRS.](#)

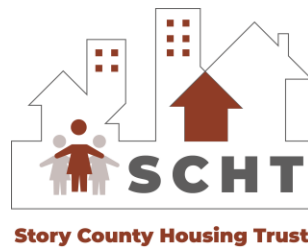
[Click here for a copy of correspondence between Staff and Schnurr & Co.](#)

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACTS:

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



August 2021
Item No. 2.3

ISSUE: Grantee Funding Status Report

REPORT: Review the Grantee Funding Status Report.

BACKGROUND:

Staff tracks submitted pay requests from grantees and payments made by the Scht. Cells highlighted in green are paid amounts, cells in yellow are pending.

[Click here for a copy of the Grantee Funding Status Report.](#)

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACTS:

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



August 2021
Item No. 3.1

ISSUE: IFA Compliance Audit for 2019 Grant

REPORT: Review IFA Compliance Audit Letter.

BACKGROUND:

On August 9 staff received a letter from IFA regarding a compliance audit to be conducted on four randomly selected properties. Grantees that have been contacted for additional information are:

- ACCESS
- City of Collins
- Friendship Ark
- TUM

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

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACTS:

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



August 2021
Item No. 3.2

ISSUE: Septic Systems Project Maximum

REPORT: Discuss increasing maximum available funding for septic tank projects.

BACKGROUND:

Based on discussion from the July Board Meeting it appears that projects involving the replacement of septic systems will cost more than the current project maximum for OOR projects. And given the need for additional resources to be available for septic systems improvements staff is recommending increasing the maximum funding available for these projects to \$12,000.

RECOMMENDATION:

Increase maximum available funding for septic systems projects to \$12,000 per project.

STAFF CONTACTS:

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



August 2021
Item No. 3.3

ISSUE: Funding Requests from OOR Applicants

REPORT: Discuss additional funding requests from current OOR grantees.

BACKGROUND:

Staff has received two requests for funding from OOR grantees. They are:

- **City of Collins - \$25,000.** Originally awarded \$50,000, remaining balance of \$5,019.39.
- **TUM - \$25,000** – Originally awarded \$70,000, remaining balance of \$35,475.64.

The total funding available is \$45,681.66 from the following sources:

- Leftover OOR 1st Round: \$5,752.46
- Unallocated OOR 2nd Round: \$10,575.00
- Unspent Rental 1st Round: \$29,354.20

The City of Collins is requesting funding due to having spent all their funding and would like to let the Board know that they would like additional money as available.

TUM is requesting funding because of the proactive approach of advertising money available for septic systems. Additional funding would help move projects forward more quickly if it has been already awarded.

RECOMMENDATION:

Award TUM \$25,000 and the City of Collins \$20,681.66.

STAFF CONTACTS:

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



August 2021
Item No. 3.4

ISSUE: OOR 1 Year Status Review

REPORT: Review the status of OOR grantee funding.

BACKGROUND:

In grantee contracts there is a provision that allows the Board to withdraw funding (up to 50%) to reallocate to other uses. This was implemented last year to allow the Board a mechanism to move funding between grantees if funds are not spent in a timely manner. The following table gives an overview of the existing OOR grantees.

Grantee	Funding Award	Funding Available	Percent of Total Available	Comments
City of Collins	\$50,000	\$5,019.39	10%	All funding has been allocated to projects.
City of Story City	\$40,000	\$40,000	100%	The City Administrator indicated that \$22,000 has been awarded to projects but COVID has caused some projects to be delayed. He is confident all funding will be spent by the end of the contract.
City of Zearing	\$48,000	\$48,000	100%	The City Clerk is working with applicants to apply for funding.
TUM	\$70,000	\$35,475.64	50%	Much of the funding not drawn down has been or will be allocated to eligible projects.

RECOMMENDATION:

Do not reallocate funding. Contact the City of Zearing and offer assistance to moving projects forward.

STAFF CONTACTS:

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



August 2021
Item No. 3.5

ISSUE: Story County Emergency Rent and Utility Assistance

REPORT: Discuss emergency rent and utility assistance available by Story County.

BACKGROUND:

Story County announced on July 29 that it was making \$200,000 available for emergency rent and utility assistance. Story County has the following centralized intake partners:

- The Bridge Home
- Good Neighbor Emergency Assistance
- The Salvation Army

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

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACTS:

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



August 2021
Item No. 3.6

ISSUE: 2021 Annual Report

REPORT: Review the FY 2021 Annual Report.

BACKGROUND:

Staff has put together an Annual Report for FY 2021 that summarizes the accomplishments of the organization since its inception. Once finalized, the report will be posted on the website and sent to funders.

A copy of the FY 2021 Annual Report will be made available prior to the meeting.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACTS:

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