



Story County Housing Trust

**STORY COUNTY HOUSING TRUST
BOARD OF DIRECTORS**

**February 15, 2022
2:00 p.m.**

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

Board Meeting

- 1. Call to Order
 - 1.1 Approve Agenda*..... Page 1
 - 1.2 Approve January 2022 Board Meeting minutes*..... Page 2
- 2. Presentation
 - 2.1 Presentation on the Story County Alternatives Pre/Post Arrest Diversion Program..... Page 3
- 3. Financial Report
 - 3.1 January Bank Statement Page 4
 - 3.2 Grantee Funding Status Report Page 5
- 4. Administrative Items
 - 4.1 Emergency Repair Program* Page 6
 - 4.2 SCHT Administration Contract* Page 7
 - 4.3 2022 OOR Grant Application Cycle* Page 8
 - 4.4 Single Family Lot RFP* Page 9
 - 4.5 New Rental Development Opportunity in Nevada* Page 10
- 5. Questions for Staff
- 6. Other Business
- 7. 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: February 15, 2022 at 2:00 p.m.



February 2022
Item No. 1.2

ISSUE: Approval of Meeting Minutes

VOTE: Approve the minutes of the January 18 2022, SCHT Board Meetings.

BACKGROUND:

[Click here for a copy of the January 18, 2022 Meeting Minutes](#)

RECOMMENDATION:

Approve the minutes of the January 18, 2022 SCHT Board Meeting.

STAFF CONTACTS:

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



February 2022
Item No. 2.1

ISSUE: Presentation on the Story County Alternatives Pre/Post Arrest Diversion Program

REPORT: Hear a presentation on the Alternatives Pre/Post Arrest Diversion Program.

BACKGROUND:

The mission of the Alternatives Arrest Diversion Program is to enhance public safety and benefit the Story County community through a collaborative effort to offer services to individuals who struggle with substance use disorders (SUD) with or without serious mental illness (SMI) and who either are at risk of becoming involved with the criminal justice system, or have low-level, non-violent misdemeanor charges. It strives to create positive long-term change in these individuals by improving their quality of life, and reducing involvement with the criminal justice system, while decreasing crime in our community and controlling the high costs of untreated SUD/SMI.

The Alternatives Program Coordinators Jessica Martin and Shelby Gibson will give a short presentation on this program and some of the barriers they are experiencing related to housing.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACTS:

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



February 2022
Item No. 3.1

ISSUE: January Bank Statements

REPORT: Review the January Bank Statement.

BACKGROUND:

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

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACTS:

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



February 2022
Item No. 3.2

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.



February 2022
Item No. 4.1

ISSUE: Emergency Repair Program Proposal

REPORT: Discuss a proposed Emergency Repair Program.

BACKGROUND:

Through the work of the Owner-Occupied Repair program, it has become clear that there are certain emergency housing situations where it may not be practical to income qualify the household ahead of time. Therefore, Board Member Craig Henry is proposing to create an Emergency Repair Program whereby some non-IFA funding is set aside for emergency situations. This funding would be utilized if the household were to not income qualify after the fact. The maximum amount per household would be \$1,000 or less per occurrence with one request per twelve-month period.

It is not anticipated that this program would be utilized often and if it were to be used, households would most likely qualify under traditional IFA funding but could not be guaranteed until income verification took place.

Funding would come from excess local match funds.

[Click here for a copy of the proposal from Craig Henry.](#)

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACTS:

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



February 2022
Item No. 4.2

ISSUE: SCHT Administration Contract

REPORT: Discuss the draft SCHT Administration Contract.

BACKGROUND:

The initial administration contract was a two-year contract that expired at the end of December. After discussion with the Board at the October meeting, SCHT staff has put together a draft administration contract for review. Green highlights are the organization who is signing the agreement that will change, red highlights are for language to remove, and yellow highlights are additional language to add.

The biggest change with this contract would be to move the compensation portion from a flat rate (currently \$20k per year) to 10% of the yearly grant award (2022 would be approximately \$27k). This will allow the compensation to adjust automatically to the increased amount of anticipated funding and reflect the additional time needed to administer those funds.

Additionally, the MPO is proposing the following:

- **Increase the minimum number of meetings to be held each year from 4 to 8 and provide staffing support to subcommittees.** When the MPO began staffing the SCHT there was an expectation of holding meetings every other month. As the SCHT has grown and matured it has become evident that a board meeting is needed most months of the year to ensure business is conducted in a reasonable timeframe. The proposed changes will reflect that fact.
- **Provide bookkeeping services.** Checks would still be issued by the Treasurer and the SCHT would still pay for the audit and Form 990. However, moving forward, the monthly bookkeeping would be tracked by QuickBooks or a similar software by the MPO.
- **Have mileage be included in the administration lump sum.** Although present in the old contract, the MPO never asked for mileage, so this is being removed to reflect current practice.

The contract would also be a continuing contract with a 90-day cancellation notice for either party.

[Click here for a copy of the draft SCHT Administration Contract.](#)

RECOMMENDATION:

Approve the proposed SCHT Administration Contract.

STAFF CONTACTS:

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



February 2022
Item No. 4.3

ISSUE: 2022 OOR Grant Application NOFA

REPORT: Report on the upcoming 2022 OOR grant application cycle.

BACKGROUND:

This year's application cycle will be for OOR projects. The last OOR application cycle, in 2020, was delayed and contracts were not awarded until August 2020.

To draw funding down more quickly, the ideal time is to solicit applications in late Winter or Early Spring. That way funding can be awarded and have money spent on projects more quickly and earlier in the construction season.

Therefore, staff is recommending starting the application process for OOR projects in February with awards to be made in April to get funding spent more quickly on much needed projects.

[Click here for a copy of the 2022 OOR NOFA and application.](#)

RECOMMENDATION:

Approve the 2022 OOR NOFA and application.

STAFF CONTACTS:

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



February 2022
Item No. 4.4

ISSUE: Single Family Lot RFP

REPORT: Report on the proposed RFP to communities for a single-family lot.

BACKGROUND:

Recently the SCHT was preliminary awarded ARPA funding which includes the construction of a Homes for Iowa house in Story County. As part of that project, the SCHT will need a buildable lot on which to place the house and build the garage.

To facilitate the sonication of a lot, staff has created a draft RFP that would be sent to communities for them to respond to.

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

RECOMMENDATION:

Approve the single family lot RFP.

STAFF CONTACTS:

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



February 2022
Item No. 4.5

ISSUE: New Rental Development Opportunity in Nevada

REPORT: Report on a potential new development of LMI rental units.

BACKGROUND:

A developer in Nevada has recently proposed a new rental development with approximately 30 units for LMI populations. They are currently exploring funding opportunities in conjunction with the City of Nevada.

Current unobligated funding of the SCHT includes the upcoming OOR funding round of approximately \$284,354 and \$14,426.48 in recaptured unallocated funding.

RECOMMENDATION:

Consider potential funding for a project request.

STAFF CONTACTS:

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