



Story County Housing Trust

**STORY COUNTY HOUSING TRUST  
BOARD OF DIRECTORS**

**January 18, 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 2
  - 1.2 Approve October 2021, December 2021, and the supplemental  
January 2022 Board Meeting minutes\* ..... Page 3
- 2. Presentation
  - 2.1 Presentation on the Story County Alternatives Pre/Post Arrest  
Diversion Program..... Page 4
- 3. Financial Report
  - 3.1 October, November, and December Bank Statements..... Page 5
  - 3.2 Grantee Funding Status Report ..... Page 6
  - 3.3 Small Community Matching Funds Request Letters ..... Page 7
- 4. Administrative Items
  - 4.1 Request From Story City to Use OOR Funding for Condominium  
Repairs \* ..... Page 8
  - 4.2 Local Housing Trust Fund Network CY 2022 Dues\* ..... Page 9
  - 4.3 Emergency Repair Program ..... Page 10
  - 4.4 SCHT Administration Contract..... Page 11
  - 4.5 2019 IFA Audit..... Page 12
  - 4.6 2022 IFA Award Update ..... Page 13
  - 4.7 2022 OOR Grant Application Cycle..... Page 14
  - 4.8 Recaptured OOR Funds ..... Page 15
  - 4.9 Draft Housing Action Plan Discussion ..... Page 16
- 5. Questions for Staff
- 6. Other Business
- 7. Adjournment

Action Item \*

**Login information is available on the following page.**



**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.



January 2022  
Item No. 1.2

**ISSUE: Approval of Meeting Minutes**

VOTE: Approve the minutes of the October 26, 2021, December 14, 2021, and January 12, 2022, SCHT Board Meetings.

**BACKGROUND:**

Copies of the October 26, 2021, December 14, 2021, and January 12, 2022, Meeting Minutes will be made available prior to the meeting.

**RECOMMENDATION:**

Approve the minutes of the October 26, 2021, December 14, 2021, and January 12, 2022, SCHT Board Meetings.

**STAFF CONTACTS:**

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org);  
(515) 334-0075.



January 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:**

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(515) 334-0075.



January 2022  
Item No. 3.1

**ISSUE: October, November, and December Bank Statements**

REPORT: Review the October, November, and December Bank Statements.

**BACKGROUND:**

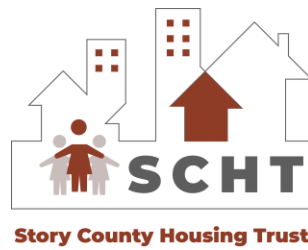
[Click here for a copy of the October, November, and December Bank Statements.](#)

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACTS:**

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(515) 334-0075.



January 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:**

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(515) 334-0075.



January 2022  
Item No. 3.3

**ISSUE: Small Community Matching Funds Request Letters**

REPORT: Update on the Small Community Matching Funds Request Letters.

**BACKGROUND:**

As discussed at the October Board meeting a series of letters were drafted to send to the small communities of Story County to request funds to match the money that Story County has been paying on their behalf. This was done as part of the overall effort to raise needed matching funds for the 2023 IFA grant.

[Click here for a copy of the approved FY 2023 Local Match Request.](#)

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACTS:**

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January 2022  
Item No. 4.1

**ISSUE: Request from Story City to Use OOR Funding for Condominium Repairs**

REPORT: Discuss the proposed use of OOR funding in Story City for Condominium repairs.

**BACKGROUND:**

Story City, through discussion with SCHT staff, is requesting to utilize a portion of their OOR grant funding to make repairs to a condominium complex for seniors. This age restricted building is comprised of LMI populations that would qualify for traditional OOR funding if they owned single family houses. Each household owns their unit but due to the present LMI population the shared maintenance needs have been deferred. The population cannot afford the needed repairs to the building.

The request is to utilize approximately half of Story County's award, around \$20,000, to make needed repairs to the complex.

**RECOMMENDATION:**

Approve the use of funding as requested so long as each household in the complex qualifies for IFA funding under the OOR program guidelines.

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January 2022  
Item No. 4.2

**ISSUE: Local Housing Trust Fund Network CY 2022 Dues**

REPORT: Report on the Local Housing Trust Fund Network CY 2022 Dues.

**BACKGROUND:**

Local Housing Trust Funds (LHTF) throughout the state rely on appropriations made by the State Legislature each year. To ensure that housing trust funds throughout the state receive the most support possible from state lawmakers, the housing trust funds contract lobbying services through the Local Housing Trust Fund Network.

The S C H T has traditionally supported the LHTF Network, which successfully lobbied the State Legislature to increase funding to all HTFs last year.

This is a budgeted item and funds are currently available to pay.

[Click here for a copy of the LHTF Network CY 2022 Dues Invoice.](#)

**RECOMMENDATION:**

Pay the requested LHTF Network CY 2022 Dues of \$600.

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January 2022  
Item No. 4.3

**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 could be around \$2,500 - \$3,000.

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.

**RECOMMENDATION:**

None. Report and discussion only.

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January 2022  
Item No. 4.4

**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:**

None. Report and discussion only.

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January 2022  
Item No. 4.5

**ISSUE: 2019 IFA Audit**

REPORT: Report on the 2019 IFA Audit.

**BACKGROUND:**

IFA sent the SCHT a letter on August 2, 2021 indicating that they were conducting an Audit of the 2019 IFA grant for compliance purposes. They requested applications, income and asset verifications, pictures of the properties, and income limits for four properties that were assisted.

The City of Collins, Friendship Ark, TUM, and ACCESS each had one property that documentation was requested for.

On November 15, 2021, the SCHT received a letter indicating that the audit was complete and successfully closed out.

[Click here for a copy of the audit closeout letter.](#)

**RECOMMENDATION:**

None. Report and discussion only.

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(515) 334-0075.



January 2022  
Item No. 4.6

**ISSUE: 2022 IFA Award Update**

REPORT: Report on the 2022 IFA Award.

**BACKGROUND:**

At the December 1<sup>st</sup>, 2021 IFA Board Meeting the Story County Housing Trust was awarded the full ask of \$270,813 for 2022. Grant contracts and other items will be sent out when they become available.

In the meantime, the board resolution authorizing the grant award can be used as evidence of available grant funds.

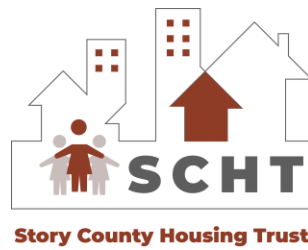
[Click here for a copy of the IFA board resolution.](#)

**RECOMMENDATION:**

None. Report and discussion only.

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January 2022  
Item No. 4.7

**ISSUE: 2022 OOR Grant Application Cycle**

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 March with awards to be made in April to get funding spent more quickly on much needed projects.

**RECOMMENDATION:**

None. Report and discussion only.

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January 2022  
Item No. 4.8

**ISSUE: Recaptured OOR Funds**

REPORT: Report on recaptured OOR funds.

**BACKGROUND:**

Two homes in the City of Collins that received SCHT assistance were sold before the forgivable loan was forgiven. The total amount of recaptured funds is \$14,426.48.

These funds are contractually obligated to be spent on IFA eligible projects per the grant agreement. However, there is no timeframe in which these funds need to be spent. Therefore, these funds can be kept in reserves until such time they are needed for a project.

**RECOMMENDATION:**

None. Report and discussion only.

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January 2022  
Item No. 4.9

**ISSUE: Draft Housing Action Plan Discussion**

REPORT: Discussion on the Draft Housing Action Plan.

**BACKGROUND:**

This is additional time set aside for continued discussion on the Draft Housing Action Plan as needed.

[Click here for a copy of the Draft Housing Action Plan.](#)

**RECOMMENDATION:**

None. Report and discussion only.

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