



Story County Housing Trust

**STORY COUNTY HOUSING TRUST  
BOARD OF DIRECTORS**

**September 20, 2022  
2:00 p.m.**

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

Annual Meeting

1. Call to Order
  - 1.1 Approve Agenda\* ..... Page 1
  - 1.2 Approve August 2022 Board Meeting Minutes\* ..... Page 2
2. Board Membership
  - 2.1 Election of Board Members\* ..... Page 3
  - 2.2 Election of Officers\* ..... Page 4
  - 2.3 Conflict of Interest Certification ..... Page 5
3. 2023 State Application and Housing Assistance Plan
  - 3.1 Public Hearing\* ..... Page 6
  - 3.2 2023 HAP Adoption\* ..... Page 7
  - 3.3 2023 Funding Application\* ..... Page 8
4. Financial Report
  - 4.1 August Bank Statement..... Page 9
5. Administrative Items
  - 5.1 Review of Funding Limits for OOR and Rental Assistance Projects\* ..... Page 10
  - 5.2 TUM OOR Project Request\* ..... Page 11
  - 5.3 Lot FRP Response\* ..... Page 12
6. Questions for Staff
7. Other Business
8. 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: October 18, 2022 at 2:00 p.m.



September 2022  
Item No. 1.2

**ISSUE: Approval of Meeting Minutes**

VOTE: Approve the minutes of the August 22, 2022, SCHT Board Meeting.

**BACKGROUND:**

[Click here for a copy of the August 22, 2022 SCHT Board Meeting Minutes.](#)

**RECOMMENDATION:**

Approve the minutes of the August 22, 2022 SCHT Board Meeting.

**STAFF CONTACTS:**

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



September 2022  
Item No. 2.1

**ISSUE: Election of Board Members**

REPORT: Vote on Board Members for the upcoming year.

**BACKGROUND:**

Every year the SCHT Board votes on board memberships for expiring terms for existing board members and vacant seats.

The following is a list of expiring board memberships:

- Brenda Dryer** – Term expiring 9/2022 – Will not seek reappointment
- Erik Bunker** – Term expiring 9/2022
- Lauris Olson** – Term expiring 9/2022
- Sheryl Phipps** – Term expiring 9/2022
- Greg Schlueter** – Term expiring 9/2022

[Click here for a copy of the proposed list of Board Members.](#)

**RECOMMENDATION:**

Approve the recommended list of Board Members.

**STAFF CONTACTS:**

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



September 2022  
Item No. 2.2

**ISSUE: Election of Officers**

REPORT: Vote on Officers for the upcoming year.

**BACKGROUND:**

Every year the SCHT Board votes on a slate of officers.

The following is a list of the current officers:

**Amber Corrieri** – Chair  
**Brenda Dwyer** – Vice Chair  
**Steve Ringlee** – Secretary  
**Erik Bunker** - Treasurer

The following is the recommendation for officers:

**Amber Corrieri** – Chair  
**Vacant** – Vice Chair – *Take nominations*  
**Steve Ringlee** – Secretary  
**Erik Bunker** - Treasurer

**RECOMMENDATION:**

Approve the recommended list of officers.

**STAFF CONTACTS:**

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



September 2022  
Item No. 2.3

**ISSUE: Conflict of Interest Certification**

REPORT: Review of the annual conflict of interest certification statements.

**BACKGROUND:**

Staff has determined that conflict of interest certification statements should be signed by both board members and staff. Previous year's certifications were recently reviewed from the organization's files and certifications were signed by members in years past.

[Click here for a copy of the conflict of interest certification.](#)

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACTS:**

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



September 2022  
Item No. 3.1

**ISSUE: Public Hearing**

REPORT: Public Hearing for comments on the draft 2023 Housing Assistance Plan.

**BACKGROUND:**

Public Hearing for comments on the draft 2023 Housing Assistance Plan.

[Click here for a copy of the draft 2023 Housing Assistance Plan.](#)

**RECOMMENDATION:**

Open public hearing for discussion on the draft 2023 Housing Assistance Plan.

**STAFF CONTACTS:**

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



September 2022  
Item No. 3.2

**ISSUE: 2023 HAP Adoption**

REPORT: Review and approval of the 2023 Housing Assistance Plan.

**BACKGROUND:**

The draft 2023 Housing Assistance Plan was developed by staff for the upcoming 2023 IFA application for funding. Changes include a new Story County map, updated figures based on new HUD and Census information, and slight language tweaks. Nothing substantial has been changed from the 2022 HAP.

[Click here for a copy of the draft 2023 Housing Assistance Plan.](#)

**RECOMMENDATION:**

Approve the draft 2023 Housing Assistance Plan.

**STAFF CONTACTS:**

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



September 2022  
Item No. 3.3

**ISSUE: 2023 Funding Application Submittal**

REPORT: Review and approval of the 2023 IFA Funding Application submittal.

**BACKGROUND:**

Every year the Story County Housing Trust applies for funding from the Iowa Finance Authority through their Local Housing Trust Fund application program. This year, the available funding for the SCHT is \$347,919. with a 21% local match requirement.

[Click here for a copy of the 2023 IFA grant application.](#)

**RECOMMENDATION:**

Approve the submittal of the 2023 IFA grant application.

**STAFF CONTACTS:**

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





September 2022  
Item No. 4.1

**ISSUE: August Bank Statement**

REPORT: Review the August Bank Statement.

**BACKGROUND:**

A copy of the August Bank Statement will be made available prior to the meeting.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACTS:**

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



September 2022  
Item No. 5.1

**ISSUE: Review of Funding Limits for OOR and Rental Assistance Projects**

REPORT: Review of Funding Limits for OOR and Rental Assistance Projects.

**BACKGROUND:**

Staff has put together a report on what other HTFs in the State of Iowa have for program limits. The SCHT has the lowest OOR limit of all HTFs with the average OOR limit being \$17,306. There is only one other HTF that offers rental assistance and the limit is lower than the SCHT.

[Click here for a copy of the HTF OOR and Rental Assistance Limit review.](#)

**RECOMMENDATION:**

Raise OOR and Rental Assistance limits for households.

**STAFF CONTACTS:**

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



September 2022  
Item No. 5.2

**ISSUE: TUM OOR Project Request and Potential General OOR Funding Options**

REPORT: Report on the TUM's OOR Project Request.

**BACKGROUND:**

TUM is currently working with a homeowner to potentially replace the siding on their home. However, the project cost is estimated to be almost double the \$8,000 funding cap that is currently in place.

The additional cost is due to the siding being very old and there is no existing underlayment which will need to be installed.

[Click here for a copy of TUM's Project Memo.](#)

TUM also would like to discuss how projects such as this can be completed without bringing them back to the board. Since the funding limit was last raised, building materials and overall inflation has limited the ability for grantees to complete projects that were standard in previous years.

Several options exist that would allow grantees to assist homeowners with vital repairs, such as roofs, that used to be doable under existing limits but it is becoming increasingly difficult to do so.

One option is to increase the project maximum above the \$8k limit. Another is to provide low interest loans to cover the gap between the project cost and the \$8k grant. Other options include some combination of the two.

[Click here for a picture of repair work completed by TUM.](#)

**RECOMMENDATION:**

Approve a funding option that would allow the project to move forward.

**STAFF CONTACTS:**

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



September 2022  
Item No. 5.3

**ISSUE: Lot RFP Response**

REPORT: Report on the responses received from the lot RFP.

**BACKGROUND:**

The SCHT approved an RFP in February for the procurement of a lot somewhere in Story County outside the City of Ames. Responses were due on June 30. However, staff did not receive a proposal.

Staff brought this item to the July board meeting and were asked to revise the RFP to indicate that the SCHT would be willing to purchase a lot. At the August board meeting the Board approved an additional RFP for a month.

[Click here for a copy of the Lot RFP that was sent out.](#)

No responses were received by staff.

**RECOMMENDATION:**

Authorize staff to begin discussions with communities for the purchase/donation of a lot.

**STAFF CONTACTS:**

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