



Story County Housing Trust

**Story County Housing Trust
BOARD OF DIRECTORS**

**May 16, 2023
2:00 p.m.**

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

Board Meeting Agenda

- 1. Call to Order**
 - 1.1 Approve Agenda* Page 1
 - 1.2 ARPA Check presentation with Story County Supervisors..... N/A
 - 1.3 April 18, 2023 Board Meeting Minutes* Page 2
- 2. Financial Report**
 - 2.1 April Bank Statement..... Page 3
 - 2.2 Grantee Funding Status Report Page 4
- 3. Administrative Items**
 - 3.1 2021 Rental and Shelter Grantee Contracts* Page 5
 - 3.2 Contract Terms for 2023 Contracts* Page 6
 - 3.3 Responses from the OOR NOFA* Page 7
 - 3.4 Responses from the Rental & Shelter NOFA* Page 8
 - 3.5 Responses from the ARPA Admin RFP* Page 9
- 4. Questions for Staff**
- 5. Other Business**
- 6. Adjournment**

* Denotes Action Item

Please join my meeting from your computer, tablet or smartphone.
<https://meet.goto.com/503736957>

You can also dial in using your phone.
Access Code: 503-736-957
United States: +1 (224) 501-3412

Next meeting: June 20, 2023 at 2:00 p.m.



May 2023
Item No. 1.3

ISSUE: April 18, 2023 Meeting Minutes

VOTE: Consider approval of the minutes from the April 18, 2023, SCHT Board Meeting.

BACKGROUND:

[Click here for a copy of the April 18, 2023 SCHT Board Meeting Minutes.](#)

RECOMMENDATION:

Approve the minutes of the April 18, 2023 SCHT Board Meeting.

STAFF CONTACTS:

Lucas Young
lyoung@dmampo.org
(515) 334-0075



May 2023
Item No. 2.1

ISSUE: April Bank Statement

REPORT: Review the April Bank Statement.

BACKGROUND:

[Click here for a copy of the April 2023 Bank Statement.](#)

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACTS:

Lucas Young
lyoung@dmampo.org
(515) 334-0075



May 2023
Item No. 2.2

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:

Lucas Young
lyoung@dmampo.org
(515) 334-0075



May 2023
Item No. 3.1

ISSUE: 2021 Rental and Shelter Grantee Contracts

VOTE: Consider contract amendments for 2021 Rental and Shelter Grantees.

BACKGROUND:

Last month the SCHT board asked for an official update from each rental and shelter grantee regarding the status of their funds. Staff sent correspondence to ACCESS, Home Allies, The Bridge Home, and YSS.

[Click here for a copy of the email sent to grantees.](#)

ACCESS – After the request for an update, ACCESS submitted a sizable draw request as indicated on the funding status report. ACCESS states that there will be an additional request for the balance as permitted by the terms of the contract. The outstanding amount is \$11,614.51. No extension needed.

Home Allies – Submitted a response and contract amendment request. The outstanding amount is \$83,916. An extension until June 30, 2024 is requested.

[Click here for a copy of the project update and request from Home Allies.](#)

The Bridge Home – Submitted a response and indicated that the funds were earmarked for repairs to their shelter. Invoices for those repairs were submitted and paid in 2022 at an amount less than the award. The outstanding amount is \$1,463.18. No extension needed.

YSS – Communication from YSS staff indicated that they have a pending draw request. As of now, YSS has not submitted a request. The outstanding amount is \$5,781.91.

RECOMMENDATION:

Consider extension requests.

STAFF CONTACTS:

Lucas Young
lyoung@dmampo.org
(515) 334-0075



May 2023
Item No. 3.2

ISSUE: Contract Terms for 2023 Contracts

VOTE: Consider revised contract terms for 2023 contracts.

BACKGROUND:

Last month the board indicated that there should be formal action on future contract terms. Previous discussions have focused on whether 2 years is the appropriate contract length or if there should be a change.

Historically, it made sense for the contracts to be two years in length because that mimics the contract between the SCHT and IFA. As timing works out, two years puts the term for grantees past the IFA contract term.

The committee of Corrieri, Faisal, and Ringlee discussed this topic and suggested a 1-year contract length and a spending benchmark of 50% at 6 months.

[Click here for a copy of an example contract currently being used.](#)

RECOMMENDATION:

Approve revised contract terms: Change contract length to 1-year and require a spending benchmark of 50% of award at 6 months.

STAFF CONTACTS:

Lucas Young
lyoung@dmampo.org
(515) 334-0075



May 2023
Item No. 3.3

ISSUE: Responses from the OOR NOFA

VOTE: Consider awards totaling \$86,191 for Owner-Occupied Repair.

BACKGROUND:

The SCHT Board approved an OOR Notice of Funding Availability (NOFA) at the March board meeting which was subsequently disseminated throughout Story County. Applications were due on May 8 and staff received three submittals. A spreadsheet was created to summarize and link to the applications.

[Click here for a copy of the spreadsheet outlining the OOR requests.](#)

The committee of Corrieri, Faisal, and Ringlee met and recommends a pro rata allocation for all three applications.

RECOMMENDATION:

Approve OOR awards for 2023.

STAFF CONTACTS:

Lucas Young
lyoung@dmampo.org
(515) 334-0075



May 2023
Item No. 3.4

ISSUE: Responses from the Rental and Shelter NOFA

VOTE: Consider awards totaling \$200,000 for Rental and Shelter Programs.

BACKGROUND:

The SCHT Board approved a rental and shelter Notice of Funding Availability (NOFA) at the March board meeting which was subsequently disseminated throughout Story County. Applications were due on May 8 and staff received nine submittals from 6 organizations. A spreadsheet was created to summarize and link to the applications.

[Click here for a copy of the spreadsheet outlining the rental and shelter requests.](#)

The committee of Corrieri, Faisal, and Ringlee met and recommends a pro rata allocation of four applications.

RECOMMENDATION:

Approve rental & shelter awards for 2023.

STAFF CONTACTS:

Lucas Young
lyoung@dmampo.org
(515) 334-0075



May 2023
Item No. 3.5

ISSUE: Responses from the ARPA Admin RFP

VOTE: Consider responses from ARPA Admin RFP.

BACKGROUND:

The contract with Story County for the ARPA funded projects requires procurement of administrative services. To ensure compliance with federal procurement guidelines it was determined an RFP was appropriate because of the change in administration beginning July 1.

Last month the board approved an RFP, and it was posted and sent to several area firms that might have interest in providing administrative services to the S C H T. One response was submitted by MIPA.

[Click here for a copy of the response from MIPA.](#)

RECOMMENDATION:

Approve an administrator related to the ARPA funded projects.

STAFF CONTACTS:

Lucas Young
lyoung@dmampo.org
(515) 334-0075