

DALLAS COUNTY LOCAL HOUSING TRUST FUND, INC.

Dallas County Local Housing Trust Fund, Inc Annual Meeting of the Board of Directors

Monday, September 22, 2025

1:00 p.m.

Hybrid Meeting

In Person Location:

City of West Des Moines
4200 Mills Civic Pkwy
Board Room – Floor 2
West Des Moines, Iowa 50265

Online Meeting Access:

Microsoft Teams:

[Join the meeting now](#)

Meeting ID: 290 604 633 865 0

Passcode: vs64Mn3A

Board Meeting Agenda

*** Denotes Action Item**

1. Call to Order

- 1.1 Approve Agenda* Page 1
- 1.2 July 10, 2024 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 Resolution to Appoint Executive Director* Page 5

3. 2026 State Application and Housing Assistance Plan

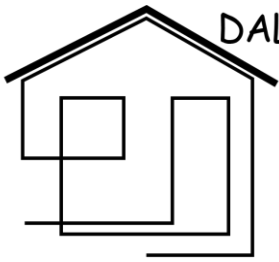
- 3.1 Public Hearing* Page 6
- 3.2 2026 HAP Adoption* Page 7
- 3.3 2026 IFA Funding Application* Page 8

4. Other Business

- 4.1 Dallas County Habitat for Humanity Agreement* Page 9
- 4.2 Status of Current Funding..... Page 10
- 4.3 Project Scope Limits* Page 11
- 4.4 Future Local Match Page 12
- 4.5 Board Member Updates or Questions

5. Adjournment

Next meeting: TBD



ISSUE: July 10, 2024 Board Meeting Minutes

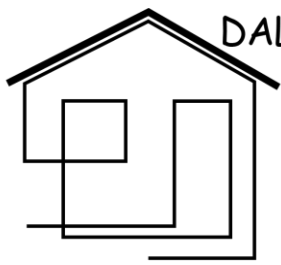
VOTE: Consider approval of the minutes of the July 10, 2024 DCLHTF Board Meeting.

BACKGROUND:

[Click here for a copy of the July 10, 2024 Board Meeting Minutes.](#)

STAFF RECOMMENDATION:

Approve the minutes of the July 10, 2024 Board Meeting.



ISSUE: Election of Board Members

REPORT & VOTE: Consider a slate of candidates to fill the current vacancies.

BACKGROUND:

It has been the practice of the DCLHTF that cities nominate a representative for the board and Dallas County nominates two representatives. The bylaws state, "At its annual meeting each year, the LHTF shall receive nominations to the Board from the member communities and the Dallas County Board of Supervisors for appointment to the Board for vacancies created by the expiration of any Board member's term...From the nominations, the Board shall approve new Board members." The terms are intended to be staggered 3-year terms. Due to sporadic turnover, there were more than 4 seats with changeover in 2025. Below is an overview of existing members and proposed terms for new or returning members.

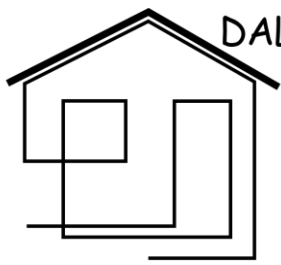
Green are existing board members.

Yellow are nominees to the board.

Board Member	Community that Member or Nominee Represents	Term Expiration Year
Christine Gordon	West Des Moines	2026
Steve Nissly	Dallas Center	2026
Kara Sinnard	Adel	2026
Vacant	Previously Perry	2026
Anna Pierce	Waukee	2027
Vacant	Previously Urbandale	2027
Amanda Grutzmacher	Clive	2027
Vacant	Previously DeSoto	2027
Chris Costa	Dallas County	2028
Alice Wicker	Dallas County	2028
Mary Bustad	Woodward	2028
Penny Westfall	Van Meter	2028

STAFF RECOMMENDATION:

Approve a slate of candidates.



ISSUE: Election of Officers

REPORT & VOTE: Consider a slate of officers for the upcoming year.

BACKGROUND:

The bylaws state that, “Officers shall be nominated and elected by the Board members at the annual meeting.” The officers consist of a Chairperson, Vice Chairperson, Secretary, and Treasurer. Below is a description of each role as outlined in the bylaws.

The **Chairperson** shall be a member of the Board and shall, when present, preside at all meetings of the LHTF. The Chairperson shall perform other such duties as may from time to time be assigned by the LHTF.

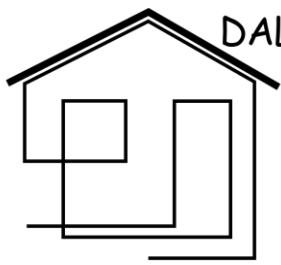
The **Vice-Chairperson** shall be a member of the Board and shall, in the absence of the Chairperson or in the event of death, inability or refusal to act, perform the duties of the Chairperson. The Vice-Chairperson shall perform other such duties as may from time to time be assigned by the LHTF.

The **Secretary** shall be a member of the LHTF and shall be responsible for seeing that a) minutes of the Board meeting are kept; b) notices of meetings are given in accordance with these bylaws; and c) other LHTF records are maintained. The Secretary shall perform other such duties as may from time to time be assigned by the LHTF.

The **Treasurer** shall be a member of the LHTF and shall be responsible for seeing that: a) financial records are fully and accurately maintained for all transactions; b) expenditures are duly authorized and evidenced by proper receipts and vouchers; c) deposits are made timely and into such depository or depositories as approved by the Board; d) reports are made to the LHTF on the financial condition of the Trust Fund; e) an annual audit is conducted by a Certified Public accountant; and perform such other duties as may from time to time be assigned by the LHTF

STAFF RECOMMENDATION:

Approve a slate of candidates to serve as officers.



ISSUE: Resolution to Appoint Executive Director

REPORT & VOTE: Consider a resolution appointing Andrew Collings Executive Director of the DCLHTF.

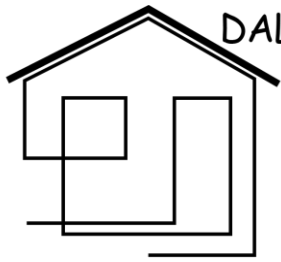
BACKGROUND:

The bylaws state, “The LHTF may elect or employ an Executive Director, who shall not be a member of the Board, but shall serve ex officio on the Executive Committee, at the direction of the LHTF. The Executive Director shall act as the principal staff for the LHTF and shall, subject to the control of the LHTF, have general charge of the direct the operations of the LHTF. The Executive Director shall keep the Board fully informed and consult with them concerning the business of the LHTF. The Executive Director may, by resolution of the LHTF, have the authority to assist in executing all contracts, checks, and other obligations on behalf of the LHTF, as the Executive Director may deem necessary and proper in the course of the LHTF’s business, or which is authorized by the LHTF. The Executive Director may sign, in the name of the LHTF, reports and other documents, which are necessary or proper during the course of the LHTF’s business. The Executive Directors shall perform all duties inherent to the position, as herein defined, and perform all other such duties as may from time to time be assigned by the Board. In the absence of the appointment or employment of an Executive Director, the Chairman of the LHTF, or the Chairman’s designee, who must be an officer of the LHTF, shall carry out the duties set forth herein.”

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

STAFF RECOMMENDATION:

Approve appointment of Andrew Collings as Executive Director of the DCLHTF.



ISSUE: Public Hearing

PUBLIC HEARING: Public Hearing for comments on the draft 2026 Housing Assistance Plan (HAP) and IFA application.

BACKGROUND:

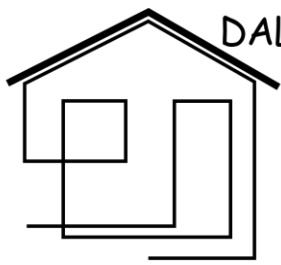
Each year as part of the IFA application process the DCLHTF must prepare a Housing Assistance Plan. Prior to adoption, a Public Hearing must be held for comments on the HAP and IFA application.

[Click here for a copy of the draft 2026 Housing Assistance Plan.](#)

[Click here for a copy of the draft 2026 IFA Application.](#)

STAFF RECOMMENDATION:

Open public hearing for public comment and discussion on the draft 2026 Housing Assistance Plan and IFA application.



ISSUE: 2026 Housing Assistance Plan Adoption

REPORT & VOTE: Consider approval of the 2026 Housing Assistance Plan (HAP).

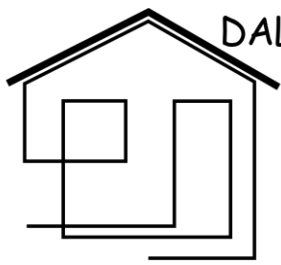
BACKGROUND:

The draft 2026 Housing Assistance Plan was developed by staff for the upcoming 2026 IFA application cycle. For 2026, the HAP was only lightly edited from the previous year.

[Click here for a copy of the draft 2026 Housing Assistance Plan.](#)

STAFF RECOMMENDATION:

Approve the 2026 Housing Assistance Plan.



ISSUE: 2026 IFA Funding Application

REPORT & VOTE: Consider approval of the 2026 IFA Funding Application.

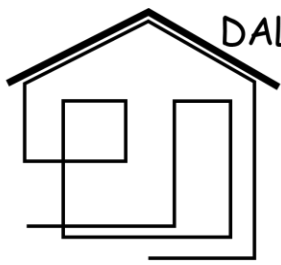
BACKGROUND:

Every year the DCLHTF applies for funding from the Iowa Finance Authority through their Local Housing Trust Fund application program. This year \$389,340 is available to the DCLHTF. To receive the IFA funds, the DCLHTF must commit 25% or \$97,335 in local funding.

[Click here for a copy of the draft 2026 IFA grant application.](#)

STAFF RECOMMENDATION:

Approve the submittal of the 2026 IFA grant application.



ISSUE: Dallas County Habitat for Humanity Agreement

REPORT & VOTE: Consider approval of the agreement with Dallas County Habitat for Humanity for 2025 funding.

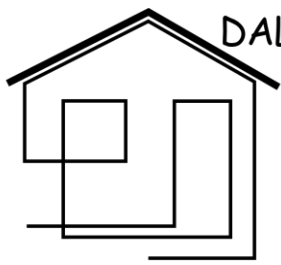
BACKGROUND:

Dallas County Habitat for Humanity has been a partner with the DCLHTF for nearly a decade. Throughout the partnership, Habitat has stepped up to provide a significant portion of the local match and then is given a grant to implement home repair projects throughout Dallas County. Habitat is currently spending its 2024 funds. An agreement for 2025 was prepared based on the agreements used in previous grant cycles.

[Click here for a copy of draft 2025 agreement with Dallas County Habitat for Humanity.](#)

STAFF RECOMMENDATION:

Approve the 2025 agreement with Dallas County Habitat for Humanity.



ISSUE: Status of Current Funding

REPORT & DISCUSSION: Review the status of current funding and projects.

BACKGROUND:

Projects funded with the 2023 award are now complete. All claims have been made to IFA to fully draw down the funds.

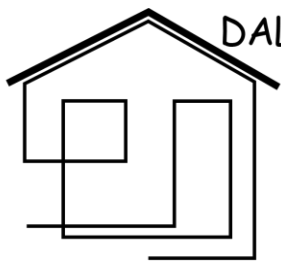
Projects funded with the 2024 award are nearing completion. At least three more projects can be completed using 2024 funds. As those applications come in, funds will be used.

Many of the projects have been identified for 2025 funding. Some are under construction, and some have been bid waiting for the contractor to start. These will continue to progress.

[Click here for a copy of the home repair projects funded in 2023, 2024, and 2025.](#)

STAFF RECOMMENDATION:

None. Discussion only.



ISSUE: Project Scope Limits

REPORT & VOTE: Consider changes to the project scope limits.

BACKGROUND:

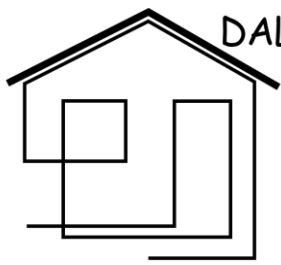
Staff limits the scope of work to the items listed on the permitted home improvement items.

[Click here for a copy of the permitted home repair projects.](#)

Recently at an inspection, a homeowner asked for mold remediation as work item. Staff informed them that it is not on the list as permitted or excluded. Staff determined the best option was to seek guidance from the board to determine if mold remediation is an appropriate use of the funds.

STAFF RECOMMENDATION:

Determine if mold remediation is within the desired scope of work.



ISSUE: Future Local Match

REPORT & DISCUSSION: Discuss how the local match requirement can be met on future applications for state funding.

BACKGROUND:

The Iowa Finance Authority has made significant increases in the awards given to local housing trust funds in the last several years. The increase in funding has resulted in more dollars being required for local match. Below is an overview of prior funding:

Year	SHTF Award	Local Match Required
2025	\$384,356	\$96,089
2024	\$351,887	\$80,934
2023	\$349,893	\$73,478
2022	\$235,703	\$35,356
2021	\$181,055	\$45,264
2020	\$167,828	\$41,957

In the last couple years, the DCLHTF has raised about \$51,000 annually from Dallas County and the cities. The balance of the local match has been covered by Habitat for Humanity. The arrangement with Habitat started with match of less than \$10,000. In 2025 it was more than \$45,000.

Looking to future application cycles, there may be a point where Habitat is not willing to provide the amount necessary to close the gap between funds provided by local governments and the match required for the application. Options include:

- Seek additional funds from cities and Dallas County.
- Seek donations from Dallas County businesses or individuals.
- Require homeowners to pay a portion of the cost.
- Dedicate a portion of the annual funds for awards to outside organizations that then are required to pay the local match. (This would be similar to what is done for Habitat.)

STAFF RECOMMENDATION:

None. Discussion only.