

DALLAS COUNTY LOCAL HOUSING TRUST FUND, INC.

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

Thursday, September 17, 2026

10:00 a.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: 266 911 675 986 379

Passcode: fb2eH9Wh

By Phone: 321-558-6407

ID: 713 522 159#

Board Meeting Agenda

* **Denotes Action Item**

1. Call to Order

- 1.1 Approve Agenda* Page 1
- 1.2 March 3, 2026 Board Meeting Minutes* Page 2

2. Board Membership

- 2.1 Election of Board Members* Page 3
- 2.2 Election of Officers* Page 4

3. 2027 State Application and Housing Assistance Plan

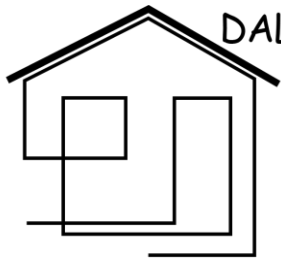
- 3.1 Public Hearing* Page 5
- 3.2 2027 HAP Adoption* Page 6
- 3.3 2027 IFA Funding Application* Page 7

4. Other Business

- 4.1 Status of Current Projects Page 8
- 4.2 Quadrant Waiting List* Page 9
- 4.3 Board Member Updates or Questions

5. Adjournment

Next meeting: September TBD



ISSUE: March 3, 2026 Board Meeting Minutes

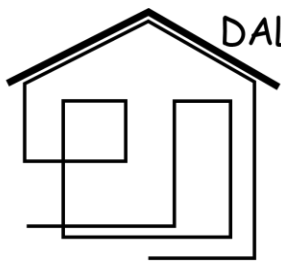
VOTE: Consider approval of the minutes of the March 3, 2026 DCLHTF Board Meeting.

BACKGROUND:

[Click here for a copy of the March 3, 2026 Board Meeting Minutes.](#)

STAFF RECOMMENDATION:

Approve the minutes of the March 3, 2026 Board Meeting.



ISSUE: Election of Board Members

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

BACKGROUND:

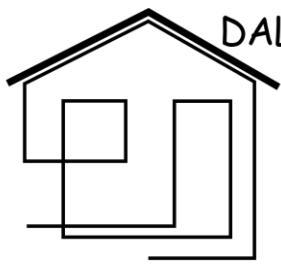
It has been the practice of the DCLHTF that cities nominate a representative for the board and Dallas County nominates two representatives. The bylaws state, "At its annual meeting each year, the LHTF shall receive nominations to the Board from the member communities and the Dallas County Board of Supervisors 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.

Christine Gordon, Steve Nissly, and Kara Sinnard were each nominated to serve another term.

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
Bridget Carberry Montgomery	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

The current officers are:

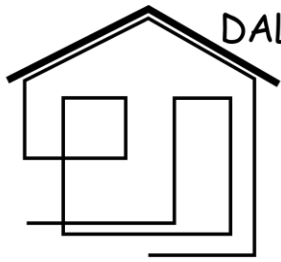
Christine Gordon, Chair

Amanda Grutzmacher, Vice Chair

Kara Sinnard, Secretary/Treasurer

STAFF RECOMMENDATION:

Approve a slate of candidates to serve as officers.



ISSUE: Public Hearing

PUBLIC HEARING: Public Hearing for comments on the draft 2027 Housing Assistance Plan (HAP) and IFA application.

BACKGROUND:

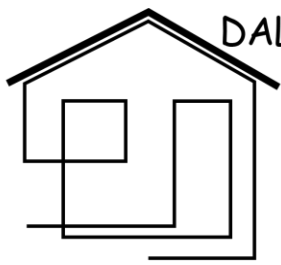
Each year as part of the IFA application process the DCLHTF must prepare a Housing Assistance Plan. Prior to adoption, a Public Hearing must be held for comments on the HAP and IFA application.

[Click here for a copy of the draft 2027 Housing Assistance Plan.](#)

[Click here for a copy of the draft 2027 IFA Application.](#)

STAFF RECOMMENDATION:

Open public hearing for public comment and discussion on the draft 2027 Housing Assistance Plan and IFA application.



ISSUE: 2027 Housing Assistance Plan Adoption

REPORT & VOTE: Consider approval of the 2027 Housing Assistance Plan (HAP).

BACKGROUND:

The draft 2027 Housing Assistance Plan was developed by staff for the upcoming 2027 IFA application cycle.

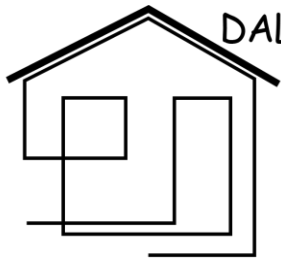
In March, the Board discussed the possibility of allocating a portion of the annual award to projects and programs beyond owner-occupied repairs. During that discussion, staff noted that the annual Housing Assistance Plan would need to identify eligible properties, activities, and applicants.

Staff has drafted a Housing Assistance Plan based on work with two other housing trust funds. The Program and Activity Guidelines on pages 7-9 change the trajectory of the DCLHTF and allows the board to allocate funds for projects beyond owner-occupied repair.

[Click here for a copy of the draft 2027 Housing Assistance Plan.](#)

STAFF RECOMMENDATION:

Approve the 2027 Housing Assistance Plan.



ISSUE: 2027 IFA Funding Application

REPORT & VOTE: Consider approval of the 2027 IFA Funding Application.

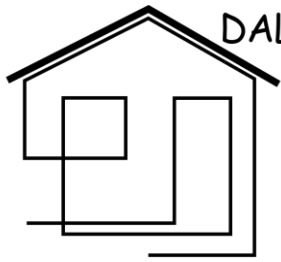
BACKGROUND:

Every year the DCLHTF applies for funding from the Iowa Finance Authority through their Local Housing Trust Fund application program. This year \$334,814 is available to the DCLHTF. To receive the IFA funds, the DCLHTF must commit 10% or \$33,482 in local funding.

[Click here for a copy of the draft 2027 IFA grant application.](#)

STAFF RECOMMENDATION:

Approve the submittal of the 2026 IFA grant application.



ISSUE: Status of Current Projects

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

BACKGROUND:

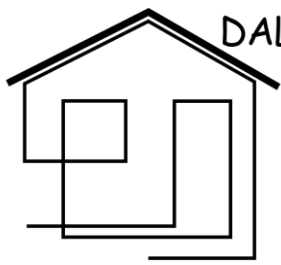
This summer has been productive in getting several projects completed and nearly all of the 2025 funding has been drawn or allocated. There are several projects under construction, being bid, or waiting for the contractor to start. As always, we are actively accepting applications.

Some of the current projects may end up as 2026 funded projects, but the final split will be determined after Habitat provides their final draw in September to ensure we meet IFA requirements for households assisted.

[Click here for a copy of the current project status report.](#)

STAFF RECOMMENDATION:

None. Discussion only.



ISSUE: Quadrant Waiting List

REPORT & VOTE: Consider moving to a county-wide waiting list rather than by quadrant.

BACKGROUND:

At the meeting in March there was a suggestion that the DCLHTF should transition to a county-wide waiting list. The benefit to a quadrant waiting list is that the funds are distributed throughout the county and not one area sees all the benefit. However, one area can end up with a longer waiting list. Right now Quadrant B has the longest waiting list with ten and the oldest applications date back to early 2025. The other three quadrants have a total of five all having applied in 2026.

The quadrants are as follows:

Quadrant A - Dawson, Perry

Quadrant B - Adel, Dexter, Linden, Redfield

Quadrant C - Bouton, Granger, Minburn, Woodward,

Quadrant D - Clive, Dallas Center, DeSoto, Urbandale, Van Meter, Waukee, West Des Moines

STAFF RECOMMENDATION:

Move to a county-wide waiting list to ensure we are completing projects in a timely manner.