DALLAS COUNTY LOCAL HOUSING TRUST FUND, INC.

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

Thursday, November 12, 2026
2:00 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: 253 242 800 623 452
Passcode: v8Gb6QJ6

By Phone: 321-558-6407
ID: 492 075 854#

Board Meeting Agenda
* **Denotes Action Item**

1. Call to Order
1.1 Approve Agenda* ..... Page 1
1.2 September 17, 2026 Board Meeting Minutes* ..... Page 2
2. 2027 Local Application
2.1 Draft Local Application* ..... Page 3
2.2 Application Schedule* ..... Page 4
2.3 Application Review Committee* ..... Page 5
3. Other Business
3.1 2026 Agreement with Habitat* ..... Page 6
3.2 Board Member Updates or Questions
4. Adjournment

Next meeting: February 2027

November 2026
Item No. 1.2

ISSUE: September 17, 2026 Board Meeting Minutes

VOTE: Consider approval of the minutes of the September 17, 2026 DCLHTF Board Meeting.

BACKGROUND:

Click here for a copy of the September 17, 2026 Board Meeting Minutes.

STAFF RECOMMENDATION:

Approve the minutes of the September 17, 2026 Board Meeting.

November 2026
Item No. 2.1

ISSUE: Draft Local Application

REPORT & VOTE: Consider approval of the 2027 Local Application.

BACKGROUND:

In September the board approved the 2027 Housing Assistance Plan (HAP) and the 2027 application for funding from the State housing Trust Fund. The HAP approval and submission of the application started the DCLHTF down a path of making funds available to other organizations for a variety of affordable housing projects.

The next step in the process is to develop an application. This application needs to be applicable to any project and gather information that can guide discission making.

Click here for a copy of the draft 2027 Local Application.

STAFF RECOMMENDATION:

Approve the 2027 Local Application.

November 2026
Item No. 2.2

ISSUE: Application Schedule

REPORT & VOTE: Consider a schedule for soliciting applications from cities and non-profits.

BACKGROUND:

The DCLHTF's request for funding from the State housing Trust Fund is scheduled for approval at the December IFA Board meeting on December 2nd. The contract for those funds will be distributed by the end of the year with a January 1, 2027 start date. Below is the proposed schedule to solicit applications for funding.

Date	***Action***
11/12/26	Application is approved
11/13/26	Application is made available
1/22/27	Applications are due
1/25/27 – 1/29/27	Application Review Committee convenes (if needed)
2/1/27 – 2/5/27	DCLHTF board meeting to consider committee's recommendations
After 2/5/27	Contracts are sent to recipients

STAFF RECOMMENDATION:

Approve the application schedule.

November 2026
Item No. 2.3

ISSUE: Application Review Committee

REPORT, DISCUSSION & OPTIONAL VOTE: Consider an application review committee to provide recommendations to the full board.

BACKGROUND:

MIPA administers two other housing trust funds and both have an application process. One HTF has a committee review applications and the other does not.

This agenda item allows the board to establish a committee if that is the preference of the board.

STAFF RECOMMENDATION:

If a committee is the preferred path forward, indicate how those members will be identified.

November 2026
Item No. 3.1

ISSUE: Agreement with Habitat

REPORT & VOTE: Consider approval of an agreement with Greater Des Moines Habitat for Humanity for calendar year 2026 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 drawing down the balance of its 2025 funds. An agreement for 2026 was prepared based on the agreements used in previous grant cycles.

Click here for a copy of the draft 2026 agreement with Habitat.

STAFF RECOMMENDATION:

Approve the 2026 agreement with the Greater Des Moines Habitat for Humanity.