

NOTICE OF MEETING

A Housing Trust Fund for Boone, Jasper, Marion, and Warren Counties Policy Bard

–

2:00 p.m., Wednesday, August 14, 2019

Des Moines Area MPO Burnham Conference Room

–

TENTATIVE AGENDA

1. **Call To Order**
2. **VOTE: Approval of Agenda**
3. **REPORT: Housing Trust Fund Overview**
 - Report on housing trust fund rules and regulations.
4. **REPORT: Des Moines Area Metropolitan Planning Organization Overview**
 - Report on the Des Moines Area MPO.
5. **REPORT and VOTE: Housing Trust Fund Name**
 - Report on a name for the new Housing Trust fund; consider approval.
6. **REPORT and VOTE: Articles of Incorporation**
 - Report on the proposed Articles of Incorporation; consider approval.
 - [Link to proposed Articles of Incorporation](#)
7. **REPORT and VOTE: By-Laws**
 - Report on the proposed By-Laws; consider approval.
 - [Link to proposed By-Laws](#)
8. **REPORT and VOTE: Board Member Terms**
 - Report on board member terms; consider approval.
9. **REPORT and VOTE: Board Member Officers**
 - Report on voting for board member officers; consider approval.
10. **REPORT and VOTE: Housing Assistance Plan**
 - Report on the proposed Housing Assistance Plan; consider approval.
 - [Link to the proposed Housing Assistance Plan](#)
11. **REPORT and VOTE: 501(c)3 Application**
 - Report on the proposed application to the IRS to form a 501(c)3 organization; consider approval.
 - [Link to the proposed Form 1023](#)
12. **REPORT and VOTE: Conflict of Interest Policy**
 - Report on the proposed Conflict of Interest Policy; consider approval.
 - [Link to the proposed Conflict of Interest Policy](#)

The established protocol for minutes of this meeting will be to list all attendees, and with each item on which a vote is conducted in the ordinary course in order to take formal action, those voting nay or abstaining will be identified by name. Any member who is absent from the meeting for any period of time during which a vote of the body is taken, is expected to notify the recording secretary at the conclusion of the meeting so that the absence can be duly noted in the minutes. Roll Call votes will be taken as required by law or upon the request of any member that is approved by the chair, and the vote of each member for or against the proposition, or abstention, will be incorporated in the minutes or recorded on a separate sheet attached to the minutes.

The MPO receives federal funding and may not discriminate against anyone on the basis of race, color, or national origin, according to Title VI of the Civil Rights Act of 1964. For more information or to obtain a Title VI Complaint form, visit www.dmamp.org/title-vi/ or call 515-334-0075.

- 13. REPORT and VOTE: Administration Contract**
 - Report on the proposed administration contract between the HTF and the Des Moines Area MPO; consider approval.
 - [Link to the proposed Administration Contract](#)
- 14. REPORT and VOTE: Other Miscellaneous IFA Requirements for HTF Certification**
 - Report on other various items required for HTF certification; consider approval.
 - [Link to the proposed Miscellaneous IFA Requirements](#)
- 15. REPORT and VOTE: Authorize Staff to Submit Certification Request**
 - Report on authorizing staff to submit the certification request to IFA; consider approval.
- 16. REPORT and VOTE: Policy for Matching Funds for Local Project Applications**
 - Report on a new policy for matching funds submitted to the HTF for local project applications; consider approval.
- 17. REPORT and VOTE: Policy for Guaranteeing Matching Funds for IFA Funding Applications**
 - Report on a new policy for matching funds guaranteed to IFA for HTF funding applications; consider approval.
 - [Link to the proposed Guarantee Letter.](#)
- 18. Other Non-Action Items of Interest to the Committee**
- 19. Next Meeting Date – TBD**
- 20. Adjournment**