

**Dakota County Nebraska Housing Trust Fund
(DCNHTF)
REVISED AGENDA**

Thursday, September 18, 2025

1:00 PM

**Hybrid Meeting Originating at Northeast Community College
1001 College Way, South Sioux City & via Zoom:**

Please call 712-279-6286 for Zoom meeting ID and passcode to attend virtually.

This meeting is conducted in compliance with the Nebraska Open Meetings Act to ensure compliance and transparency. A current copy of the Act is available and included in the meeting packet.

1. **Call to Order / Introductions**
2. **Approval of the Agenda** – *Action Item*
3. **Approval of the August 21, 2025, minutes** – *Action Item / Enclosure*
4. **501(c)(3) Application Status Update** – *Discussion Item*
 - a. Progress and timeline
 - b. Documents pending submission
5. **State Registration & Compliance Update** – *Discussion Item*
 - a. Update on Iowa Secretary of State registration, EIN, etc.
6. **DCNHTF Housing Assistance Plan (HAP)** – *Discussion Item / Enclosure*
7. **Additional Comments & Next Steps** - *Information Item*
 - a. Code of Conduct forms signed by remaining board members not present at previous meeting.
 - b. Next Steps:
 - i. File Articles of Incorporation with State of Iowa
 - ii. Apply for EIN (Employer Identification Number)
 - iii. File IRS Form 1023 and await determination letter
 - iv. Register as a Foreign entity through State of Nebraska / Designate Registered Agent located in Nebraska
 - v. Publish Notice of Incorporation
 - vi. Draft and approve program policies and procedures
 - vii. Open bank account (pending EIN and IRS determination)

viii. Collect letters of support from local governments, organizations, and stakeholders

ix. Prepare match documentation and identify funding sources

x. Begin drafting NIFA funding application

c. **Next Meeting** – (tentative) October 16, 2025, at 1:00 PM | Hybrid

8. Adjournment

Enclosures: *Item 2: Minutes from August 21, 2025, regular meeting*

Item 6: Housing Assistance Plan (HAP)

Dakota County Nebraska Housing Trust Fund is an equal opportunity provider and employer. Board meetings are open to all individuals. Anyone requiring reasonable accommodation to attend should contact the DCNHTF office at (712) 279-6286 at least two (2) business days prior to the meeting. Accommodations will be provided in accordance with the Americans with Disabilities Act (ADA) and applicable state law.