

AFFORDABLE HOUSING TRUST FUND COMMISSION
MEETING SUMMARY
April 23, 2024
6:00 PM – 8:00 PM

Members Present: Kevin Daniels, Catherine Stokes, Amy McClain, Ramsey Harris, Bree Jones, Matt Hill, Kate Edwards, Tisha Guthrie, Staci Griffin

Staff Present: Stephani Estrada-El - Program Manager, DHCD
Ebony Rector - Program Coordinator, DHCD
Krystle Word – Program Coordinator, DHCD

1. Call to Order

The meeting was called to order at 6:06 p.m. by President Daniels.

2. Approval of the April 2024 Meeting Summary

President Daniels requested a motion to approve the January meeting summary. President McClain motioned that the Commission adopt the February 2024 meeting summary and Commissioner Hill seconded the motion. President Daniels called for a vote to adopt the February meeting summary. Commissioner Guthrie and Commissioner Hill abstained from the vote because they were absent from the February meeting. All other present Commissioners voted in favor and the motion carried.

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3. City Agency Updates

Affordable Housing Trust Fund Program Manager, Stephani Estrada El, provided the following updates:

- a) Affordable Housing Trust Fund (AHTF) February’s monthly revenue was \$853,605; March’s monthly revenue was \$913,439. Total revenue collected to date is \$80,692,805 and revenue for FY '24 is \$12,356,705. The total tax revenue collected to date is \$5.3 million. A \$7 million City contribution is anticipated but has yet to be confirmed.
- b) Project Status Updates:
 - total projects awarded: 49
 - in term negotiations: 35
 - grant agreements drafted to date: 28
 - under audit review: 21
 - approved: 20
 - Board of Estimates (BOE) requested: 20
 - BOE approved: 19
 - Disbursed: 10

- c) Notice of Funding Availability (NOFA) Updates: New Construction NOFA, Rounds 1, 2, and 3, and 4 are in the middle of deal structuring, presenting agreements to BOE for approval, and preparing for settlement. Round 5: the NOFA opened February 2, 2024. (Department of Housing and Community Development (DHCD) will be making up to \$7 million available. One million of that money will be set aside for Community Land Trust Rental Projects. And the NOFA deadline was March 19. We received 27 applications; 22 of the 27 passed threshold and were forwarded for review.
- d) Community Land Trust (CLT) Updates:
 - CLT Single-Family Home Ownership NOFA, Round 1, 2, and 3, are in the middle of deal structuring. We're presenting agreements to BOE and preparing for settlement.
 - CLT Rental NOFA, Round 1, currently deal structuring.
 - The Operating NOFA, Round 1, all agreements have been approved by the BOE.
 - The Operating NOFA for Round 2, grant agreements have been drafted and being prepared for BOE.
 - CLT, Single-Family Homeownership NOFA, Round 4, is a rolling NOFA. It opened on June 30th. DHCD made up to 4 million available. Community Land Trust projects can request up to a million. The NOFA will run until June 30, 2024, or until the funds run out. If there are funds left, it will roll over to the next fiscal year. Two applications have been submitted, and SHARE Baltimore continues to work with CLTs to help with their submissions.
- e) Long-term Voucher: On April 1, 2024, DHCD posted the Request for Proposals (RFP) to request a consultant for a Long-Term Voucher Program. The link was sent to all Commissioners. AHTF hosted a pre-proposal conference on April 5, 2024. The proposal deadline is April 29, 2024.
- f) Commission Bylaws: The first draft of the Commission Bylaws has been sent to all Commissioners for review. Commissioner Guthrie suggested that the Commission consider other sets of governing rules before adopting the Robert's Rules of Order.

4. Inclusionary Housing

There were no new updates to report this month.

5. Commissioner Nominations

Commissioner Nomination Updates: The Commission is still working with Mayors Office Homeless Services (MOHS) to identify a representative from the Continuum of Care; there were no additional updates.

6. Other Business

Commissioner Guthrie suggested that the Commission consider moving to bi-monthly meetings. After some discussion among the Commissioners it was decided that this issue would be taken up in the By-laws workgroup and, if deemed necessary, any changes in meeting cadence will be shared for public comment. Commissioner Guthrie moved that the Commission forego the May meeting, as it would take place during the observance of Holy Week and close to the Memorial

Day holiday. Commissioner Hill seconded the motion and all other present Commissioners were in favor, so the motion passed. The next Affordable Housing Commission meeting will be held on Tuesday, June 25, 2024.

7. **Adjournment**

President Daniels conducted a roll call to adjourn the meeting. All present Commissioners were in favor of adjourning. President Daniels adjourned the meeting at 7:08 p.m.