

**AFFORDABLE HOUSING TRUST FUND COMMISSION**  
**MEETING SUMMARY**  
**December 12, 2023**  
**6:00 PM – 8:00 PM**

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

Staff Present: Stephani Estrada-El - Program Manager, DHCD  
Paul Stanford - Director of Grants, DHCD  
Ebony Rector - Program Coordinator, DHCD  
Krystle Word – Program Coordinator, DHCD

**1. Call to Order**

The meeting was called to order at 6:21 p.m. by President Daniels.

**2. Approval of the October 2023 Meeting Summary**

President Daniels requested a motion to approve the October meeting summary. Commissioner Guthrie motioned that the Commission adopt the October 2023 meeting summary and Commissioner Jones seconded the motion. President Daniels called for a vote to adopt the October meeting summary. All other present Commissioners voted in favor and the motion carried.

**3. City Agency Updates**

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

- a) Affordable Housing Trust Fund (AHTF) October's monthly revenue was \$1.154 million and November's monthly revenue was \$451,000; to date, FY '24, we have received \$9,670,405. Total tax revenue received to date is \$2 million. And the City's contribution will be 25,250,005 if we received the anticipated \$7 million this year.
- b) Project Status Updates:
  - total projects awarded: 49
  - due diligence: 35
  - grant agreements drafted to date: 28
  - under audit review: 18
  - approved: 20
  - BOE requested: 20
  - BOE approved: 18
  - Disbursed: 10

- c) 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: rental NOFA is up right now for public comment. The public comments will be accepted until December 19.
- d) 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, applications open on the 29th. Deadline for applications was October 6th. The CLT applicants requested up to \$100,000.
  - 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 funds don't run out, they will roll over to the next FY bucket of money.
- e) Long-term Voucher: The Commission workgroup for the Long-Term Voucher Program met again on November the 14th to discuss the next steps. DHCD has decided to put a RFP out for a consultant to help make a decision on what type of Long-Term Voucher Program we go with, and that's the (indiscernible) base or both. After we make a decision we will put out another RFP for organizations that will be able to administer the type of Long-Term Voucher Program we decide on.
- f) Commission Bylaws: The first draft has been sent to all Commissioners for their review. DHCD is asking for more volunteers for the workgroup. And after the review we'll add or make other suggestions to the document.

4. **Commissioner Nomination Updates**

The Commissioner is working with MOHS to identify representative from the COC. There are no further updates at this time.

5. **Other Business**

Discussion and next steps regarding scheduling next workgroup meeting. DHCD team will follow-up with availability inquiries and meeting invites.

6. **Adjournment**

Commissioner Edwards moved to adjourn the meeting. All present Commissioners were in favor. President Daniels adjourned the meeting at 6:46 p.m.