

**AFFORDABLE HOUSING TRUST FUND COMMISSION**  
**MEETING SUMMARY**  
**August 30, 2022**  
**6:00 PM – 8:00 PM**

Members Present: Bishop Kevin Daniels (President), Kate Edwards, Tisha Guthrie, Staci Griffin, Bree Jones, Erika Fox, Catherine Stokes, Anthony Williams, Matt Hill

Staff Present: Alice Kennedy – Housing Commissioner  
Stephani Estrada-El - Program Manager, AHTF  
Ebony Rector – Project Coordinator, AHTF  
Stacy Freed – Sr. Advisor to Chief Operations Officer, DHCD  
Jason Webb, DHCD Consultant

**1. Call to Order**

The meeting was called to order at 6:10 p.m. by Commissioner Guthrie on behalf of President Bishop Daniels. It was determined that a Quorum was present and therefore the Commission would be able to conduct official business, approve minutes, recommendations, etc.

**2. Approval of the June 2022 Meeting Summary**

President Daniels initiated the approval of the June 2022 meeting summary. Commissioner Hill requested an amendment to the summary, to reflect that he was not in attendance during the June 2022 meeting. DHCD staff acknowledged the request and advised that the correction was made and a revised meeting summary had been distributed to Commissioners. With the requested correction, Commissioner Hill made a motion to adopt the summary. Commissioner Guthrie seconded the motion. All Commissioners present voted in favor of approving the June 2022 meeting summary.

**3. City Agency Updates**

Department of Housing and Community Development (DHCD) staff provided the following updates:

1. The Affordable Housing Trust Fund's (AHTF) portion of revenue collected in June and July 2022 totals \$871,751 and \$2,035,667, respectively. AHTF revenue collected for FY22 totals \$23,323,516. To date, for FY 23, AHTF revenue collected totals \$9,035,667, which includes an estimated \$7 million in City contributions. Through July 2022, the overall AHTF revenue collected into the Trust Fund is \$58,165,794, consisting of \$39,415,788 in tax revenue and \$18,750,005 in City contributions.

2. AHTF collected over \$871,000 in surplus revenue in June, for total surplus revenue of \$9,706,846 for FY 22. In addition to previously noted allotments, surplus funds will be utilized to fund an extra project for the New Construction/Preservation of Existing Rental NOFA and additions consistent with the 5% Administrative Costs, leaving a remaining surplus balance of \$2,083,232.
3. Through July 2022, AHTF has committed and/or disbursed \$20.8 million in funds amongst various spending priorities. These funds will be used to create and redevelop 311 affordable units for citizens earning incomes at 30% of the Area Median Income (AMI) and below and 356 affordable units for citizens earning 50% AMI and below.
4. Awards have been announced for Round 3 of the New Construction/Preservation of Existing Rental NOFA. The NOFA was released on April 27 and closed on June 10<sup>th</sup> at 4 pm. 27 applications were received for a total amount requested of \$16.5 million. Ten applications have been awarded for a total award funding amount of \$6.7 million. Award details have been posted on the [AHTF webpage](#).
5. The Increased Construction Costs NOFA was made available to awardees from rounds 1 and 2 of the New Construction/Preservation of Existing Rental Housing NOFA. Up to \$1 Million dollars was made available to provide support in addressing increased construction costs impacting previously awarded projects. 5 applications were received and each were awarded \$200,000 per project. Award details have been posted on the [AHTF webpage](#).
6. The AHTF Community Land Trust (CLT)-Rental and CLT-Homeownership NOFAs were released on July 20 and applications are being accepted through September 2. DHCD held pre-proposal conferences for the Rental NOFA on July 27 and the Homeownership NOFA on July 28<sup>th</sup>. DHCD will be making up to \$1.5 million in funding available through the CLT Rental NOFA, and up to 4 million available through the CLT Homeownership NOFA.

The CLT Operating NOFA opened on August 29 and will close on October 10. This NOFA is making up to \$500,000 available to CLTs to provide operating support. Applicants can request up to \$50,000 per CLT organization. The pre-proposal conference will be held on September 7. Awards will be announced the week of November 1.

CLT Consultant, Grounded Solutions, will be hosting a CLT information session on September 22, to provide an introduction to Community Land Trusts (“CLT 101”). Additional details will be forthcoming.

7. The Inclusionary Housing legislation expired on June 30, 2022. New Inclusionary Housing requirements have been introduced and is being considered by Baltimore City Council. Inclusionary Housing updates will be posted on the DHCD website.

8. Commission nominee, Amy McClain, will be sworn in on September 19, and a date is being arranged for Commission nominee Cynise Riley Williams.
9. DHCD provided an updated FY 23 spending plan proposal and detailed the funding allotments for each spending priority. DHCD estimates total AHTF revenues of \$25.5 million for FY 23, which includes \$7 million in City contributions, \$12 million in tax revenue and \$6.5 million from the FY 22 surplus.
10. DHCD staff and hire update: Stephani Estrada El, has been promoted to AHTF Program Manager. The Project Coordinator position will be posted by the end of October.

#### **4. Presentations**

1. Commissioners and DHCD along with Commissioner Kennedy discussed the proposed FY 23 AHTF spending plan at length. Commissioners expressed concern with the CLT line item receiving 20% allotment as opposed to 39%. Commissioners expressed support for CLT projects and emphasized the need for community control and permanent affordability for AHTF funded projects. DHCD explained the rationale being based on the historical demand in previous NOFA rounds for New Construction/Preservation of Existing Rental Housing projects. Based on the proposals received for both NOFAs, rentals will yield more affordable units overall and leverage AHTF funds to create more low-income (30% AMI) units in comparison to the CLT projects.
2. Commissioners offered suggestions to provide more support and increase demand for CLT projects, including outreach and educational opportunities, set asides for CLT rental projects, increasing per project funding limits and accessing ARPA funds for CLT projects.
3. Commissioner Hill made a motion to recommend DHCD allocate 39% of the anticipated AHTF revenue for FY 23 to the CLT spending priority and if sufficient applications aren't received the remaining funds can be reallocated to other spending priorities. Commissioner Griffin seconded the motion. Six Commissioners voted in favor of the motion. Two Commissioners objected. The motion was approved.
4. Councilwoman Ramos addressed the Commission and discussed the work of the coalition in bringing the trust fund to fruition and the various opportunities that stakeholders envisioned for the uses of the funds.

She also informed the Commission that she introduced a bill to lower the \$1 million tax revenue threshold to \$750,000. She anticipates opposition and lots of conversation, but does not expect the bill to move forward fast given the amount of money in the Trust Fund.

**5. Adjournment**

As there was no additional business, President Daniels requested from Commissioners, a motion to adjourn the meeting. Commissioner Guthrie motioned to adjourn; Commissioner Edwards seconded the motion. All Commissioners present were in favor of adjourning the meeting. President Daniels adjourned the meeting at 7:44 p.m.