

**AFFORDABLE HOUSING TRUST FUND COMMISSION**  
**MEETING SUMMARY**  
**September 26, 2023**  
**6:00 PM – 8:00 PM**

Members Present: Tisha Guthrie, Catherine Stokes, Matt Hill, Vernadine Kimball, Staci Griffin, Ramsey Harris, Kate Edwards, Amy McClain

Staff Present: Stephani Estrada-El - Program Manager, DHCD  
Paul Stanford - Director of Grants, DHCD  
Ebony Rector - Program Coordinator, DHCD  
Tammy Hawley- Communications, DHCD  
Krystle Word – Program Coordinator, DHCD  
Carolyn Watson – Community Aide, DHCD

**1. Call to Order**

The meeting was called to order at 6:13 p.m. by Acting Chairman Kate Edwards.

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

Acting Chairman Edwards requested a motion to approve the August meeting summary. Commissioner McClain motioned that the Commission adopt the August 2023 meeting summary. Acting Chairman Edwards called for a vote to adopt the August meeting summary. All other present Commissioners voted in favor of the motion to adopt the August 2023 meeting summary 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) August's revenue to date was \$ \$522,950.63. And Total collected to date was 76,220,589. Total to date of the tax revenue received is \$50,970,585. And the City's contribution will be 25,250,000 if we received the anticipated \$7 million this year.
  
- b) Project Status Updates:
  - total projects awarded: 49
  - due diligence: 32
  - grant agreements drafted to date: 23
  - under audit review: 18
  - approved: 18
  - BOE requested: 18

- BOE approved: 16
  - 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: we are preparing the Rental NOFA for public comment. This will launch mid-fall and run for two weeks. The launch date for the Rental NOFA for FY '24 has not been determined yet.
- 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, we're in the middle of deal structuring.
  - The Operating NOFA, Round 1, application opened August the 29th. The Pre-Proposal Conference was held September the 6th. Deadline for the application submissions is October 6, 2023. CLT applicants can request 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.
- e) Long-term Voucher: DHCD sent out a report to all commissioners with detailed information about two options for long-term voucher programs called the Moving on Program, and Project Based Vouchers.
- f) Commission Bylaws: A draft is with Baltimore City's Legal Department. We will send the draft to the commissioners after Legal approves it. DHCD would like to establish an ongoing Commission Bylaws Procedure Workgroup.

#### 4. **Award Limits**

Commissioner Hill initiated a discussion about the current three award limit for Community Land Trusts. Currently, CLTs with three active awards aren't eligible to apply for a fourth award until one of their active projects is completed. Commissioner Hill offered to invite SHARE Baltimore to the next AHTF Commission Meeting to share concerns about the potential impact of this rule.

#### 5. **Other Business**

DHCD will reach out to Commissioners to establish ongoing workgroups to work on the following: Long-term Voucher Program, AHTF Commission Bylaws/Procedures, Agenda-setting Meetings. Other workgroups will be established as needed.

To accommodate upcoming holidays, travel, etc, the commission has agreed to combine the November 2023 and December 2023 meeting. The combined meeting will take place in early December.

6. **Adjournment**

Commissioner Stokes to adjourn the meeting. An unidentified speaker seconded the motion. All present Commissioners were in favor. Acting Chairman Edwards adjourned the meeting at 6:69 p.m.