

**AFFORDABLE HOUSING TRUST FUND COMMISSION  
MEETING SUMMARY  
JANUARY 25, 2022**

Attending: Cindy Truitt, Matt Hill, Vernadine Kimball, Kate Edwards, Tisha Guthrie, Iletha Joynes, Shannon Snow

**1. Call to Order**

Commission Co-Chair, Cindy Truitt, called the meeting to order at 6:00 p.m. 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 December 2021 Meeting Summary**

Commission Co-Chair, Tisha Guthrie, initiated the approval of the December meeting summary. Commissioner Hill made a motion to approve the meeting summary. Commissioner Truitt seconded the motion. All Commissioners voted in favor of approving the December 2021 meeting summary.

Correction: A nominee named in the motion adopted at the December meeting was misstated as “Anthony Smith”. Commissioner Hill put forth a motion to amend the motion to reflect the nominees’ correct name, Anthony Williams. The motion also stated in error that the Commissioner’s vote was unanimous, however there was 1 abstention. Commissioner Hill motioned to correct both errors on the record. Commissioner Truitt moved to approve the two motions. Commissioner Kimball seconded. 5 Commissioners voted to approve the motions, 1 abstained.

**3. City Agency Updates**

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

1. Through December 2021, the AHTF has collected revenues of \$40,756,721, consisting of \$28,256,716 in tax revenues and \$12.5 million in DHCD contributions. Revenues collected in December 2021 and November 2021 total \$1,408,107 and \$2,770,714, respectively. For FY 22, Trust Fund revenues of \$9,969,952 have been collected. AHTF operations expenditures total \$1,016,583 and \$18,136,093 million in funding has been committed as of December 2021.

2. The award winners for the second round of the Community Land Trust (CLT) Homeownership Notice of Funding Availability (NOFA) are Charm City Land Trust, Northeast Housing Initiative (2), Harbor West Collaborative and South Baltimore CLT. 5 projects have been awarded \$750K each, for a total funding amount of \$3.75 Million. A total of 52 units are proposed for development - 11 units will target residents with income at and below 30% of the Area Median Income (AMI) and 42 units will target incomes at and below 50% AMI. These projects are expected to leverage trust funds with outside funds at a ratio of 2.3 to 1.

Department staff has notified all applicants of their award status. Applicants that were not awarded funds will have the option for a 30-minute debriefing for application feedback.

3. DHCD continues to work with awardees of the first round of the CLT Single Family Homeownership NOFA in structuring agreements for their respective projects. Awardees, Charm City Land Trust, Northeast Housing Initiative (NEHI) and South Baltimore Community Land Trust, have each been awarded the maximum funding amount of \$750,000.
4. The Department continues its efforts with the Inclusionary Housing Consultant, Enterprise Community Partners, to improve the effectiveness of the City's Inclusionary Housing policy. The Inclusionary Housing Advisory Board meets every third Wednesday of the month from 3:00 p.m. – 4:00 p.m.
5. Award recipients for rounds one and two of the New Construction/Preservation of Existing Rental Housing NOFA continue working with DHCD staff to structure agreements in preparation of Board of Estimates (BOE) approval and funding disbursement.
6. The AHTF FY 21 annual report draft has been distributed and will be published, pending input from Commissioners.
7. A hearing was held for the first three members nominated to the AHTF Commission, Matt Hill, Catherine Stokes and Ramsey Harris, and the nominations were approved 2<sup>nd</sup>-reader. A council hearing for two additional nominations is scheduled for January 27.

The open nomination submission deadline for four AHTF Commission positions has been extended from January 7 to January 31. Applications are being accepted for the following AHTF Commissioner positions - a renter who earns 30% AMI or less, a renter who receives housing assistance and earns 50% AMI or less, a renter who earns 30 % AMI or less and will serve as part of the City's Right to Counsel program, and a representative of a City Realtor or Homebuilder Association.

**4. Presentations**

1. DHCD staff invited representatives from City departments involved in the AHTF award funding process. Presenters provided an overview of their respective roles and detailed the steps required of developers to receive funding. Information discussed in the orientation include the components of a grant agreement, minority and women-owned business participation goals, local hiring and insurance requirements, payment disbursement and reporting requirements.

**5. Adjournment**

As there was no additional business, Co-Chair Cindy Truitt adjourned the meeting at 7:33 p.m.