

**AFFORDABLE HOUSING TRUST FUND COMMISSION  
MEETING SUMMARY  
FEBRUARY 23, 2021**

Attending: David Bowers, Iletha Joynes, Cindy Truitt, Shannon Snow, Tisha Guthrie, Matt Hill

**1. Call to Order**

Commission President, David Bowers, called the meeting to order at 6:05 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 January 26, 2021 Meeting Synopsis**

Commission member, Shannon Snow, motioned that the meeting synopsis be accepted. Commission member, Cindy Truitt, seconded the motion.

**3. City Agency Updates**

Affordable Housing Trust Fund (AHTF) Program Manager, John Mobley, provided the following updates for the Department of Housing and Community Development (DHCD):

1. Through January 2021, the AHTF has collected \$20,894,778, consisting of \$13,394,777 in tax revenues and \$7.5 million in DHCD contributions. Revenues collected in December 2020 and January 2021 total \$458,456 and \$1.34 million, respectively. For FY 21, Trust Fund revenues of \$4.7 million have been collected through January 2021, slightly above revised budget projections. Through January 2021, AHTF expenditures total \$353,623 in operations plus \$10.6 million in funding commitments.
2. AHTF Community Land Trust (CLT) Consultant, Grounded Solutions, is continuing to work with the Department to manage the review panel process for the CLT Single Family Homeownership Notice Of Funding Availability (NOFA) applications and providing support in creating transactional documents and agreements.
3. The Community Land Trust Single Family Homeownership NOFA applications are under review. The review panel intends to submit award recommendations to the Acting Commissioner by the end of February 2021.

4. The New Construction/Preservation of Existing Rental Housing NOFA (round 1) award recipients are working with the Department to structure agreements and determine schedules in preparation of the Board of Estimates approval submission process.
5. The second round of the New Construction/Preservation of Existing Rental Housing NOFA was posted to the Department website on January 21, 2021 and is accepting applications until March 5, 2021. This NOFA will make \$1.7 million available to support the construction and preservation of rental housing for income-eligible City residents. The pre-proposal conference for this NOFA was held on January 29, 2021. All questions and answers from the pre-proposal conference are posted on the DHCD website.
6. The Inclusionary Housing Consultant RFP was awarded to Enterprise Community Partners. The Department is preparing a contract to be submitted to the Board of Estimates for approval.
7. The Department is currently developing operating and spending procedures for the Senior Homeownership Repair and Preservation spending priority, which will utilize \$3 million in Trust Funds to support housing repairs and preservation for income-eligible senior homeowners (55+) in the City.
8. The AHTF Annual Report draft has been submitted to Commission members for their consideration and feedback. Upon approval from the Commission, the report will be submitted to the Mayor and City Council.
9. City Council 21-0001R investigative hearing on the AHTF was held on February 9, 2021. Acting Commissioner, Alice Kennedy gave a presentation to Council members and the public on the creation and oversight of the Trust Fund, new funding priorities and future impacting legislation. The hearing is to be continued to allow comments from members of the public.
10. Angela Whitaker, Director of the Community Action Partnership provided Eviction Prevention Program updates on behalf of the Mayor's Office of Children and Family Success (MOCFS). MOCFS is moving into Phase 3 of Eviction Prevention Programming, updating program and eligibility requirements and software to identify people who may be ineligible for other funding sources.

#### **4. Other Business**

1. Commission members discussed the AHTF Annual Report draft and provided feedback to the Department. The Commission voted to accept the report draft, ask the Department to finalize and provide a copy of the final report to The Commission for final approval. It is the Department and Commission's intent to vote on the final report at the March 23, 2021 Commission meeting and submit the report to the Mayor and City Council shortly after.

2. DHCD Senior Advisor, Stacy Freed, provided updates on the Mayor's plans for seating a new Commission. The Mayor will be having an open call for Commission members. An application to apply will be posted on the Mayor's website, potentially in the coming weeks. President David Bowers encouraged current members interested in remaining on the Commission to respond when the application becomes available.
3. Commission member, Iletha Joynes, requested clarity from the Commission on the process for inactive members that have not given written or verbal notice of resignation. It was determined that no formal policy is in place and operating procedures, protocols and guidelines should be addressed and adopted by future Commission members.

**5. Adjournment**

As there was no additional business, President David Bowers adjourned the meeting at 6:57 p.m.