

**AFFORDABLE HOUSING TRUST FUND COMMISSION**  
**MEETING SUMMARY**  
**May 12, 2020**  
**6 – 8 p.m.**

**Attending:** Shannon Snow, Jalal Greene, Vernadine Kimball, Tisha Guthrie, Damien Haussling, Iletha Joynes, David Bowers, Tiara Watkins, Matt Hill, Cindy Plavier-Truitt

**1. Call to Order**

Chairman, David Bowers, called the meeting to order at 6:11 p.m. It was determined that a quorum was present, and the Commission would be able to conduct official business, approve minutes, recommendations, etc.

**2. Approval of February Meeting Synopsis**

The Commission approved the summary of February minutes as presented. Commissioner, Cindy Plavier-Truitt motioned that the meeting synopsis be accepted; Commissioner, Jay Greene seconded the motion.

**3. City Agency Updates**

Assistant Commissioner of Project Finance & Development, Jim Majors, provided the following updates for the Department of Housing & Community Development:

1. The revenue reports for the month ending April 30, 2020 were presented and indicated the amount received as of this date is \$12,136,080. This total includes \$8,136,080 in revenue, an additional allocation of \$2.0M from DHCD for FY 19 and another allocation of \$2.0M for FY 20. There was a significant drop in revenue in the months of March and April 2020, due to the COVID-19 pandemic. Revenue for the month ending April 30, 2020 totaled \$137,080, which is down from the prior month ending, March 31, 2020, in the amount of \$242,652.00.
2. Assistant Commissioner Jim Majors discussed the Affordable Housing Trust Fund (AHTF) annual reporting and financial audit requirements. As required by the Baltimore City Charter, annual financial reports must be submitted to the Mayor and City Council by October 31, 2020. DHCD intends to start preparing these reports after the close of the fiscal year (June 30).
3. Assistant Commissioner Jim Majors updated the Commission on the New Construction/Preservation of Existing Rental Housing Notice of Funding Availability (NOFA). The draft NOFA was posted for public comment on DHCD's website from March 23 - April 13, 2020. DHCD and the Commission Work Group reviewed a total of 14 public comments. The Commission Work Group gave recommendations and adjustments were made to the NOFA. The Department will be finalizing the NOFA schedule and posting the NOFA for application submissions within the following weeks.

4. Stacy Freed updated the Commission on the status of the Community Land Trust. A Request for Proposals (RFP) for a consultant to assist the Department with the preparation of the NOFA for the Community Land Trust was posted for submissions from April 3 through April 27, 2020. The Department received one response. The review committee will be assessing the submission and making a recommendation to the Commissioner and Chief Operating Officer for the Department.

A Community Land Trust NOFA has been drafted which will make funding available for supporting construction of single-family homes. Members of the Work Group provided feedback on the draft NOFA, and their comments are currently under review. The Department plans to post the draft NOFA for public comment in early June. It is the Department's intent to have submissions for the NOFA and an executed contract for the Community Land Trust consultant within the near future.

An RFP for an inclusionary housing consultant for the Community Land Trust was posted on May 8, 2020 and responses are due by June 12, 2020. The inclusionary housing consultant will help revise legislation and help the Department make more effective use of the current regulations.

Chairman Bowers asked about the spending priorities for AHTF and the implications of funding levels given the COVID-19 crises. The Department's Chief of Operations Officer, Mr. Jay Greene, informed the Commission that there have been ongoing discussions and some adjustments to the spending priorities may be a possibility. The Department will update the Commission on changes and offer some suggestions and considerations within the near future. Mr. Greene informed the Commission that the Mayor announced that the Department will receive \$13 million in CDBG funds for rental assistance programs. Details on the program and how funds will be used will be forthcoming in the next few weeks.

#### 4. **Presentations**

Commission member, Shannon Snow, provided information on the Commission Work Group's recommendations for the New Construction/Preservation of Existing Rental Housing NOFA. After reviewing the public comments, the Work Group recommended changes and/or clarifying language to the deferred developer fee, maximum award amounts, eligible use of funds, mixed use development restrictions, and UFAS requirements. Shannon Snow requested that DHCD clarify if the Work Group's suggestion on the language in the achieving equity, green buildings & sustainability sections of the NOFA would be included. DHCD will review and follow up with the Commission. Jim Majors informed the Commission that the Department intends to have the NOFA schedule finalized towards the end of May and the NOFA posted shortly thereafter.

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

The meeting scheduled for May 26, 2020 will not convene. The next commission meeting is scheduled for Tuesday, June 23, 2020.

The commission then opened the floor for public comments and questions.

#### 6. **Adjournment**

As there was no additional business, Commission Chairman David Bowers adjourned the meeting at 7:13pm.