

AFFORDABLE HOUSING TRUST FUND COMMISSION
MEETING SUMMARY
February 25, 2020

Attending: Shannon Snow, Jalal Greene, Vernadine Kimball, Ernst Valery, Tisha Guthrie, Damien Haussling, lletha Joynes, David Bowers

1. **Call to Order.**

Chairman, David Bowers, called the meeting to order at 6:08 pm. It was determined that a Quorum was present and the Commission can conduct official business, approve minutes, recommendations, etc.

2. **Approval of January Meeting Synopsis.**

The Commission approved the summary of the January minutes as presented. Commission Member, Shannon Snow motioned that the meeting synopsis be accepted; Commission Member, Vernadine Kimball seconded the motion.

3. **City Agency Updates.**

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

1. The Department has hired a second Project Coordinator and their start date will be in the second week of March 2020.
2. The revenue reports for the month ending January 31, 2020 were presented and indicated the amount received as of this date is \$6,429,017. There was an increase of approximately \$929,450.00 from the previous month. An additional allocation of \$2.0M from DHCD for FY 19 & another allocation of \$2.0M for FY 20 have been earmarked for the fund. The FY 20 allocation is awaiting Board of Estimates approval which is to occur on February 26, 2020. With these two additional allocations, the total funds received to date will be \$10,429,017.
3. Assistant Commissioner Jim Majors informed the commission that the Department will be drafting two NOFA's (Notice of Funding Availability). The first NOFA will be for the preservation of existing rental properties and new construction. The NOFA will be posted for a three-week public comment period sometime during the first week of March. The comments will be reviewed by the commission work group, finalized and posted on the website.

4. The second NOFA is for Community Land Trust's. A request for Qualifications (RFQ) for professional services is being drafted by Stacy Freed and will be submitted to the Law Department for review. The purpose of the RFQ is to allow the Department to select a consultant that can assist with all matters relating to Land Trust's. This NOFA could be posted the first week of March 2020 for a three-week public comment period. At the conclusion of the public comment period, the NOFA will be finalized and posted on the Department's website. DHCD will review the submitted proposals, make up selections, seek formal approval from the Board of Estimates, and then make an award sometime in May.

4. **Presentations.**

Chairman Bowers introduced the following guest speakers to make presentations and answer questions about their experiences with Faith Based Development of affordable housing projects in the city - Laurence Campbell, Chair of the WBC community Development Corporation, Reverend Calving Keene, Pastor of the Memorial Baptist Church and Ms. Lisa Stachura, Housing Development Program Manager for Unity Properties.

5. **Other Business.**

Chairman Bowers informed the commission that the March commission meeting is being pushed back to April 6th to allow public comments for the NOFA until March 20th. The Work group will meet on March 27th at 9:30a.m. to review the comments and give any recommendations to the full commission by April 2nd. At the commission meeting on April 6th, the commission will discuss the NOFA as a full body and possibly move forward with approval. Chairman Bowers also addressed the question of what constitutes a quorum. DHCD has submitted to Chairman Bowers a copy of the legal opinion received from the Law Department (seven members will constitute a Commission quorum).

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 7:47pm.

Submitted by:

Stephani Estrada-El

Project Coordinator