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BALTIMORE CITY DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT

AFFORDABLE HOUSING TRUST FUND COMMISSION MEETING

Coppin Heights Community
Development Center
2636 West North Avenue
Baltimore, MD 21216

Tuesday, December 12, 2023

BEFORE: KEVIN DANIELS, President

MEMBERS PRESENT:

- MATT HILL
- TISHA GUTHRIE
- CATHERINE STOKES
- STACI GRIFFIN
- AMY MCCLAIN
- BREE JONES
- KATE EDWARDS

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1 Also Present:

2 STEPHANI ESTRADA, Program Manager, Affordable Housing
3 Trust Fund, DHCD

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P R O C E E D I N G S

(6:21 p.m.)

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PRESIDENT DANIELS: This is a call to order for the Affordable Housing Trust Fund Commission meeting December 12, 2023.

Roll call. Tisha Guthrie, Commissioner Tisha Guthrie.

COMMISSIONER GUTHRIE: Here.

PRESIDENT DANIELS: Commissioner Matt Hill.

COMMISSIONER HILL: Here.

PRESIDENT DANIELS: Commissioner Ramsey Harris. Commissioner Kate Edwards.

COMMISSIONER EDWARDS: Here.

PRESIDENT DANIELS: Commissioner Vernadine Kimball.

Commissioner Bree Jones.

COMMISSIONER JONES: Here.

PRESIDENT DANIELS: Commissioner Iletha Joynes. Commissioner Catherine Stokes.

COMMISSIONER STOKES: Here.

PRESIDENT DANIELS: Commissioner Anthony --

1 Commissioner Staci Griffin.

2 COMMISSIONER GRIFFIN: Here.

3 PRESIDENT DANIELS: Commissioner Erika Fox.

4 I want to take a look at the October meeting
5 summary; if there are any questions, comments. I do want
6 to -- I want to make note that I was present for that
7 meeting. It does state that I was a part of, of course,
8 the call to order at 6:10, but I just wanted to make sure
9 we just note the members present.

10 Do we have any questions before we do move a
11 motion?

12 Can we get a motion for the minutes October 24,
13 2023?

14 COMMISSIONER GUTHRIE: I motion for adoption.

15 COMMISSIONER JONES: Second.

16 PRESIDENT DANIELS: Properly moved and second.

17 All I favor.

18 COMMISSIONERS: Aye, aye, aye.

19 PRESIDENT DANIELS: Any oppose?

20 Any abstentions?

21 Motion carries.

1 On the agenda we have the DHCD updates. And
2 Staci is on -- she's online.

3 Let the record show she's present.

4 (Indiscernible comments.)

5 MS. ESTRADA: Okay. Hi everyone.

6 Stephani Estrada, Program Manager for the Affordable
7 Housing Trust Fund, and this is December revenue update
8 (indiscernible) and revenue update.

9 First will be the Trust Fund revenue, the
10 commitments and expenditures, and then following that
11 housing -- the Trust Fund activity.

12 First, our last revenue since we came in in
13 September our -- we didn't have October and November's
14 numbers. So we'll talk about the revenue for that.
15 October, we actually received \$1.154 million for that
16 month. So that's great. November's month was 451,000.

17 COMMISSIONER JONES: I have a question. What
18 was the cause for that massive upswing in revenue in --

19 MS. ESTRADA: I'm not sure. But after the
20 updates we do questions of Commissioners.

21 COMMISSIONER JONES: Okay.

1 MS. ESTRADA: As of to date, FY '24, we have
2 received \$9,670,405. This includes the current
3 contribution from the City which is 7 million, and that
4 has not fully been confirmed yet. The total amount,
5 the to date, is \$78,000,006.00 -- \$6,506.

6 This is the contribution type by year. For
7 this year, FY '24, we had City contribution of 7 million.
8 It's actually 2 million. I'm sorry. My, my numbers on
9 that is wrong. So it's \$2,670,406.

10 The funding source revenue amount to date --

11 PRESIDENT DANIELS: Have a question.

12 MS. ESTRADA: -- the tax revenue -- say it
13 again.

14 COMMISSIONER EDWARDS: I was just trying to
15 understand what you were saying was for, but that's okay.

16 MS. ESTRADA: Oh (indiscernible)?

17 COMMISSIONER EDWARDS: Yeah.

18 MS. ESTRADA: My revenue --

19 COMMISSIONER EDWARDS: Oh, so that should be
20 2 million --

21 MS. ESTRADA: Yeah.

1 COMMISSIONER EDWARDS: Still 7 million
2 contribution from the --

3 MS. ESTRADA: Yeah. Still showing 7 million
4 for the contribution. And this is to cover the tax
5 revenue that we received this year. So it's \$2,670,406.
6 But that number is off right there for that. I didn't
7 change this on the (indiscernible).

8 We got 9 million. This is 7 million. So our
9 tax revenue that we received to date is 2 million.

10 COMMISSIONER EDWARDS: Okay.

11 MS. ESTRADA: Yeah (indiscernible).

12 COMMISSIONER EDWARDS: Sorry.

13 MS. ESTRADA: Okay. Revenue amount collected
14 to date since inception is \$52,756,501. The City
15 contribution is up to \$25,250,000. And, again, the
16 7 million has not been confirmed; so that number may
17 change.

18 This is the commitments and expenditures, and
19 this number has a -- for this one I'm going to go through
20 the things that have a drastic difference because these
21 numbers don't change as fast as some of the other

1 numbers. But some of the differences is your Senior
2 Homeownership. We now are up to 5.4 million that serves
3 336 households at 30 percent AMI. Also Pandemic Homeless
4 Fund the 2.75 million has been spent to date. We got the
5 numbers for that. And that served 494 households, and
6 all of them were at 30 percent AMI.

7 This is the status overview of our projects
8 that are moving along. We have 49 projects. So far 35
9 have gone through due diligence in terms of
10 (indiscernible). Our grant agreement that we drafted so
11 far is 28. 21 have gone through audit review. 20 have
12 been approved by audit. 20 have been requested by BOE.
13 18 have been approved by BOE. 10 are in disbursement
14 status, and 3 in compliance.

15 These are just the overview of -- we had this
16 from our last update, and this is just the capital
17 projects that are one under construction, and some of the
18 projects that will start construction in the 12 months.

19 NOFA. Our Rental NOFA Rounds 1, 2 and 3 are
20 still deal structuring, and we're presenting
21 (indiscernible) BOE every day, and we're preparing for

1 settlement. Round 4 we're deal structuring. Again
2 (indiscernible) with the BOE, and preparing for
3 settlement also. Round 5 is coming out. Rental NOFA is
4 up right now for public comment. The public comments
5 will be accepted until December the 19th. We did send an
6 e-mail out to all the Commissioners with the link that
7 you can send out to anyone who wants to comment on it.

8 The proposed launch date for the NOFA is
9 February the 2nd. DHCD will make up the 7 million
10 available; 1 million of that money will be set aside for
11 Community Land Trust rental projects.

12 Community Land Trust, Single-Family
13 Homeownership NOFA, Round 1 and 2 and 3 is deal
14 structuring, present agreements to BOE, and preparing for
15 settlement.

16 Community Land Trust, Rental NOFA, is in the
17 middle of deal structuring. The Operating NOFA, Round 1,
18 all agreements have been approved by the BOE. The
19 Operating NOFA for Round 2, applications open on the
20 29th. Deadline for applications was October 6th. The
21 CLT applicants requested up to 100K. Four applications

1 have been received and approved for award. Take-off
2 meetings are being scheduled now.

3 Community Land Trust, Single-Family
4 Homeownership NOFA Round 4 that's a rolling NOFA which
5 opened on June 30th. DHCD made up the 4 million
6 available. Community Land Trust projects can request up
7 to 1 million. The NOFA will run until June 30, 2024, or
8 until the funds run out. If funds don't run out, they
9 will roll over to the next FY bucket of money. No
10 applications have been submitted yet. And SHARE
11 Baltimore is working with CLTs to help with their
12 submissions.

13 Long-Term Voucher Program. The Commission
14 workgroup for the Long-Term Voucher Program met again on
15 November the 14th to discuss the next steps. DHCD has
16 decided to put a RFP out for a consultant to help make a
17 decision on what type of Long-Term Voucher Program we go
18 with, and that's the (indiscernible) base or both. After
19 we make a decision we will put out another RFP for
20 organizations that will be able to administer the type of
21 Long-Term Voucher Program we decide on. We will begin to

1 draft the RFP at the beginning of the year, and we'll
2 circle around in the workgroup for review to get the
3 Commission's input before posting it.

4 Commission Bylaws. The first draft has been
5 sent to all Commissioners for their review. We do need
6 more volunteers for the workgroup to work through what
7 was delivered. And after the review by the Commission,
8 we can add or make, you know, add or make other
9 suggestions to add to it. So far I have volunteers for
10 Kevin Daniels. I believe Amy you said that you would be
11 a part of this workgroup, but you can confirm after the
12 --

13 COMMISSIONER MCCLAIN: Yes.

14 MS. ESTRADA: So I'll add you on as one, and if
15 we have anyone else that wants to be a part of that
16 workgroup, please let me know.

17 The Inclusionary Housing. I do not have any
18 updates on this.

19 UNIDENTIFIED SPEAKER: Stephani --

20 MS. ESTRADA: Uh-huh.

21 UNIDENTIFIED SPEAKER: Stephani on that part

1 could you try and (indiscernible) as of the beginning of
2 the year?

3 MS. ESTRADA: Yes, that's fine.

4 UNIDENTIFIED SPEAKER: (Indiscernible).

5 MS. ESTRADA: Yes. Okay. Again, the
6 Inclusionary Housing. I don't have any updates for this.
7 The last meeting we had Tisha Guthrie and Matt speak
8 towards it. If there's any updates that the Commission
9 want to give, you can.

10 (Simultaneous indiscernible comments.)

11 UNIDENTIFIED SPEAKER: No, no, no, please.

12 (Simultaneous indiscernible comments.)

13 MS. ESTRADA: Yes, you can. Go ahead.

14 COMMISSIONER GUTHRIE: Okay. So Matt and I are
15 glad to announce that we now have -- it will be signed in
16 January which will be our hearing, but we have passed --
17 the Inclusionary Housing Bill has been passed after 22
18 months of hard work. And we are looking to move forward,
19 and with an Inclusionary Housing Bill as part of one of
20 the many tools in our tool kit to include or increase the
21 amount of affordability when it comes to housing in

1 Baltimore. So we are ecstatic.

2 MS. ESTRADA: Thank you. Thank you for your
3 update.

4 Okay. Commissioner nomination updates. The
5 Commissioners working with MOHS to identify
6 representative from the CLC. For the other position I do
7 not have an update for that.

8 Questions.

9 (Indiscernible simultaneous comments.)

10 COMMISSIONER HILL: I'm just trying to be
11 polite. Go ahead Tisha or Bree.

12 COMMISSIONER GUTHRIE: Oh, no. I was going to
13 bring up Bree's question.

14 You can go first.

15 COMMISSIONER HILL: Okay. All right. Remind
16 me what the position is. Is this the renter below a
17 certain income level?

18 MS. ESTRADA: Yes. It was Iletha's position.
19 I think that was below 50 percent.

20 COMMISSIONER HILL: Okay.

21 MS. ESTRADA: -- yes.

1 COMMISSIONER HILL: All right. We'll look
2 again --

3 MS. ESTRADA: Yes. If you have anybody, please
4 refer them

5 COMMISSIONER HILL: I can join the bylaw work
6 group. Please sign me up there.

7 COMMISSIONER JONES: You sound so excited.

8 COMMISSIONER HILL: So the Long-Term Voucher
9 Program. I appreciate the Department moving forward to
10 make that a reality. I think that's super important,
11 especially for reaching folks who are homeless or
12 extremely low income. I know I sound like a broken
13 record, but I just got to keep -- and I appreciate, you
14 know, that the RFP will hopefully go out in January it
15 sounds like. Is that the goal?

16 MS. ESTRADA: I don't know -- around January.
17 That's when I'm going to start preparing for it though.

18 COMMISSIONER HILL: Okay.

19 MS. ESTRADA: Yeah. I'm going to prepare it,
20 and circulate around, and then once we, we'll probably
21 have it in one of our workgroups hopefully maybe by

1 January's workgroup. Then we will talk about it, and
2 kind of square it up. So I would probably say like late
3 February maybe early March.

4 COMMISSIONER HILL: Got it. Okay. And maybe
5 when we have that workgroup too if DHCD could just
6 present some ideas about when we think we could actually
7 get a program up and running. Because now it sounds like
8 there's going to be a separate RFP after the RFP to pick
9 who is going to administer --

10 MS. ESTRADA: Right.

11 COMMISSIONER HILL: -- or help administer the
12 program. So I understand why. I totally get that. But
13 the timeframe is just it's challenging because there is
14 roughly \$3 million maybe in the bank, and lots of folks
15 without housing. So if there's any way DHCD could come
16 up with some way to expedite the timeline or propose an
17 expedited timeline I'm happy to help however I can, but
18 it's just really concerning to me.

19 MS. ESTRADA: Okay.

20 COMMISSIONER JONES: I have a question
21 following that. Can you explain a little bit of the

1 nuance between like I know the difference between project
2 based and tenant based, but why we need a consultant?
3 Like what are the things that we're looking for the
4 consultant to clarify in terms of either project based of
5 tenant based?

6 MS. ESTRADA: I don't know.

7 COMMISSIONER EDWARD: I'll take this. I mean,
8 I think we need a consultant not just to answer that
9 question. The consultant is really to help us figure out
10 how do we structure a program in general, but we do want
11 them to dig a little bit into those two current models.
12 So right now there's the Move-On model that has been
13 presented in the past, and that model is a tenant-based
14 model that is specifically for people who are ready to
15 leave permanent supportive housing. And so that's one
16 model that has been explored. Project-based, we looked
17 at because we would love it to be able to support the
18 construction money that we're already putting into
19 projects. And so we would like to be able to offer a
20 local voucher because some of these projects can't get
21 the vouchers from HABC. And so that's why think project

1 based is a good thing to look at too. And maybe it turns
2 out that we do some of both or something like that. But
3 we ended up talking with Baltimore Regional Housing
4 Project.

5 COMMISSIONER HILL: Partnership.

6 COMMISSIONER EDWARDS: Partnership. I keep
7 getting --

8 (Simultaneous comments.)

9 COMMISSIONER EDWARDS: -- get that right.
10 Anyway, in talking to them it just -- we realize how much
11 more detailed this really is going to be, and we don't
12 have that, the expertise, to put together the project,
13 and we want it to be a good project, and one that we can
14 run smoothly. And so we don't think we can just rush it,
15 and just try and put it out there, make all these
16 decisions without having that -- a full background
17 report, somebody who has more expertise. So that's why
18 we want a consultant.

19 COMMISSIONER JONES: Got it. And then my
20 second question is I know that historically HABC had run
21 this program. So is it in pipe that it's now going to

1 come under DHCD?

2 COMMISSIONER EDWARDS: Well, no. So they will
3 be two different things. HABC runs federal voucher
4 programs that's federally funded, and has very specific
5 federal rules that have to be followed. This would be a
6 local voucher program that would complement that, but not
7 be the same as that.

8 COMMISSIONER JONES: Okay. And what's the,
9 what is the local voucher called? Is it --

10 COMMISSIONER EDWARDS: We haven't named it yet.

11 COMMISSIONER JONES: Okay. So this is the
12 creation of a whole new voucher system?

13 UNIDENTIFIED SPEAKER: Um-hmm, yes.

14 COMMISSIONER JONES: Okay, got it.

15 PRESIDENT DANIELS: Any other questions?

16 COMMISSIONER GUTHRIE: Well, I just wanted to
17 bring up initially what Bree had a question on which is
18 the disparity for the, the flux in revenue between
19 September, October, November.

20 COMMISSIONER EDWARDS: Probably just some big
21 transaction (indiscernible) revenue from real estate

1 transactions over a million dollars, and so they're
2 probably just -- must have been a few big transactions
3 that (indiscernible).

4 COMMISSIONER HILL: Do we still get -- I didn't
5 have a chance to look at my e-mail today, but there's
6 actually like a list of each project, how much they
7 contribute. Was that --

8 MS. ESTRADA: The revenue report.

9 COMMISSIONER HILL: The revenue report.

10 MS. ESTRADA: So we get it, and Crystal can
11 send it to you because they, they give (indiscernible),
12 but it's not as detailed as we used to --

13 COMMISSIONER HILL: Right.

14 MS. ESTRADA: -- they transferred over to work
15 day which you guys may have noticed when we sent it out.
16 It's like -- it just says cash sales versus before it had
17 the address. It had the, the, like, tax money that was
18 sent out. Now it showed what we get from the
19 (indiscernible), but it's very light generally. It's not
20 very detailed at all. So, yes, we will be sending that
21 out to you because we actually literally just got it like

1 eight o'clock last night.

2 UNIDENTIFIED SPEAKER: I think she sent it
3 today.

4 MS. ESTRADA: Oh, she did? Okay, yeah, so,
5 Bree, yeah, but, yeah. It will break down what we got
6 for each transaction, but it doesn't tell you, like, I
7 don't think it tells you like the sales price and all
8 that stuff. It's just how much we received
9 (indiscernible).

10 PRESIDENT DANIELS: Any other questions?

11 We can move to public comment.

12 UNIDENTIFIED SPEAKER: They're saying they
13 can't hear us.

14 PRESIDENT DANIELS: Okay. So maybe they may
15 have some questions as well.

16 MS. ESTRADA: Amy and Staci, do you all have no
17 questions? And Staci, can you hear us?

18 COMMISSIONER GRIFFIN: Yes, I can hear you, but
19 I don't have any questions. I'm sorry. I'm driving. So
20 I'm taking a second to get off mute.

21 MS. ESTRADA: Oh, okay. That's fine.

1 (Indiscernible).

2 MS. ESTRADA: I don't have anything from the
3 public.

4 PRESIDENT DANIELS: Okay. Any other business?

5 COMMISSIONER GUTHRIE: I do want to bring up
6 that a component that is accompanying the Inclusionary
7 Housing Bill is a (indiscernible), and so I just wanted
8 to bring that to this space if anyone has any -- well,
9 maybe Matt and I can send along the, the list of
10 potential seats, well, the list of seats, and the
11 description of what the qualifications are, and if anyone
12 has any idea of the (indiscernible) or financial experts
13 and individuals who are directly impacted who might be a
14 good fit. Of course, they have to be approved or go
15 through the, the regular process. But it would be nice
16 to kind of collaborate on that, and get some ideas from
17 this group as far as who might be a good fit.

18 PRESIDENT DANIELS: You're referring to seats
19 as far as --

20 COMMISSIONER GUTHRIE: Yeah. The Inclusionary
21 Housing.

1 PRESIDENT DANIELS: Oh, okay, okay.

2 MS. ESTRADA: So is that similar to the board
3 that they already had had before or are we, we looking
4 for new, new people to join it?

5 COMMISSIONER GUTHRIE: Yeah, it's -- new
6 people, yes.

7 MS. ESTRADA: Okay.

8 COMMISSIONER GUTHRIE: So the construction of
9 that board, of the new board is going to be a little
10 different. It's more inclusive. So --

11 MS. ESTRADA: Okay, cool.

12 PRESIDENT DANIELS: Now the January agenda
13 setting will it be still the same? Are we going to stay
14 on that same timeline, second week?

15 MS. ESTRADA: Yes. It was actually going to be
16 the day (indiscernible). I cancelled that -- push it,
17 but reoccurring meeting is still on (indiscernible). So
18 --

19 COMMISSIONER EDWARDS: Reoccurring meeting what
20 is that? The 20 -- week of the 20 --

21 MS. ESTRADA: Because I think it's more like

1 the second week of the month. So --

2 COMMISSIONER EDWARDS: For the workgroup
3 meeting.

4 MS. ESTRADA: Yeah.

5 COMMISSIONER EDWARDS: But the actual --

6 MS. ESTRADA: The actual Commission --

7 COMMISSIONER EDWARDS: -- Commission meeting the

8 20 --

9 COMMISSIONER HILL: 23rd.

10 MS. ESTRADA: I think so. Hold on.

11 COMMISSIONER HILL: Fourth Tuesday.

12 PRESIDENT DANIELS: Set for the 23rd. That's
13 the fourth Tuesday. 30 -- it's -- we have five weeks.

14 COMMISSIONER EDWARDS: So the 23rd. So I'll,
15 I'll be out that week. Just so you know I'm not -- I
16 won't be there on the 23rd.

17 MS. ESTRADA: Okay.

18 COMMISSIONER EDWARDS: Won't be here.

19 MS. ESTRADA: Yeah, the 23rd, yeah. So the
20 workgroup may be the 9th or the 16th, but I can confirm.

21 COMMISSIONER HILL: I have the ninth on the

1 calendar.

2 MS. ESTRADA: You have the ninth?

3 COMMISSIONER HILL: Yeah. Maybe if we could
4 just do the agenda setting then.

5 MS. ESTRADA: Uh-huh, yeah, okay.

6 COMMISSIONER HILL: Okay.

7 PRESIDENT DANIELS: So we're looking to do both
8 on the ninth?

9 MS. ESTRADA: Yeah. We might just do that our
10 agenda setting and workgroup meeting together. Because
11 our agenda setting meetings are pretty quick.

12 PRESIDENT DANIELS: Okay. Any other business.
13 We move to adjourn.

14 COMMISSIONER JONES: Second.

15 PRESIDENT DANIELS: Let we do the, sorry, roll
16 call here.

17 Commissioner Guthrie.

18 COMMISSIONER GUTHRIE: Yes.

19 PRESIDENT DANIELS: Matt -- Commissioner Hill.

20 COMMISSIONER HILL: Yes.

21 PRESIDENT DANIELS: Commissioner Harris.

1 Sorry. I --
2 Commissioner Edwards.
3 COMMISSIONER EDWARDS: Yes.
4 PRESIDENT DANIELS: Commissioner Kimball. No.
5 Commissioner Jones.
6 COMMISSIONER JONES: Yes.
7 PRESIDENT DANIELS: Commissioner Stokes.
8 COMMISSIONER STOKES: Yes.
9 PRESIDENT DANIELS: Commissioner Griffin.
10 Motion -- and --
11 COMMISSIONER MCCLAIN: Can Stephani restate the
12 motion? It's hard to hear.
13 MS. ESTRADA: Oh, motion to adjourn.
14 COMMISSIONER MCCLAIN: Oh, okay. Wow.
15 PRESIDENT DANIELS: It sounds like --
16 COMMISSIONER MCCLAIN: I approve.
17 PRESIDENT DANIELS: Commissioner McClain. So
18 is that, is that a motion?
19 COMMISSIONER EDWARDS: She said aye.
20 COMMISSIONER MCCLAIN: Yeah. I'm sorry. I
21 (indiscernible) aye.

1 PRESIDENT DANIELS: Properly moved and second.
2 All in favor.

3 COMMISSIONERS: Aye --

4 (Simultaneous indiscernible comments and
5 laughter.)

6 (Whereupon, at 6:46 p.m., on December 12, 2023,
7 the meeting was adjourned.)

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C E R T I F I C A T E

This is to certify that the foregoing transcript in the matter of:

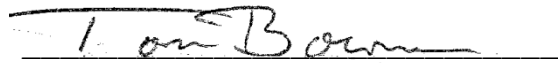
AFFORDABLE HOUSING TRUST FUND COMMISSION MEETING

BEFORE: Kevin Daniels, President

DATE: December 12, 2023

PLACE: Baltimore, Maryland, and virtual

Represents the full and complete proceedings of the aforementioned matter as reported and reduced to typewriting by Free State Reporting, Inc.


Roland Thomas Bowman, III
Reporter