

Housing Trust Fund Advisory Board

January 12th, 2023 | Meeting Minutes

Attendees

Karen Stone
Jeff Davis
Michael Maloy
Matt Dahl
Susan Petheram
Stephanie White

Excused

Dejan Eskic
Claudia O’Grady
Michael Gallegos
Lauren Littlefield
Saskia DeVries
Craig Wangsgard
Adam Miller
John Diaz

Guests

Staff in Attendance

David Pena
David Johnson
Josh Narvaez
Dina Blaes
Tiffany Marquez

Commencement: Matt Dahl opened the meeting at 8:43 am. Dina welcomed and introduced Josh Narvaez the new Housing Trust Fund Manager.

Approval of Meeting Minutes: Motion made by Matt Dahl, seconded by Stephanie White and carried unanimously to approve the meeting minutes for the meeting held on December 7th, 2022

Policy Direction on the DRAFT Request for Applications:

Dina opened the conversation reviewing the draft RFA. Dina suggested cost to be \$240 cost per square foot base as a guideline. Stephanie White questioned what the policy would be if the cost came in higher or lower. Jeff asked what the timeline of the funds. Dina advised the funds can start being awarded in 2023 and obligated by end of 2024 however the construction costs need to be completed by end of 2026. Matt brought up a concern of priorities of 3 and 4 bedrooms. Jeff advised there are some tax credits building 3 and 4 bedrooms. Stephanie would like to push back on the maximum square feet, Michael agreed. Jeff suggested new build vs. existing homes criteria. A sub-committee was established with members of the Advisory Board (Dejan Eskic, Michael Maloy, Jeff Davis, & Susan Petheram) to meet on January 17th, 2023, to finalize the Eligible Forms of Assistance (section 6) in RFA.

Criteria scoring suggested committee allow flexibility on the application. Board members agreed. Assessment of risk portion need the board to define risk factors.

Matt suggested changing the scoring slightly reducing/increasing certain sections by 5 points. Jeff asked for clarification why reducing points for AMI. Matt explained his thought would be prioritizing number of units. Jeff agreed with Matt’s suggestions.

Dina requested the board take action to approve the RFA contingent upon requested changes.

Motion made by Jeff Davis, approve contingent upon the changes be made by attorneys and sub-committee. Seconded by Karen Stone and carried unanimously passes.

Discuss Possible Issue Date for RFA: Date set for January 31st, 2023

Next Scheduled Meeting: February 9th, 2023 at 8:30 am

Meeting was adjourned at 9:40 am

Minutes prepared by Tiffany Marquez.

Not Approved