
**Affordable Housing Trust Fund
Board of Trustees
Meeting Minutes**

**Wednesday, April 19, 2023, 5:30 PM
Meeting Room A, Parks & Recreation Division Building
50 Officer Manny Familia Way Worcester, MA 01605**

Affordable Housing Trust Fund Board of Trustees Present:

Victor Agudelo-Ortiz, Chair
James Brooks, Ex-Officio (Remote Participation)
Lucelia DeJesus
Jackson Restrepo
Gabriel Rodriguez
Xaulanda Thorpe (Remote Participation)

Affordable Housing Trust Fund Board of Trustees Absent:

Johanna Hampton Dance
Benetta Kuffour

Staff Present:

Jeanette Tozer, Affordable Housing Trust Fund Manager

1. Call to Order

Mr. Agudelo Ortiz called the meeting to order with a roll call at 5:33 PM.

2. Approval of Minutes from March 29, 2023, Meeting

Mr. Agudelo Ortiz made a motion to approve the minutes. Mr. Rodriguez seconded the motion. The minutes were unanimously approved 6-0 on a roll call.

3. Continuation of AHTF Accessible Housing and Bonus Funding Discussion

Ms. Tozer reviewed the memo prepared by the City's Housing Development Division that summarized considerations and recommendations relative to the Affordable Housing Trust Fund bonus funding structure to incentivize the creation of accessible, affordable dwelling units. Given the tremendous need for accessible housing in Worcester, the Board of Trustees seeks to strengthen incentives for creating accessible dwelling units. To that end, the Affordable Housing Trust Fund (AHTF) Accessible Housing Bonus Funding memo summarized cost considerations for different types of AHTF projects including new construction versus substantial rehabilitation. Based on these considerations, a revised structure for bonus funding was recommended to the Board.

Mr. Agudelo Ortiz made a motion to amend the Affordable Housing Trust Fund Development Request for Proposal adopted August 8, 2022, by deleting the Bonus Funding section in its entirety and inserting the following in lieu thereof:

Bonus Funding - Up to \$25,000 per eligible unit for units restricted to 30% or less of area median income. Bonus funding for ADA units over the minimum required 10% threshold as follows:

- **Substantial Rehabilitation – 1 - 4 units**
 - Up to \$50,000 of bonus funding per ADA accessible unit exceeding the 10% minimum.
- **Substantial Rehabilitation – 5 or more units**
 - Up to \$35,000 of bonus funding per ADA accessible unit exceeding the 10% minimum that is located on the ground level floor.
 - Up to \$50,000 of bonus funding per ADA accessible unit exceeding the 10% minimum that is located on an upper floor (above the ground level floor).
- **New Construction – Fewer than 12 units**
 - Up to \$25,000 of bonus funding per ADA accessible unit exceeding the 10% minimum that is located on the ground level floor.
 - Up to \$50,000 of bonus funding per ADA accessible unit exceeding the 10% minimum that is located on an upper floor (above the ground level floor).
- **New Construction – 12 or more units**
 - Up to \$25,000 of bonus funding per ADA accessible unit exceeding the 10% minimum.

Ms. DeJesus seconded the motion. The motion was unanimously approved 6-0 on a roll call.

4. AHTF Application Review and Approval – T.G. 24 Jackson LLC, 24 Jackson Street - Request for \$580,963 for Affordable Rental Housing Development Project

Mr. Agudelo Ortiz introduced the agenda item. Ms. Tozer provided a brief overview of the application from T.G. 24 Jackson LLC, who is seeking \$580,963 for the construction of nine (9) rental units on the vacant lot located at 24 Jackson Street. The project is located in a Qualified Census Tract, and the applicant is proposing to restrict seven (7) units for households earning 80% or less of the area median income and one (1) unit for households earning 60% or less of the area median income. The applicant has also stated that six (6) units will be ADA accessible. Ms. Tozer then directed the Board to their packet, which included a summary of the scores that the Board of Trustees gave to the 24 Jackson Street application. Based on the scores submitted, the average total score was 118.8 out of a possible 150 points, or 77.5% of the potential points.

The meeting was opened for public comment. Benji Kemper, representative from the Center for Living & Working, spoke in support of the project. Hearing no more public comment, Mr. Agudelo Ortiz made a motion to close public comment. Mr. Rodriguez seconded the motion, and the motion passed 6-0 on a roll call.

Mr. Agudelo Ortiz motioned that the Affordable Housing Trust Fund authorizes its chair to execute a letter of conditional commitment to T.G. 24 Jackson, LLC, for ARPA Coronavirus State and Local Fiscal Recovery Fund funding in the amount of \$580,963 for the 24 Jackson Street affordable rental housing development project. The conditional commitment shall be valid for nine months and subject to the approved Affordable Housing Trust Fund requirements. Ms. DeJesus seconded the motion. The motion passed 6-0 on a roll call.

5. AHTF Application Review and Approval – Habitat for Humanity MetroWest – Greater Worcester, Inc., 521 Sunderland Road - Request for \$276,000 for First-Time Homebuyer Development Project

Mr. Agudelo Ortiz introduced the agenda item. Ms. Tozer provided an overview of the application from Habitat for Humanity MetroWest – Greater Worcester, who is seeking \$276,000 for the construction of two single-family first-time homeownership units on the lot located at 521 Sunderland Road. Each home will be sold to a household earning 30-60% of area median income. Ms. Tozer then directed the Board to their packet, which included a summary of the scores that the Board of Trustees gave to the application. Based on the scores submitted, the average total score was 126.2 out of a possible 150 points, or 81.5% of the potential points.

The meeting was opened for public comment. Hearing none, Mr. Agudelo Ortiz made a motion to close public comment. Ms. DeJesus seconded the motion, and the motion passed 6-0 on a roll call.

Mr. Agudelo Ortiz motioned that the Affordable Housing Trust Fund authorizes its chair to execute a letter of conditional commitment to Habitat for Humanity MetroWest – Greater Worcester for ARPA Coronavirus State and Local Fiscal Recovery Fund funding in the amount of \$276,000 for the 521 Sunderland Road first-time homebuyer development project. The conditional commitment shall be valid for nine months and subject to the approved Affordable Housing Trust Fund requirements. Mr. Restrepo seconded the motion. The motion was approved 6-0 on a roll call.

6. Financial Update

Ms. Tozer provided the Board with a financial update, stating that the AHTF account was still in the process of being established in the City's new financial system. Ms. Tozer then provided a summary of the AHTF's executed conditional commitments to date, which total \$4,212,500. With the two commitments approved by the Board on April 19, 2023, the total increased to \$5,069,463.

7. Potential Future Agenda Items

No proposed agenda items were put forward.

8. Adjournment

There being no further business, the meeting adjourned at 6:05 PM.