



METROPOLITAN HOUSING TRUST FUND COMMISSION MINUTES

Tuesday, February 22, 2022
2-4pm

Members Present: G. Emmanuel, K. Friskics-Warren, J. Simmons, C. Ferrell, J. Schmitz

Members Absent: CM Suara

Staff Present: A. Brown (Planning Dept – Housing Division), M. Amos (Metro Legal), M. Gupta (Metro Legal), H. Davis (Planning Dept – Housing Division), A. Hubbard (Planning Dept – Housing Division), G. Brown (Planning Dept – Housing Division)

Guests Present: Clifton Harris (Urban League Middle TN), Aron Thompson (R.E.D. Academy, Moody Nolan), Michelle Gaskin Brown (Amazon)

I. Welcome

- a. Emmanuel stated that the agenda would be moved around to accommodate a voting quorum at the top of the meeting. She stated that some agenda items have been moved to the bottom of the meeting.

II. Review and Approval of Minutes

- a. Simmons motioned for approval; Friskics-Warren seconded. Unanimous approval.

III. Project Progress and Financial Update

- a. Legislative Update

- i. (RS2022-1359) – Brown said that the New Level CDC amended draw schedule for their Round 7+ project at 302 Williams Avenue, 37115 passed at Council on 02/01/2022.
- ii. Brown added that grant contracts for Round 9 have been submitted for Council consideration at the 03/15/2022 meeting. She stated that those grants have been delayed to due to signatures for the back-tax lots in the mandatory referral process that were granted.
- iii. Fifteenth Avenue Baptist Conversation Update
 1. Brown stated that she spoke with Carlina Bell Rollins from FABCDC and described the myriad challenges from their original proposal. Brown said when they first got the property, it was a grant from someone who required they be a contractor for the property. However, the first project site had a slope difficulty and they eventually released them from contractor requirement of the contract for the land. She said that meant they had to pay for the contractor services which altered their budget substantially. She continued that since then, on the second property, they have had difficulty finding partners that would take the specific type of vouchers accessible to women aging out of foster care. She added that rather than doing homeownership units and then using the funding, they are wishing to change their mode to rental. Brown mentioned their contract expired in November of 2021 and rather than entering a new contract based on the old model, Brown stated that she has suggested that they reapply in the future when they have a more holistic budget representation of their project moving forward.

b. Draw Updates

i. Affordable Housing Resources

1. Brown stated that Affordable Housing Resources made a 2, 3, and 4th draw on the 612 Bixler Ave and 734 Madison Boulevard homes for \$25,626 each. Additionally, Brown stated that they made a 2nd and 3rd draw on two homes at 3107 Albion St and 751 22nd Ave N for \$17,084 each. Lastly, Brown mentioned they made a final draw for \$7,500 on the 1617B Underwood Street property. Brown said they have \$60,824.15 left on their Round 4 projects.
2. Brown added that Affordable Housing Resources also made 11 draws for the 1, 2, 3 on their Lombardia Street townhome development for Round 8 for \$173,937.50. She stated they have \$610,362.50 left of their \$784,300 grant for this development.

ii. New Level CDC

1. Brown noted that New Level CDC completed their 4th draw on the Williams Station project. She stated they have two draws left to complete the townhomes and \$352,600 left on their Round 7 grant.

IV. New Business

a. **Donation Policy**

- i. Brown stated that she made the addition of unrestricted gifts in the introductory paragraph and added the acceptance by and through the Commission and Council at the end of the policy.
- ii. Ferrell motioned to approve; Friskics-Warren seconded. Unanimous approval.

b. **Remaining Round 9 Contracts**

- i. Brown stated that the Pathway contract required more time to compile due to the nature of the program with subcontractors. Brown mentioned that the changes to the language included the introduction, lobbying information, and licenses. She added that these changes are primarily due to the nature of the program because it requires subgrantees to have the proper licenses, language and requirements within their subcontracts. She concluded that Metro had to look at the included language in subcontracts and think about how to best utilize the language relevant to the recipient Pathway and their partners completing the boots-on-the-ground work through TVA.
- ii. Ferrell motioned to approve; Friskics-Warren seconded. Unanimous approval.

c. Executed Contracts for Cost-Overrun

- i. Brown stated that at a high-level this contract incorporates Barnes standard contract language with some alterations. She added that the stipends would be paid with the next draw made on the incomplete properties for rounds 4, 5, 6, 7, and 8. Brown stated that those projects were submitted for consideration prior to the changes made by market factors in 2020 and 2021. Brown stated that addresses and scope of work are included by reference to the original legislation numbers. Brown then added that the only contract with addresses is for the Round 5 crossroads project since it did not include an address in the original legislation.
- ii. Brown also noted that she altered the number of AHR units by one since they completed a unit in January. She stated that it would only nominally affect the other amounts (by \$1 per unit), so she kept the amounts as is and we can either

add the \$1523 amount to the grant pool or alter the amounts with the caveat that the contracts are fine as is otherwise.

- iii. Friskics-Warren stated that she would abstain from the Renewal House vote.
- iv. Schmitz motioned to approve the Renewal House Cost Overrun contract; Simmons seconded. Emmanuel and Ferrell voted to approve. Friskics-Warren abstained
- v. Ferrell motioned to approve the Cost Overrun contracts for Affordable Housing Resources, Be a Helping Hand Foundation, Our Place Nashville, Woodbine Community Organization, Inc., Urban Housing Solutions, and Westminster Home Connection; Friskics-Warren seconded. Unanimous approval.

d. Extension Requests for Round 5

- i. Brown noted that Westminster is the only Round 5 request other than Crossroads, which had already been approved. She stated that because they altered their model halfway through the project, they are making steady but slower progress on the larger liens with 39 completed homes rehabbed. However, they currently have 6 in the pipeline and will continue to add more as they progress with their other smaller projects when homeowners need additional work.
- ii. Friskics-Warren motioned to approve Westminster Home Connections' Round 5 extension; Ferrell seconded. Unanimous approval.

e. Extension Requests for Round 7

- i. Brown stated that this was the first extension for Round 7 projects which would standardly push them all out by a year. She stated that there are a couple of

projects that may complete before the current deadline, but they have requested an extension in the event there are any construction delays.

- ii. Ferrell motioned to approve extensions for Affordable Housing Resources, Be a Helping Hand Foundation, Our Place Nashville, Woodbine Community Organization, Inc., and Westminster Home Connection (for Round 7); Friskics-Warren seconded. Unanimous approval.

f. Priorities for Round 10 and Allocations

- i. Brown noted priorities and subsections have remained the same, but allocations have been updated for the ARPA allotment. She inquired if there any priority areas that the commissioners would want added or changed based on the strategic planning. None requested additions or subtractions from the presented materials.
- ii. Brown noted the timeline would open the window for applications in mid-March ahead of the State of Metro and budget hearings.
- iii. Schmitz requested a contingency line-item be added to the budget template to avoid cost overruns in the future. Emmanuel agreed and stated this is standard practice now in her own firm.
- iv. Schmitz motioned to approve; Simmons seconded the allocations. Unanimous approval.
- v. Simmons motioned to approve; Friskics-Warren seconded the priority areas. Unanimous approval.

g. Director of Housing Programs Update

- i. Hubbard joined to discuss moving Davis's position to a non-Barnes-funded position in the new fiscal year as Assistant Housing Director. Hubbard also

announced to the Commission that she would be recommending a \$20 million allocation to Barnes in FY23 following the standard set by American Rescue Plan Act funding and recommendations of the Affordable Housing Task Force.

h. Budget Discussion for FY23

- i. Brown discussed the budget items at length including the updated salary amount, which overall decreased, but included space for a second full-time Barnes position in Davis's stead.
- ii. Ferrell requested that Brown alter the Metro budget to breakdown the Contribute Grant Agency line item as a subtotal and match the revenue and expense amounts to balance the budget rather than carry the grants in the expenses year-over-year. Brown agreed and stated that the Metro template does not always suite Barnes as a special projects budget.
- iii. Ferrell motioned to approve the budget with the caveat that the Housing Director request the \$20 million revenue to be the grant pool and the admin and operational costs would be requested over the \$20 million grant amount bringing the total request to \$20,243,150. Simmons seconded the motion.

Unanimous approval.

V. Public Comment (Limit 2 Minutes per Community Member)

- a. Kaitlin Dastugue from Rebuilding Together Nashville joined to share some events coming up sponsored by her organization and funded through a capacity-building grant from Lowes. She stated that her organization is hosting events at the Bordeaux Public Library on 02/28/2022 for a public history of Bordeaux by David Ewing, 03/08/2022 for disaster readiness training, and the week of 03/21/2022 for a property tax relief panel.

VI. Best Practice Share

- a. Aron Thompson and Clifton Harris from Urban League Middle Tennessee joined to share about the R.E.D. Academy cohort for upcoming developers. They will share their plans for curriculum and future iterations of the academy.
 - i. Materials from their share are included in this file after announcements.
 - ii. Thompson stated that the R.E.D. Academy will be an 18-month cohort set to begin this spring and wrapping up in August 2023. This first cohort will be comprised of developers who range in 7-20 years of experience. He added that they wish to begin additional cohorts in 6 months.
- b. Michelle Gaskin Brown also joined to discuss the Amazon Equity Fund. She stated that the Equity Fund commits funding to three main areas; below market capital loans, lines of credit and grants, equity issues increasing developers of color and reducing barriers, and affordable housing community needs such as transit, parks, and resources like broadband internet.

VII. Announcements

- a. Follow-up from strategic planning
 - i. Brown stated that she talked with the strategic planning consultant from Bright Blue Consulting (N. Provonchee) and she included the memo from the last meeting within the minutes. I feel like we have come to a lot of agreement after the box exercise to set some direction. Quarterly, Brown stated that she will continue the strategic work where she will set aside the last thirty minutes at the Commission meeting to walk through exercises or presentations of strategic work. Brown will gather commissioner feedback, regroup, and present again at the next quarterly session.
- b. Audit update

- i. Brown stated that the audit is reaching completion. She stated that the internal audit team estimates that they should have all their tests completed within the next two weeks and will schedule a closeout meeting with the Housing Division staff.

- c. Brown announced that meetings in April, July, and October will not be held in the Sonny West Room due to elections. Locations will be determined, and she will update the Commission next month.

VIII. Adjourn

The Barnes Housing Trust Fund
<http://barnes.nashville.gov>

Metro Housing Trust Fund Commission <http://www.nashville.gov/Government/Boards-and-Committees/Committee-Information/ID/123/Housing-Trust-Fund-Commission.aspx>



ULMT R.E.D.

Urban League of Middle Tennessee R.E.D. (Real Estate Developers) Academy



Urban League of Middle Tennessee



About the Academy

Urban League of Middle Tennessee R.E.D. (Real Estate Developers) Academy offers persons of color in the built environment profession an unequaled educational opportunity, preparing cohorts for a rewarding, responsible leadership position in the building industry.

The course of study is an experienced approach to professional practices to help cohorts achieve a broad understanding of all aspects of residential real estate. The program will consist of small class sizes, emphasizing specific project types to accomplish success in the built environment. In the process, the participants will develop a real estate resume that advances the cohort to the next business level. This program provides a platform for graduates to springboard into larger-scale projects and knowledge to impact the residential market in a fast and scalable marketplace.

The curriculum is a demanding course study that balances real-life experience and practical needs of the industry centered around residential real estate. The program focuses specifically on Davidson County and avenues for expanding an ever-growing demand for affordable housing.



Curriculum

The Urban League of Middle Tennessee's R.E.D Academy curriculum is designed to instill a comprehensive understanding of all aspects of residential real estate. The courses combine best practices, real-world experience, technology, and market expansion strategies. Course lecturers are industry leaders, material manufacturers, financial institution resources, design professionals, and technology companies. The program curriculum is structured to culminate in a real estate-based capstone project by each cohort member, leveraging the content and resources provided by the program to bring the project to fruition. The goals are for each cohort to provide their professional perspective and grow their knowledge base.



Course Academic Year

The course is designed to be completed in 18 months with a certification upon completion. Following an orientation, classes will begin meeting bi-weekly with a mixture of in-person and virtual classes.

Admissions Requirements

Applicants are leaders of color in the Nashville area with knowledge of residential real estate development. Applicants must submit their name, business name, contact information. Applicants are vetted by a series of metrics which may include but are not limited to: volume of past work, business standing with the state of TN, financial standing, proven track record, portfolio of projects, and focus on residential housing.

How to Apply

Applicants to apply online or in-person at Urban League of Middle TN.

Urban League of Middle Tennessee

50 Vantage Way, Suite 201

Nashville, TN 37228

PH 615-254-0525

www.ulmt.org



Academy TRAINING MODULES

MODULE

1

BUSINESS

Week 1-13

MODULE

2

FINANCE

Week 14-25

MODULE

3

LAW & POLICY

Week 26-29

MODULE

4

CONSTRUCTION

Week 30-36



MODULE ONE



BUSINESS

WEEK 1	Introduction to the Real Estate Development Process
WEEK 2	Real Estate Principles
WEEK 3	Real Estate Economics
WEEK 4	Real Estate Market Analysis Part 1 - Feasibility Study
WEEK 5	Real Estate Market Analysis Part 2 - Feasibility Study
WEEK 6	Best Practices in Site Selection and Land Acquisition
WEEK 7	Deal Sourcing and Preliminary Evaluation: <ul style="list-style-type: none">• Deal Sourcing• Deal Negotiations• Deal Structures
WEEK 8	Real Estate Ventures <ul style="list-style-type: none">• Public-Private Partnership
WEEK 9	Affordable Housing Development
WEEK 10	Multifamily Housing Development <ul style="list-style-type: none">• Mixed Income and Affordable Housing Finance
WEEK 11	Introduction to Mixed Use Development
WEEK 12	Property Management
WEEK 13	Amazon's Real Estate Strategy and Amazon Administrative Support Services

MODULE TWO



FINANCE

WEEK 14	Introduction to Real Estate Finance and Investment <ul style="list-style-type: none">• Financial Analysis• Issues and Concepts
WEEK 15	Intro to Accounting
WEEK 16	Budgeting Costs <ul style="list-style-type: none">• Sample Budget• Developer overhead -- Land acquisition• Project finance• Professional fees• Permit/ government fees -- Site improvements/horizontal construction -- Building / vertical construction
WEEK 17	Finance Real Estate Investment and Brokerage Sales
WEEK 18	Finance Managerial Finance <ul style="list-style-type: none">• Debt Management
WEEK 19	Finance Introduction to Pro Forma Excel Modeling <ul style="list-style-type: none">• Financial Analysis• Financial Modeling
WEEK 20	Finance Real Estate Capital Markets <ul style="list-style-type: none">• Capital Market Vehicles• REIT – real estate investment trust• CMBS – commercial mortgage-backed securities
WEEK 21	Finance Private Equity Sources and Resources
WEEK 22	Finance New Market tax credits
WEEK 23	Finance Alternative Financing for Economic Development
WEEK 24	PRESENTATIONS MIDWAY PRESENTATIONS WITH FEEDBACK
WEEK 25	PRESENTATIONS MIDWAY PRESENTATIONS WITH FEEDBACK

MODULE THREE



LAW & POLICY

WEEK 26

Law for Real Estate Professionals

- Legal Principles and Practices

WEEK 27

Land Use and Environmental Regulation

- Entitlements

WEEK 28

Mixed Income and Affordable Housing Policy

WEEK 29

Panel Discussion: Local Politics and Community Relations

MODULE FOUR



CONSTRUCTION

WEEK 30

Building Design & Construction Principles

WEEK 31

Engaging and Managing the Design Team

- Contingency
- Allowances
- Industry Standard

WEEK 32

Operations in Real Estate Development

WEEK 33

Real Estate Building Systems

WEEK 34

Real Estate Technology

- Toyota Construction Method
- Automated Construction
- New Generation Construction Method

WEEK 35

PRESENTATIONS CAPSTONE PRESENTATIONS

WEEK 36

PRESENTATIONS CAPSTONE PRESENTATIONS

THANK YOU



**Urban League of
Middle Tennessee**

*Empowering Communities.
Changing Lives.*

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