

- **Election of AHAC Officers for 2019**

Vice Chair Walters observed that the new fiscal year will begin for the Committee on July 1, 2019, and suggested that the term of new Officers be extended through the end of June 2020 in order to make this time frame consistent.

Motion made by Vice Chair Walters, seconded by Ms. Epstein, that [the term of Officers elected now] will run through June 30, 2020. In a voice vote, the **motion** passed unanimously.

Motion made by Mr. Cooper, seconded by Vice Chair Walters, to nominate that [Ms. Orshefsky] continue as Chair. In a voice vote, the **motion** passed unanimously.

Motion made by Mr. Parke, seconded by Ms. Nothard, to nominate Mr. Walters for Vice Chair. In a voice vote, the **motion** passed unanimously.

Ms. Wilkinson advised that the members' term information should be included on their parking passes.

- **Affordable Housing Trust Fund Balance**

Ms. Wilkinson reported that the Affordable Housing Trust Fund balance is currently \$895,483.63.

- **Request for Proposal for HOME Community Housing Development Organizations (CHDOs)**

Ms. Wilkinson stated that a draft request for proposal (RFP) has been completed for the Community Housing Development Organizations (CHDOs), although it has not yet been approved by the Procurement Department. At the previous meeting, Staff had recommended that the Committee allow money from the Affordable Housing Trust Fund to be added to the CHDO funds, bringing their total to \$300,000.

There are currently four CHDOs:

- Fort Lauderdale Community Development Corporation
- Broward Housing Solutions
- Turnstone Development Corporation
- HOMES, Inc.

If funds are approved for transfer, these four organizations would present RFPs to the Committee. Without the approval of additional dollars, there will be approximately \$182,000 available for these groups. CHDOs may make acquisitions, undertake construction, or rehabilitate existing properties they have purchased. Properties may be bought for rehabilitation or may be purchased to sell either as single-family dwellings or

as condominium units to individuals or families with low incomes, which means those earning up to 80% of the area median income (AMI).

Requirements for the RFP from CHDO agencies will include the following:

- A market assessment
- A pro forma
- Project development schedule
- Financial analysis
- Project costs

The City will be required to perform a risk assessment for the CHDOs to determine if its contributions will constitute a reasonable amount compared to money the agencies can provide, including lines of credit.

Mr. Cooper asked if agencies that received CHDO funds in 2018 will be eligible to apply for them again in 2019. Ms. Wilkinson confirmed this, explaining that no outstanding projects remain from 2018. If an agency is meeting the program's guidelines, they would be able to apply once again even if projects are not complete.

Criteria for CHDO RFPs include:

- Identify total project costs
- Understand the HOME program guidelines
- Have the capacity to complete the project
- Bring funds to the table to be leveraged
- Show the credentials of the organization

Ms. Wilkinson emphasized the importance of leveraging resources, as the U.S. Department of Housing and Urban Development (HUD) requires a strict risk assessment to ensure the viability of projects and a solid return on investment. When CHDOs re-sell a property, the amount of money it can be sold for is capped at a set amount. Agencies may not spend more money rehabilitating a property than the amount for which it can be re-sold.

Chair Orshefsky requested clarification of the measurable outcomes that could be expected from the CHDOs. She pointed out that the policy and procedures for the Affordable Housing Trust Fund, which were approved by the City Commission, reflect a shift in focus from single-family homes to greater overall production of units, which can have a greater impact on the community. Ms. Wilkinson replied that the criteria for RFPs can provide the option of including either single- or multi-family dwellings.

It was clarified that the Committee is required to evaluate each RFP as if the CHDOs are competing equally against one another for the funds, with no distinction made between the types of housing units provided. Ms. Wilkinson pointed out that while RFPs have always been required for CHDOs, the Committee has only become involved in the

evaluation process in recent years. Proposals from the agencies should clearly state whether they plan to provide single- or multi-family dwellings, and the Committee is asked to determine which proposals maximize what the HOME program is trying to achieve.

Ms. Nothard noted that it can be difficult to measure proposals for single- and multi-family affordable units against one another, as the two types of proposals have different goals. Chair Orshefsky stated that the RFP should set forth a vision that helps the Committee make a value judgment on how agencies plan to spend their funds: it should not just be the number of units provided, but the type of units and development that will have the greatest impact. Ms. Wilkinson advised that the Committee will need to establish this goal for the submitting agencies.

Mr. Cooper expressed concern with this proposal, pointing out that \$300,000 is a limited amount with which to try to realize a vision or goal. He felt it would be better to let the agencies present the ways they feel the funds could best be spent. Chair Orshefsky added that the RFP could ask the proposing agency to explain how its use of funds would help meet the housing needs of the community. Ms. Wilkinson noted that this will be part of the market assessment presented by the agencies. She advised that she would include language in the RFP referring to the option to provide either single- or multi-family dwellings.

Ms. Wilkinson called the members' attention to the marketing assessment to be provided by submitting agencies, which will examine how the proposed units will be marketed to their target population, how the market approach will provide equal opportunity housing, and how compliance with Fair Housing Opportunity Act regulations will be ensured.

Vice Chair Walters recalled that a **motion** made at the February 20, 2019 meeting, which would have adopted Staff's recommendation to provide \$117,259.20 from the Affordable Housing Trust Fund to make the CHDO funds an even \$300,000, had been tabled pending greater clarity. Chair Orshefsky did not feel this was sufficiently clarified, as the RFP is not yet before the Committee. Ms. Wilkinson pointed out that the Procurement Department, rather than the Committee, has final approval of the RFP. The Committee is asked to approve the use of Affordable Housing Trust Fund dollars.

Motion made by Vice Chair Walters, seconded by Mr. Epstein, to adopt the recommendation made by Staff [to provide \$117,259.20 from the Affordable Housing Trust Fund to make the CHDO funds an even \$300,000]. In a voice vote, the **motion** passed unanimously.

- **AHAC Presentation Follow-Up**

Chair Orshefsky provided the Committee members with copies of email exchanges between herself, Ms. Wilkinson, and Urban Design and Planning Manager Ella Parker

regarding a presentation made at the February 20, 2019 meeting. She also provided copies of a proposed response to Ms. Parker in which the Committee's concerns related to that presentation were outlined in four key points, asking if the response accurately reflected the sentiment of the members.

Motion made by Ms. Nothard, seconded by Vice Chair Walters, to approve as stated.

The Committee discussed the potential inclusion of edits by both Staff and Chair Orshefsky, as reflected in the emails, in the **motion**. Chair Orshefsky pointed out that because she was not certain of the substance of changes proposed by Staff, she had cited four basic principles that the Committee felt it was important the City Commission understand when evaluating the inclusionary zoning proposal. Ms. Wilkinson advised that in a follow-up email, Ms. Parker of Urban Design and Planning had suggested the Committee send a communication to the City Commission on this subject.

After further discussion, Mr. Cooper proposed the following **amendment** to the **motion**: that the phrase "and to direct Staff to incorporate items 1 through 4 into however they communication the [inclusionary zoning] program to the Commission." Ms. Nothard and Vice Chair Walters accepted the **amendment**. In a voice vote, the **motion** passed unanimously.

IV. NEW BUSINESS

None.

V. AGENDA TOPICS FOR NEXT MEETING

Ms. Wilkinson stated that the Local Housing Assistance Plan (LHAP) will be on the Agenda of the regular April 2, 2019 City Commission meeting. She continued that the Committee accomplished all its goals from the previous year. Chair Orshefsky requested that the next meeting include discussion of the 2019-2020 Work Plan.

VI. GOOD OF THE ORDER

Chair Orshefsky reported that the Broward County Planning Council has included a Commerce land use category, which is not yet part of the City's Comprehensive Plan. This category would allow major commercial corridors throughout the County to incorporate low-, very low-, and moderate income affordable housing, provided that transit is available on these corridors, to allow residential use with unlimited density at the County level. Density limitations may be imposed by the cities as this change is implemented.

VII. NEXT SCHEDULED MEETING DATE – April 15, 2019

VIII. ADJOURNMENT

Affordable Housing Advisory Committee

March 18, 2019

Page 6

There being no further business to come before the Committee at this time, the meeting was adjourned at 10:07 a.m.

Any written public comments made 48 hours prior to the meeting regarding items discussed during the proceedings have been attached hereto.

[Minutes prepared by K. McGuire, Prototype, Inc.]