



METROPOLITAN HOUSING TRUST FUND COMMISSION MINUTES June 23, 2026

2:00 pm – 4:00 pm

Sonny West Conference Center

Members Present: P. Westerholm; CM B. Allen; C. Dunning; A. Christianson-Galina;

A. Lawless; J. Thomas; L. Goddard Members Absent:

Staff Present: A. Hubbard (Housing Director); J. Dean (Planning Dept – Housing Division);

J. Pennington (Planning Dept – Housing Division);

E. Jeter (Planning Department)

Welcome

Chair Westerholm called the meeting to order at 2:03 p.m.

1) Approval of the Minutes

a. Approve Minutes from 05/26/2026.

Vote: Thomas motioned to approve. Christianson-Galina seconded. Passed unanimously.

2) Public Comment (those wishing to speak must sign in at the beginning of the meeting)

One speaker addressed the Commission on behalf of Habitat for Humanity of Greater Nashville. The speaker thanked those involved in the May 20, 2026, housing conference and expressed appreciation for the Metro Planning Department's work on the new Barnes Housing Trust Fund application and application platform. The speaker emphasized the importance of continued affordable housing funding and keeping affordable housing a priority in Nashville.

3) Financial Update

a. Financial update

i. May 2026 Budget to Actuals

Director Hubbard presented the May 2026 budget-to-actuals and reported approximately \$7 million in grant draws. Staff explained that recent changes to the recording fee and project management lines were related to accounting adjustments between the Housing Division and Metro Finance regarding

which costs should be reflected as Barnes Fund expenses versus Planning operating costs. Staff stated that a fiscal year reconciliation will be completed and that the FY27 budget, fund balance, and corrected journal entries will be reflected at the next meeting. Staff also clarified that Barnes Fund staff costs are now paid through Planning's operating budget.

Items for Vote

a. Grant Contract Amendments

i. Arts & Business Council of Greater Nashville, INC, Round 13, Contract Extension

Staff presented a request to extend the Arts & Business Council of Greater Nashville contract by an additional 12 months. Staff stated that construction is underway, 75% of grant funds have been drawn, and the remaining funds will be requested after the final use and occupancy approval is received. The project is expected to be completed in July 2028.

Christianson-Galina motioned to approve. Lawless seconded. The motion passed unanimously.

ii. Be a Helping Hand Foundation, Round 13, Contract Extension & Scope Change

Staff presented a request from Be a Helping Hand Foundation to extend the contract by 12 months and amend the project scope to increase the total unit count from 34 to 41 units, while maintaining 34 Barnes-funded units.

Commissioners discussed concerns regarding the project's financing, the amount of funding already

drawn, and the applicant's absence from the meeting. Commissioners also discussed whether additional legal protections or recapture mechanisms should be considered for projects involving acquisition or predevelopment costs. Staff stated that the applicant had confirmed attendance but was not present.

A motion to defer the item was withdrawn so the item could be moved to the heel of the agenda in case the applicant arrived.

At the heel of the agenda, staff confirmed that the applicant had not arrived. A motion was made by Lawless to defer the item to the July meeting. Christianson-Galina seconded. The motion passed unanimously.

4) Items for Discussion

a. Barnes Fund Contract Terms

Staff requested Commission feedback on whether the initial contract term for new construction projects should be changed from two years to three years. Staff stated that new construction projects generally cannot be completed within the current two-year contract term and that extensions are routinely required.

Commissioners discussed whether a three-year term would better reflect project timelines while still requiring stronger accountability. Discussion included financing milestones, construction progress milestones, annual reporting, possible enforcement mechanisms, and the need to avoid tying up Barnes Fund dollars in projects that are not moving forward. Staff stated that they will work with legal and return with recommendations for possible contract language and milestones. No action was taken.

b. Grant Contract Amendment Criteria

Staff discussed the need for clearer criteria for grant contract amendments, including contract extensions, scope changes, budget changes, and draw schedule changes. Commissioners discussed using clearer amendment standards to provide consistency for grantees and to help the Commission evaluate future amendment requests. Staff will incorporate the Commission's feedback and return with proposed recommendations. No action was taken.

5) Announcements

Staff provided an update on the FY27 budget and reported that the Barnes Fund received an additional

\$1 million, maintaining the fund at \$23 million. Staff also reported that the \$7 million loan program was preserved and stated that the combined funding represents a significant Metro investment in housing. Commissioners requested periodic updates on the loan program and related housing finance work, and staff agreed to provide updates as the work progresses.

Staff also reported that the Round 16 application period closed on June 19, 2026, and that staff are reviewing threshold criteria and preparing cure notices. Staff stated that the round is significantly oversubscribed, particularly for homeownership and rental applications, while owner-occupied rehabilitation is under subscribed. Commissioners discussed whether FY27 funding should be used to support additional eligible Round 16 projects or reserved for a future funding round. Staff will return next month with funding recommendations and additional policy items.

The next meeting was announced for Tuesday, July 28, 2026, at 2:00 p.m. at the Sonny West Conference Center.

6) Adjourn

With no further questions or comments from the Commission, the meeting was adjourned.

YouTube: [06/23/26 Metropolitan Housing Trust Fund Commission](#)