METROPOLITAN HOUSING TRUST FUND COMMISSION MINUTES

September 22, 2026
2:00 pm – 4:00 pm

Sonny West Conference Center

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

Members Absent: L. Goddard; A. Lawless

Staff Present: A. Hubbard (Housing Director); J. Dean (Planning Dept – Housing Division); J. Pennington (Planning Dept – Housing Division); T. Alsbrooks (Planning Dept – Housing Division); E. Foley (Planning Dept – Housing Division); E. Jeter (Planning Dept)

1) **Welcome**

Chair Westerholm called the meeting to order at 2:04 p.m.

2) **Approval of the Minutes**
   a. Approve Minutes from 07/28/2026.

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

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

One speaker, PJ McCarthy, incoming President and CEO of Habitat for Humanity, introduced himself to the Commission and expressed appreciation for the organization's partnership with the Barnes Housing Trust Fund.

4) **Financial Update**
   a. Financial Update
      i. July 2026 Budget to Actuals

Staff presented the July financial report, noting $3,250 in project management expenses for third-party inspections and $161,982 in obligated expenses for grantee reimbursements. Staff also reported that Finance is reconciling ARP funds, with adjustments expected to be reflected in the coming months.

5) **Items for Vote**

a. Grant Contract Amendments

i. **Affordable Housing Resources**, Round 4, Contract Extension & Scope Change

The organization requested a 12-month contract extension and scope reduction from 13 to 12 homeownership units due to title complications and changes in development plans for 141 Elmhurst Avenue.

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

ii. **Be a Helping Hand Foundatio**n, Round 10, Contract Extension

The organization requested a 12-month extension following delays related to property consolidation, zoning, and required surveys. Construction has begun, and financing is secured.

Dunning motioned to approve. Christianson-Galina seconded. Passed unanimously.

iii. **Be a Helping Hand Foundation,** Round 10, Contract Extension

The organization requested an extension for its project at 2124 14th Avenue. Building permits and construction financing have been secured, construction is underway, and completion is anticipated by June.

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

iv. **Urban League of Middle Tennessee,** Round 11, Contract Extension

The organization requested an extension through December 31, 2026, to expend remaining funds on construction-related site work. Construction financing is expected to close within 30 days.

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

v. **Woodbine Community Organization,** Round 10, Contract Extension

The organization requested a 12-month extension, with construction approximately 46% complete. Project completion is anticipated by May 2027.

Dunning motioned to approve. Christianson-Galina seconded. Passed unanimously.

6) **Items for Discussion**

a. FY2025 & FY2026 Annual Report

Staff reported that the FY25 and FY26 Annual Report is expected to be completed by the end of September and posted to the website later in the week.

7) **Announcements**

a. Round 16 Updates

Staff reported that The Housing Fund and Park Center declined their Round 16 awards of approximately $182,000 and $3.5 million, respectively. Approximately $5.5 million remains available in FY27 funding for a potential Round 17, excluding additional deobligated funds.

The Commission discussed potentially reallocating Park Center's award to the next highest-scoring rental project, Villa Maria Manor, or retaining the funds for a future funding round. Staff will provide comparative project scoring information and present the proposed reallocation as a voting item at the October meeting. No vote was taken.

b. Next Meeting:

i. October 27, 2026; 2:00-4:00 p.m.; Sonny West Conference Center

c. November and December Tuesday meetings have been cancelled and replaced with:
Friday, Dec. 4, 2026, at 10 a.m.; Sonny West Conference Center

8) **Adjourn**

With no further questions or comments from the Commission, the meeting was adjourned at 2:31 p.m.

YouTube: 09/22/26 Metropolitan Housing Trust Fund Commission