

To: Columbia Community Land Trust (CCLT) Board
From: Randy Cole
Date: 5/13/2019
Subject: 5/14/2019 CCLT Agenda Item Summary Memo

This memo provides a summary of the 5/14/2019 Columbia Community Land Trust (CCLT) meeting agenda.

Amendment to CCLT Bylaws

CCLT attorney Caleb Colbert will be in attendance to provide a draft of an amendment to the CCLT Bylaws for the CCLT Board to review and consider.

906 W. Ash Proposed Project for FY 2020 CDBG & HOME Funds

Kay and Jack Wax own a development firm named “Creative Commons.” The company approached City staff regarding their interest to purchase develop 11 homes at 906 W. Ash and to potentially include a few units of affordable housing within the development. The company stated that it currently has a sales contract for the property contingent upon approval of the zoning. City staff directed them towards the City’s annual funding process for CDBG and HOME funding that can support the development of affordable housing and the appropriate planning staff. City staff also requested the developer go before the CCLT Board to provide information, gain input and obtain formal support from the CCLT Board. Ms. Wax will be in attendance to provide information to the CCLT Board. The current tentative timeline is as follows:

- 5/28: Submission of PD Plan
- 7/18: Tentative P&Z Agenda Date
- 8/19: Tentative Final Read at Council

CCLT Long Term Sustainability and CHDO Requirements

The CCLT is currently within year 3 of its 5 year agreement with the City to provide administrative services to the CCLT Board. City staff will be providing a presentation on the future of the CCLT and the potential options to consider in moving towards greater independence from the City and long term sustainability. City staff will initially provide an overview of the City’s funds for affordable housing to ensure the board understands the critical existing partnerships, eligible uses of funds and options for the CCLT to move towards long term sustainability. HUD regulations and annual funding allocations create a framework where the becoming a Community Housing Development Organization (CHDO) could be advantageous. The CCLT Board should at first gain understanding of what a HUD classified CHDO is and the City’s relationship to current CHDOs.

CHDOs are defined as:

- Defined under state or local laws.
- Has no part of its net earnings inuring to the benefit of any member, founder, contributor, or individual.
- Is not controlled by or under direction of individuals or entities seeking to derive profit or gain from the organization.
- Has a tax exemption ruling from the Internal Revenue Service under section 501(c)(3) or (4), or is classified as a subordinate of a central organization non-profit under section 905 of the IRS code.
- Is not a governmental entity and is not controlled by a governmental entity.
 - An organization created by a governmental entity may qualify.
 - Cannot appoint more than 1/3 of its board.

- No more than 1/3 of the board may be public officials or employees of the governmental entity.
 - Board members appointed by the entity also cannot appoint any of the remaining 2/3 board members.
 - Officers or employees of a governmental entity may not be the officers or employees of a community housing development organization.
- Meets financial accountability standards according to current federal regulations.
- Has the provision of decent housing that is affordable to low and moderate income persons within its articles of incorporation or bylaws.
- Maintains accountability to low-income community residents by:
 - Maintaining 1/3 of its governing board's membership for residents of low-income neighborhoods, other low income community residents, or elected representative of low-income neighborhood organizations.
- Has demonstrated capacity of carrying out housing projects assisted with HOME funds.
 - Must have paid employees.
 - First year organizations may meet this requirement through a contract with a consultant with housing development experience.
 - This can't be met through volunteer or donated services through another organization.
- Has a history (at least 1 year) of serving the community.

2020-2024 CCLT Strategic Plan Work Session

The CCLT's fiscal year runs from January through December. The CCLT currently has a 3-year Strategic Plan covering years 2017 thru 2019 and is in year 3 of that plan. The purpose of the session will be to begin the process of setting the strategic direction and goals of the CCLT for January 2020 thru December 2022. Staff is still waiting for responses to the Doodle Poll to set a specific date/time. Currently, July 27th looks like the date that aligns with the most schedules thus far.