

Draft- 207th HHAC Board Meeting Minutes

Meeting date: February 7, 2023

Call to Order:

The 207th meeting of the Homeless Housing and Assistance Corporation (HHAC) was held at the NYS Media Service Center (MSC), in Albany, New York at 1:30 p.m. on February 7, 2023. The meeting was called to order by Richard Umholtz, Acting Deputy Commissioner of the NYS Office of Temporary and Disability Assistance (OTDA) and the Director of OTDA's Bureau of Housing and Support Services (BHSS), Board Chair Designee representing OTDA Commissioner Daniel W. Tietz.

Members in Attendance:

Brett Hebner, Board Member Designee representing Board Member Kenneth Adams, Chairman of the NYS Housing Finance Agency (HFA), Suzanne Cook, Board Member Designee representing Board Member Commissioner Ann Marie Sullivan of the NYS Office of Mental Health (OMH) and Esteban Ramos, Advisory Board Member Designee representing Advisory Board Member Commissioner Chinazo Cunningham, M.D. of the Office of Addiction Services and Supports (OASAS).

Others in Attendance:

Dana Greenberg	HHAC President
Brenda McAteer	HHAC Vice President
Michael Washburn	HHAC Comptroller
Constance Adsitt	HHAC Assistant Comptroller
Amanda Diller	HHAC Secretary
Megan Van Geest	HHAC Assistant Secretary
Simone Demelo	OTDA Division of Legal Affairs (DLA)
Martin Robinson	HHAP Project Manager

Items of Discussion:

Approval of Minutes

Mr. Umholtz requested a motion to approve the minutes of the 206th HHAC Board Meeting that took place on December 7, 2022. Mr. Hebner made the motion, which was seconded by Ms. Cook. The motion carried.

President's Report

Ms. Greenberg presented the President's Report and began with an overview of the status of all projects under development as of December 31, 2022, when there were 87 projects in various stages of development. Thirty-six of these projects were in construction, two of which were

over 90% complete. Furthermore, 33% of the projects in development at that time were in New York City, 14% were in the suburban regions of Westchester, Nassau, and Suffolk counties, and the remaining 53% were in the rest of the state.

Project-Related Milestones

Pre-Construction Agreements

- Chautauqua Opportunities, Inc. (COI) (2021-033/HC01066) executed a Preconstruction Agreement (PCA) on November 30, 2022. COI received a \$2,496,175 HHAP award reservation in February 2022 to develop 12 units (18 beds) of emergency housing in Jamestown for homeless single women aged 18 years and older. The funds allowed for the acquisition and substantial renovation of a three-story building, containing abandoned commercial space on the first floor and one and two-bedroom apartments on the two upper floors. The only other source of funding is a City of Jamestown Community Development Block Grant (CDBG), for a total project cost of \$2,606,175. Rachel Gaffey is the project manager.

Final Award and Loan Agreements

- Albany Housing Coalition (AHC) (2018-019/HC01065) executed a Final Award Agreement (FAA) on November 17, 2022. AHC received a \$1,837,320 HHAP award reservation in October 2018 for the substantial rehabilitation of three buildings, each containing three units of permanent supportive housing (PSH) for homeless veterans in Albany. During pre-development, one building was removed from the project, leaving the project with six units and a reduced HHAP award of \$1,364,432. The only other source of funding is through the Albany Community Development Agency (ACDA), for a total project cost of \$1,825,606. Michael Washburn is the project manager.
- Catholic Charities of Onondaga County (CCOC)/ Housing Services Center (HSC) Men's Shelter (2021-038/HC01064) executed a FAA on November 21, 2022. CCOC received a \$5,943,429 HHAP award reservation in February 2022 to preserve 80 beds of emergency housing for homeless individuals in east Syracuse. This award supports acquisition, construction, and rehabilitation costs to relocate CCOC's existing men's shelter. Other sources of development funding include Onondaga County, US Department of Housing and Urban Development (HUD) Infrastructure funds, and a sponsor contribution, for a total project cost of \$11,934,316. Elaine Houlihan is the project manager.
- Westhab, Inc. (Westhab)/Traver's House (2019-015/HC01067) executed a FAA on December 21, 2022. Westhab received a \$1,734,128 HHAP award reservation in October 2019 for the moderate rehabilitation of a six-story residential building with 24 units of PSH in Yonkers for homeless single adults. In March 2022, Westhab was awarded an additional \$379,401 in HHAP funds, bringing the total HHAP award reservation to \$2,094,529. The only other source of funding is a sponsor contribution, for a total project cost of \$2,124,529. Rachel Gaffey is the project manager.
- Albany Housing Authority (AHA)/Steamboat 20 LLC (2020-047/HC01069) executed a

Final Loan Agreement (FLA) on December 28, 2022. AHA received a \$1,947,790 HHAP award reservation in April 2021 to develop 14 units/18 beds of PSH for families and singles who are homeless and have a serious mental illness (SMI) in Albany. In December 2022, AHA was awarded an additional \$486,948 in HHAP funding, bringing the total HHAP award reservation to \$2,434,738. This is part of a larger 88-unit project, known as Steamboat Square Revitalization Phase 1, that will preserve 51 units and create 37 new units. Of the remaining units, 51 will be reserved for low-income households earning up to 50% of the Area Median Income (AMI) and 23 units will be reserved for those earning up to 70% of AMI. Other sources of development funding include Low-income Housing Tax Credit (LIHTC) equity, Supportive Housing Opportunity Program (SHOP), and Clean Energy Incentives (CEI) through NYS Homes and Community Renewal (HCR), Public Housing Preservation (PHP) funding, an Empire State Development Grant, Clean Heat Incentives, City of Albany HOME funds, an American Rescue Plan (ARP) grant, a NYS Energy Research & Development Authority (NYSERDA) agreement executed via the NYS Office of the Attorney General, a loan from Community Preservation Corporation (CPC), a sponsor's seller note, deferred reserves, and a deferred developer fee for a total project cost of \$42,072,931. Rachel Gaffey is the project manager.

- Housing Visions Unlimited, Inc. (Housing Visions)/The Landing at Burke Meadows, LLC (2020-050) executed a FLA on December 30, 2022. Housing Visions received a \$2,000,000 HHAP award reservation in April 2021 for the new construction of 10 units of PSH. Five units are reserved for those living with a SMI, three units are reserved for survivors of domestic violence and two units are reserved for homeless young adults in Cazenovia. The remaining 39 units are reserved for income eligible individuals aged 55 and older and low-income heads of household earning between 60% and 90% of the AMI. Due to increased costs of material and labor driven by the COVID-19 pandemic, the sponsor requested and received an HHAP award increase of \$500,000 in November 2022, for a total HHAP award reservation of \$2,500,000. Other sources of development funding include Federal and State S/LIHTC equity, Senior Housing Program (SENR) and HOME funds through HCR, Federal Home Loan Bank (FHLB) funding, a permanent loan from NBT Bank, Managing Member equity, and a deferred developer's fee, for a total project cost of \$21,248,100. Michael Riley is the project manager.
- Volunteers of America of Western New York (VOA)/ Binghamton Men's Shelter (2021-048S/HC01068) executed a FAA on December 30, 2022. VOA received a \$100,000 HHAP emergency shelter repair award reservation in June 2022 to address concerns at its 53-bed emergency shelter in Binghamton. The work includes repairs to the exterior stairs, basement windows, and the brick exterior walls. The only other source of funding is a sponsor contribution, for a total project cost of \$163,878. Martin Robinson is the project manager.

Amendments

- Haven House/Bridges, Inc. (HHB) (99-005/2020-037S/HC00452) executed an amendment on November 2, 2022. HHB received \$250,000 in HHAP health and safety

funds for the installation of a new boiler, hot water heater, generator, fuel tank, fencing and exterior lighting, replacement of the air conditioning condenser and air handler, repairs to the driveway, sidewalk, front steps, roof, gutters, flooring on the first floor, tree removal, and renovations to a bathroom. HHB previously received \$388,700 in HHAP funding, bringing HHAP's total investment to \$638,700. This amendment also reduced the number of beds from 12 to 11 because the Suffolk County DSS determined that the building only had the capacity for 11 beds. The only other source of funding is from the Suffolk County DSS, for a total project cost of \$698,700. Matthew Ciulla is the project manager.

- The Utica Center for Development (UCD) (M012/HC00533) executed an amendment on December 7, 2022. UCD received \$250,000 in HHAP health and safety funds to replace the windows and repair the exterior brick and wooden soffits at their 12-unit PSH building for veterans in Utica. The project previously received \$501,283 in HHAP funding, bringing HHAP's total investment to \$751,283. The only other source of funding is a sponsor contribution, for a total project cost of \$280,000. Michael Washburn is the project manager.
- Family of Woodstock (FOW) (99-047/HC00483) executed an amendment on December 13, 2022. FOW received \$250,000 in HHAP health and safety funds for the replacement of the boiler, hot water system and roof at Darmstadt Shelter, the division of two rooms at the Family Inn (to provide flexibility in family configuration), the installation of ducts to improve ventilation in both shelters, the replacement of mattresses, bedding and damaged fencing, the repairing and sealing of the driveway, updating of the security system with additional cameras, and the installation of solar arrays on the roofs of both shelters. FOW previously received \$921,350 in HHAP funding, bringing HHAP's total investment to \$1,171,350. The two buildings, located in Kingston, provide 15 units with 46 beds of emergency housing for homeless individuals. Susan Troiano is the project manager.

Completed

- Corning Council for Assistance and Information for the Disabled Inc. dba AIM Independent Living Center (AIM) (2020-004/HC01017) received a Certificate of Occupancy (CofO) on December 6, 2022. AIM received a \$1,032,825 HHAP award reservation in February 2021 for the substantial rehabilitation of a former pediatrician's office, to develop five units/beds of PSH in Corning, for four homeless young adults and one youth aging out of foster care. The only other source of funding is a sponsor contribution, for a total project cost of \$1,292,825. Rachel Gaffey is the project manager.
- Standing Together Effectively for People by Standing Together Effectively for People, Inc. (S.T.E.P. by S.T.E.P.) (2019-011/HC00998) received a CofO on October 14, 2022. S.T.E.P. by S.T.E.P. received a \$4,565,447 HHAP award reservation in October 2019 for the renovation of a former school into 20 units of PSH in Ogdensburg. The project includes 11 studio units for individuals with a SMI, four studio units for ex-offenders, three studio units for chronically homeless individuals, and two one-bedroom apartments for homeless couples. The sponsor requested and received an additional \$200,000 in

HHAP funding, for a total HHAP award reservation of \$4,765,477. Other sources of development funding include FHLB and a sponsor contribution, for a total project cost of \$5,255,447. Mike Washburn is the project manager.

- Unique People Services, Inc. (UPS)/ 2050 G.C., L.P. (2018-015/HC00975) received a Temporary Certificate of Occupancy (TCO) on November 15, 2022. UPS received a \$5,500,000 HHAP award reservation in October 2018 and requested and received an HHAP award increase of \$380,000 in January 2022 for unforeseen construction costs, for a total HHAP investment of \$5,880,000. The project will provide 58 units of PSH for homeless individuals in the Bronx. Thirty units are for homeless single adults living with HIV/AIDS and 28 units are for homeless single adults living with a SMI. An additional 23 units will be reserved for households with incomes less than 60% of the AMI and 14 units for households with incomes less than 80% of the AMI. There will be one unit for a live-in superintendent, for a total of 96 units. Other sources of development funding include 4% bond financing, LIHTC equity, Housing Trust Fund (HTF) and SHOP funding through NYS Housing Finance Agency (HFA), a Local Initiatives Support Corporation (LISC) loan, a NYSERDA grant, solar tax credit equity, a deferred developer's fee, and developer equity, for a total project cost of \$61,764,025. Amanda Diller is the project manager.
- Bethany House of Nassau County Corporation (Bethany House) (2018-060S/HC00991) completed repairs to its emergency shelter on November 18, 2022. Bethany House received a \$100,000 HHAP award reservation in July 2019 for necessary shelter repairs to its 33-bed emergency shelter for women and children in Nassau County. HHAP is the only source of development funding for this project. Elaine Houlihan is the project manager.

Events and Ceremonies

- Women's Prison Association (WPA)/The Rise Owner LLC (2020-040/HC01060) held a ribbon-cutting ceremony on November 1, 2022. WPA received a \$10,000,000 HHAP award reservation in April 2021 for the new construction of 47 units with 91 beds of PSH for criminal-legal involved women and their families in Brooklyn. An additional 24 units will be marketed to low-income families whose incomes range from 27% to 57% of the AMI. There will also be one unit for the superintendent, for a total of 72 units. This project is part of HCR's Vital Brooklyn Initiative and will provide housing for both families and singles. Other sources of development funding include LIHTC equity, HTF and SHOP through HCR, Solar Tax Credit equity, a NYSERDA grant, a developer and sponsor loan, and a deferred developer's fee, for a total project cost of \$49,958,003. Michael Washburn is the project manager.
- Project Renewal, Inc. (PRI)/2880 Jerome Avenue L.P. (Bedford Green House II) (2021-043/HC01061) held a ribbon-cutting ceremony on December 9, 2022. PRI received a \$6,000,000 HHAP award reservation in April 2021 for the new construction of 38 units of PSH for individuals diagnosed with a SMI and 32 units of PSH for individuals diagnosed with a substance use disorder (SUD) in the Bronx. An additional 46 units will be reserved for low-income individuals and families who earn up to 60% of the AMI, for a total of 116

units. The project will provide housing for both families and singles. Other sources of development funding include 4% tax-exempt bond financing, LIHTC equity and SHOP funding through HFA, Supportive Housing Loan Program (SHLP) financing through the NYC Department of Housing Preservation and Development (HPD), NYC Resolution-A (Reso-A) discretionary funding, a deferred developer fee, deferred reserves, and deferred subsidy interest, for a total project cost of \$72,132,463. Holly Ferrara is the project manager.

There was no further discussion or comment.

Mr. Umholtz requested a motion to accept the President's Report. Mr. Hebner made the motion, which was seconded by Ms. Cook. The motion carried.

Treasurer's Report

Mr. Washburn provided a brief synopsis of Schedule One of the Treasurer's Report and reported the cash balance available as of the date of the meeting was \$22,352,883. This included \$3,736,522 in Mortgage Insurance Funds (MIF).

There was no further discussion or comment.

Mr. Umholtz requested a motion to accept the Treasurer's Report. Mr. Hebner made the motion, which was seconded by Ms. Cook. The motion carried.

A Resolution of the Homeless Housing and Assistance Corporation Regarding Certain SEQRA Classifications and Findings

Mr. Robinson presented the following projects to the Board:

- Project Name: The Salvation Army 2021-018
- Project Name: DePaul Properties, Inc. 2022-005
- Project Name: The Bridge, Inc. 2022-010

Mr. Robinson reported that The Salvation Army, DePaul, and The Bridge projects were classified as unlisted. After performing an evaluation and review of the proposed actions it was determined that The Salvation Army, DePaul, and The Bridge projects will not result in any significant adverse environmental impacts and therefore, Negative Declarations were recommended.

There was no further discussion or comment.

Mr. Umholtz requested a motion to approve the SEQRA resolution. Mr. Hebner made the motion, which was seconded by Ms. Cook. The motion carried.

A Resolution of the Homeless Housing and Assistance Corporation Regarding Remote Participation in Board Meetings

Ms. McAteer explained that the purpose of the resolution was to request the Board's approval for remote participation in Board meetings.

There was no further discussion or comment.

Mr. Umholtz requested a motion to approve the resolution regarding remote participation in Board meetings. Mr. Hebner made the motion, which was seconded by Ms. Cook. The motion carried.

A Resolution of the Homeless Housing and Assistance Corporation Authorizing an Increase to a Final Award

Ms. Greenberg explained that the purpose of the resolution was to request the Board's approval for an increase to Concern Housing's Estella project, 2016-020.

There was no further discussion or comment.

Mr. Umholtz requested a motion to approve the resolution regarding an increase to a final award. Mr. Hebner made the motion, which was seconded by Ms. Cook. The motion carried.

A Resolution of the Homeless Housing and Assistance Corporation Authorizing Awards

Ms. McAteer explained that the purpose of the resolution was to request the Board's approval of one award from the state fiscal year (SFY) 2022-23 funding round. The award totaled \$10,000,000 in HHAP funds to the following organization:

- The Salvation Army- Hope on Main

Two applications were reviewed and not recommended for funding at that time.

- Family of Woodstock, Inc.- Golden Hill
- Community Missions of Niagara Frontier, Inc.- Portage Road Family Shelter

These applicants will be offered technical assistance.

Ms. McAteer noted that the SFY 2022-23 enacted State Budget contains a \$128 million appropriation for HHAP, including \$2 million for administrative expenses. Funds are awarded via an open Request for Proposals (RFP), which means that applications are reviewed, and awards are considered in the order in which they are received, subject to the availability of funds. HHAC continues to accept applications for funding under the RFP issued in September 2020. Following the approval of the HHAP awards, including emergency shelter repair awards, the remaining available funding of \$83,920,144 may be utilized for future awards and/or HHAP operating expenses, with up to \$1 million available for existing emergency shelter repair awards. The \$10,000,000 in project funding approved at this Board meeting, will produce 32 units/80 beds of emergency housing.

Ms. McAteer reported that of the \$128 million allocation, \$5 million is set aside for projects that will provide supportive housing for persons living with HIV/AIDS. To date, no application for the HIV/AIDS set-aside had been submitted. Five million dollars is also set aside for projects that will provide supportive housing for veterans. H.E.L.P Development Corp. and Helio Health were awarded veterans' set aside funding, leaving a balance in the veterans' set aside of \$2,698,190. Up to \$1 million of the appropriation is allocated for existing emergency shelter repairs outside

of NYC. Emergency shelter repair awards do not require HHAC Board approval pursuant to the policy adopted by the Board in August 2019. One application was awarded HHAP funds, as noted in the Board package, and will preserve one unit/59 beds of emergency housing.

Ms. McAteer reported that there were nine applications under review at the time of the Board meeting, requesting approximately \$46.5 million in HHAP funding.

Ms. McAteer completed her presentation by reporting on the geographic distribution of HHAP awards from the current round. It is broken out as follows: 27.8% of the funding was awarded to projects in the NYC region, 72% to the rest of state region, and 0.2% to projects in the suburban region of Suffolk, Nassau, and Westchester counties.

There was no further discussion or comment.

Mr. Umholtz requested a motion to approve the resolution authorizing awards. Mr. Hebner made the motion, which was seconded by Ms. Cook. The motion carried.

Agency Reports:

HCR

Mr. Hebner reported that HCR is currently reviewing 56 applications. The applications were received in December under the Fall 2022- 9% Multifamily RFP. There is a large crossover of applications with HHAP awards. HCR is anticipating a mid-March award announcement.

Mr. Hebner reported that HCR had closed five 9% projects and was working on funding increase requests due to construction cost escalation and variable interest rates.

OMH

Ms. Cook reported that OMH has two RFPs currently under review with awards to be announced in the upcoming weeks. The first is the Scattered Site Supportive Housing for Homeless Adults RFP which is for the development and operation of up to 500 community-based housing units. The units will be developed in the New York City Region for individuals currently experiencing street homelessness. The second RFP, the Short-Term Transitional Residence for Homeless Adults, is for the development and operation of Short-Term Transitional Residences for individuals who are being discharged from Extended Treatment (inpatient) units and need time to strengthen their skills to move to a more independent level of housing. OMH intends to award four 15-unit programs to not-for-profit organizations located in New York, Kings, Queens, and Bronx counties.

Ms. Cook also noted that there is one procurement opportunity, the Safe Options Support (SOS) Program: Critical Time Intervention (CTI) Teams program. This procurement provides support to eight SOS: CTI Teams to operate in regions across New York State outside of New York City. SOS: CTI Teams will use an evidence-based CTI approach to provide intensive outreach, engagement, and care coordination services to individuals experiencing street homelessness and those in temporary shelter settings.

Additionally, Ms. Cook reported that awards were made under the Empire State Supportive Housing Initiative (ESSHI) 2022 – Round 7. The 126 potential projects granted a conditional award totaled over 5,100 units of supportive housing. The conditional awardees have two years to secure capital funding.

OASAS

Mr. Ramos reported that OASAS continues to provide technical assistance to their providers and assist HHAP in reviewing applications. OASAS is also participating in ESSHI workgroup meetings and providing assistance to Round 7 ESSHI awardees where OASAS is the State contracting agency. The OASAS Transitional Safety Unit Initiative has 20 units currently online and is expecting 50 additional units to open in the upcoming months. The initiative has been well received in the communities where the units are open.

OTDA

Mr. Umholtz thanked the Bureau and Division staff for their continued commitment to making a difference in communities throughout the state. Mr. Umholtz mentioned that Commissioner Tietz, Executive Deputy Commissioner Barbara Guinn, Mr. Umholtz, and Ms. Greenberg attended a roundtable discussion in Erie County to discuss housing options in the area. The discussion was co-convened by Erie County DSS Commissioner Cannon and was attended by 40 participants representing various stakeholders, including consultants, developers, not-for-profit agencies, and faith-based leaders.

Mr. Umholtz also reported that the Balance of State Continuum of Care (CoC) which includes eight counties in NYS received one of two awards issued under the HUD Unsheltered and Rural Homelessness special Notice of Funding Opportunity (NOFO). The \$879,000 award will be spread over three years with possible renewals.

Finally, Mr. Umholtz announced OTDA has two procurements currently under development. The Operational Support for AIDS Housing (OSAH) RFP and Emergency Needs for Homeless Program (ENHP) RFP. Both will be released in the upcoming weeks.

There was no further discussion or comment.

New/Other Business:

The next HHAC Board meeting is scheduled to take place on Wednesday, April 7, 2023* (meeting date subsequently changed to Wednesday, April 19, 2023), hosted by the Media Service Center Studio, Albany, New York, at 1:30 pm.

Mr. Umholtz asked for a motion to adjourn the meeting. Mr. Hebner made the motion, which was seconded by Ms. Cook. The motion carried.

Mr. Umholtz adjourned the meeting at 2:07 PM.

Megan Van Geest

Assistant Secretary

Date: