

169th HHAC BOARD MEETING MINUTES
Meeting date: April 19, 2016

Call to order:

The 169th meeting of the Homeless Housing and Assistance Corporation (HHAC) was held at the NYS Media Service Center (MSC), Albany, New York on April 19, 2016, at 1:30 p.m. The meeting was called to order by OTDA Executive Deputy Commissioner Michael Perrin.

Members in attendance:

James Lupoli, Board Member Designee representing Board Member Commissioner Ann Marie T. Sullivan of the Office of Mental Health (OMH) and Mary Ann DiChristopher, Advisory Board Member Designee representing Advisory Board Member Commissioner Arlene Gonzales-Sánchez of the Office of Alcoholism and Substance Abuse Services (OASAS).

Others in attendance:

Brett Hebner	HHAC Vice President
Linda Glassman	OTDA Deputy Commissioner
Barbara Roff	HHAC Comptroller
Scott Kunkler	HHAC Assistant Comptroller
Brenda McAteer	HHAC Assistant Secretary
Barbara Guzman	OTDA Office of Legal Affairs (OLA)
Brendan Bannigan	OTDA OLA
Karen Martin	HHAC Treasurer
John Siniapkin	HHAC Assistant Treasurer

1. Approval of minutes

Mr. Perrin requested a motion to approve the minutes from the February 3, 2016 HHAC Board Meeting. Mr. Lupoli made a motion to approve the minutes and it was seconded by Mr. Perrin. The motion carried.

2. Vice President's Report

Mr. Hebner presented the Vice President's (VP) Report, beginning with an overview of the status of all projects under development in the Capital Program Unit (CPU) as of February 29, 2016. There are currently 48 projects in various stages of development, with 21 projects in construction.

Project Related Milestones:

Final Award

Highland Avenue L.P. /People Inc. (2013-029/ HC00858) executed a Final Loan Agreement on February 11, 2016. Dave Galdun is the project manager.

599 River Street LP/ The Community Builders, Inc. (TCB) (2015-007) executed a Final Loan Agreement on February 25, 2016. Dana Greenberg is the project manager.

Amendments

Cattaraugus Community Action, Inc. (CCA)/ Jefferson House Apartments (JHA) (2014-009/ HC00242) executed an Amendment on December 29, 2015. On February 24, 2016, the project reached substantial completion. Dana Greenberg is the project manager.

Mr. Hebner also announced that in an effort to coordinate with the Empire State Supportive Housing Initiative, the HHAP Request for Proposals (RFP) remains open and proposals continue to be accepted. Proposals that are awarded will utilize the HHAP appropriation of \$63 million for the 2016-17 State Fiscal Year.

There was no further discussion or comment.

Mr. Perrin made a motion to approve the VP Report, which was seconded by Mr. Lupoli. The motion carried.

3. Treasurer's Report

Ms. Martin provided a brief synopsis of Schedule One within the Treasurer's Report and reported that the cash balance available as of the date of the meeting was \$54,185,948.23. Included in this figure is \$33,163,459.60 in Medicaid Redesign Team (MRT) funds, and \$10,192,075.61 in Mortgage Insurance Funds (MIF).

There was no further discussion or comment.

Mr. Perrin made a motion to approve the Treasurer's Report, which was seconded by Mr. Lupoli. The motion carried.

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

Mr. Kunkler listed the following projects and recommended that a negative declaration be made because each project may be classified as an "unlisted action" and would not exceed any threshold under SEQRA that would indicate a potentially significant environmental impact:

- 2015-029 Concern for Independent Living – Coney Island
- 2015-030 Bowery Residents' Committee – Landing Road
- 2015-032 Center for Community Alternatives – Freedom Commons

There was no further discussion or comment.

Mr. Perrin made a motion to approve the resolution, which was seconded by Mr. Lupoli. The motion carried.

5. A Resolution of the Homeless Housing and Assistance Corporation Authorizing Technical Assistance Awards

Mr. Kunkler provided an overview of the Request for Qualifications (RFQ) process for Technical Assistance (TA) providers and explained that the current resolution requests the Board's approval to approve the list of TA providers. Mr. Kunkler further explained the reason for this RFQ is that the current TA contracts expire on June 30, 2016. A brief list of the professional services provided under TA was presented. Mr. Kunkler stated these proposed contracts will be executed for a five year period, to begin on July 1, 2016 and end on June 30, 2021. There are a total of 36 TA providers recommended for approval. Of the 36 TA providers, 12 are certified Minority and/or Women-owned Business Enterprises, comprising 33% of the contracts. Mr.

Kunkler also noted that this is an Open RFQ and additional TA providers could apply in the future.

Mr. Perrin asked to clarify that these TA providers will have a contract with a set hourly rate for service, if needed, but that none are on retainer.

Mr. Kunkler confirmed.

Mr. Lupoli asked if future proposed TA providers would come before the Board as well.

Mr. Kunkler stated yes, any future proposals for TA providers would be presented to the Board.

There was no further discussion or comment.

Mr. Perrin made a motion to approve the resolution, which was seconded by Mr. Lupoli. The motion carried.

6. A Resolution of the Homeless Housing and Assistance Corporation Authorizing Awards

Mr. Hebner explained that the purpose of the resolution being offered is to request the Board's approval of one (1) award, totaling \$800,000 in HHAP funds, to the following organization:

- Akwesasne Housing Authority

With the approval of this, an appropriation balance of \$62.2 million from the SFY 2016-017 State Budget remains available for future HHAP projects and HHAC operating expenses.

As of the date of this meeting, there are nine (9) applications under review requesting a total of \$27.7 million.

Mr. Hebner described the Akwesasne project recommended for funding, including the conditions applicable to the award, if approved by the Board. Mr. Hebner also indicated that the following projects did not achieve a passing score and are not recommended for funding at this time:

- Heritage Health and Housing, Inc.
- Buffalo City Mission, Inc.
- Safe Homes of Orange County, Inc.
- Municipal Housing Authority of Utica

Mr. Hebner stated these applicants will be contacted and offered technical assistance for their application.

Ms. DiChristopher asked if those applications not recommended for funding can be considered in the future or if they must re-apply.

Mr. Hebner explained that those applications in the pipeline will be considered utilizing SFY 2016-17 funding, but those not recommended for funding today must re-apply.

There was no further discussion or comment.

Mr. Perrin made a motion to approve the resolution, which was seconded by Mr. Lupoli. The motion carried.

Agency Reports:

OMH:

Mr. Lupoli stated that OMH is working on an RFP for 51 units of supportive housing for a mixed population on Staten Island; that should be released in about a month. OMH continues to work with providers in their pipeline; Mr. Lupoli stated that OMH will have 2,300 units open within the next few years. He also stated that OMH has capital dollars for renovation of their existing projects.

OASAS:

Ms. DiChristopher stated that OASAS hopes to have their new RFP out by June 1, 2016 for NY/NY III family units. This RFP will be for 90 units in NYC for \$2.2 million. This new RFP will bring OASAS's total of NY/NY III family units to 375 and close out their NY/NY III obligation.

New/Other Business: None

Mr. Perrin made a motion to adjourn and it was seconded by Mr. Lupoli. The motion carried, and the meeting was adjourned.

Adjournment:

Mr. Perrin adjourned the meeting at 1:50pm.

The next HHAC Board meeting is scheduled to take place on Wednesday, June 1, 2016, at the Media Service Center Studio, Albany, New York, at 1:30pm.

Secretary

Date of Approval