

Draft - 171st HHAC BOARD MEETING MINUTES
Meeting date: August 3, 2016

Call to order:

The 171st meeting of the Homeless Housing and Assistance Corporation (HHAC) was held at the NYS Media Service Center (MSC), Albany, New York on August 3, 2016, at 1:30 p.m. The meeting was called to order by OTDA Executive Deputy Commissioner Michael Perrin.

Members in attendance:

Brett Hebner, Board Member Designee representing Board Member Commissioner Ann Marie T. Sullivan of the Office of Mental Health (OMH), Sean Fitzgerald, Board Member Designee representing Board Member William Thompson, Chairman of the NYS Housing Finance Agency (HFA), 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:

Barbara Roff	HHAC President
Dana Greenberg	HHAC Vice President
Brenda McAteer	HHAC Secretary
Lesley Stefan	OTDA Office of Legal Affairs (OLA)
Brendan Bannigan	OTDA OLA
Karen Martin	HHAC Treasurer
John Siniapkin	HHAC Assistant Treasurer
Richard Umholtz	Bureau Director

1. Approval of minutes

Mr. Perrin made a motion to approve the minutes from the June 1, 2016 HHAC Board meeting, which was seconded by Mr. Hebner. The motion carried.

2. Vice President's Report

Ms. Greenberg presented the Vice President's (VP) Report, beginning with an overview of the status of all projects under development as of June 30, 2016. There were 50 projects in various stages of development; with 24 projects in construction, four of which are 90% complete. Furthermore, 38% of projects currently in development are in New York City, 14% in the suburban region of Westchester, Nassau and Suffolk counties and the remaining 48% are located in the rest of the state.

Project Related Milestones:

Final Award

The Bridge – Melrose Commons Supportive Housing (2015-010/ HC00863) executed a Final Loan Agreement on June 29, 2016. Matt Ciulla is the project manager.

Westhab, Inc. (2014-010/ HC00850) executed a Final Loan Agreement on May 19, 2016. Bethany Meister is the project manager.

Amendments

The YWCA of Niagara, Inc./ Carolyn's House LP (2003-017/ HC0540) contract was amended in August 2015 to achieve emergency health and safety repairs. These have been completed. Kimberly Smith is the project manager.

Events and Ceremonies

Community Action Partnership for Madison County (MadCAP) (2013-021/ HC00830) held a ribbon cutting ceremony on June 22, 2016 that was attended by Commissioner Roberts. Scott Kunkler is the project manager.

The Doe Fund, Inc. (TDF)/ Rogers Apartments LLC (2014-016/ HC00857) held a ribbon cutting ceremony on May 13, 2016 that was attended by Commissioner Roberts. Brenda McAteer is the project manager.

There was no further discussion or comment.

Mr. Perrin made a motion to approve the VP Report, which was seconded by Mr. Hebner. 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 \$52,176,064.50. Included in this figure is \$30,705,375.30 in Medicaid Redesign Team (MRT) funds and \$11,824,904.05 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. Hebner. The motion carried.

Mr. Fitzgerald, a voting member, joined the meeting at this point.

4. A Resolution Regarding Authorizing Signatories

Ms. Roff presented a resolution requesting that the authorized designated signatories for HHAP Account Warrants be revised to reflect staff changes.

Mr. Perrin asked for a motion to adopt the resolution. Mr. Hebner made a motion and Mr. Fitzgerald seconded. The motion carried.

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

Ms. Roff presented one "unlisted" project to the Board - North County Transitional Living Services, Inc. d/b/a Transitional Living Services of Northern New York. A negative declaration was recommended as the project will not exceed any threshold under SEQRA that would indicate a potentially significant environmental impact.

There was no further discussion or comment.

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

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

Ms. Roff requested the addition of four more technical assistance contractors to the list of technical assistance providers.

Mr. Perrin queried whether this was in response to an RFQ and Ms. Roff stated that it is an open RFQ. There was no further discussion or comment.

Mr. Perrin asked for a motion to accept the resolution. Mr. Hebner made a motion and Mr. Fitzgerald seconded. The motion carried.

A Resolution Authorizing Extension of Certain TA Contracts

Ms. Roff also requested a six month extension of certain Technical Assistance contracts that provide property management services. This extension will allow HHAP to meet the critical ongoing needs of projects.

Mr. Perrin asked for a motion to accept the resolution. Mr. Hebner made a motion and Mr. Fitzgerald seconded. The motion carried.

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

Ms. Roff explained that the purpose of the resolution is to request the Board's approval of two (2) awards, totaling \$3.7 million in HHAP funds, to the following organizations:

- Association for Mental Health and Wellness, Inc.
- Rescue Mission of Utica, Inc.

Ms. Roff described each project recommended for funding, including the conditions applicable to each award if approved by the Board. Ms. Roff also indicated that the following projects were reviewed, but not recommended for funding at this time:

- Arbor Housing and Development
- House of Mercy

With this approval, an appropriation balance of \$50.9 million from the SFY 2016-017 State Budget remained available for future HHAP projects and HHAC operating expenses.

As of the date of the meeting memo, there were four (4) applications under review requesting a total of \$12.5 million. Ms. Roff reported that an additional application had since been received requesting \$5 million in HHAC funds and that this application was in review. None of the projects approved thus far qualified for the \$5 million HIV/AIDS set- aside from the SFY 2016-17 appropriation. For SFY 2016-17 funding, to-date, 73% has been awarded to the Rest of State projects and 27% to the Suburban Region (Suffolk, Nassau and Westchester counties).

Mr. Perrin made a motion to accept the resolution which was seconded by Mr. Hebner. The motion carried.

Mr. Perrin added that the two applicants not funded would receive technical assistance. He explained that not being recommended for funding at this time was not a declination of a project. The Corporation would consider an application again when satisfied that it will meet the requirements of the Agency.

Agency Reports:

OASAS:

Ms. DiChristopher stated that the final OASAS NY/NYIII RFP, reported at the last Board meeting, was put on hold due to the Empire State Supportive Housing Initiative (ESSHI) RFP which was a large undertaking across the whole state.

HCR:

Mr. Fitzgerald reported that HCR revised the open window multi-family programs RFP to make \$150 million in Supportive Housing Opportunity Program (SHOP) funds available. This is the first installment of the \$2 billion of resources subject to a memorandum by the legislature. HCR also issued notices of funding availability and credit availability for its annual Unified Funding Application. An RFP is expected around August 15th. The application deadlines will be early October for early round applications, early November for projects that rely on ESSHI funds, and a standard application in early December for all other applications.

OMH:

Mr. Hebner reported that OMH, which is the lead agency on the ESSHI, has received 155 applications that were being reviewed by seven State agencies. Award announcements are targeted for early September. This would allow providers to take their ESSHI services and operating awards and apply to capital funding sources. Up to 1,200 units will be funded through the initial round of the ESSHI and more are anticipated in the future. Mr. Hebner also related that OMH will have another RFP for 200 units of supportive housing funded through the reinvestment of psychiatric center bed closings.

OTDA:

Mr. Perrin noted that Rick Umholtz will be the lead point of contact for HHAC and HHAP.

New/Other Business: None

Mr. Perrin asked for a motion to adjourn. Mr. Hebner made a motion and Mr. Fitzgerald seconded. The motion carried.

Adjournment:

Mr. Perrin adjourned the meeting at 1.51pm.

The next HHAC Board meeting is scheduled to take place on Wednesday, October 5, 2016, at the Media Service Center Studio, Albany, New York, at 1:30pm.

Secretary

Date of Approval