

Draft - 178th HHAC BOARD MEETING MINUTES
Meeting date: October 4, 2017

Call to order:

The 178th meeting of the Homeless Housing and Assistance Corporation (HHAC) was held at the NYS Media Service Center (MSC), Albany, New York on October 4, 2017, at 1:30 p.m. The meeting was called to order by the Executive Deputy Commissioner of the Office of Temporary and Disability Assistance (OTDA), Barbara Guinn, as Board Chair Designee representing Board Chair Commissioner Samuel Roberts of OTDA.

Members in attendance:

Sean Fitzgerald, Board Member Designee representing Board Member William Thompson, Chairman of the NYS Housing Finance Agency (HFA), and Henri Williams, 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:

Linda Glassman	OTDA Assistant Deputy Commissioner
Barbara Roff	HHAC President
Dana Greenberg	HHAC Vice President
Brenda McAteer	HHAC Secretary
Bethany Bennett	HHAC Assistant Secretary
Michael Washburn	HHAC Assistant Comptroller
Barbara Guzman	OTDA Office of Legal Affairs (OLA)
Simone Demelo	OTDA OLA
John Siniapkin	HHAC Assistant Treasurer
Richard Umholtz	OTDA Director, Bureau of Housing and Support Services
Matthew Ciulla	HHAP Project Manager

1. Approval of minutes

Ms. Guinn requested a motion to approve the minutes from the August 30, 2017, HHAC Board meeting. Mr. Fitzgerald made the motion, which was seconded by Ms. Guinn. 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 August 31, 2017, when there were 60 projects in various stages of development. Twenty-eight of these projects were in construction, three of which were over 90% complete. Furthermore, 40% of the projects in development at that time were in New York City, 13% were in the suburban regions of Westchester, Nassau and Suffolk counties, and the remaining 47% were in the rest of the state.

Project-Related Milestones

Final Award Agreements

Housing Visions Consultants, Inc./Ethel T. Chamberlin, LLC (HC00921/2015-033) executed a Final Loan Agreement on August 30, 2017. The project, located in Syracuse, will create 16 units of permanent housing for homeless families and one emergency congregate unit with 15 beds for single homeless women. The project received an award reservation of \$3,771,676 in HHAP funds.

Other sources of development funding include NYS Housing Plan Program, HOME funds and Urban Initiative funds through NYS Homes and Community Renewal; federal and state Historic Tax Credits and developer equity. The total development cost is \$7,840,409. Bethany Bennett is the project manager.

There was no further discussion or comment.

Mr. Fitzgerald made a motion to accept the Vice President's Report which was seconded by Ms. Guinn. The motion carried.

3. Treasurer's Report

Ms. Martin provided a brief synopsis of Schedule One of the Treasurer's Report and reported that the cash balance available as of the date of the meeting was \$49,521,632.21. Included in this figure was \$19,813,630.47 in Medicaid Redesign Team (MRT) funds and \$7,151,970.25 in Mortgage Insurance Funds (MIF).

Mr. Fitzgerald asked if the recent draw was from MRT funds and Mr. Siniapkin responded that it was from general funds.

Mr. Fitzgerald made a motion to accept the Treasurer's Report which was seconded by Ms. Guinn. The motion carried.

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

Mr. Ciulla listed the following projects:

- 2016-021 Cayuga Seneca Community Action Agency - Waterloo
- 2017-014 CAMBA Housing Ventures - Hegeman
- 2017-007 The Bridge – Park Avenue Apartments
- 2016-006 Polish Community Center of Buffalo (dba Lt. Col. Matt Urban Center) – Hope House

Mr. Ciulla explained that the first three projects are classified as Unlisted as they will not result in any significant adverse environmental impact. The fourth, Polish Community Center, received a Conditioned Negative Declaration. It was determined that the project will not result in any significant adverse environmental impacts conditioned upon the State Historic Preservation Office's requirements.

There was no further discussion or comment.

Mr. Fitzgerald made a motion to approve the resolution which was seconded by Ms. Guinn. The motion carried.

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

Ms. Roff explained that the purpose of the resolution was to request the Board's approval of four awards from the SFY 2017-18 funding round, totaling \$17,160,769 in HHAP funds, to the following organizations:

- Oswego County Opportunities, Inc.- \$3,134,500
- Center for Urban Community Services - \$7,750,000
- Buffalo Federation of Neighborhood Centers, Inc. - \$3,426,269
- SCAP, Inc. dba Arbor Housing and Development - \$2,850,000

Ms. Roff also stated that following approval of the HHAP funding recommendations at this Board meeting, a remaining uncommitted appropriation balance of \$13.3 million for 2017-18 will be utilized for future HHAP awards and/or HHAC's operating expenses. It was noted that all of the \$49.7 million in awards to date, have been awarded to permanent supportive housing and will produce 444 units.

As of the date of the board meeting, there were five applications under review requesting approximately \$24.4 million.

Mr. Fitzgerald made a motion to approve the resolution regarding awards which was seconded by Ms. Guinn. The motion carried.

Agency Reports:

OMH:

Mr. Fitzgerald stated that:

- HCR was in the process of providing technical assistance in connection with its annual Unified Funding round. The request for proposals for the funding round was issued in the middle of August. Three application deadlines have been established: an early award deadline of October 5th; an ESSHI early award deadline in the first week of November; and a standard round deadline in the first week of December for all other applications.
- The Agency has had a number of supportive housing specific marketing efforts including one that involved HHAC staff targeting OASAS providers.
- HCR also recently performed technical assistance for Supportive Housing Network of New York members serving the eastern part of NYS.

OASAS:

Mr. Williams reported the following:

- With the ESSHI Round One providers locked in and the recent Round Two conditional awardees OASAS could potentially have over 500 units of housing for people with substance use disorders (SUD) across the state.
- OASAS is also supporting the Round Two ESSHI endeavor by making available pre-development funding to providers that will bring on units targeting homeless families and single adults with SUD. The OASAS Providers may request up to \$50,000 using the formal request application on the OASAS Housing website.

OTDA:

Mr. Umholtz stated that:

- The ESSHI Round Two conditional awards for over 169 projects was issued in mid-September. OTDA has actively engaged with the OTDA specific awardees and had a kick-off meeting to walk them through the contracting process.
- As of October 5, 2017, HHAP has suspended accepting applications for permanent, transitional and emergency housing projects, with the exception of those applications under the new provision of the RFP to facilitate repairs in emergency shelters.

- OTDA released the New York State Supportive Housing Program (NYSSHP) RFP, with questions and answers to be posted by October 10th and applications due by October 25, 2017.

Ms. Guinn reiterated that OTDA would encourage any shelters, outside of the NYC area, that need assistance with repairs to submit an HHAP application.

Mr. Umholtz reminded the audience that HHAP would continue to offer technical assistance on applications through the concept paper process.

New/Other Business:

The next HHAC Board meeting is scheduled to take place on Wednesday, December 6, 2017, at the Media Service Center Studio, Albany, New York, at 1:30pm.

Ms. Guinn asked for a motion to adjourn. Mr. Fitzgerald made the motion, which was seconded by Ms. Guinn. The motion carried.

Adjournment:

Ms. Guinn adjourned the meeting at 1:52PM.

Secretary

Date of Approval