

Draft - 179th HHAC BOARD MEETING MINUTES

Meeting date: December 6, 2017

Call to order:

The 179th meeting of the Homeless Housing and Assistance Corporation (HHAC) was held at the NYS Media Service Center (MSC), Albany, New York on December 6, 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 Kenneth Adams, Chairman of the NYS Housing Finance Agency (HFA); Brett Hebner, Board Member Designee representing Board Member Commissioner Ann Marie T. Sullivan of the Office of Mental Health (OMH); and Mildred Figueroa, 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
Scott Kunkler	HHAC Comptroller
Bethany Bennett	HHAC Assistant Secretary
Lesley Stefan	OTDA Office of Legal Affairs (OLA)
Simone Demelo	OTDA OLA
Karen Martin	HHAC Treasurer
John Siniapkin	HHAC Assistant Treasurer
Richard Umholtz	OTDA Director, Bureau of Housing and Support Services

1. Approval of minutes

Ms. Guinn requested a motion to approve the minutes from the October 4, 2017, HHAC Board meeting. Mr. Fitzgerald made the motion, which was seconded by Mr. Hebner. The motion carried. Later in the meeting Mr. Fitzgerald noted that he had failed to correct an error in the minutes, stating that he represented HFA chairman Kenneth Adams, not William Thompson as noted in the minutes.

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 October 31, 2017, when there were 61 projects in various stages of development. Twenty-nine of these projects were in construction, two of which were over 90% complete. Furthermore, 39% of the projects in development at that time were in

New York City, 12% were in the suburban regions of Westchester, Nassau and Suffolk counties, and the remaining 49% were in the rest of the state.

Project-Related Milestones

Final Loan Agreements

St. Joseph's Rehabilitation Center, Inc. (2015-035/HC00923) executed a Final Award Agreement on September 19, 2017. The project will substantially rehabilitate a former convent into 20 units of permanent supportive housing for homeless single adults and families with a substance use disorder. HHAC awarded \$5,564,085 of which \$711,189 is in Medicaid Redesign Team (MRT) funds. The sponsor contributed \$62,000, bringing the development total to \$5,626,085. Brenda McAteer is the project manager.

Mental Health Association of Columbia Greene Counties (MHACGC)/ Greenport Gardens I L.P. (2013-031/ HC00924) executed a Final Loan Agreement on October 2, 2017. The project received a total award of \$3,021,260 in HHAP funds, of which \$1,730,131 is MRT funds. Other sources of development funding include Dormitory Authority of the State of New York (DASNY) Bonds; Low Income Housing Tax Credit (LIHTC) equity; OMH grant funds, including a Project Development Grant; Sponsor Loan; New York State Energy Research Development Authority (NYSERDA) funds and a deferred developer's fee for a total project cost of \$19,136,774. The project will create 15 units for formerly homeless single adults currently receiving services through NYS Office of Mental Health (OMH). Mike Washburn is the project manager.

Concern for Independent Living, Inc. (Concern)/ Housing our Homeless Heroes (2016-009) executed a Final Award Agreement on October 19, 2017. The project, located in Suffolk County, will create three units for homeless veterans and their families. The project received an award reservation of \$1,308,842 in HHAP funds. Concern provided the only other source of development funding, bringing the total project cost to \$1,531,486. Mike Washburn is the project manager.

Completed/ Events and Ceremonies

Breaking Ground/ Webster Avenue Affordable LLC (2014-011/HC00842) obtained a Temporary Certificate of Occupancy (TCO) on September 13, 2017, and a Ribbon Cutting ceremony was held on October 4, 2017. The project provides 20 studio units for homeless individuals with severe and persistent mental illness. In addition to \$2,000,000 in HHAP funding, the project received funding from NYC Housing Development Corporation (HDC) Bonds, NYC Department of Housing Preservation and Development (HPD), Low-income Rental Program (LIRP), Federal Home Loan Bank (FHLB), and 4% LIHTC Equity. The total project cost was \$86,457,137. Scott Kunkler is the Project Manager.

H.E.L.P. Development Corp. (HELP)/HELP Buffalo II LLC (2014-022/HC00862) held a Ribbon Cutting ceremony on September 26, 2017. The project provides 15 units of permanent supportive housing for homeless single veterans. HHAC awarded \$1,717,911 in funding. Other development funding includes LIHTC and Housing Trust Fund (HTF), both through HCR; City of Buffalo HOME

funds; NYSERDA funds; Sponsor capital contribution; and FHLB. The total project cost was \$12,931,190. Kimberly Smith is the project manager.

Project Hospitality (2014-012/HC00868) held a Ribbon Cutting ceremony on October 23, 2017. The building is fully occupied as of the date of the Board meeting. HHAC was the sole funder of this 16-unit building in Staten Island with \$3,292,123 in HHAP funds awarded. The project provides permanent housing for homeless individuals with a disability. Kimberly Smith is the project manager.

Concern for Independent Living (Concern)/ Concern Middle Island LLC (2013-030/ HC00839) held a Ribbon Cutting ceremony on October 16, 2017. The project created 50 units of permanent supportive housing for homeless single adults with psychiatric disabilities and a history of high Medicaid usage in Suffolk County. In addition to HHAP's \$7,500,000 award, other development funding included tax-exempt bonds from NYS HCR, 4% LIHTC equity, State LIHTC equity, OMH PDG, a loan from Suffolk County, a subsidy loan from Bank of America, a Sponsor Loan, and a deferred developer's fee, for a total development cost of \$51,925,883. Scott Kunkler is the project manager.

Utica Center for Development (UCD) (2016-007/HC00922) executed a Final Award Agreement on September 6, 2017, and held a groundbreaking ceremony on September 22, 2017. The project will provide 17 units of transitional and permanent housing for veterans in the Utica area, housing both families and singles. The project received a \$3,174,100 HHAP award. Other sources of development funding included \$15,000 in City of Utica Community Development Block Grant funds (CDBG) and \$35,000 in sponsor equity, bringing the total project cost to \$3,224,100. Martin Robinson is the project manager.

Utica Municipal Housing Authority (UMHA)/ Roosevelt Residences LLC (2016-029) executed a Final Loan Agreement on September 28, 2017, and held a groundbreaking ceremony on October 31, 2017. The project will provide eight HHAP units with a total of 19 beds, including five units reserved for homeless veterans. HHAC provided a \$770,000 award with other development funding including Tax-exempt Bonds, Homes for Working Families, Supportive Housing Opportunities Program (SHOP) and the New Construction Program (NCP) from HCR; 4% LIHTC equity; City of Utica HOME funds; NYSERDA; and a deferred developer's fee, for a total development cost of \$15,805,158. Scott Kunkler is the project manager.

There was no further discussion or comment.

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

3. Comptroller's Report on HHAC Budget and 2018 Financial Plan

Mr. Kunkler presented the 2018 Budget and Financial Plan to be submitted to the Office of the State Comptroller (OSC) and the Authorities Budget Office (ABO) through their online reporting system, the Public Authorities Reporting Information System (PARIS). The plan must be approved by the HHAC Board and is required to be submitted at least 90 days prior to the beginning of the fiscal year. This plan is also submitted to the Governor's office, the State Finance Committee, and the Chair and Ranking Minority Member of the Assembly Ways & Means Committee.

Mr. Kunkler referred Board Members to the section of the package that included an explanation of the Public Authority's relationship with other governmental units, a description of the budget process and a revised forecast of the current year's budget. Revenue and expenditure projections through the state fiscal years 2021-2022 were also included in the comptroller's report.

Ms. Guinn asked if there were any questions or comments.

Mr. Fitzgerald asked if there were any changes in methodology either mandated by the process or that was used this year compared to last year.

Mr. Kunkler replied that there were no such changes.

A Resolution of the Homeless Housing and Assistance Corporation Approving the Annual Budget Report to the Office of the State Comptroller

Ms. Guinn requested a motion to approve the Comptroller's Report. Mr. Fitzgerald made the motion, which was seconded by Mr. Hebner. The motion carried.

4. 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 \$34,122,859.35. Included in this figure was \$15,850,616.63 in Medicaid Redesign Team (MRT) funds and \$5,856,742.20 in Mortgage Insurance Funds (MIF).

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

5. 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:

2017-015 Oswego County Opportunities - Champlain Commons
2017-018 Steuben Churchpeople Against Poverty (dba Arbor Housing and Development)
- Lamphear Court Townhomes

There was no further discussion or comment.

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

6. Resolution Authorizing Technical Assistance Awards

Ms. Roff requested the addition of two technical assistance contractors, CF Joseph CPA and The Utica Center for Development, Inc., to the list of technical assistance providers.

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

7. 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 three awards from the SFY 2017-18 funding round, totaling \$11,433,972 in HHAP funds, to the following organizations:

- City of Oneida Housing Authority and the Municipal Housing Authority of the City of Utica - \$2,152,000
- Catholic Charities of Oneida/ Madison County - \$2,281,972
- Breaking Ground and African American Planning Council - \$7,000,000

Ms. Roff also noted that the \$61.1 million in awards to date will help fund 542 units of permanent supportive housing, and 5 units/11 beds of emergency housing. She noted that there was still \$1,000,000 remaining available for emergency shelter repair applications. The HHAP RFP was suspended for applications as of October 5th, 2017, and as of the date of the memo, there were four applications in the review process that were received prior to the suspension of the RFP. Applicants that do not meet the threshold for funding will be notified. Applicants that do meet the funding threshold will be notified that the proposals will be held on a waitlist until the end of the State fiscal year. If funding becomes available, projects on the waitlist would be considered for funding in order of the date of receipt. If no additional funding becomes available, these applicants will need to reapply upon passage of the new State budget and the re-opening of the RFP.

Ms. Guinn asked if there were any questions regarding the recommendations for awards.

Mr. Fitzgerald commented that the City of Oneida Housing Authority and the Municipal Housing Authority of the City of Utica applied to HCR in the previous unified funding round and had been

unsuccessful. He noted that the cost had increased by 15%. Mr. Fitzgerald had spoken with HHAP staff and was assured that the usual practice of doing a cost reasonableness analysis would occur. HCR currently has an application for this project and Mr. Fitzgerald stated that HCR would follow their usual coordination process on that.

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

Agency Reports:

OMH:

Mr. Hebner stated that:

- OMH recently released an RFP for 100 units of scattered site supportive housing, 70 of which will be located in NYC and 30 in Long Island. Those proposals are due January 24th.
- They are continuing to work on their development pipeline and reported that they opened 498 units during 2017. That brings the total number of operating units at OMH to 43,000.
- OMH recently announced workforce COLAs to raise their supportive housing stipends.
- They continue to work with the ESSHI Interagency workgroup on both funding rounds.

OASAS:

Ms. Figueroa stated that:

- OASAS has established predevelopment funds up to \$50,000 for providers with conditional OASAS ESSHI awards. To date six agencies have applied for funds.
- They anticipate there will be eight OASAS-administered operational ESSHI projects by the end of 2018; six upstate, one Mid-Hudson and one in New York City.

HCR:

Mr. Fitzgerald stated that:

- HCR's final application deadline was December 8th. They received nine applications in the early round, one of which was funded.
- The remainder of the early round awards were to be made at the HTFC Board meeting on December 14th. The standard round funding award announcements will be made in early spring 2018.
- Mr. Fitzgerald thanked HHAC for its help in moving the CAMBA Hegeman project forward. This jointly funded project had run into a number of difficulties.

OTDA:

Mr. Umholtz reported that:

- The New York State Supportive Housing Program (NYSSHP) applications are currently under review. Seventy-three NYSSHP applications were received, requesting over \$5.5 million. It is hoped that award announcements will be made at the end of 2017 or early 2018.

New/Other Business:

The next HHAC Board meeting is scheduled to take place on Wednesday, February 7, 2018, 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 Hebner. The motion carried.

Adjournment:

Ms. Guinn adjourned the meeting at 2:01 PM.

Secretary

Date of Approval