

DRAFT - 180th HHAC BOARD MEETING MINUTES
Meeting date: February 22, 2018

Call to order:

The 180th meeting of the Homeless Housing and Assistance Corporation (HHAC) was held at the NYS Media Service Center (MSC), Albany, New York on February 22, 2018 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 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:

Barbara Roff	HHAC President
Dana Greenberg	HHAC Vice President
Michael Washburn	HHAC Assistant Comptroller
Brenda McAteer	HHAC Secretary
Bethany Bennett	HHAC Assistant Secretary
Barbara Guzman	OTDA Division of Legal Affairs (DLA)
Simone Demelo	OTDA DLA
Karen Martin	HHAC Treasurer
Matthew Ciulla	Project Manager

1. Approval of minutes

Ms. Guinn requested a motion to approve the minutes from the December 6, 2017 HHAC Board meeting, and the amended minutes from the October 4, 2017, HHAC Board meeting. Mr. Fitzgerald made the motion, which was seconded by Mr. Hebner. The motion carried.

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

Ms. Roff provided an update as to funding status. HHAP suspended accepting applications as of October 5, 2017. Four applications that were received prior to this date were reviewed and met the threshold. She stated that in the absence of additional funding these applicants will need to reapply upon the passage of a new State Budget and the re-opening of the RFP. Therefore, applicants will be offered technical assistance.

However, as of the date of the Board meeting, two applications had been received for emergency shelter repair funding. Both the Salvation Army of Syracuse and Temprow Development Company in Rochester were recommended for funding at the maximum amount of \$100,000 allowed under the RFP for existing emergency shelter repairs. Temprow had requested \$93,600 but HHAC's Technical Assistance Architectural advisor's report had concerns that this amount would not cover the costs related to the repairs needed. Therefore, funding of \$100,000 was recommended, and any unused funds would remain with the Corporation.

Mr. Hebner stated that he was not familiar with the funding parameters pertaining to shelter repairs and asked for more information. Ms. Greenberg responded that in the 2017 HHAP RFP there was a provision per the SFY 2017-18 appropriation that up to \$1,000,000 be available for existing emergency shelter repairs in districts with a population of less than five million. These funds would be awarded in conjunction with findings during the shelter inspections, not to exceed \$100,000 per facility. These repairs must also be related to health and safety in the building. The reviews were done in coordination with the shelter division.

Mr. Fitzgerald asked if with these awards HHAC had fully committed the \$1,000,000. Ms. Greenberg replied that these were the only two applications to-date, therefore there is a remaining balance of \$800,000. HHAP is still accepting applications for shelter repairs.

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

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 December 31, 2017, when there were 61 projects in various stages of development. Thirty-one of these projects were in construction, two of which were over 90% complete. Furthermore, 41% of the projects in development at that time were in New York City, 10% 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

Pre-Construction Agreements

Cayuga/Seneca Community Action Agency (2016-021/ HC00935) executed a Pre-Construction Agreement (PCA) on December 26, 2017. HHAC awarded \$1,043,899, with additional funding coming from a Community Development Block Grant (CDBG), bringing the total project cost to \$1,428,899. The project will develop nine units of transitional housing for homeless single women in Waterloo. Gregory Bell is the project manager.

Orange County Safe Homes Project, Inc. d/b/a Safe Homes of Orange County (2016-36/ HC00932) executed a PCA on November 20th, 2017. HHAC awarded \$3,858,983 and Safe Homes of Orange County is providing \$10,000 in development funds, bringing the total project

cost to \$3,868,983. The project will develop an 11-unit, 20-bed shelter for both families and singles. Michael Washburn is the project manager.

Final Loan Agreements

H.E.L.P. Development Corp, Inc. (HELP)/ HELP Livonia II LLC (2015-016/ HC00933) executed a Final Loan Agreement on December 7, 2017. HHAP made an award of \$1,250,000 for 15 homeless families within a 57-unit project. Other sources of development funding include Extremely Low & Low-Income Affordability (ELLA) Program, Our Space Program, and Low Income Housing Tax Credit equity (LIHTC) through NYC Housing Preservation and Development (HPD); a Permanent Loan; Deferred Construction Interest; a Deferred Developer Fee; a Sponsor Loan and a Local Initiatives Support Corporation (LISC) loan, bringing the total project cost to \$32,256,876. Brenda McAteer is the project manager.

Keuka Housing Council (KHC) (2015-031/ HC00934) executed a Final Award Agreement on December 29, 2017. The project received an award of \$1,958,013 in HHAP funds. The project will create eight units of permanent supportive housing and one unit of emergency housing for homeless singles and families in Yates County. Martin Robinson is the project manager.

Completed

House of Mercy, Inc. (HOM) (2016-028/ HC00930) received a Temporary Certificate of Occupancy (TCO) on January 20, 2017 and they began operating the new shelter. On August 18, 2017, the permanent Certificate of Occupancy (CofO) was obtained. On November 28, 2017, HOM executed a Final Award Agreement. The project received an award of \$2,300,000 in HHAP funds. The City of Rochester and HOM capital contributions were the other sources of funding resulting in a total project cost of \$4,472,326. The former 19-bed shelter closed and this new shelter expanded HOM's capacity to 82 beds. Matt Ciulla is the project manager.

Westhab, Inc. (2014-010/ HC00850) rehabilitated 20 units of permanent housing for families in Mount Vernon. HHAC awarded \$3,765,000, with other funding from the Enterprise Foundation, the Community Preservation Corporation (CPC), Fidelity Bank and Westhab bringing the total project cost to \$5,079,669. The building continued to be occupied during construction. In November 2017, construction was completed. Bethany Bennett is the project manager.

Events and Ceremonies

5251 Parkside Limited Partnership (2014-030/ HC00853) obtained a Certificate of Occupancy on September 19, 2017, and a Ribbon Cutting ceremony was held on November 8, 2017. HHAC funded 25 units for homeless veterans within a 48-unit permanent housing project for families and singles in Candandaigua. In addition to HHAC's award of \$3,000,000, other development sources include LIHTC equity and HOME funds through NYS Homes and Community Renewal (HCR) and New York State Energy Research and Development Authority (NYSERDA) funds; bringing the total project cost to \$11,010,149. Matt Ciulla is the project manager.

Albany Damien Center (2015-003/ HC00865) held a Ribbon Cutting ceremony on December 1, 2017. The project provides 20 units and 22 beds of permanent supportive housing for single adults

living with HIV/AIDS in Albany. HHAC awarded \$4,316,789 in Medicaid Redesign Team (MRT) funds. Other sources of development funding include an insurance settlement, private gifts, fundraising, and a NYSERDA grant, for a total development cost of \$4,906,752. Bethany Bennett is the project manager.

Concern for Independent Living, Inc. (Concern) (2016-009/ HC00929) held a Groundbreaking ceremony on December 13, 2017. The project will create three single family homes with 15 beds, providing supportive housing for homeless veterans and their families in Suffolk County. In addition to HHAC's \$1,308,842 award, Concern contributed \$200,000 in agency funds to this project, for a total development cost of \$1,508,842. Michael Washburn is the project manager.

Interfaith Partnership for the Homeless (IPH) (2016-022) held a groundbreaking ceremony on November 1, 2017. The project will provide five one-bedroom apartments for homeless individuals who are living with a disabling condition such as a severe and persistent mental illness, a chronic substance use disorder, and/or HIV/AIDS in Albany. The project received a \$2,621,867 HHAP award. Other sources of development funding include funds from the ongoing IPH's Capital Campaign and anticipated Historic and New Market Tax Credits. Michael Washburn is the project manager.

People, Inc. (2013-029/ HC00858) held a Ribbon Cutting ceremony on November 13, 2017. HHAP funded 9 units of housing for homeless developmentally disabled families and adults within a 38-unit building in Tonawanda. In addition to the \$1,907,120 HHAC award, the project received funds from NYS Office for People with Developmental Disabilities (OPWDD), LIHTC and HOME funds from HCR, and a NYSERDA grant, bringing the total project development cost to \$10,557,969. Gregory Bell is the project manager.

Project Renewal, Inc. (2016-030/ HC00918) held a Groundbreaking ceremony on November 15, 2017. They received an award of \$6,222,012 in HHAP funds for 71 units of permanent supportive housing for homeless families and individuals in the Bronx. Other sources of development funding include Bond Financing and LIHTC equity from NYC Housing Development Corporation (HCD); HPD Supportive Housing Loan Program (SHLP); private grant and loans; and a deferred Developer's Fee, bringing the total project cost to \$58,864,080. The 71 HHAC units includes 30 units for chronically homeless families or families at risk of becoming homeless, in which the head of household suffers from a serious and persistent mental illness or a co-occurring mental illness and substance use disorder; 16 units for homeless singles who have completed a course of treatment for a substance use disorder; and 25 units for chronically homeless single adults living with HIV/AIDS. Another 47 units will be affordable housing. Pam Cotterell 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.

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 \$41,962,180.30. Included in this figure was \$14,375,763.29 in MRT funds and \$4,586,531.00 in Mortgage Insurance Funds (MIF). Ms. Martin also reported that HHAC received repayment from Greyston Foundation of \$2,850,000.

Mr. Fitzgerald asked if the recoupment from Greyston was a loan that was repaid. Ms. Guzman responded that HHAC consented to the sale of the Greyston property to a for profit developer conditioned upon repayment of the full HHAC loan. Therefore, this is no longer an HHAC project.

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.

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

Mr. Ciulla brought three projects to the Board for consideration. A negative declaration was recommended for 2016-012, the Association for Mental Health and Wellness "Housing our Heroes" as it would not result in any significant adverse environmental impacts.

Two other projects received Conditioned Negative Declarations. Both 2017-016, Center for Urban Community Services (CUCS) West 127th Street project and 2017-014, Cazenovia Recovery Systems, Inc. Benedict House would not result in any significant adverse environmental impacts conditioned upon compliance with SHPO recommendations.

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.

5. Resolution Authorizing Technical Assistance Awards

Ms. Roff requested the addition of three technical assistance contractors 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.

Agency Reports:

HCR:

Mr. Fitzgerald stated that:

- HCR initiated a process for amending the basic rule for 9% and 4% Low Income Housing Tax Credit programs. Two round tables were sponsored, one in Albany and one in New York City, with a range of industry participants including HHAC. The purpose of the roundtables was to elicit feedback on the Agency's administration of the tax credit program and to identify gaps or improvements that could be made. It is the first step in a State rule making process that HCR hopes to have completed by the time it goes out with its next Unified Funding RFP in July.
- HCR is also working with fellow State agencies to get their feedback on the current round of Unified Funding applications. They hope to make award determinations in April.

OMH:

Mr. Hebner reported that:

- OMH had two supportive housing projects that opened since the last board meeting. The Institute for Community Living's Myrtle Avenue Project in Brooklyn has 45 NY/NYIII units. Young adults with a serious mental illness (SMI) are in 25 units (Population A), and the other 20 units are split between population A and B. Unity House of Cayuga rehabilitated a 59-unit former school in Auburn providing 20 units for individuals with an SMI.
- OMH has released an RFP to develop a total of 92 scattered site Apartment Treatment units. These will be 36 units in NYC and 56 units in two psychiatric centers in the Hutchings and Erie catchment areas.
- Awards for 100 units of scattered site supportive housing in NYC (70) and Long Island (30) were expected to be announced the week after the HHAC board meeting.
- The Executive Budget for SFY 2018-19 included a new \$50 million capital initiative to develop crisis respite capacity. OMH is looking forward to implementing that, should it be part of the final State budget.
- OMH continues to work with the ESSHI Interagency Workgroup on the next RFP.

OASAS:

Mr. Williams stated that:

- There is an annual planning process between OASAS, OMH and OPWDD and every year housing ranks between the first and the third priority for all. Upon further analysis, Mr. Williams found that there are 20 counties without permanent supportive housing funded by OASAS. Contact is being made with the Local Governmental Units (LGUs) and Mr. Williams is setting up meetings with the various LGUs and counties to talk about ESSHI, homelessness and housing. A meeting with the Capital Region Regional Planning Consortium (RPC) was held in February, and meetings are scheduled in Saratoga, Rensselaer, Columbia and Green Counties in April 2018.
- OASAS is going to continue to provide \$50,000 in predevelopment funds for those developing housing under ESSHI for people with Substance Use Disorders (SUD).

New/Other Business:

The next HHAC Board meeting is scheduled to take place on Wednesday, April 4, 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 Mr. Hebner. The motion carried.

Adjournment:

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

Secretary

Date of Approval