

DRAFT -184th HHAC BOARD MEETING MINUTES
Meeting date: December 5, 2018

Call to Order:

The 184th meeting of the Homeless Housing and Assistance Corporation (HHAC) was held at the NYS Media Service Center (MSC), Albany, New York on December 5, 2018 at 1:30 p.m. The meeting was called to order by the Assistant Deputy Commissioner of Housing, Refugee Services and Disability Determinations at the Office of Temporary and Disability Assistance (OTDA), Linda Glassman, as Board Chair Designee representing Board Chair Commissioner Samuel Roberts of OTDA.

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 Kenneth Adams, 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:

Dana Greenberg	HHAC Vice President
LeeAnn Greenslade	HHAC Treasurer
Brian Mattiske	HHAC Assistant Treasurer
Scott Kunkler	HHAC Comptroller
Michael Washburn	HHAC Assistant Comptroller
Brenda McAteer	HHAC Secretary
Barbara Guzman	OTDA Division of Legal Affairs (DLA)
Lesley Stefan	OTDA DLA
Rick Umholtz	Director, OTDA Bureau of Housing and Support Services

1. Approval of Minutes

Ms. Glassman requested a motion to approve the minutes from the October 3, 2018, HHAC Board meeting. Mr. Fitzgerald made the motion, 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 October 31, 2018, when there were 59 projects in various stages of development. There were 34 projects in construction, three of which were over 90% complete. Furthermore, 36% 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 52% were in the rest of the State.

Project Related Milestones

Pre-Construction Award Agreements

Catholic Charities of Oneida/Madison County (CCOMC) (2017-020/HC00959) executed a Preconstruction Award Agreement on October 31, 2018. HHAC made an award of \$2,281,972 in December 2017 for the substantial rehabilitation of a three-story building in Utica to develop eight units (14 beds) of housing for homeless youth. Other sources of development funding include a grant from The Community Foundation of Herkimer & Oneida Counties (CFHOC) and an agency contribution from the sponsor. The total development cost is \$2,344,140. Rachel Gaffey is the project manager.

Final Award and Loan Agreements

Association for Mental Health and Wellness (AMHAW) (2016-012/HC00958) executed a Final Award Agreement (FAA) on October 23, 2018. HHAC made an award of \$1,988,716 in August 2016 and provided an increase of \$45,000 in October 2018 for a total HHAP award of \$2,033,716 to develop nine units of permanent supportive housing for homeless veterans and their families in Suffolk County. Other sources of development funding include land provided by Suffolk County, building materials from the United Way of Long Island, and funds from Reserve Aid. The total development cost is \$2,441,216. Gregory Bell is the project manager.

Interfaith Partnership for the Homeless (IPH) (2016-022/HC00954) executed an FAA on September 21, 2018. HHAC made an award of \$2,621,867 in December 2016 to complete the substantial rehabilitation of a four-story building, formerly St. Casimir's school, in Albany. Former classrooms will be converted into five one-bedroom apartments for homeless individuals living with a disabling condition, such as a severe and persistent mental illness, a chronic substance use disorder, and/or HIV/AIDS. Other sources of development funding include IPH's Capital Campaign, New Market Tax Credit Equity, Historic Tax Credit Equity, DASNY Nonprofit Infrastructure Capital Investment Program (NICIP) Grant, and a Mission and Ministry Grant, for a total development cost of \$8,547,282. Michael Washburn is the project manager.

Tempro Development Company, Inc (Tempro) (2017-028/HC00955) executed an FAA on October 16, 2018. HHAC made an award of \$100,000 through its Existing Emergency Shelter Repair award in February 2018 for the rehabilitation of its emergency family shelters located across eight sites in Rochester. The emergency repairs funded by the award included the following: roof replacement for three of the sites, insulating and sealing, replacement of furnaces and hot water heaters. David Iorio Izzo is the project manager.

Completed

Postgraduate Center for Mental Health (PCMH) and PCMH 500 Gates HDFC (2016-019/HC00913) received a Temporary Certificate of Occupancy (TCO) effective October 11, 2018. HHAC made an award of \$2,993,268 HHAP in October 2016 to develop 48 units of permanent housing for homeless individuals with severe mental illness in Brooklyn. Other sources of

development funding include: NYC Housing Preservation and Development (HPD) Supportive Housing Loan Program (SHLP), a NYC Employees' Retirement System (NYCERS) loan, Low Income Housing Tax Credits (LIHTC) Equity, NYS Energy Research and Development Authority (NYSERDA) grant, and a Deferred Developer's Fee. The total project cost is \$29,344,107. Kimberly Smith is the project manager.

Events and Ceremonies

Keuka Housing Council (KHC) (2015-031/HC00934) held a Ribbon Cutting ceremony on October 1, 2018. HHAC made an award of \$1,569,513 in February 2016, and an additional \$388,500 in November 2017, to develop eight units of permanent supportive housing and one unit of emergency housing for homeless singles and families in Yates County. HHAC was the sole development funder. Martin Robinson is the project manager.

Opportunities for Broome, Inc. (OFB) (2015-006/HC00899) held a Ribbon Cutting Ceremony on October 25, 2018. HHAC made an award of \$1,852,821 in August 2015 to develop 10 units of permanent housing for families and singles in Binghamton, including four units set aside for Medicaid Redesign Team (MRT)-eligible tenants. The United Way of Broome County was the only other funding source, which brought the total project cost to \$1,927,821. Matthew Ciulla is the project manager.

Oswego County Opportunities, Inc. (OCO) (2017-015/HC00957) executed a Final Loan Agreement (FLA) on October 10, 2018. On October 17, 2018 OCO held a Groundbreaking Ceremony. HHAC made an award of \$3,134,500 in October 2017 for the new construction of Champlain Commons in Scriba, Oswego County. The project created 56 units of permanent housing. Seventeen of the units are reserved for homeless individuals and families. The remaining 39 units are for low-income members of the community. Other sources of development funding include: 9% LIHTC through NYS Homes and Community Renewal (HCR), a construction loan from JP Morgan Chase, and a Deferred Developer's Fee. Total project cost is \$13,505,926. Amanda Diller is the project manager.

The Bridge – Melrose Commons Supportive Housing (2015-010/HC00863) held a Ribbon-cutting Ceremony on September 14, 2018. HHAC made an award of \$4,250,000 in August 2015 to develop 58 units of permanent housing for chronically homeless single adults who have a serious and persistent mental illness (SPMI) or are diagnosed as mentally ill and chemically addicted (MICA). Other sources of development funding include: NYC Housing Development Corporation (HDC) first and second bonds, NYC Housing Preservation and Development (HPD) Supportive Housing Loan Program (SHLP), Bronx Borough President's Resolution A (Reso A) funds, a deferred developer's fee, LIHTC Equity, a NYSEDA grant, and accrued interest. The total project cost is \$25,261,024. Matthew Ciulla is the project manager.

Mr. Hebner inquired if HHAC uses the standard Final Award Agreement for the shelter repair contracts or if that agreement has been modified. Ms. Greenberg responded that it was modified.

There was no further discussion or comment.

Ms. Glassman 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 2019 Financial Plan

Mr. Kunkler presented the 2019 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 (December 31st in this case). 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 2022-2023 were also included in the comptroller's report.

Mr. Fitzgerald asked that since the Executive Budget has not come out was the 2019-20 budget based on the 2018-19 capital program financing plan. Ms. Glassman responded that it was based on funding that had been allocated in previous years and Mr. Kunkler confirmed that.

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

4. Treasurer's Report

Ms. Greenslade 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 \$29,058,167.06. Included in this figure was \$10,148,738.86 in MRT funds and \$9,720,312.81 in Mortgage Insurance Funds (MIF).

There was no further discussion or comment.

Ms. Glassman 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:

- 2017-017 Buffalo Federation of Neighborhood Centers, Inc. - Westminster Commons
- 2018-002 New Destiny - Bryant Avenue
- 2018-007 Lakeview Health Services – West End Heights
- 2018-010 Odyssey House – 126th Street
- 2018-015 Unique People Services – 2050 Grand Concourse
- 2018-019 Albany Housing Coalition, Inc - Clinton Avenue Apartments

Mr. Kunkler explained that the Lakeview Health Services project is considered a Type 1 action because the action exceeds a Type 1 threshold established by an involved agency, in this case the City of Ithaca planning board.

The other projects are classified as Unlisted as they will not result in any significant adverse environmental impact and a Negative Declaration was recommended. Albany Housing Coalition, was also classified as Unlisted but a Conditioned Negative Declaration was recommended, as it was determined that the project would not result in any significant adverse cultural or historic impacts upon compliance with the State Historic Preservation Office's requirements to preserved historic wood trim.

There was no further discussion or comment.

Mr. Fitzgerald 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 Accepting the Resignation of an Officer and A Resolution Approving the Appointment of Officers

Ms. Greenberg explained that with the resignation of the Comptroller this position would be filled by the Assistant Comptroller.

Ms. Glassman requested a motion to approve a resolution accepting the resignation of Mr. Kunkler as HHAC Comptroller, effective immediately, with a vote of gratitude for his service. Mr. Washburn's resignation as Assistant Comptroller was also submitted. A second resolution requested that Mr. Washburn be appointed as Comptroller effective immediately.

Mr. Fitzgerald made both motions, which were seconded by Mr. Hebner. Both motions carried.

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

Ms. Greenberg explained that the purpose of the resolution was to request the Board’s approval of 11 awards from the SFY 2018-19 funding round. The awards totaled \$29,664,307 in HHAP funds, to the following organizations:

<i>Sponsor</i>	<u>HHAP</u>		<u>Total</u>		<u>HHAP</u>
	<i>Units</i>	<i>Beds</i>	<i>Units</i>	<i>Beds</i>	<i>Award</i>
DePaul - Utica	30	30	60	72	\$4,689,000
The Community Builders (TCB) – Hamilton Hill	26	85	85	236	\$3,380,000
St. Paul’s Center	9	43	10	46	\$2,406,037
Concern for Independent Living – E. 173 rd Street	42	42	69	113	\$4,950,000
Family Enrichment Network	19	64	19	64	\$4,139,378
Breaking Ground – Betances Senior Residence	47	47	155	177	\$2,700,000
CDS Monarch	8	8	40	44	\$1,300,000
Warren-Washington Association for Mental Health	34	44	34	44	\$5,799,892
Family Service League – The Linkage Center	2	60	2	60	\$100,000
Family Service League – Brentwood	90	375	90	375	\$100,000
Family Service League – Terryville Rd.	6	27	6	27	\$100,000
Totals	313	825	570	1258	\$29,664,307

Ms. Greenberg indicated that the following six projects were reviewed, but were not recommended for funding:

<i>Sponsor</i>	<u>HHAP</u>		<u>Total</u>		<u>HHAP</u>
	<i>Units</i>	<i>Beds</i>	<i>Units</i>	<i>Beds</i>	<i>Request</i>
Step by Step	20	22	20	22	\$5,151,830
Person Centered Housing Options (PCHO)	15	15	15	15	\$3,425,632
Bethesda House of Schenectady	40	40	40	40	\$7,881,220

Sisters of Charity - Vincent's Village	45	45	93	117	\$4,000,000
Catholic Family Center	13	49	13	49	\$3,974,191
Westhab - The Windham	42	45	42	45	\$3,853,598

These applicants will be offered technical assistance.

Ms. Greenberg stated that following approval of the HHAP funding recommendations at this Board meeting the remaining uncommitted balance of \$698,691 is available for existing emergency shelter applications. Applications from the following three organizations were also reviewed and scored. While the three applications met the threshold for funding, there was no funding to award. These were:

- Volunteers of America of Western NY
- Selfhelp Community Services
- Comunilife

These applicants were notified that their proposals will be held on a waitlist until the end of the state fiscal year and each applicant will be offered technical assistance. If funding becomes available, either through a new appropriation for this state fiscal year or the recapture of funds, projects on the waitlist will be considered for funding in the order of the date received. If no additional funding is available, these applicants will need to reapply upon the passage of a new State Budget and the re-opening of the RFP.

It was noted that the \$70.6 million awarded to date, including those applications at the Board meeting, would produce 485 units of permanent supportive housing and six units of transitional housing, and will assist 98 units/462 beds of emergency housing. As of the date of the meeting, there were 14 applications under review. Those applications would complete the evaluation process with those not meeting the funding threshold notified, and those that did reach the funding threshold being held on a waitlist until the end of the state fiscal year. If funding were to become available, projects on the waitlist would be considered for funding in the order of the date received. If no additional funding is available, these applicants would need to reapply upon the passage of a new State Budget and the re-opening of the RFP.

Ms. Glassman reiterated that any application received as of this date would be returned. Ms. Greenberg confirmed such, and commented that applications for shelter repairs were still being accepted.

Mr. Fitzgerald asked Ms. Greenberg to comment on The Community Builders Hamilton Hills project recommended for funding, as the unit price for an upstate project was higher than normal. Ms. Greenberg stated that the project would obtain Brownfield tax credits to remediate certain environmental conditions, which is a significant additional expense. However, even with a loss of points in the cost review section of the application, the application achieved a fundable score. This project would have a positive impact in the community and was in phase II in the Hamilton

Hills neighborhood, therefore the recommendation was made to support it. Mr. Fitzgerald noted that HCR was also investing in that community.

Mr. Hebner remarked on the preponderance of awards with ESSHI funding. Mr. Umholtz commented that HHAC awards concurrently would benefit 306 ESSHI units and Ms. Greenberg added that there were also two NY 15/15 projects to add to this total.

Ms. Glassman 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:

HCR:

Mr. Fitzgerald reported:

- HCR is in the middle of its early round unified funding review process. Three applications were received for ESSHI projects with the announcement of awards projected by the end of December.
- Four bond projects were anticipated to close in December that would produce over 200 ESSHI units. With the early funding round awards, there is a potential for approximately 300 ESSHI units to be funded by the end of the year.

OMH:

Mr. Hebner reported:

- OMH is moving forward with two RFPs mentioned at the last Board meeting, one of which is \$20 million for children's treatment centers/clinics and is currently under review. Also, OMH is expecting proposals for two programs at the Bronx Psychiatric Center campus.
- Mr. Hebner planned to attend an opening of a project in the Bronx, sponsored by The Bridge, a HHAP sponsor, that would have 50 units of permanent supportive housing for people living with mental illness.

OASAS:

Mr. Williams:

- OASAS noted the impact that ESSHI is having on the creation of supportive housing with OASAS having recently executed multiple contracts.
- Mr. Williams also noted that OASAS projects have access to predevelopment funding when they have ESSHI conditional awards.

OTDA:

Mr. Umholtz reported the following:

- The audit RFP for HHAC (the corporation) resulted in several applications that were under review at that time.
- A Balance of State for the Continuum of Care (CoC) was formed by the State which now covers the counties of Schoharie, Herkimer, Fulton, Montgomery and Putnam that were previously uncovered by a CoC. The Balance of State Steering Committee is comprised of three representatives from each of those counties, including one Commissioner of the Social Services Districts. This new CoC will be identified by the U.S. Department of Housing and Urban Development (HUD) as the NY-525 Balance of State CoC.
- CoC Housing Opportunities for Persons with AIDS (HOPWA) funding awards were announced the week prior to the Board meeting.

New/Other Business:

The next HHAC Board meeting is scheduled to take place on Wednesday, February 6, 2019 at the Media Service Center Studio, Albany, New York, at 1:30pm.

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

Adjournment:

Ms. Glassman adjourned the meeting at 2:07 PM.

Secretary

Date of Approval