

DRAFT - 185th HHAC BOARD MEETING MINUTES

Meeting date: February 6, 2019

Call to Order:

The 185th meeting of the Homeless Housing and Assistance Corporation (HHAC) was held at the NYS Media Service Center (MSC), in Albany, New York at 1:30 p.m. on February 6, 2019. 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:

Julie Duncan, 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
Brian Mattiske	HHAC Assistant Treasurer
Michael Washburn	HHAC Comptroller
Brenda McAteer	HHAC Secretary
Bethany Bennett	HHAC Assistant Secretary
Barbara Guzman	OTDA Division of Legal Affairs (DLA)
Matthew Ciulla	HHAP Project Manager
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 December 5, 2018, HHAC Board meeting. Ms. Duncan made the motion, which was seconded by Ms. Glassman. The motion carried.

2. President's Memo on Funding Recommendations

Ms. Roff reported on the applications that were reviewed and scored. She noted that while they met the threshold for funding, no additional funds were available to award. These included:

- Christopher Community
- CARES of NY Inc.
- Opportunities for Broome, Inc.
- My Place Home for the Homeless
- Community Hope Builders CDC, Inc.
- NGIP Bethpage, and

- Citizens Advocates.

The applications that were not recommended for funding were also listed:

- Western New York Veterans Housing Coalition, Inc.
- Caring for the Homeless of Peekskill
- Gateway Lofts Supportive Apartments, LP
- Finger Lakes Area Counseling & Recovery Agency, and
- Services for the Underserved

All applicants will be offered technical assistance and can reapply in the next State Fiscal Year.

One shelter repair project will receive \$100,000 funding, and that is the Community Housing Innovations (CHI) Orange County shelter. Ms. Roff reminded those present that pursuant to the Resolution passed at the October 2018 Board meeting, emergency shelter repairs did not need Board approval, but updates on progress will be reported beginning with the April Vice President's Report. The CHI award decreased the remaining appropriation balance for shelter repair applications to \$598,691.

Mr. Williams asked about Citizens Advocates and CHI and how those are handled as they were not included in the Board package. Mr. Umholtz reported that the Citizen's Advocates review was recently completed and noted that they were given the same status as other applications that achieved a passing score but received no award due to lack of available funds. The CHI application fell under the previously approved resolution which stipulates that the Board only needs to be informed of an award recommendation to expedite necessary shelter repairs.

3. Vice President's Report

Ms. Greenberg presented the Vice President's (VP) Report, and began with an overview of the status of all projects under development as of February 28, 2018, when there were 65 projects in various stages of development. Thirty-two of these projects were in construction, two of which were over 90% complete. Furthermore, 32% of the projects in development at that time were located in New York City, 14% were in the suburban regions of Westchester, Nassau and Suffolk counties, and the remaining 54% were in the rest of the state.

Project-Related Milestones

Final Award and Loan Agreements

Oneida Housing Authority (OHA) (2017-019/ HC00962) executed a Final Loan Agreement (FLA) on November 14, 2019. HHAC made an award of \$2,152,000 in December 2017, to develop 15 units of permanent housing for homeless disabled individuals over the age of 55 in Verona. The project will provide housing for both families and singles. Other sources of development funding include: Low Income Housing Tax Credit (LIHTC) equity, Community Investment Fund (CIF) and

Supportive Housing Opportunity Program (SHOP), funding from NYS Homes and Community Renewal (HCR), a City of Oneida Housing Authority loan, a deferred developer's fee, and a New York State Energy Research and Development Authority (NYSERDA) grant. The total project cost is \$16,050,847. Megan Van Geest is the project manager.

Stratford Arms Development, LLC/ Western New York Veterans' Housing Coalition, Inc. (2017-011/ HC00961) executed an FLA on December 5, 2018. HHAC made an award of \$1,318,316 in August 2017 to preserve 15 units of permanent supportive housing for veterans in Buffalo in a 41-unit building. Other sources of development funding include HCR CIF, Housing Trust Fund (HTF), and NYSERDA. The total project cost is \$3,995,982. Kimberly Smith is the project manager.

West Side Federation for Senior and Supportive Housing, Inc. (WSFSSH) (2017-001) executed an FLA on December 28, 2018. HHAC made an award of \$8,625,000 in April 2017 to develop 115 units of permanent supportive housing in a 195-unit mixed-use building in New York City. Of these units, 60 are for homeless single adults with mental illness who are over the age of 55, 40 units are for homeless single frail and disabled seniors, and the remaining 19 units are for homeless individuals without a diagnosed disability. After the HHAC award reservation, the architect reconfigured the space to add four more homeless units. An additional \$300,000 award reservation was made in April 2018 for HHAP's pro-rated share of these new units, which brought the HHAC total award reservation to \$8,925,000 and the number of homeless units to 119. The remaining 79 units will be available for families and singles earning less than 60% of the Area Medium Income (AMI), with one unit for the building superintendent. Brenda McAteer is the project manager.

Completed Projects

Concern for Independent Living, Inc. (Concern) (2016-009/ HC00929) obtained a Certificate of Occupancy (CofO) on December 21, 2018. Concern received a \$1,308,842 HHAP award reservation in June 2016 for the new construction of three single-family homes on a plot of vacant land in Central Islip, Suffolk County. The three units, totaling 15 beds, will provide permanent supportive housing for homeless veterans and their families. The other source of development funding was provided by Concern, which brought the total project cost to \$1,531,486. Michael Washburn is the project manager.

Oswego County Opportunities, Inc.(OCO) (2016-035/ HC00589) held a Re-Opening Ceremony on January 7, 2019 after moving tenants back into their apartments by November, 2018. OCO received a \$909,767 HHAP award reservation in April 2017 for the preservation of six units and 10 beds of an operational HHAP project. OCO's Backstreet Apartments Permanent Supporting Housing Program received an initial award reservation of \$660,000 in 2004, for a total HHAP investment of \$1,569,767. OCO's 2017 HHAP award was used to fund a number of repairs, including the façade of the building which was deteriorating and needed to be removed and replaced. Also, the windows and frames needed to be replaced, and the exterior required sealing to prevent future damage. Additional renovations included upgrading the HVAC system, bathroom

exhaust fans, and water systems to improve energy efficiency and prevent future moisture penetration from the inside of the building. Amanda Diller is the project manager.

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. PCMH received a \$2,993,268 HHAP award reservation in October 2016 to develop 48 units of permanent housing for homeless individuals with severe mental illness in Brooklyn. Other sources of development funding included: HPD SHLP, a NYC Employees Retirement System (NYCERS) loan, LIHTC equity, a NYSERDA grant and a deferred developer's fee. The total project cost was \$29,344,107. Amanda Diller is the project manager.

The Doe Fund, Inc. (TDF) – Webster Green Apartments (2014-033/ HC00860) received a TCO on November 13, 2018. TDF received a \$6,508,240 HHAP award reservation in February 2015 (\$3,676,351 of which was Medicaid Redesign Team funds) to develop 41 units of permanent housing for homeless NY/NY III-eligible Population H single adults in the Bronx. The 82-unit project will provide housing for both families and singles. Other sources of development funding included HCR MRT and LIHTC equity, a Citibank permanent loan, a NYSERDA grant, Solar Tax Credit, and a deferred developer fee. The total project cost was \$29,580,344. Brenda McAteer is the project manager.

Events and Ceremonies

Utica Center for Development (UCD) (2016-007/ HC00922) held a Ribbon Cutting ceremony on November 16, 2018. On December 27, 2018, UCD received their CofO. UCD received a \$3,174,100 HHAP award reservation in June 2016 to develop 17 units of transitional and permanent housing for veterans at their Central New York Veterans Outreach Center in the Utica area. The project will provide housing for both families and singles. Other sources of development funding included City of Utica Community Development Block Grant funds and sponsor equity. The total project cost was \$3,224,100. Martin Robinson is the project manager.

There was no further discussion or comment.

Ms. Glassman requested a motion to accept the Vice President's Report. Ms. Duncan made the motion, which was seconded by Ms. Glassman. The motion carried.

4. Treasurer's Report

Mr. Mattiske 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 \$32,794,395.35. Included in this figure was \$9,165,644.82 in Medicaid Redesign Team (MRT) funds and \$8,985,329.81 in Mortgage Insurance Funds (MIF).

Ms. Glassman requested a motion to accept the Treasurer's Report. Ms. Duncan made the motion, which was seconded by Ms. Glassman. The motion carried.

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

Mr. Ciulla brought four projects to the Board for consideration.

- 2018-021 DePaul Group, Inc. - Starting Line Apartments
- 2018-030 Breaking Ground II HDFC – Betances Senior Residence
- 2018-031 CDS Monarch, Inc. – CDS Geneseo Senior Living
- 2018-033 Warren-Washington Association for Mental Health – Housing First 2.0

A negative declaration was recommended for all four projects as they would not result in any significant adverse environmental impacts.

There was no further discussion or comment.

Ms. Glassman requested a motion to approve the resolution. Ms. Duncan made the motion, which was seconded by Ms. Glassman. The motion carried.

6. A Resolution of the Homeless Housing and Assistance Corporation Regarding Award of an Audit Services Agreement

Mr. Washburn stated that Section 2925(3) of the Public Authorities Law (PAL) requires the Homeless Housing and Assistance Corporation (HHAC or the Corporation) to prepare an annual independent audit of the investments of the Corporation. The PAL authorizes HHAC to engage in services and contract with private firms and corporations for the provision of necessary professional services relating to the activities of the Corporation.

He requested that the Board approve entering into an Audit Services Agreement with EFPR Group, CPAs, PLLC to provide audit services for a period of five years as the current agreement ended in June 2018. EFPR was the low bidder to an RFP issued in October 2018.

Ms. Glassman requested a motion to approve the resolution to enter into an Audit Services Agreement. Ms. Duncan made the motion, which was seconded by Ms. Glassman. The motion carried.

Agency Reports:

OMH:

Ms. Duncan reported:

- The ESSHI workgroup has issued two RFPs for scattered site housing which target individuals with serious mental illness (SMI). The first, for 250 units, targets individuals from the forensic population with SMI. The second, also for 250 units targets a more general SMI population.
- OMH issued award letters for two new housing programs on the Bronx Psychiatric Center campus, which totaled 68 units.
- Two new projects serving individuals with mental illness opened in January. Postgraduate Center for Mental Health opened a program with 50 supportive units and 50 affordable units in the Bronx. Services for the Underserved also opened a program in the Bronx, with 31 supportive units and 63 affordable units.

OASAS:

Mr. Williams reported;

- The ESSHI group is preparing for Round 4.
- The Concern for Independent Living Surf Vets Project in Coney Island is close to completion. This project will provide housing for 32 veterans with substance use disorders.

OTDA:

Mr. Umholtz reported:

- Not-for-profits should know that OTDA continues to accept concept papers even though there is no funding remaining in the current fiscal year except for shelter repairs. A concept review is highly recommended.
- The Solutions to End Homelessness Program (STEHP) RFP will be released in the spring.

New/Other Business:

The next HHAC Board meeting is scheduled to take place on Wednesday, April 3, 2019, at the Media Service Center Studio, Albany, New York, at 1:30 pm.

Ms. Glassman asked for a motion to adjourn. Ms. Duncan made the motion, which was seconded by Ms. Glassman. The motion carried.

Adjournment:

Ms. Glassman adjourned the meeting at 1:54PM.

Secretary

Date of Approval