

## DRAFT -186th HHAC BOARD MEETING MINUTES

Meeting date: April 3, 2019

### Call to Order:

The 186th 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 April 3, 2019. The meeting was called to order by the Board Chair, Acting Commissioner, Michael P. Hein of OTDA.

### Members in Attendance:

Sean Fitzgerald, Board Member Designee representing Board Member Kenneth Adams, Chairman of the NYS Housing Finance Agency (HFA); and Brett Hebner, Board Member Designee representing Board Member Commissioner Ann Marie T. Sullivan of the Office of Mental Health (OMH).

### Others in Attendance:

|                   |  |
|-------------------|--|
| Barbara Roff      | HHAC President   |
| Dana Greenberg    | HHAC Vice President  |
| LeeAnn Greenslade | HHAC Treasurer   |
| Brian Mattiske    | HHAC Assistant Treasurer   |
| Michael Washburn  | HHAC Comptroller   |
| Brenda McAteer    | HHAC Secretary   |
| Lesley Stefan     | OTDA Division of Legal Affairs (DLA)   |
| Simone Demelo     | OTDA DLA   |
| Barbara Guinn     | Executive Deputy Commissioner OTDA   |
| Linda Glassman    | Assistant Deputy Commissioner of Housing, Refugee Services and Disability Determinations |
| Rick Umholtz      | Director, OTDA Bureau of Housing and Support Services                                    |

Mr. Hein introduced himself as the Acting Commissioner of OTDA and provided a brief overview of his career to date. As County Executive of Ulster County, Mr. Hein was conscious of the challenges communities face in dealing with the ongoing homelessness crisis. Ulster County functionally ended homelessness among its veteran population, while coordinating comprehensive support services to greatly improve long-term outcomes for all their homeless populations. The Homeless Housing and Assistance Program (HHAP) is a key component of the Governor's \$20 billion supportive housing program, which is creating or preserving more than 100,000 units of affordable housing and 6,000 units of supportive housing statewide over five years. The 2019-2020 budget again includes \$64 million for HHAP. Commissioner Hein reported that last year, 22 projects were funded through HHAP; these projects included approximately 600 units and more than 1,300 beds. Additionally, he stated that HHAP has supported a broad range of housing options over the years. He noted that HHAP will continue to collaborate with stakeholders to continue this important work.

## 1. Approval of Minutes

Commissioner Hein requested a motion to approve the minutes from the February 6, 2019 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, and began with an overview of the status of all projects under development as of February 28, 2019, when there were 65 projects in various stages of development. Thirty-three of these projects were in construction, five of which were over 90% complete. Furthermore, 32% of the projects in development at that time were 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

Catholic Charities of Oneida/Madison County (CCOMC) (2017-020/HC00959) executed a Final Award Agreement (FAA) on February 14, 2019. HHAC made an award of \$2,281,972 in December 2017 to create eight units (14 beds) of housing for homeless youth in Utica. The project will consist of five congregate emergency shelter units (11 beds) for homeless male youth/runaways between 12 and 18 years old and three permanent supportive one-bedroom units for homeless male youth/young adults ages 18 to 24.

Other development funding sources 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.

#### Amendments

The Young Women's Christian Association of Binghamton and Broome County (YWCA) (2000-003/HC00571) executed a second Amendment to its Final Award Agreement on February 5, 2019. HHAP awarded the YWCA \$250,000 toward an emergency roof replacement, with the YWCA contributing \$100,000 toward the \$350,000 project. HHAP's expedited funding was facilitated by the resolution passed by the Board in October 2018 to allow emergency repairs up to \$250,000 for existing HHAP projects. HHAC's total investment in the project has increased \$5,243,755. A Certificate of Substantial Completion was received on February 25, 2019.

In addition, the YWCA converted six transitional units to permanent supportive housing necessitated by the U.S. Department of Housing and Urban Development's (HUD) change in funding priorities. Brenda McAteer is the project manager.

## Events and Ceremonies

Concern for Independent Living, Inc. (2016-009/HC00929) held a ribbon cutting ceremony on February 14, 2019. Concern received a \$1,308,842 HHAP award reservation in June 2016 for the new construction of three single-family homes in Central Islip, Suffolk County. The three units, totaling 15 beds, will provide permanent supportive housing for homeless veterans and their families. The only other source of development funding is from the sponsor, for a total project cost of \$1,531,486. Mike Washburn is the project manager.

Mr. Fitzgerald referenced the 2015 and 2016 pie charts in the Vice Presidents report where there were two projects in each of those years in the pre-development phase. He requested a report on each of those at the next board meeting. Ms. Greenberg responded that the 2015 projects had progressed and that information on all four will be included in the June board package.

There was no further discussion or comment.

Commissioner Hein 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. 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 \$35,812,748.11. Included in this figure was \$9,165,664.82 in Medicaid Redesign Team (MRT) funds and \$8,361,501.15 in Mortgage Insurance Funds (MIF).

Commissioner Hein 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 Accepting the Resignation of an Officer**

Commissioner Hein requested a motion to approve a resolution accepting the resignation of Ms. Bennett as HHAC Assistant Secretary, effective February 20, 2019, with a vote of gratitude for her service. Mr. Fitzgerald made the motion, which was seconded by Mr. Hebner. The motion carried.

### **5. A Resolution of the Homeless Housing and Assistance Corporation Amending an Award**

Ms. Roff explained that Concern for Independent Living, Inc. (Concern) received a \$4,950,000 HHAP award reservation on December 5, 2018, to develop 42 units/beds of supportive housing in the Bronx for homeless individuals with psychiatric disabilities. Concern was unable to secure

site control of the location proposed in its application (1015 East 173<sup>rd</sup> St., Bronx), and requested HHAC Board approval of an alternate site in Brooklyn.

Other sources of proposed development funding for this project include the NYC Department of Housing and Preservation Development's (HPD) Supportive Housing Loan Program (SHLP), and Low-Income Housing Tax Credit equity (LIHTC). HPD has confirmed their commitment to this project for funding through SHLP. Concern plans to apply to either HPD or Homes and Community Renewal (HCR) for 9% LIHTC. HPD is projecting a closing within the first quarter of 2020. Operating funding would come from the Empire State Supportive Housing Program (ESSHI) or New York City 15/15 Supportive Housing Initiative (NY 15/15).

In accordance with HHAC's policy on loss of site control, Concern submitted a proposal for an alternative site located at 2337-2339 Pitkin Avenue in Brooklyn. This proposal includes a complete package of materials related to the new site, including documentation of site control, and revised development and operating budgets. Consequently, as the number of HHAP units is decreasing from 42 to 32, the award will also be reduced. The revised award is \$3,771,424 for the proposed 32 units.

Mr. Hebner queried the status of the ESSHI award for operating funding. Ms. Greenberg stated that Concern had received a conditional award notification.

Mr. Fitzgerald asked if Concern was still considering NY 15/15 as an alternative to ESSHI. Ms. Greenberg verified that they were.

Mr. Hebner asked if Board approval was required due to the change in site. Ms. Greenberg confirmed that it was, as is stated in the RFP. Additionally, the reduction in units also triggered the need for Board approval.

Commissioner Hein asked if the per unit cost was also consistent. Ms. Greenberg confirmed that it was.

Commissioner Hein requested a motion to approve the alternate site in Brooklyn thus reducing the award made to Concern. Mr. Fitzgerald made the motion, which was seconded by Mr. Hebner. The motion carried.

### **Agency Reports:**

#### **OMH:**

Mr. Hebner reported:

- Two scattered site ESSHI RFPs were released to award a total of 500 units of permanent housing statewide for homeless individuals with mental illness. Fifty percent of those units were targeted to individuals being released from prison. Those applications were received in March and were being reviewed at the time of the Board meeting.

- In collaboration with the ESSHI interagency workgroup, OMH is continuing to develop the Round 4 RFP that will be released once completed and approved by the Governor's Office.
- The 2019-2020 State Budget includes \$60 million in preservation capital for OMH to repair and redesign community residences and other OMH residential projects. These funds will be used to address the most significant needs identified by OMH.

Mr. Fitzgerald asked if there might be instances where OMH would want to partner with HHAC or HCR on projects needing preservation funds. Mr. Hebner said that might be a possibility.

**HCR:**

Mr. Fitzgerald reported:

- HCR received the final round of applications in December under the Unified Funding Round. They have coordinated with the ESSHI work group on applications with ESSHI funds. Approximately one third of the applications received rely on ESSHI service and operating support. HCR hopes to make awards in the next month.
- The 4% tax credit/bond program is also very active. The Housing Finance Agency (HFA) is working on a significant number of supportive housing projects that they hope to close before June 30.

**OTDA:**

Mr. Umholtz reported:

- The Solutions to End Homelessness Program (STEHP) RFP will be released in the coming weeks. STEHP allocates funds to support prevention and rapid rehousing activities, outreach, shelters, and transitional housing facilities.
- Work continues through the Steering Committee for the Balance of State Continuum of Care, NY-525, encompassing Herkimer, Schoharie, Fulton, Montgomery and Putnam Counties. In January, NY-525 submitted its first Point-in-Time Count to HUD, a precursor to submitting the first NOFA application in the coming months.
- OTDA began accepting the Local Districts' homeless services plans, and these were under review at the time of the Board meeting.

**New/Other Business:**

The next HHAC Board meeting is scheduled to take place on Wednesday, June 5, 2019, at the Media Service Center Studio, Albany, New York, at 1:30 pm.

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

**Adjournment:**

Commissioner Hein adjourned the meeting at 1:52 P.M.