

# HOMELESS HOUSING AND ASSISTANCE CORPORATION

## 175<sup>th</sup> HHAC BOARD MEETING MINUTES

Meeting date: April 5, 2017

### Call to order:

The 175th meeting of the Homeless Housing and Assistance Corporation (HHAC) was held at the NYS Media Service Center (MSC), Albany, New York on April 5, 2017, at 1:30 p.m. The meeting was called to order by the Assistant Deputy Commissioner for Integrated Family Assistance Programs at 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 William Thompson, 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:

Barbara Roff	HHAC President
Dana Greenberg	HHAC Vice President
Scott Kunkler	HHAC Comptroller
Barbara Guzman	OTDA Office of Legal Affairs (OLA)
Brendan Bannigan	OTDA OLA
John Siniapkin	HHAC Assistant Treasurer
Richard Umholtz	Director, OTDA Bureau of Housing and Support Services

### 1. Approval of minutes

Ms. Glassman requested a motion to approve the minutes from the February 1, 2017 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 February 28, 2017. There were 57 projects in various stages of development. Twenty-six of these projects were in construction, two of which were over 90% complete. Furthermore, 40% 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 46% were located in the rest of the state.

## Project Related Milestones

### Final Award Agreements

Concern for Independent Living (Concern)/ Concern Ronkonkoma LLC (2014-011/ HC00900) executed a Final Loan Agreement on February 8, 2017. The project became fully operational in the same month. This nine building, 59-unit supportive and affordable housing project in Suffolk County will serve people suffering from a mental health disability. Concern received \$2,762,865 in HHAP funds. Other funding sources included NYS Homes and Community Renewal, NYS Office of Mental Health, the Community Preservation Corporation, a Suffolk County Infrastructure Program grant and a sponsor loan for a total development cost of \$24,835,837. Scott Kunkler is the project manager.

Opportunities for Broome, Inc. (OFB) (2015-006/ HC00899) executed a Final Award Agreement on February 6, 2017. This 10-unit project will serve families and singles in Binghamton, with four units to be set aside for MRT-eligible residents. OFB received \$1,852,821 in HHAP funds, with the United Way contributing the balance, bringing the project total to \$1,927,821. Matt Ciulla is the project manager.

### Completed

Alternatives for Battered Women (ABW) (2014-001/ HC00851) received a Certificate of Occupancy on November 3, 2016. The project, located in Rochester, expanded from a 38 bed shelter to 49 beds. Ten units of permanent housing for survivors of domestic violence were also created. ABW received \$4,985,398 in HHAP funds. Other funding sources included Monroe County HOME funds, NYSEDA and ABW capital bringing the total project cost to \$6,197,294. The units were fully rented by March 2017 with the permanent units supported by a recent ESSHI award. Michael Washburn is the project manager.

### Operational Projects

Franklin County Community Council (FCCHC) (HC00901, HC00902, HC00903, HC00904 & HC00905) executed Final Loan Agreements on January 23, 2017, replacing Comlinks as sponsor on five operational projects. Comlinks had previously been declared in default on its contracts (HC00028, HC00154, HC00198, HC00274 and HC00294). Barbara Roff is the project manager.

There was no further discussion or comment.

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

### **3. Treasurer's Report**

Mr. Siniapkin 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 \$59,046,277.66. Included in this figure was \$24,453,163.02 in Medicaid Redesign Team (MRT) funds and \$10,134,392.95 in Mortgage Insurance Funds (MIF).

There was no further discussion or comment.

Ms. Glassman requested a motion to approve 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. Kunkler listed the following projects:

- 2015-033 Housing Visions – Chamberlain House
- 2016-024 Catholic Family Center – Sanctuary House
- 2016-022 Interfaith Partnership for the Homeless - Community Connections

All three projects were classified as “unlisted.” The first two will not result in any significant negative environmental impacts and therefore a negative declaration was recommended. It was also concluded that the Interfaith location would not result in any significant negative environmental impacts conditioned upon compliance with the State Office of Historic Preservation (SHPO) requirements– therefore a conditioned negative declaration was recommended.

Mr. Hebner asked why there was a conditional negative declaration if a letter was provided by SHPO in April 2015. Mr. Kunkler explained that SHPO requested to review the final drawings, and that they are to be kept informed of any changes to preliminary designs for doors, windows, stairs, and ramps.

There was no further discussion or comment.

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

**5. 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 2016-17 funding round, totaling approximately \$7.7 million in HHAP funds, to the following organizations:

- Oswego County Opportunities (Backstreet Apartments) - \$909,767
- Safe Homes of Orange County - \$3,858,983
- Housing Visions (Winston Gaskin Homes) - \$2,970,000

Four additional projects from the 2017-18 appropriation were also recommended to be funded, totaling approximately \$21 million in HHAP funds. This HHAP appropriation was included in the Budget Extender Bill. The organizations listed below were awarded:

- WSFSSH (West 108<sup>th</sup> Street) - \$8,625,000
- Tompkins Community Action - \$3,732,469
- The Bridge - \$6,500,000
- Southern Tier Environments for Living (Dunkirk) - \$2,222,219

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

- Oswego County Opportunities (Champlain Commons)
- Arbor Housing and Development
- Catholic Charities Oneida/Madison County
- RUPCO
- CDS Monarch

Technical assistance will be offered to these organizations.

Ms. Roff also stated that following approval of the HHAP funding recommendations at this Board meeting, a remaining uncommitted appropriation balance of \$41.9 million for 2017-18 may be utilized for future HHAP projects and/ or HHAC's operating expenses. There are no pending applications.

Ms. Glassman clarified that the reason there are no pending applications is that HHAP is in the process of issuing a new RFP. Mr. Fitzgerald asked what the timing was on issuance of the RFP. Mr. Umholtz explained that it was going through final review and clearance, and that it is anticipated for release in the next few weeks.

Mr. Fitzgerald commented that HCR appreciates the level of coordination between the two agencies in developing these recommendations.

Mr. Hebner remarked on the number of ESSHI projects funded and that the Governor's housing plan is progressing as intended, providing service and operating funding for new projects.

Ms. Glassman 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 reported that HCR is working through the final reviews and sign-offs for their annual 9% tax credit competitive round. They are hoping to make award announcements in the next few weeks. HCR anticipates moving forward with an open window RFP, 4% credits, in connection with the bond program operated by HFA to meet the need for supportive housing.

OMH: Mr. Hebner reported that OMH released an RFP to identify a replacement provider for a Community Residence SRO (CR-SRO) located in the Bronx. OMH continues in their role as the lead agency in the ESSHI, working in collaboration with the Interagency Workgroup to operationalize the awards made in the fall as well as prepare for the next steps as outlined in the ESSHI process.

OASAS: Mr. Williams reported that OASAS is also working on the ESSHI and are happy to be working on round two of the RFP.

OTDA: Mr. Umholtz thanked Brendan Bannigan, OTDA OLA, for his service to HHAC and wished him well in his new endeavors.

**New/Other Business:**

The next HHAC Board meeting is scheduled to take place on Wednesday, June 7, 2017, at the Media Service Center Studio, Albany, New York, at 1:30pm.

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

**Adjournment:**

Ms. Glassman adjourned the meeting at 1:59PM

**176<sup>th</sup> HHAC BOARD MEETING MINUTES**  
**Meeting date: June 7, 2017**

**Call to order:**

The 176th meeting of the Homeless Housing and Assistance Corporation (HHAC) was held at the NYS Media Service Center (MSC), Albany, New York on June 7, 2017, at 1:30 p.m. The meeting was called to order by the Assistant Deputy Commissioner for Integrated Family Assistance Programs 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), 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
Brenda McAteer	HHAC Secretary
Scott Kunkler	HHAC Comptroller
Barbara Guzman	OTDA Office of Legal Affairs (OLA)
Lesley Stefan	OTDA OLA
Karen Martin	HHAC Treasurer
John Siniapkin	HHAC Assistant Treasurer
Richard Umholtz	Director, OTDA Bureau of Housing and Support Services
Anthony Pezzino	Toski & Co.

**6. Approval of minutes**

Ms. Glassman requested a motion to approve the minutes from the April 5, 2017, HHAC Board meeting. Mr. Hebner made the motion, which was seconded by Ms. Glassman. The motion carried.

**7. 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 May 2, 2017. There were 62 projects in various stages of development. Twenty-six of these projects were in construction, six of which were over 90% complete. Furthermore, 39% 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 47% were in the rest of the state.

Project Related Milestones

Final Award Agreements

Lantern Organization, Inc./ Savanna Hall LP (2015-019/HC00906) executed a Final Loan Agreement on March 8, 2017. The project will have 73 units of permanent housing for families and singles in New York City serving mentally disabled homeless individuals, young adults aging

out of foster care and low-income individuals. The Lantern Organization received \$3,500,000 in HHAP funds. Other sources of development funding include NYS Office of Mental Health (OMH) and NYS Homes and Community Renewal (HCR), for a total project cost of \$27,632,208. Pam Cotterell is the project manager.

HELP Development Corporation (HELP)/ HELP Dumont LLC/ Genesis Homes (2015-015/HC00907) executed a Final Loan Agreement on March 22, 2017. The project, located in Brooklyn, will rehabilitate 77 units of permanent housing for homeless families. Other sources of development funding include NYC Department of Housing Preservation and Development (HPD), HCR, a grant from the Vincent Mulford Foundation, a deferred developer's fee, and a bank loan from First Sterling, for a total project cost of \$29,208,146. Martin Robinson is the project manager.

#### Completed

Hudson River Housing, Inc. (HRH) (2014-034/HC00866) obtained a Temporary Certificate of Operation (TCO) on April 24, 2017, and is fully occupied. The project contains 25 units of permanent housing for homeless single veterans in Poughkeepsie. HHAC awarded \$1,036,976 and sponsor equity brought the total project cost to \$1,217,978. Martin Robinson is the project manager.

#### Events and Ceremonies

AHA Development Corporation (2014-005/HC00849) held a ribbon-cutting ceremony on March 21, 2017. AHA received a \$6,418,545 HHAP award reservation in August 2015 to develop 28 units of permanent and transitional housing for families and singles in Auburn. Gregg Bell is the project manager.

Rescue Mission of Utica/ West Street Apartments LLC (2016-013/HC00873) held a groundbreaking ceremony on March 29, 2017. The project received a \$1,711,839 HHAP award reservation in August 2016 to develop 42 units of supportive permanent housing for homeless families and singles in Utica, including 11 HHAP units for households with a mental illness or chemical dependency. Matt Ciulla is the project manager.

There was no further discussion or comment.

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

### **8. Comptroller's Report**

Mr. Kunkler presented two resolutions for the Board's approval prior to the submission of various reports for State Fiscal Year 2016-2017 to the Authorities Budget Office (ABO) and the Office of the State Comptroller (OSC). In accordance with the Public Authorities Law (PAL), these reports must be submitted and posted by June 30, 2017.

#### *A Resolution of the Homeless Housing and Assistance Corporation Approving the Annual Independent Audit, Annual Report, Investment Guidelines, Investment Report, Procurement Guidelines and Report on Procurement Contracts and Submission Thereof*

Mr. Kunkler introduced Anthony Pezzino of Toski & Co., the auditing firm that completed the annual independent audit of HHAC. Mr. Pezzino highlighted aspects of the Report to the Board and reviewed the financial statements. He stated that no issues were identified in the financial statements and that the audit resulted in an "unmodified," also known as a clean, opinion.

Mr. Kunkler also provided an overview of the documents that require Board approval prior to submission to the Public Authorities Reporting Information System (PARIS), including HHAC's Investment Guidelines, Annual Investment Report, Procurement Guidelines and Report on Procurement Contracts. He pointed out that the Annual Investment Report and Schedule of Investments has changed from previous years as HHAC resumed investing during fiscal year 2016.

Ms. Glassman clarified with Counsel that it was acceptable to vote on both Comptroller resolutions at one time.

**A Resolution of the Homeless Housing and Assistance Corporation Establishing Guidelines for the Disposition of Property and Approving a Report on the Disposition of Property**

Mr. Kunkler presented the Guidelines for the Disposition of Property and the Report on the Disposition of Property which will also be reported to PARIS. HHAC does not currently hold title to any real property.

There was no further discussion or comment.

Ms. Glassman requested a motion to accept the Comptroller's Report and approve both resolutions. Mr. Hebner made the motion which was seconded by Ms. Glassman. The motion carried.

**9. 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 \$47,351,562.94. Included in this figure was \$23,178,225.48 in Medicaid Redesign Team (MRT) funds and \$5,125,528.87 in Mortgage Insurance Funds (MIF).

There was no further discussion or comment.

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

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

Mr. Kunkler listed the following projects:

- 2016-030 Project Renewal – Bedford Green
- 2016-033 West Side Federation for Senior and Supportive Housing – Mill Brook Terrace
- 2016-025 Breaking Ground – La Central
- 2016-032 New Destiny - Jennings

All four projects were classified as "unlisted." They will not result in any significant adverse environmental impacts and therefore a negative declaration for each was recommended.

There was no further discussion or comment.

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

**11. A Resolution of the Homeless Housing and Assistance Corporation Approving the Appointment of Officers**

Ms. Roff requested the appointment of two new officers.

- Assistant Comptroller: Michael Washburn
- Assistant Secretary: Bethany Bennett

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

**12. A Resolution of the Homeless Housing and Assistance Corporation Adopting Policies**

Ms. Roff explained that the Corporation was seeking approval for a policy to encourage Minority and Women-Owned Business Entities (“M/WBE”) and Service-Disabled Veteran-Owned Business Enterprises (“SDVOB”).

Ms. Glassman clarified that the Board was voting on an existing policy. Mr. Umholtz replied that the resolution was updated to include the veterans’ component. Ms. Greenberg added that the Corporation would be accepting the same M/WBE and SDVOB policies as OTDA.

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

**13. A Resolution of the Homeless Housing and Assistance Corporation Authorizing Technical Assistance Awards**

Ms. Roff requested consideration of three additional technical assistance contractors to be added to the technical assistance list approved previously by the Board.

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

**14. A Resolution of the Homeless Housing and Assistance Corporation Authorizing the Replacement of a Sponsor**

Ms. Roff presented the history of contract # HC00268. With approval of the Resolution, HHAC would facilitate the final transfer of control and ownership of the project to a yet-to-be-determined replacement sponsor and would provide reports to the Board as to the status of the transfer.

Mr. Hebner commented that he was aware of the history of this project and knew how much time and effort went into assisting the sponsor. Ms. Glassman commended staff for working very closely with the sponsor.

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

**10. A Resolution of the Homeless Housing and Assistance Corporation Authorizing a Property Management Agreement**

Ms. Roff outlined that the sponsor for contract # HC00285 has been found in default. HHAC plans to install a property manager and a support services provider. HHAC is pursuing remedies both to protect the State's asset and to assure that tenants' needs are being met.

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

**Agency Reports:**

**OMH:** Mr. Hebner reported that the Empire State Supportive Housing Initiative (ESSHI) RFP was released that week. This is the second year of the Governor's housing plan to build 6,000 new units of supportive housing over five years. The ESSHI funding for supportive services and operating funding leverages capital funding. OMH has taken the lead as the procurement agency and it chairs the interagency workgroup. Applications are due July 24<sup>th</sup> on Grants Gateway. A webinar will be held on Monday, June 19<sup>th</sup>.

OMH has conditional awards for ten Assertive Community Treatment (ACT) teams, a community support team of professionals working directly in the community with mentally ill people helping to stabilize them in their homes. Mr. Hebner articulated that this is increasingly important as people move from psychiatric centers into more community integrated housing. These ten awards will be finalized shortly and will partner with mental health shelters in NYC. OMH anticipates more State-wide awards at a later date.

**OASAS:** Mr. Williams shared that the Department of Health (DOH) released the MRT report, an initiative in which OMH and OTDA participate. The report looked at three years of data on high cost Medicaid users. It appears that investments in housing, among other areas, can have a significant impact on health outcomes and costs. Mr. Williams shared some of these outcomes among which the top decile of enrollees had average Medicaid savings of \$23,000 to \$52,000 per person per year, and there was a 15% reduction in overall Medicaid health expenditure.

Ms. Glassman commented that OTDA has seen similar results.

**OTDA:** Mr. Umholtz reported that the HHAP RFP was released earlier that week. Proposals will be accepted starting June 23<sup>rd</sup>. There will also be a webcast on June 15<sup>th</sup> at 1:30PM.

**New/Other Business:**

The next HHAC Board meeting is scheduled to take place on Wednesday, August 30, 2017, at the Media Service Center Studio, Albany, New York, at 1:30pm.

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

**Adjournment:**

Ms. Glassman adjourned the meeting at 2:11pm

**77<sup>th</sup> HHAC BOARD MEETING MINUTES**  
**Meeting date: August 30, 2017**

**Call to order:**

The 177th meeting of the Homeless Housing and Assistance Corporation (HHAC) was held at the NYS Media Service Center (MSC), Albany, New York on August 30, 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:**

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:**

Linda Glassman	OTDA Assistant Deputy Commissioner
Barbara Roff	HHAC President
Dana Greenberg	HHAC Vice President
Brenda McAteer	HHAC Secretary
Bethany Bennett	HHAC Assistant Secretary
Scott Kunkler	HHAC Comptroller
Michael Washburn	HHAC Assistant Comptroller
Barbara Guzman	OTDA Office of Legal Affairs (OLA)
Lesley Stefan	OTDA OLA
John Siniapkin	HHAC Assistant Treasurer
Richard Umholtz	OTDA Director, Bureau of Housing and Support Services

**15. Approval of minutes**

Ms. Guinn requested a motion to approve the minutes from the June 7, 2017, HHAC Board meeting. Mr. Hebner made the motion, which was seconded by Ms. Guinn. The motion carried.

**16. 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 July 31, 2017. There were 57 projects in various stages of development. Twenty-six of these projects were in construction, one of which was over 90% complete. Furthermore, 39% 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 47% were in the rest of the state.

Project-Related Milestones

Final Award Agreements

The Center for Community Alternatives, Inc. (CCA), with supporting organization the Syracuse Housing Authority (SHA)/Freedom Commons LLC (2015-032/HC00909), executed a Final Loan Agreement on May 17, 2017. The project will have 54 units of permanent housing for families and singles in Syracuse with nine units serving single adults and families with criminal justice

involvement. Three additional HHAP units are emergency units, consisting of 11 beds. The project received an award reservation of \$2,700,000 in HHAP funds. Additional development funding includes Low Income Housing Tax Credits (LIHTC), Medicaid Redesign Team funds (MRT) and Housing Trust Fund (HTF) all through NYS Homes and Community Renewal (HCR); a deferred developer's fee; and a New York State Energy Research and Development Authority (NYSERDA) grant. The total project cost is \$14,894,322. Brenda McAteer is the project manager.

New Destiny Housing Corporation/902 Jennings Street Owner LLC (2016-032/HC00915) executed a Final Loan Agreement on June 19, 2017. The project, located in the Bronx, will create 23 units of permanent housing for homeless families in a 42-unit project. The project received an award reservation of \$5,060,000 in HHAP funds. Other sources of development funding include HCR LIHTC and State Low-Income Housing Tax Credits (SLIHC), NYC Housing Preservation and Development (HPD) Supportive Housing Loan Program (SHLP), a NYC Employees' Retirement System (NYCERS) loan, a deferred developer's fee and a NYSERDA grant. The total project cost is \$26,052,156. Brenda McAteer is the project manager.

Postgraduate Center for Mental Health (PCMH)/PCMH Gates, L.P. (2016-019/HC00913) executed a Final Loan Agreement on May 12, 2017. The project will contain 68 studio units of permanent housing, 48 of which will be HHAP units serving single adults living with severe and persistent mental illness. The project received an award reservation of \$2,993,268 in HHAP funds. Kim Smith is the project manager.

Project Renewal, Inc./10 Minerva Place L.P.(2016-030/HC00918) executed a Final Loan Agreement on June 29, 2017. Seventy-one of the 118 building units are HHAP units for families and singles. The population to be assisted includes: chronically homeless families in which the head of household suffers from a serious and persistent mental illness or a co-occurring mental illness and substance use disorder; homeless single adults who have completed a course of treatment for a substance use disorder; and chronically homeless single adults who are living with HIV/AIDS or who suffer from co-occurring serious and persistent mental illness and a substance use disorder. The project received an award reservation of \$6,222,012 in HHAP funds. Other sources of development funding include: HPD and NYC Housing Development Corporation (HDC), Deutsche Bank and TD Bank, bringing the total project cost to \$58,864,080. Pam Cotterell is the project manager.

West Side Federation for Senior and Supportive Housing, Inc. (WSFSSH)/ Mill Brook Terrace, L.P. (2016-033/HC00917) executed a Final Loan Agreement on June 29, 2017. The project, Mill Brook Terrace, will create 159 units of permanent housing for seniors, of which 48 will be homeless units. The project received an award reservation of \$3,120,000 in HHAP funds. Additional development funding sources include; HPD LIHTC, Extremely Low and Low-Income Affordability Program (ELLA) and Senior Affordable Rental Apartments (SARA) programs, and HDC bond financing. The total development cost is \$84,593,816. Michael Washburn is the project manager.

#### Completed

CAMBA Housing Ventures (CAMBA)/Van Dyke (2014-002/HC00848) obtained a Temporary Certificate of Operation (TCO) on July 26, 2017, and has begun the rent-up process. The project contains 30 units of permanent housing for chronically homeless families or families that are at serious risk of becoming chronically homeless where the head of household has mental illness, a substance use disorder, or other disabling medical condition. The project received an award reservation of \$6,000,000 in HHAP funds. The total project cost of \$55,890,969 was met with tax-

exempt bond financing from HDC, HPD ELLA, NYS HCR Working Families, a NYSERDA grant, and 4% LIHTC from HPD. Dana Greenberg is the project manager.

Concern for Independent Living, Inc. (Concern)/ Concern Middle Island LLC (2013-030/HC00839) received their Certificate of Occupancy (CofO) on July 3, 2017. The project created 50 units of permanent supportive housing for homeless single adults with psychiatric disabilities and a history of high Medicaid usage. The project received an award reservation of \$7,500,000 in HHAP MRT funds. Other development funding included an HFA 1<sup>st</sup> Mortgage, HFA Subsidy Loan, LIHTC equity, State LIHTC equity, NYS Office of Mental Health (OMH) Project Development Grant (PDG), a Suffolk County Loan, Bank of America Subsidy Loan, a Sponsor Loan and deferred developers fee, for a total development cost of \$51,925,883. Scott Kunkler is the project manager.

Finger Lakes Community Development Corporation (FLCDC)/ 5251 Parkside Limited Partnership (2014-030/HC00853) received a TCO in July 19, 2017. The project received an award reservation of \$3,000,000 in HHAP funds. Paired with HOME funds and LIHTC from HCR, a NYSERDA grant and deferred developer's fee, the project created 48 units of permanent housing for homeless veterans and their families in Canandaigua, Ontario County. The total project cost was \$11,010,149. Matt Ciulla is the project manager.

People Inc./ Highland Avenue L.P. (2013-029/HC00858) received a CofO on May 15, 2017. The project created 38 units of permanent housing, including nine units for homeless individuals living with traumatic brain injury (TBI) or a developmental disability. The project received an award reservation of \$1,907,120 in HHAP funds. The total project cost was \$10,557,969 with other funding from State and Federal LIHTC equity and HOME funds from HCR, a NYSERDA grant, a deferred developer's fee, Federal Home Loan Bank (FHLB) and an Office for People with Developmental Disabilities (OPWDD) Capital/ First Niagara Bank Loan. Gregg Bell is the project manager.

#### Events and Ceremonies

Breaking Ground and Comunilife/La Central Supportive L.P. (2016-025/HC00919) held a groundbreaking ceremony on July 24, 2017. La Central Supportive L.P. executed a Final Loan Agreement on June 29, 2017 to develop La Central Supportive Housing Residence in the Bronx. Ninety-seven of 161 units are homeless units for singles and families. Twenty of the HHAP units will be set-aside for individuals who are chronically homeless and 77 units will be set-aside for those who are homeless and living with HIV/AIDS. The project received an award reservation of \$5,900,000 in HHAP funds and other financing sources included HFA Bond financing and 4% LIHTC, HFA Supportive Housing Opportunity Program (SHOP), accrued interest, HPD SHLP, owner equity and a deferred developer's fee, for a total project cost of \$67,006,528. Amanda Diller is the project manager.

Westhab, Inc./BAY House (HHAP ID# 2013-007/HC00823) held a ribbon cutting ceremony on July 27, 2017. The project will provide 16 beds of transitional housing for young adults ages 18-24 in two semi-detached townhouse buildings in Yonkers, Westchester County. HHAP was the only source of development funding in the amount of \$3,222,563. Bethany Bennett is the project manager.

There was no further discussion or comment.

Mr. Hebner made a motion to accept the VP Report which was seconded by Ms. Guinn. The motion carried.

## **17. Treasurer's Report**

Mr. Siniapkin 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 \$39,625,441.26. Included in this figure was \$22,694,995.09 in Medicaid Redesign Team (MRT) funds and \$7,858,003.54 in Mortgage Insurance Funds (MIF).

Mr. Hebner asked if the interest earned (\$102,487,000) was just for this period. Mr. Siniapkin responded that it was for a three-month period. Mr. Hebner commended Mr. Siniapkin and Ms. Martin for their decision to invest funds as it had yielded over \$300,000 in the past year.

There was no further discussion or comment.

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

## **18. A Resolution of the Homeless Housing and Assistance Corporation Regarding Certain SEQRA Classifications and Findings**

Mr. Kunkler listed the following projects:

- 2016-037 Housing Visions - Winston Gaskins Homes
- 2017-008 Southern Tier Environments for Living (STEL) – Dunkirk
- 2016-036 Orange County Safe Homes Project, Inc. dba Safe Homes of Orange County - Sunrise Cottage
- 2017-002 Tompkins Community Action - Amici House

Mr. Kunkler explained that the first three projects are classified as Unlisted. The fourth, Tompkins Community Action, was classified as a Type I because the action exceeded a Type I threshold established by an involved agency, in this case the City of Ithaca Planning Board, which acted as lead agency on a coordinated review.

It was determined that none of the projects will result in any significant adverse environmental impact and therefore a negative declaration for each was recommended.

There was no further discussion or comment.

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

## **19. 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 \$11,434,498 in HHAP funds, to the following organizations:

- CAMBA (Hegeman) - \$5,498,735
- Western NY Veteran's Housing Coalition, Inc. - \$1,318,316
- Cazenovia Recovery Systems - \$4,617,447

Ms. Roff noted that Cazenovia Recovery Systems was approved at a lesser amount than requested based upon the identification of several project costs that are ineligible for HHAP funding.

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

- Albany Housing Coalition, Inc.
- YWCA of the Niagara Frontier

Technical assistance will be offered to these organizations.

Ms. Roff also stated that following approval of the HHAP funding recommendations at this Board meeting, a remaining uncommitted appropriation balance of \$30.5 million for 2017-18 may be utilized for future HHAP awards and/or HHAC's operating expenses. It was noted that of the \$32.5 million awarded to date, all has been awarded to permanent supportive housing and will produce 297 units.

As of the date of the board meeting, there were six applications under review requesting approximately \$21.6 million.

Ms. Guinn reiterated that proposals not recommended for funding can reapply with the same project. Mr. Umholtz added that any one applicant can submit twice in any one state fiscal year.

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

### **Agency Reports:**

#### **OMH:**

Mr. Hebner reported:

- That the Empire State Supportive Housing Initiative (ESSHI) applications were under review.
- The ESSHI workgroup continues to move projects with existing 2016 ESSHI conditional awards to committed status as projects secure capital. Those 2016 awards were to expire the following week. Presumably those applicants that had not yet secured capital reapplied to the 2017 ESSHI RFP. As of the date of the board meeting 984 of the 1,200 available units under the 2016 round had been committed.
- OMH is also working on other RFPs, that were anticipated to be released over the following weeks and months, including an RFP for 100 scattered site supportive housing beds in NYC and Long Island. In upstate areas, OMH typically allocates beds directly to the counties using a State Aid letter rather than by OMH RFP, and notifications were issued to counties allocating an additional 168 supportive housing beds.

#### **OASAS:**

Mr. Williams reported the following:

- OASAS was grateful to Rick Umholtz and Dana Greenberg, who with Sean Fitzgerald and Darren Scott from HCR, went to OASAS and conducted a capital development presentation for providers across the state. Mr. Umholtz commented that the presentation

appeared to be well attended with about 50-60 providers. Mr. Williams added that this represented participation from 30 counties. Mr. Umholtz remarked that the presentation was televised to New York City and there was a large audience there who were then also able to ask questions.

- OASAS plans to reach out to HPD to conduct a similar capital development presentation for the NYC area. There was discussion regarding the best person to contact to move that forward.
- Mr. Williams stated that OASAS has made a commitment to predevelopment funding for OASAS providers with a conditional award in ESSHI round two. It is hoped that this will spur development.

**OTDA:**

Mr. Umholtz observed:

- That there was an increase in ESSHI applications this round with approximately 180 applications under review.
- Additionally, Mr. Umholtz reported that the New York State Supportive Housing Program (NYSSHP), would release an RFP shortly. This will be for new applications. Those projects currently under contract will not need to apply unless they have increased their supportive housing stock and will need funding for the additional units.

**New/Other Business:**

The next HHAC Board meeting is scheduled to take place on Wednesday, October 4, 2017, at the Media Service Center Studio, Albany, New York, at 1:30pm.

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

**Adjournment:**

Ms. Guinn adjourned the meeting at 2:00PM.

**178<sup>th</sup> HHAC BOARD MEETING MINUTES - Amended**  
**Meeting date: October 4, 2017**

**Call to order:**

The 178th meeting of the Homeless Housing and Assistance Corporation (HHAC) was held at the NYS Media Service Center (MSC), Albany, New York on October 4, 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), 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:**

Linda Glassman	OTDA Assistant Deputy Commissioner
Barbara Roff	HHAC President
Dana Greenberg	HHAC Vice President
Brenda McAteer	HHAC Secretary
Bethany Bennett	HHAC Assistant Secretary
Michael Washburn	HHAC Assistant Comptroller
Barbara Guzman	OTDA Office of Legal Affairs (OLA)
Simone Demelo	OTDA OLA
John Siniapkin	HHAC Assistant Treasurer
Richard Umholtz	OTDA Director, Bureau of Housing and Support Services
Matthew Ciulla	HHAP Project Manager

**20. Approval of minutes**

Ms. Guinn requested a motion to approve the minutes from the August 30, 2017, HHAC Board meeting. Mr. Fitzgerald made the motion, which was seconded by Ms. Guinn. The motion carried.

**21. 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 August 31, 2017, when there were 60 projects in various stages of development. Twenty-eight of these projects were in construction, three of which were over 90% complete. Furthermore, 40% of the projects in development at that time were in New York City, 13% were in the suburban regions of Westchester, Nassau and Suffolk counties, and the remaining 47% were in the rest of the state.

Project-Related Milestones

Final Loan Agreements

Housing Visions Consultants, Inc./Ethel T. Chamberlin, LLC (HC00921/2015-033) executed a Final Loan Agreement on August 30, 2017. The project, located in Syracuse, will create 16 units of permanent housing for homeless families and one emergency congregate unit with 15 beds for

single homeless women. The project received an award reservation of \$3,771,676 in HHAP funds. Other sources of development funding include NYS Housing Plan Program, HOME funds and Urban Initiative funds through NYS Homes and Community Renewal; federal and state Historic Tax Credits and developer equity. The total development cost is \$7,840,409. Bethany Bennett is the project manager.

There was no further discussion or comment.

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

## **22. Treasurer's Report**

Mr. Siniapkin 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 \$49,521,632.21. Included in this figure was \$19,813,630.47 in Medicaid Redesign Team (MRT) funds and \$7,151,970.25 in Mortgage Insurance Funds (MIF).

Mr. Fitzgerald asked if the recent draw was from MRT funds and Mr. Siniapkin responded that it was from general funds.

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

## **23. A Resolution of the Homeless Housing and Assistance Corporation Regarding Certain SEQRA Classifications and Findings**

Mr. Ciulla listed the following projects:

- 2016-021 Cayuga Seneca Community Action Agency - Waterloo
- 2017-010 CAMBA Housing Ventures - Hegeman
- 2017-007 The Bridge – Park Avenue Apartments
- 2016-006 Polish Community Center of Buffalo (dba Lt. Col. Matt Urban Center) – Hope House

Mr. Ciulla explained that the first three projects are classified as Unlisted as they will not result in any significant adverse environmental impact and a Negative Declaration is recommended. The fourth, Polish Community Center, 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 environmental impacts upon compliance with the State Historic Preservation Office's requirements.

There was no further discussion or comment.

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

## **24. 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 four awards from the SFY 2017-18 funding round, totaling \$17,160,769 in HHAP funds, to the following organizations:

- Oswego County Opportunities, Inc.- \$3,134,500
- Center for Urban Community Services - \$7,750,000
- Buffalo Federation of Neighborhood Centers, Inc. - \$3,426,269
- SCAP, Inc. dba Arbor Housing and Development - \$2,850,000

Ms. Roff also stated that following approval of the HHAP funding recommendations at this Board meeting, a remaining uncommitted appropriation balance of \$13.3 million for 2017-18 will be utilized for future HHAP awards and/or HHAC's operating expenses. It was noted that all of the \$49.7 million in awards to date, have been awarded to permanent supportive housing and will produce 444 units.

As of the date of the board meeting, there were five applications under review requesting approximately \$24.4 million.

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

### **Agency Reports:**

#### **HCR:**

Mr. Fitzgerald stated that:

- HCR was in the process of providing technical assistance in connection with its annual Unified Funding round. The request for proposals for the funding round was issued in the middle of August. Three application deadlines have been established: an early award deadline of October 5<sup>th</sup>; an ESSHI early award deadline in the first week of November; and a standard round deadline in the first week of December for all other applications.
- The Agency has had a number of supportive housing specific marketing efforts including one that involved HHAC staff targeting OASAS providers.
- HCR also recently performed technical assistance for Supportive Housing Network of New York members serving the eastern part of NYS.

#### **OASAS:**

Mr. Williams reported the following:

- With the ESSHI Round One providers locked in and the recent Round Two conditional awardees OASAS could potentially have over 500 units of housing for people with substance use disorders (SUD) across the state.
- OASAS is also supporting the Round Two ESSHI endeavor by making available pre-development funding to providers that will bring on units targeting homeless families and single adults with SUD. The OASAS providers may request up to \$50,000 using the formal request application on the OASAS Housing website.

**OTDA:**

Mr. Umholtz stated that:

- The ESSHI Round Two conditional awards for over 169 projects were issued in mid-September. OTDA has actively engaged with the OTDA specific awardees and had a kick-off meeting to walk them through the contracting process.
- As of October 5, 2017, HHAC has suspended accepting applications for permanent, transitional and emergency housing projects, with the exception of those applications under the new provision of the RFP to facilitate repairs in emergency shelters.
- OTDA released the New York State Supportive Housing Program (NYSSHP) RFP, with questions and answers to be posted by October 10<sup>th</sup> and applications due by October 25, 2017.

Ms. Guinn reiterated that OTDA would encourage any shelters, outside of the NYC area, that need assistance with repairs to submit an HHAP application.

Mr. Umholtz reminded the audience that HHAC would continue to offer technical assistance on applications through the concept paper process.

**New/Other Business:**

The next HHAC Board meeting is scheduled to take place on Wednesday, December 6, 2017, 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 Ms. Guinn. The motion carried.

**Adjournment:**

Ms. Guinn adjourned the meeting at 1:52PM.

## 179<sup>th</sup> 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

### 25. 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.

### 26. 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.

## **27. 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 5<sup>th</sup>, 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 24<sup>th</sup>.
- 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 14<sup>th</sup>. 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.

**180<sup>th</sup> 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 Tempro Development Company in Rochester were recommended for funding at the maximum amount of \$100,000 allowed under the RFP for existing emergency shelter repairs. Tempro 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.

### **3. 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 20<sup>th</sup>, 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 NYSEDA 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.