

---

## Authorities Budget Office Policy Guidance



---

### Authority Mission Statement and Performance Measurements

#### **Name of Public Authority:**

New York State Homeless Housing and Assistance Corporation

#### **Public Authority's Mission Statement:**

The mission of the Homeless Housing and Assistance Corporation (HHAC) is to address homeless issues throughout New York State, by funding a broad range of housing options for the diverse homeless populations in the state's urban, suburban and rural areas. HHAC provides capital grants and loans to not-for-profit corporations, charitable and religious organizations and municipalities to acquire, construct, or rehabilitate housing for persons who are unable to secure adequate housing without special assistance.

#### **Date Adopted:**

May 11, 2010

#### **List of Performance Goals (If additional space is needed, please attach):**

- 1) HHAC will administer the HHAP in as an efficient manner as possible in order to achieve the statutory intent of the program, as measured by the number of housing units (or beds) funded and which become operational annually.
- 2) HHAC will monitor contract compliance as measured by the degree to which funded homeless projects are compliant with the following aspects which are specified in the grant agreement:
  - a. Housing the appropriate homeless population;
  - b. Providing support services, as required; and
  - c. Properly maintaining the project premises.

**Additional questions:**

- 1. Have the board members acknowledged that they have read and understood the mission of the public authority?**

Yes. Board Members passed a resolution on May 11, 2010 which approved the Mission Statement and the submission of the Mission Statement to the ABO. If the ABO accepts the Mission Statement without any revisions, the Members will adopt the Mission Statement as the official mission statement of the Corporation.

- 2. Who has the power to appoint the management of the public authority?**

The Homeless Housing and Assistance Corporation (HHAC) was established to administer the Homeless Housing and Assistance Program (HHAP) and is a subsidiary of the New York State Housing Finance Agency (HFA). By statute, the Board of Members is made up of the Commissioner of OTDA, the Chairperson of HFA, and a third member designated by the Commissioner of OTDA.

The HHAC board does not appoint the management of HHAC. HHAC and OTDA have entered into a Services Agreement authorizing OTDA to administer HHAP. Therefore "management" of HHAC consists of OTDA management. While HHAC Officers are approved by the board annually, the Officers are OTDA employees who are appointed to various board positions based on their function within OTDA.

- 3. If the Board appoints management, do you have a policy you follow when appointing the management of the public authority?**

Not applicable; see response #2 above.

- 4. Briefly describe the role of the Board and the role of management in the implementation of the mission.**

The Board has general responsibility for the program, including authorizing HHAC Officers to execute contracts, notes, mortgages, intercreditor agreements and other instruments and may delegate a portion of its authority to a single member or officer. Within OTDA's Bureau of Housing and Shelter Services, the Capital Development Unit is responsible for managing the development of HHAP projects while the Asset Management Unit is responsible for overseeing operational projects.

- 5. Has the Board acknowledged that they have read and understood the responses to each of these questions?**

Yes, please see attached resolution adopted by the HHAC Board on May 11, 2010.

**STATE OF NEW YORK  
HOMELESS HOUSING AND ASSISTANCE CORPORATION**

**A RESOLUTION OF THE HOMELESS HOUSING AND ASSISTANCE CORPORATION  
APPROVING A MISSION STATEMENT AND PERFORMANCE MEASURES**

WHEREAS, Chapter 215 of the Laws of 1990 created and established the Homeless Housing and Assistance Corporation (hereinafter "Corporation"), as codified at Section 45-c of the Private Housing Finance Law, pursuant to which the Corporation is authorized to administer the Homeless Housing and Assistance Program (hereinafter "HHAP"); and

WHEREAS, pursuant to the recently revised Public Authorities Law § 2800 (1)(a)(3), the Corporation will hereinafter be required to submit a mission statement, and performance measures demonstrating how the Corporation is achieving its mission statement, along with the Corporation's usual annual reports to the Governor, the Chairman and Ranking Minority Member of the Senate Finance Committee, the Chairman and Ranking Minority Member of the Assembly Ways and Means Committee, the State Comptroller, and the Authorities Budget Office ("ABO"); and

WHEREAS, the Corporation has drafted a proposed mission statement (the "Mission Statement") for the consideration of the Members of the Corporation; and

WHEREAS, the Corporation has drafted proposed performance measures (the "Performance Measures") for the consideration of the Members of the Corporation; and

WHEREAS, the ABO has requested that the Corporation submit to the ABO the Authority Mission Statement and Performance Measurements form and questionnaire attached hereto (the "ABO Form"), including the Mission Statement, the Performance Measures, and responses to certain other questions posed by the ABO, and

WHEREAS, after approval by the Members of the Corporation, the Corporation will submit the ABO Form to the ABO for the ABO's approval; now therefore be it

RESOLVED, by the Members of the Corporation, as follows:

Section 1. The Members hereby acknowledge that they have read and understand the Corporation's responses to each of the questions posed on the ABO Form.

Section 2. The Members acknowledge that they have read and understand the Mission Statement, and hereby approve the Mission Statement and the Performance Measures and the submission of both the Mission Statement and the Performance Measures to the ABO. If the ABO accepts the Mission Statement without any revisions, the Members hereby adopt the Mission Statement as the official mission statement of the Corporation. If the ABO accepts the Performance Measures without any revisions, the Members hereby adopt the Performance Measures as the official performance measures of the Corporation.

Section 2. This resolution shall take effect immediately.