

# **DRAFT - 192nd HHAC Board Meeting Minutes**

## **Meeting date: June 3, 2020**

### **Call to Order:**

The 192nd meeting of the Homeless Housing and Assistance Corporation (HHAC) was held via WebEx and webcast by the NYS Media Service Center (MSC), in Albany, New York at 1:30 p.m. on June 3, 2020. The meeting was called to order by the Board Chair, Commissioner Michael P. Hein of the NYS Office of Temporary and Disability Assistance (OTDA).

Commissioner Hein explained that due to the need for social distancing during the COVID-19 epidemic, the meeting was held by WebEx instead of the usual video broadcast. He clarified that this particular meeting was the Corporation's annual meeting where the comptroller would present reports to be filed with the Public Authorities Budget Office. HHAC's Annual Audit Report was also on the agenda.

He then welcomed three new Board designees: Nicole Ferreira, Julie Duncan, and Esteban Ramos. Ms. Ferreira was representing Board Member Kenneth Adams, Chairman of the NYS Housing Finance Agency (HFA). Ms. Ferreira is the Senior Vice President of Multifamily Finance & Development at NYS Homes and Community Renewal (HCR). Julie Duncan was representing Board Member Commissioner Ann Marie T. Sullivan of the Office of Mental Health (OMH) and had previously served as designee on occasion. Esteban Ramos was representing Advisory Board Member Commissioner Arlene Gonzales-Sánchez of the Office of Addiction Services and Supports (OASAS). Mr. Ramos is the Special Assistant to the Commissioner, Emergency Response Manager, and Director of the Bureau of Housing Services at OASAS. Commissioner Hein then thanked Henri Williams, who had recently retired, for his years of service as OASAS' designee to the Board.

### **Members in Attendance:**

As above and,

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
Amanda Diller	HHAC Assistant Secretary
Barbara Guzman	OTDA Division of Legal Affairs (DLA)
Leslie Stefan	OTDA DLA
Linda Glassman	Deputy Commissioner of Housing, Refugee Services and Disability Determinations
Rick Umholtz	Director, OTDA Bureau of Housing and Support Services
Matthew Ciulla	HHAP SEQRA Officer

## **Items of Discussion**

### **Approval of Minutes**

Commissioner Hein requested a motion to approve the minutes from the 191<sup>st</sup> members meeting held on February 3, 2020. Ms. Duncan made the motion, which was seconded by Ms. Ferreira. The motion carried.

### **Vice President's (VP) 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 April 30, 2020, when there were 73 projects in various stages of development. Thirty-nine of these projects were in construction, eight of which were over 90% complete. Furthermore, 26% of the projects in development at that time were in New York City, 22% were in the suburban regions of Westchester, Nassau and Suffolk counties, and the remaining 52% were in the rest of the state.

### **Project-Related Milestones**

#### **Amendment to a Final Loan Agreement (FLA)**

Westhab, Inc. (I-62 /HC00098) executed an Assignment and Assumption Agreement of Final Loan Agreement (FLA) and related documents for a project previously owned by The Sharing Community (TSC)/Locust Hill L.P., effective March 17, 2020. The project, located in Yonkers, provides 20 units of permanent supportive housing (PSH) and has one additional market-rate unit. Ten units are reserved for individuals living with HIV/AIDS and/or families where the head of household is living with HIV/AIDS. First preference for the other ten units will be given to those living with HIV/AIDS. Secondary preference will be given to families and individuals diagnosed with mental illness and/or substance use disorder (SUD). Rachel Gaffey is the project manager.

#### **Final Award Agreements (FAA) and FLA**

- Bethany House of Nassau County Corporation (Bethany House) (2018-056S/HC00989) executed a Final Award Agreement (FAA) on February 24, 2020. Bethany House received a \$90,000 HHAP award reservation in July 2019 for emergency shelter repairs to a 33-bed shelter for women and children in Roosevelt. Repairs include upgrades to the HVAC system and repair and replacement of the floor tiles. HHAP is the only source of development funding. Elaine Houlihan is the project manager.
- Bethany House (2018-059S/HC00990) executed an FAA on February 24, 2020. Bethany House received a \$40,000 HHAP award reservation in July 2019 for emergency shelter repairs to a 19-bed shelter for women and children in Roosevelt. Repairs include upgrades to the HVAC system and repair and replacement of the floor tiles. HHAP is the only source of development funding. Elaine Houlihan is the project manager.

- Bethany House (2018-060S/HC00991) executed an FAA on February 24, 2020. Bethany House received a \$100,000 HHAP award reservation in July 2019 for emergency shelter repairs to a 33-bed shelter for women and children in Baldwin. Repairs include adding an outside staircase to provide a second means of egress to the second floor and upgrading the HVAC system. HHAP is the only source of development funding. Elaine Houlihan is the project manager.
- Lakeview Health Services, Inc. (LHS)/ West End Heights, LLC (2018-007) executed an FLA on April 15, 2020. LHS received a \$3,750,000 HHAP award reservation in October 2018 for the new construction of 18 units of PSH for homeless individuals in Ithaca. Ten units will be for individuals with a serious mental illness (SMI), six units for individuals with a SUD and two units for individuals living with HIV/AIDS. This is part of a larger 60-unit project. An additional 20 units are reserved for individuals with SMI and will be licensed by the NYS Office of Mental Health (OMH). The remaining 22 units will be available to income-eligible members of the community. Other sources of development funding include Low Income Housing Tax Credit (LIHTC) equity and Supportive Housing Opportunity Program (SHOP) funds through NYS Homes and Community Renewal (HCR), Tompkins County, OMH Capital, New York State Energy Research and Development Authority (NYSERDA) funding, and a deferred developer's fee. The total project cost is \$21,711,656. Amanda Diller is the project manager.
- St. Paul's Center, Inc. (St. Paul's) (2018-027/HC00987) executed an FAA on March 6, 2020. St. Paul's received a \$2,406,037 HHAP award reservation in October 2018 for the new construction and rehabilitation of two adjacent sites with nine units of PSH for families. The Lee Dyer Family Apartments will have five units reserved for homeless families where the head of the household is living with a SMI, three units for homeless young adults ages 18-25, and the last unit is for a family living with a SUD. One unit will be reserved for an on-site property manager. Other sources of development funding include the Federal Home Loan Bank (FHLB), The Community Home Loan Fund (CHLF), sponsor funds from a capital campaign and local foundations. The total project cost is \$2,971,750. Michael Riley is the project manager.
- The Salvation Army (2017-027/HC00984) executed an FAA on February 11, 2020. The Salvation Army received an HHAP award reservation of \$100,000 in February 2018 for emergency shelter repairs to an 81-bed shelter for families in Syracuse. Repairs include replacing 42 windows and improving the HVAC system efficiency and operation. The Salvation Army is also providing funding for a total project cost of \$270,565. Michael Washburn is the project manager.
- Warren-Washington Association for Mental Health (WWAMH) (2018-033/HC00988) executed an FAA on March 11, 2020. WWAMH received a \$5,799,892 HHAP award reservation in December 2018 for the new construction of 28 units of PSH for homeless families and individuals, and six transitional units for homeless individuals in Warren and Washington Counties. All units are HHAP and include four units for survivors of domestic violence, 14 units for individuals with SMI, six units for chronically homeless households, and four units for households headed by homeless youth. The sponsor received an

additional \$511,803 in the form of an HHAP loan to cover additional project costs that is expected to be fully repaid upon receipt of FHLB funds. Other sources of development funding include NYS OMH Program Development Grant (PDG) and NYSERDA incentives for a total project cost of \$6,459,681. Martin Robinson is the project manager.

- YWCA of the Niagara Frontier (2018-009) executed an FAA on April 24, 2020. The YWCA received a \$1,448,166 HHAP reservation in October 2018 for the substantial rehabilitation and conversion of a former YWCA agency building to PSH units. The project will provide eight units for homeless single women who are survivors of domestic violence and four units for low-income single women who are making under 60% AMI. This building will also house the YWCA's administrative offices and commercial space. Other funding sources include NYS Housing Trust Fund (HTF) and NYS Community Investment Fund (CIF) from HCR, NYS Empire State Development Smart Growth Fund, Main Street, and a Yahoo grant. The total development cost is \$3,548,456. Michael Washburn is the project manager.

### **Completed Projects**

- Breaking Ground and Comunilife / La Central Supportive LP (2016-025/HC00919) obtained a Certificate of Occupancy (CofO) on April 21, 2020. Breaking Ground received a \$5,900,000 HHAP award reservation in December 2016 to develop 97 units of PSH for homeless singles in the Bronx. This is part of a larger 161-unit project. Twenty-nine units are reserved for individuals who are chronically homeless, and 68 units are reserved for individuals who are chronically homeless and living with HIV/AIDS. The remaining 63 units are designated as low-income community units for single adults with incomes at or below 60% AMI. One additional unit is set-aside for the live-in superintendent. Other sources of development funding include NYS Housing Finance Agency (HFA) Bond financing and 4% LIHTC, HCR SHOP, accrued interest, NYC Housing Preservation and Development (HPD) Supportive Housing Loan Program (SHLP), NYC Office of Environmental Remediation (OER), and a deferred developer's fee, for a total project cost of \$67,006,528. Amanda Diller is the project manager. This project also received referrals as part of the Metropolitan Transportation Authority (MTA) Subway Outreach Initiative.
- Cayuga/Seneca Community Action Agency (CSCAA) (2016-021/HC00935) completed rent-up of this project on December 31, 2019. CSCAA received an HHAP award reservation of \$1,043,899 in January 2017 to develop nine units of transitional housing for single homeless women in Waterloo. The Community Development Block Grant (CDBG) also provided funding for a total project cost of \$1,428,899. Michael Washburn is the project manager.
- The Doe Fund, Inc. (TDF)/ Rogers Apartments LLC (2015-002/HC00857) received a Temporary Certificate of Occupancy (TCO) on January 10, 2020. TDF received a \$5,133,891 HHAP award reservation in August 2015 for the new construction of an eight-story apartment building in Brooklyn. The project, Crystal Tower, will create 74

units of PSH for NY/NY III Population H, of which 69 are HHAP units, and 49 affordable/low-income units at 50% and 60% of AMI. Additional development funding sources include bond financing through NYC Housing Development Corporation (HDC), NYC HPD LIHTC equity and SHLP, HDC's Extremely Low and Low-Income Affordability Program (ELLA), Reso A funds, NYSERDA and a deferred developer's fee. The total project cost is \$57,570,028. Brenda McAteer is the project manager.

- West Side Federation of Senior and Supportive Housing (WSFSSH) 2016-033/HC00917 obtained a TCO on December 31, 2019. WSFSSH received a \$3,120,000 HHAP award reservation in February 2017, for the new construction of 48 units of PSH for homeless individuals over the age of 55. This is part of a larger 159-unit /nine-story apartment building in the Bronx. The remaining 110 units at Mill Brook Terrace will serve a low-income population. There is also one unit for a live-in superintendent. Additional development funding sources include NYC HPD LIHTC equity, ELLA and Senior Affordable Rental Apartments (SARA) programs, and NYC HDC bond financing. The total project cost is \$84,593,816. Michael Washburn is the project manager.

## **Events and Ceremonies**

- Finger Lakes United Cerebral Palsy, Inc. (FLUCP) (2018-005/HC00982) executed an FLA on January 24, 2020. On February 21, 2020, FLUCP held a Groundbreaking Ceremony attended by Lieutenant Governor Kathy Hochul. FLUCP received a \$1,962,500.00 HHAP award reservation in October 2018 for the new construction of nine units of PSH for homeless individuals in two buildings in Canandaigua. Five units will be reserved for individuals with a history SUD and four units for homeless individuals over the age of 55. The remaining 21 units will be affordable to members of the community. Other sources of development funding include LIHTC equity and SHOP funds from HCR, FHLB, sponsor equity, NYSERDA funds and a deferred developer's fee, for a total project cost of \$9,760,650. Connie Adsitt is the project manager.
- Unique People Services, Inc. (UPS)/ 2050 G.C., L.P. (2018-015/HC00975) held a groundbreaking ceremony on January 16, 2020, attended by Lieutenant Governor Kathy Hochul. UPS received a \$5,500,000 HHAP award reservation in October 2018 for the new construction of 58 units of PSH for homeless individuals in the Bronx. These 58 HHAP units include 30 units for single adults living with HIV/AIDS and 28 units for single adults living with an SMI. An additional 23 units will be reserved for households with incomes less than 60% AMI and 14 units for households with incomes less than 80% AMI. There will be one unit for a live-in superintendent, for a total of 96 units. Other sources of development funding include NYS HFA Bond financing, HTF and SHOP funds from HCR, a Local Initiatives Support Corporation (LISC) loan, NYSERDA funding, solar tax credit equity, a deferred developer's fee, and developer equity for a total project cost of \$61,384,026. Amanda Diller is the project manager.

The Vice President's Report also included a written update on the status of existing emergency

shelter repair awards.

There was no further discussion or comment.

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

## **Comptroller's Report**

Mr. Washburn explained that Public Authorities Law (PAL) requires State and Local Authorities to file specific financial and budgetary information with the Authority Budget Office (ABO), as well as to report property transactions, debt issuances, and other information on their operations. These reports must be submitted by June 30, 2020, which is 90 days after the end of HHAC's fiscal year, through the Public Authorities Reporting Information System (PARIS) and posted on the web site. The Law also required some documents to be approved by the Board prior to submitting the reports.

Mr. Washburn introduced Anthony Pezzino of EFPR Group, CPAs, PLLC to present the SFY 2019-20 Audit & Report for HHAC. Mr. Pezzino thanked the HHAC team for its assistance in completing the audit remotely. He then summarized the Report and the financial statements to the Board. Mr. Pezzino stated that no issues were identified in the financial statements and that the audit resulted in an "unqualified," also known as a clean opinion.

Mr. Washburn then presented the Annual Investment Report and the Schedule of Investments. He shared that there have been no changes in the Investment Policy from previous years but that there was a change on HHAC's Annual Investment Report and Schedule of Investments. This related to a change from the REPO (repurchase agreement) market to the money market. Rates were a little lower, but that the small change in yield can be attributed primarily to the macroeconomic environment, and not that of the change in investment vehicles.

The Comptroller reported that HHAC's Procurement Guidelines establish policy and instructions for the use, awarding, monitoring and reporting of procurement contracts. These guidelines also have not changed from previous years.

Mr. Washburn asked if there were any questions or comments.

The first resolution was introduced:

*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, and*

Commissioner Hein requested a motion to approve the reports. Ms. Duncan made the motion, which was seconded by Ms. Ferreira. The motion carried.

Mr. Washburn reported that the Guidelines for the Disposition of Property and the Report on the Disposition of Property had not changed from previous years. HHAC did not own nor dispose of any property during FY 2019-20

*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.*

Commissioner Hein requested a motion to accept the report on the disposition of property. Ms. Duncan made the motion, which was seconded by Ms. Ferreira. The motion carried.

### **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 \$20,868,954. Included in this figure was \$5,602,813 in Medicaid Redesign Team (MRT) funds and \$7,000,781. in Mortgage Insurance Funds (MIF).

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

### **A Resolution of the Homeless Housing and Assistance Corporation Requesting OTDA Administer Certain Funding**

Ms. Guzman explained that the most recent budget authorized and provided funds to HHAC to allocate to certain service programs administered by OTDA

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

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

Mr. Ciulla presented two projects to the Board. The first, DePaul Properties, Inc., Lock 7 Apartments, HHAP project number 2019-009, was classified as a Type I Action. The action exceeds a Type I threshold established by an involved agency – the City of Oswego Planning Board. The second project, Christopher Community, Inc., Grace Brown House Project, HHAP project number: 2019-017 was classified as Unlisted.

It was determined that these projects will not result in any significant adverse environmental impacts and therefore a Negative Declaration was recommended.

There was no further discussion or comment.

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

## **Agency Reports**

### **HCR**

Ms. Ferreira stated that she looked forward to serving on the Board. She reported that the multifamily finance 9% LIHTC RFP was to go out in May 2020, and that HCR was working through approvals to put the federal portion out later this month. She reported that HFA typically does quarterly bond issuances. The June bond issuance was delayed, and HFA is looking to do a July bond issuance which will include eight projects. Five of these eight projects are supportive housing projects.

### **OMH**

Ms. Duncan reported that earlier this year OMH issued an RFP for \$50M in capital funds for crisis residential programs and that OMH hopes to make awards shortly. OMH continues to work with the full ESSHI workgroup to finalize the draft RFP for Round 5.

### **OASAS**

Mr. Ramos noted that that in addition to being the Special Assistant to the Commissioner and the Emergency Response Manager at OASAS he is also the Director of Bureau of Housing Services. He pointed out that NYS OASAS rebranded from the Office of Alcoholism and Substance Abuse Services to the Office of Addiction Services and Supports. OASAS continues to participate in the Round 5 ESSHI process and is assisting Round 4 awardees to move forward with their projects.

### **OTDA**

Mr. Umholtz reported that due to the financial uncertainty related to the pandemic, release of the HHAP RFP for the 2020-2021 fiscal year was put on hold. Additionally, OTDA is seeking to not issue a new RFP for the New York State Supportive Housing Program (NYSSHP). All current grantees would be renewed for an additional year. Mr. Umholtz thanked all OTDA's community partners for keeping tenants safe during this time.

## **New/Other Business**

The next HHAC Board meeting is scheduled to take place on Wednesday, August 5, 2020, at the Media Service Center Studio in Albany, New York at 1:30 pm.



Commissioner Hein asked for a motion to adjourn the meeting. Ms. Duncan made the motion, which was seconded by Ms. Ferreira. The motion carried.

## **Adjournment**

Commissioner Hein adjourned the meeting at 2:33 PM

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HHAC Secretary