

# **DRAFT 194th HHAC Board Meeting Minutes**

## **Meeting date: December 2, 2020**

### **Call to Order:**

The 194th 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 December 2, 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).

### **Members in Attendance:**

Nicole Ferreira, Board Member Designee representing Board Member Kenneth Adams, Chairman of the NYS Housing Finance Agency (HFA); Julie Duncan, Board Member Designee representing Board Member Commissioner Ann Marie T. Sullivan of the Office of Mental Health (OMH); and Esteban Ramos, Advisory Board Member Designee representing Advisory Board Member Commissioner Arlene Gonzales-Sánchez of the Office of Addiction Services and Supports (OASAS).

#### Others in Attendance:

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

## **Items of Discussion**

### **Approval of Minutes**

Commissioner Hein requested a motion to approve the minutes of the 193rd HHAC Board Meeting that took place on August 5, 2020. Ms. Duncan made the motion, which was seconded by Ms. Ferreira. The motion carried.

### **Vice President's (VP) Report**

Ms. Greenberg presented the VP's Report and began with an overview of the status of all projects under development as of October 31, 2020, when there were 62 projects in various stages of development. Thirty of these projects were in construction, four of which were over 90% complete. Furthermore, 24% of the projects in development at that time were in New York City, 26% were in the suburban regions of Westchester, Nassau, and Suffolk counties, and the remaining 50% were in the rest of the state.

### **Project-Related Milestones**

#### **Pre-Construction Agreements (PCA)**

Step-by-Step (2019-011/HC00998) executed a PCA on July 31, 2020. Step-by-Step received a \$4,565,447 HHAP award reservation in October 2019 for the renovation of a former school into 20 units of permanent supportive housing (PSH) for homeless singles in Ogdensburg. The project will have 11 units for persons with severe mental illness (SMI), four units for ex-offenders/re-entry and three units for chronically homeless individuals. The renovation will create 18 studio apartments and two one-bedroom apartments for homeless couples. Other development funding sources include Step-by-Step and Federal Home Loan Bank (FHLB) of New York for a total project cost of \$5,255,447. Mike Washburn is the project manager.

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

- DePaul Properties, Inc. (DePaul) /DePaul Oswego, L.P. (2019-009) executed a FLA on September 30, 2020. DePaul received a \$6,650,000 HHAP award reservation in October 2019 which was later reduced at the request of the sponsor to \$3,580,000 for the new construction of 40 units of PSH in Oswego. Thirty of the HHAP units are set aside for homeless individuals living with a SMI and 10 units are set aside for homeless individuals over the age of 55. An additional 40 units will be reserved for low-income individuals and families with incomes at or below 60% of the Area Median Income (AMI), for a total of 80 units. The project will provide housing for both families and singles. Other sources of development funding include Low Income Housing Tax Credits (LIHTC) and Supportive Housing Opportunity Program (SHOP) and Housing Trust Fund (HTF) funding through Homes and Community renewal (HCR), a construction loan through Community Preservation Corporation (CPC), a Pre-Development Grant from OMH, New

York State Energy Research & Development Authority (NYSERDA) funds, FHLB and a deferred developer fee for a total project cost of \$25,986,569. Amanda Diller is the project manager. Ms. Greenberg noted that this project was the thousandth contract executed by HHAC.

- Mercy Haven, Inc. (2018-017/HC00997) executed a FAA on July 10, 2020. Mercy Haven received a \$3,224,232 HHAP award reservation in October 2018 for the new construction of eight units of PSH for survivors of domestic violence in Suffolk County. The project will provide housing for both families and singles. The other source of development funding was a contribution from Mercy Haven for a total project cost of \$3,277,256. Elaine Houlihan is the project manager.

### **Amendment to a FAA**

Mercy Haven, Inc. (2012-024/HC00844) executed an Amendment to its FAA on September 30, 2020 in the amount of \$433,500. The amendment was necessitated due to significant delays in receiving the building permits, and to additional infrastructure costs. This resulted in cost escalations for additional labor, materials and equipment costs to finalize the project. Mercy Haven received a \$3,989,867 award reservation, of which \$3,491,003 was Medicaid Redesign Team [MRT] funding and \$498,864 of which came from HHAP funds, in February 2013 to develop 16 units of permanent housing for homeless individuals with mental illness in Suffolk County. Prior to execution of the FAA, an additional \$749,336 in MRT funding was awarded in April 2013, for a total award amount of \$4,739,204 (\$4,240,340 MRT/ \$498,864 HHAP). The \$749,336 increase generated an additional three units (six beds) and was below the threshold requiring HHAC Board approval. Mercy Haven executed a FAA on November 23, 2015. Other sources of development funding included Mercy Haven's own funds, HUD PSH funding and OMH. The permitting and infrastructure delays resulted in an increased cost to the project of \$744,355.00. Mercy Haven secured additional funding from the FHLB and HHAC awarded additional funds in August 2019. Brenda McAteer is the project manager.

### **Completed Projects**

- Breaking Ground (BG) and African American Planning Commission (AAPC)/Edwin's Place LP (2017-021/HC00952) obtained a Temporary Certificate of Occupancy (TCO) on September 22, 2020. BG received a \$7,000,000 HHAP award reservation in December 2017 for the new construction of Edwin's Place in Brooklyn. This project consists of 80 units of PSH. Of these 80 units, 74 units are NY/ NY III units: 55 units are reserved for a Category A population, chronically homeless individuals with a serious and persistent mental illness (SPMI) and/or are mentally ill and chemically addicted (MICA), and 19 units are reserved for a Category D population, chronically homeless families living with a SPMI and/or MICA. The remaining six HHAP units will be reserved for chronically homeless families and are not supported by NY/NY III. An additional 45 units will be reserved individuals and families with incomes at or below 60% AMI. There is also a unit for a live-in superintendent. Other sources of development funding include

4% tax-exempt bond financing from NYS Housing Finance Agency (HFA), HCR SHOP and LIHTC, Housing Preservation and Development (HPD) Supportive Housing Loan Program (SHLP) and a deferred developers fee for a total project cost of \$75,051,824. Amanda Diller is the project manager.

- Cazenovia Recovery Systems, Inc. – Benedict House (2017-014/HC00947) obtained a Conditional Certificate of Occupancy on July 30, 2020. Cazenovia received a \$4,617,447 HHAP award reservation in 2017 for the substantial rehabilitation of a school building in Buffalo creating 23 new studio units for individuals who are recovering from substance use disorders (SUD). Matthew Ciulla is the project manager.
- CHV 210-214 Hegeman Avenue L.P./ CAMBA Housing Ventures (2017-010/ HC00938) obtained a TCO on September 30, 2020. CHV received a \$5,498,735 HHAP award reservation in August 2017 to develop 42 units of PSH for formerly homeless individuals with SMI in the Brownsville section of Brooklyn. This is part of a larger 71-unit project with the remaining units available to low-income working families earning up to 60% of AMI. Matthew Ciulla is the project manager.
- DePaul Utica, LP (DePaul)/ Starting Line Apartments (2018-021/HC00970) obtained a Certificate of Occupancy (CofO) on September 8, 2020. DePaul received a \$4,689,000 HHAP award reservation in July 2019 for the new construction of 30 units of PSH for homeless individuals with SMI in Utica. This is part of a larger 60-unit project with 30 units for low-income individuals and families who earn up to 60% of the AMI. Other sources of development funding include HTF, SHOP and LIHTC from HCR, a NYSERDA grant, a program development grant (PDG) from OMH, and a loan and deferred developer's fee from the sponsor for a total project cost of \$19,354,076. Michael Riley is the project manager.
- H.E.L.P. Development Corp, Inc. (HELP)/HELP Livonia II LLC (2015-016/HC00933) obtained a TCO on September 21, 2020 and has rented up all units. HELP received a \$1,250,000 HHAP award reservation in October 2015 for the new construction of 10 units of PSH for homeless families in Brooklyn. An additional 40 units were set aside for low-income individuals and families. The design was changed, resulting in an increase in the HHAP units to 15 with the total project units increased to 57. The building also contains commercial and community space. Other sources of development funding include NYC HPD's Extremely Low & Low-Income Affordability (ELLA) Program, Our Space Program and LIHTC; 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.
- Finger Lakes United Cerebral Palsy, Inc. (FLUCP) (2018-005/HC00982) received a CofO on October 23, 2020. 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 Canandaigua. Five units are reserved for individuals with a history of substance use disorder (SUD) and four are for homeless seniors over the age of 55. This is part of a

larger 30-unit/49 bed project with 21 affordable housing units. Other sources of development funding include LIHTC and SHOP through HCR, FHLB, Sponsor equity, NYSEDA funds, and a deferred developer's fee for a total project cost of \$9,760,650. Connie Adsitt is the project manager.

- Rehabilitation Support Services, Inc. (RSS)/ Clinton Avenue Apartments (2018-003/HC00964) obtained a CofO on June 24, 2020 and rent-up of the building was completed in August. RSS received a \$2,536,734 HHAP award reservation in December 2018 for the new construction of 10 units of permanent supportive housing for homeless individuals living with SMI in Albany. In addition to these units, there are an additional 10 units reserved for households earning at or below 50% of the AMI. Other sources of development funding include funding from the HCR HTF, NYSEDA, FHLB, a Project Development Grant (PDG) from OMH and a contribution from the sponsor for a total project cost of \$5,648,373. Michael Riley is the project manager.
- The Bridge – 3500 Park Apts. (2017-007/HC00943)\_obtained a TCO on October 16, 2020. The Bridge received a \$6,500,000 HHAP award reservation in March 2017 for the new construction of a seven-story building in the Bronx with 69 PSH units. The HHAP units are configured as follows: 23 units for chronically homeless, mentally ill individuals, 23 units for homeless veterans, and 23 units for homeless frail and elderly individuals. These units are part of a larger 115-unit project with 46 units for low-income individuals and families. Other sources of funding include tax-exempt bonds from HFA, LIHTC equity, HCR SHOP, HPD SHLP, NYSEDA, a deferred developer's fee and accrued interest. The total project cost was \$48,245,376. Matthew Ciulla is the project manager.
- The City of Oneida Housing Authority (OHA) (2017-019/HC00962) obtained a CofO on July 7, 2020. OHA received a \$2,152,000 HHAP award reservation in October 2017 for the adaptive reuse of a vacant schoolhouse and new construction of a two-story building with 15 units of PSH for homeless frail elderly and disabled seniors in Verona Beach, Oneida County. An additional 35 units are reserved for low-income individuals and families who earn up to 50% of the Area Median Income (AMI), for a total of 50 units. The Jason Gwilt Memorial Senior Apartments will provide housing for both families and singles, as well as a senior center and commercial space. Other sources of development funding include HCR SHOP, CIF and LIHTC, a NYSEDA incentive, sponsor loan, and a deferred developer's fee, for a total project cost of \$16,050,847. Connie Adsitt is the project manager.
- The Polish Community Center of Buffalo, Inc, d/b/a Lt. Colonel Matt Urban Center (2016-006/HC00951) obtained its CofO on March 30, 2020. Rent-up will start shortly, and BestSelf, the support services provider, started moving staff into the building. The Lt. Colonel Matt Urban Center received a \$3,112,670 HHAP award reservation in June 2016 to create 27 units of PSH for homeless individuals in Buffalo, consisting of 11 SMI units and 16 SUD units. Other sources of development funding include HTF, CIF, Federal and State Historic Tax Credits through NYS HCR, FHLB, HOME funds through the City of Buffalo, NYSEDA, and a deferred developer's fee. The total project cost is \$10,725,240. Matthew Ciulla is the Project Manager.

- United Veterans Beacon House, Inc. (UVBH) (2016-017/ HC00953) obtained a CofO for the second of two sites on August 4, 2020, the first was received December 16, 2019. UVBH received a \$1,547,164 HHAP award reservation in October 2016 for the new construction of three units of PSH for homeless veteran families in Suffolk County. The other source of development funding was a sponsor contribution for a total project cost of \$1,620,112. Matthew Ciulla is the Project Manager.

### **Events and Ceremonies**

St. Catherine's Center for Children (SCCC)/ North Pearl Street Apartments (2018-001/ HC00967) held a groundbreaking ceremony on September 24, 2020 that was attended by Lt. Governor Kathy Hochul and Commissioner Michael P. Hein. SCCC received a \$5,689,841 HHAP award reservation in October 2018 for the new construction of 20 units of PSH for homeless families and individuals in Albany County. Of those 20 units, 10 units will be reserved for homeless youth aged 18-25, and 10 units will be reserved for homeless families with a head of household living with SMI or SUD. Other sources of development funding include a NYSERDA incentive and a sponsor contribution for a total project cost of \$6,009,841. Martin Robinson is the project manager.

Commissioner Hein noted that the event at St. Catherine's was appropriately socially distanced, and that all involved were attentive to the requirement.

The Vice President's Report also included a written update on the status of existing emergency shelter repair awards. As of that date three projects were completed, three were in construction and 13 were in pre-development. With two others under review.

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.

### **HHAC Comptroller's Report**

Mr. Washburn reported that in accordance with Public Authorities Law and the Public Authorities Accountability Act, HHAC is required to submit a Budget and Financial Plan annually to the Office of the State Comptroller and the Authorities Budget Office through their online reporting system Public Authorities Reporting information System (or PARIS) as well as the Governor, the Senate Finance Committee and the Chair and Ranking Minority Member of the Assembly Ways and Means Committee. The plan is also posted to the HHAC website.

The 2021-2022 Budget and Financial 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 (December 31<sup>st</sup> in this case). Projections are based on the last audited financial statement, actual revenues and expenditures for the current fiscal year, and related financial records.

Mr. Washburn 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 State Fiscal years 2024-2025 were also included in the Comptroller's Report.

Commissioner Hein requested a motion to approve the HHAP budget and financial plan resolution. 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 \$20,560,162. This included \$5,242,449 in Medicaid Redesign Team (MRT) funds and \$9,660,397 in Mortgage Insurance Funds (MIF).

There was no further discussion or comment.

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.

## **Agency Reports**

### **HCR**

Ms. Ferreira reported:

- On November 17, 2020 HCR released the Fall 2020 HCR Multifamily Finance (9%) RFP with applications due back by January 13, 2020. There was \$95.5M in total resources which included \$22M in LIHTC.
- HFA was in the midst of its December bond resolution, typically the largest of year. This \$470M bond issuance included 14 projects with a total of 2,663 affordable units including 444 supportive housing units.

### **OMH**

Ms. Duncan reported:

- OMH recently awarded \$50M for crisis residential programs.
- The ESSHI inter-agency group was concluding the review of the Round 5 applications and hoped to make awards in the following week.

### **OASAS**

Mr. Esteban reported:

- OASAS had been occupied in the past quarter with technical assistance to providers.
- OASAS had participated in the ESSHI review process.
- The agency also provided comments on applications submitted to HHAP that would serve an OASAS population.

## **OTDA**

Mr. Umholtz thanked all community partners, State colleagues, and Bureau team members for their continued dedication and commitment during unprecedented times.

He reported that:

- As of the date of the Board meeting - the Homeless Housing and Assistance Program had received 53 applications requesting over \$219 M. He stated that award recommendations would be made at the February Board meeting.
- Solutions to End Homeless Program (STEHP) renewals were underway.
- New York State Supportive Housing Program (NYSSH) renewals were underway.
- Operational Support for AIDS Housing (OSAH) renewals were underway.
- Emergency Needs for the Homeless Program (ENHP) renewals were underway.
- Emergency Solutions Grant Coronavirus Funding contracts were in development.
- Housing Opportunities for Persons with AIDS Coronavirus Funding amendments were underway.
- Homeless Services Plans from all the districts were under review.
- Code Blue Budgets from districts were due December 16<sup>th</sup>.

Commissioner Hein thanked everyone engaged in serving the most vulnerable and needy in New York State. He noted the added complexity of performing work duties during this time and commented on the even greater necessity in and importance of helping people in communities across the State.

## **New/Other Business**

The next HHAC Board meeting is scheduled to take place on Wednesday, February 3, 2021, hosted by the Media Service Center Studio, Albany, New York, at 1:30 pm.

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

## **Adjournment**

Commissioner Hein adjourned the meeting at 2:04PM.

---

HHAC Secretary

Date