

Draft- 203rd HHAC Board Meeting Minutes

Meeting date: June 8, 2022

Call to Order:

The 203rd meeting of the Homeless Housing and Assistance Corporation (HHAC) was held via WebEx and webcast by NYS Media Service Center (MSC), in Albany, New York at 1:30 p.m. on June 8, 2022. The meeting was called to order by Daniel Tietz, Commissioner of the NYS Office of Temporary and Disability Assistance (OTDA).

Members in Attendance:

Julie Duncan, Board Member Designee representing the NYS Office of Mental Health (OMH), and Esteban Ramos, Advisory Board Member Designee representing the Office of Addiction Services and Supports (OASAS).

Others in Attendance:

Linda Glassman	OTDA Deputy Commissioner
Dana Greenberg	HHAC President
Brenda McAteer	HHAC Vice President
LeeAnn Greenslade	HHAC Treasurer
John Cucinelli	HHAC Assistant Treasurer
Michael Washburn	HHAC Comptroller
Constance Adsitt	HHAC Assistant Comptroller
Amanda Diller	HHAC Secretary
Megan Van Geest	HHAC Assistant Secretary
Barbara Guzman	OTDA Division of Legal Affairs (DLA)
Simone Demelo	OTDA DLA
Richard Umholtz	Director, OTDA Bureau of Housing and Support Services
Martin Robinson	HHAP Project Manager
Anthony Pezzino	Certified Public Accountant, EFPR Group, CPAs, PLLC

Items of Discussion:

Approval of Minutes

Commissioner Tietz requested a motion to approve the minutes of the 202nd HHAC Board Meeting that took place on April 20, 2022. Ms. Duncan made the motion, which was seconded by Commissioner Tietz. The motion carried.

President's Report

Ms. Greenberg presented the President's Report and began with an overview of the status of all projects under development as of April 30, 2022, when there were 87 projects in various stages of development. Thirty-two of these projects were in construction, six of which were over 90% complete. Furthermore, 30% of the projects in development at that time were in New York City, 17% were in the suburban regions of Westchester, Nassau, and Suffolk counties, and the remaining 53% were in the rest of the state.

Project-Related Milestones

Final Award and Final Loan Agreements.

- Bethesda House of Schenectady, Inc. (Bethesda) (2020-035/HC01048) – see “Events & Ceremonies”
- Buffalo Neighborhood Stabilization Company (BNSC)/West Side Homes, LLC (2020-019/HC01051) executed a Final Loan Agreement (FLA) on April 8, 2022. BNSC received a \$3,000,000 HHAP award reservation in February 2021. In February 2022, due to an increase in construction costs, HHAP approved an award increase of \$612,021, bringing the total HHAP award reservation to \$3,612,021. This project, West Side Homes, involves the gut rehabilitation and new construction of 15 units/ 52 beds of permanent supportive housing (PSH) in Buffalo. Eleven of these units will be for homeless individuals with a substance use disorder (SUD) and four units will be for homeless individuals and families where the head of household has a serious mental illness (SMI). There will also be 34 units set aside for households earning 60% or less of the area median income (AMI), for a total of 49 units. Other sources of development funding include NYS Homes and Community Renewal (HCR) Federal and State Low Income Housing Tax Credit equity (S/LIHTC) and Supportive Housing Opportunity Program (SHOP), City of Buffalo HOME funds, NYS Energy Research and Development Authority (NYSERDA) incentives, Federal Home Loan Bank (FHLB), a sponsor loan from the developer's fee and a deferred developer fee, for a total project cost of \$21,013,051. Megan Van Geest is the project manager.
- Community Access, Inc./1861 Carter Avenue Owner LLC/Baez Place (2020-031/HC01052) executed a FLA on March 31, 2022. Community Access received a \$7,000,000 HHAP award reservation in February 2021 for the new construction of 86 units of PSH for 54 formerly homeless individuals with a diagnosis of SMI and 32 frail/elderly units for seniors in the Bronx. An additional 67 units will be reserved for low-income individuals and families. There will also be one superintendent's unit, for a total of 154 units. Other sources of development funding include 4% tax-exempt bond financing through NYS Housing Finance Agency (HFA), HFA Middle Income Housing Program (MIHP), LIHTC equity, SHOP and Housing Trust Fund (HTF), and Homes for Working Families (HWF) through HCR, a sponsor loan, a developer loan from a Blue Sky Greenhouse Grant, a seller's note, a developer-funded three-month operating reserve, accrued interest and a deferred developer fee, for a total project cost of \$86,147,151. Matt Ciulla is the project manager.

- Person Centered Housing Options, Inc. (PCHO)/Cecilia's Place LLC (2020-018/HC01047) executed a FLA on March 18, 2022. PCHO received a \$4,319,485 HHAP award reservation in February 2021 for the rehabilitation of a three-story building in Rochester. The project, Cecilia's Place, will provide 15 units/beds of PSH for chronically homeless individuals. Once completed, this building will be on the Historic Register. Other sources of development funding include State and Federal Historic Tax Credit (HTC) equity, a construction loan, deferred reserves, and NYSERDA incentives, for a total project cost of \$5,848,692. Amanda Diller is the project manager.
- The Bridge, Inc. (The Bridge)/Bridge Rockaway, L.P. (2019-043/HC01027) executed a FLA on March 31, 2022. The Bridge received a \$6,500,000 HHAP award reservation in February 2020 for the new construction of 87 units of PSH for chronically homeless adults with SMI and/or SUD, homeless veterans with disabilities, and homeless frail/disabled seniors in Brooklyn. An additional 86 units will be reserved for low-income families who earn between 30% and 70% of the AMI. There will also be one superintendent's unit, for a total of 174 units. Other sources of development funding include 4% tax-exempt bond financing, LIHTC equity and SHOP through HFA, NYC Department of Housing Preservation and Development (HPD) Extremely Low- and Low-Income Affordability Program (ELLA), accrued interest, and a deferred developer fee, for a total project cost of \$99,580,231. Matthew Ciulla is the project manager.
- Volunteers of America of Greater New York (VOA-GNY)/Andrews Avenue South L.P. (2019-022/ HC01050) executed a FLA on March 31, 2022. VOA-GNY received a \$6,124,853 HHAP award reservation in October 2019 for the new construction of 37 units of PSH for chronically homeless senior single adults. An additional 81 units will be reserved for low-income seniors and their families for a total of 118 units. Other sources of development funding include 4% tax-exempt bond financing and LIHTC through HFA, HCR Senior Housing Program funds, Governor's Office of Storm Recovery (GOSR) funds, HPD Senior Affordable Rental Apartments (SARA) program funds, NYC Resolution A Funds, a sponsor loan, developer equity, and a deferred developer fee, for a total project cost of \$81,699,140. Martin Robinson is the project manager.

Completed Projects

- Christopher Community, Inc. (CCI)/Grace Brown House, L.P. (2019-017/ HC01008) obtained a Certificate of Occupancy (CofO) on March 11, 2022. CCI received a \$1,500,000 HHAP award reservation in December 2019 for the new construction of 25 units of PSH for survivors of domestic violence (DV) and their families in Cortland. In December 2020, HHAP increased the award reservation by \$375,000 to \$1,875,000 to address a funding gap caused by market uncertainty as a result of the COVID-19 pandemic. Other sources of development funding include SHOP and LIHTC through HCR, FHLB, a deferred developer fee, and NYSERDA incentives, for a total project cost is \$7,705,407. Michael Riley is the project manager.

Events and Ceremonies

- Bethesda House of Schenectady, Inc. (Bethesda) (2020-035/HC01048) executed a Final Award Agreement (FAA) on March 16, 2022 and held a groundbreaking ceremony on April 12, 2022. Bethesda received a \$6,238,769 HHAP award reservation in February 2021 and an award increase of \$242,180 on February 22, 2022 to address a funding gap caused by market uncertainty as a result of the COVID-19 pandemic, for a total HHAP award reservation of \$6,480,949. This project includes the new construction of 26 units of PSH for 10 chronically homeless individuals and 16 individuals re-entering the community after incarceration and 11 units/16 beds of emergency housing for homeless adults in Schenectady. Other sources of development funding include FHLB, Wright Family Foundation, Golub Family Foundation, NYSERDA incentives, Schenectady County, and a sponsor loan and contributions, for a total project cost of \$8,563,561. Connie Adsitt is the project manager.

There was no further discussion or comment.

Commissioner Tietz requested a motion to accept the President's Report. Ms. Duncan made the motion, which was seconded by Commissioner Tietz. 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 NYS Authorities 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, 2022, which is 90 days after the end of HHAC's fiscal year, through the Public Authorities Reporting Information System (PARIS) and posted on the Office of Temporary and Disability Assistance (OTDA) website. The law also required 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 2021-22 Audit & Report for HHAC. Mr. Pezzino provided an overview and summarized the Report and the financial statements to the Board. Mr. Pezzino stated that no issues were identified in the financial statements and the audit resulted in an "unqualified opinion" 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 there was a change in HHAC's Annual Investment Report and Schedule of Investments. Investments continued in the money market but the amount available for investing decreased from previous years.

Mr. Washburn reported HHAC's Procurement Guidelines 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. There were none.

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 ,

Commissioner Tietz requested a motion to approve the guidelines and reports. Ms. Duncan made the motion, which was seconded by Commissioner Tietz. 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 or dispose of any property during FY 2021-22.

The second resolution was introduced:

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

Treasurer's Report

Ms. Greenslade provided a brief synopsis of Schedule One of the Treasurer's Report and reported the cash balance available as of the date of the meeting was \$24,036,856. This included \$7,103,358 in Mortgage Insurance Funds (MIF).

There was no further discussion or comment.

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

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

Mr. Robinson presented the following projects to the Board:

- 2020-014 East House Corporation – Canal Street Commons
- 2020-040 Women's Prison Association – The Rise
- 2021-024 Community Services for Every1 – Apartments at Lyceum
- 2021-038 Catholic Charities of Onondaga County – HSC Men's Shelter

After performing an evaluation and review of the proposed actions it was determined that The Rise, Apartments at the Lyceum and HSC Men's Shelter projects were classified as "unlisted", while Canal Street Commons was classified as Type 1. It was determined that all four projects would not result in any significant adverse environmental impacts and therefore Negative Declarations were recommended.

There was no further discussion or comment.

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

A Resolution of the Homeless Housing and Assistance Corporation Authorizing Awards

Ms. McAteer explained that the purpose of the resolution was to request the Board's approval of two awards from the SFY 2021-22 funding round. The awards totaled \$12,699,200 in HHAP funds to the following organizations:

- CAMBA Housing Ventures, Inc. – Clarkson Estates
- Christopher Community, Inc. & Crouse Community Center, Inc. – Community View Apartments

One application was reviewed and not recommended for funding at that time.

- The Salvation Army Buffalo – Hope on Main Shelter

This applicant will be offered technical assistance.

Ms. McAteer noted that the SFY 2021-2022 State Budget contains a \$128 million appropriation for HHAP, including \$2 million for administrative expenses. Funds are awarded via an open Request for Proposals (RFP), which means that applications are reviewed, and awards are considered in the order in which they are received, subject to the availability of funds. HHAC continues to accept applications for funding under the RFP issued in September 2020.

Following the approval of the HHAP awards, including emergency shelter repairs, the remaining funding may be utilized for future awards and/or HHAP operating expenses, with up to \$1 million available for existing emergency shelter repairs. The \$12,699,200 in project funding approved at the Board meeting, will produce 166 units/ 268 beds of permanent supportive housing. The \$115 million awarded this fiscal year will produce 954 units/ 1,383 beds of permanent supportive housing, 14 units/ 26 beds of transitional housing, and 81 units/ 295 beds of emergency housing.

Ms. McAteer reported that there were three applications under review at the time of the board meeting, requesting approximately \$20 million in HHAP funding.

Ms. McAteer reported that of the \$128 million allocation, \$5 million is set aside for projects that will provide supportive housing for persons living with HIV/AIDS. To date, no application for the HIV/AIDS set-aside had been submitted. Five million dollars is also set aside for projects that will provide supportive housing for veterans. Concern for Independent Living, Inc. received \$2,418,750 from the veteran's set-aside, Ithaca Neighborhood Housing Services received \$771,429 for its Village Grove project and United Veteran's Beacon House, Inc. received \$872,112, leaving a balance of \$937,709 in the veterans' set aside for future awards. Up to \$1 million of the appropriation is allocated for existing emergency shelter repairs outside of NYC. Emergency shelter repair awards do not require HHAC Board approval pursuant to the policy adopted by the Board in August 2019. Eight applications have previously been approved for funding during this fiscal year. One application was included in the Board package.

Ms. McAteer completed her presentation by reporting on the geographic distribution of HHAP awards from the current round. Forty-seven percent of the funding was awarded to projects in the NYC region, 46% to the rest of state region, and 7% to projects in the suburban region of Suffolk, Nassau and Westchester Counties.

There was no further discussion or comment.

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

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

Ms. McAteer explained that the purpose of the resolution was to request the Board's authorization of technical assistance awards. A list of recommended technical assistance providers was reviewed.

Commissioner Tietz requested a motion to approve the resolution authorizing technical assistance awards. Ms. Duncan made the motion, which was seconded by Commissioner Tietz. The motion carried.

Agency Reports:

OMH

Ms. Duncan reported that OMH continues to work on the ESSHI RFP with their workgroup colleagues. Ms. Duncan explained that the new crisis hotline, 988, will go live in July and will assist in behavioral health crises. OMH issued one RFP and will issue another for crisis stabilization centers which are urgent care centers providing behavioral health support. OMH has also been working to expand crisis residential programs and ensure there is telephonic and mobile support across the state. The intent of the programs is to assist individuals in staying stably housed when experiencing mental health challenges.

OASAS

Mr. Ramos reported that OASAS is continuing to provide technical support to its providers. They are also working on the ESSHI Round 7 RFP and collaborating with OTDA on application reviews. Mr. Ramos also commended Commissioner Tietz of OTDA, Commissioner Cunningham of OASAS, Commissioner Sullivan of OMH, Mr. Umholtz and Mr. Hebner on a job well done at the Supportive Housing Network of New York (SHNNY) conference.

OTDA

Mr. Umholtz thanked Bureau staff for their continued work. Mr. Umholtz reported seven concept papers were reviewing in May with sponsors requesting over \$22 million. OTDA is also working on the ESSHI Round 7 RFP and encourages ESSHI conditional awardees from last year to evaluate their projects and contemplate reapplying in the new round if there are any significant changes. Questions can be directed to Mr. Umholtz or the awardee's state contracting agency.

OTDA met HUD's Emergency Services Grant (ESG) Coronavirus spending deadline. This protects the funding allocated to communities in NYS allowing agencies to continue to address homelessness. Finally, Mr. Umholtz stated the funding formula for the NYS Supportive Housing Program will be reevaluated in conjunction with the NYS budget.

There was no further discussion or comment.

New/Other Business:

The next HHAC Board meeting is scheduled to take place on Wednesday, August 3, 2022, hosted by the Media Service Center Studio, Albany, New York, at 1:30 pm.

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

Commissioner Tietz adjourned the meeting at 2:22 PM.

Amanda Diller

Date:

Secretary