

158th HHAC BOARD MEETING MINUTES
Meeting date: April 2, 2014

Call to order:

The 158th meeting of the Homeless Housing and Assistance Corporation (HHAC) was held at the New York Network Studio, Albany, NY on April 2, 2014, at 1:30 p.m. The meeting was called to order by Kristin Proud, Commissioner of the Office of Temporary and Disability Assistance (OTDA) and Chair of the HHAC.

Members in attendance:

Sean Fitzgerald, Board Member Designee representing Board Member William J. Mulrow, Chairman of the NYS Housing Finance Agency (HFA), Moira Tashjian, Board Member Designee representing Commissioner Ann Marie T. Sullivan of the Office of Mental Health (OMH) and Henri Williams, Advisory Board Member Designee representing Commissioner Arlene Gonzáles-Sánchez of the Office of Alcoholism and Substance Abuse Services (OASAS).

Others in attendance:

Brett Hebner	HHAC Vice President
Linda Glassman	OTDA Deputy Commissioner
Barbara Guzman	OTDA Office of Legal Affairs (OLA)
Lesley Stefan	OTDA OLA
Dana Greenberg	HHAC Secretary
Karen Martin	HHAC Treasurer
David Galdun	HHAP Project Manager
Scott Kunkler	HHAP Project Manager
John Gonzales-Verdon	OTDA Budget
Paul Koopman	DASNY

Approval of minutes:

Ms. Proud requested a motion to accept the minutes and ratify all resolutions passed at the February 5, 2014 HHAC Board Meeting. Mr. Fitzgerald made the motion which was seconded by Ms. Tashjian. The motion carried.

Officers' Reports:

Vice President's Report

Mr. Hebner presented the Vice President's Report, beginning with an overview of the status of all the projects under development in the Capital Program Unit (CPU) as of February 28, 2014. There are currently 34 projects in various stages of development, with 23 projects in construction; four (4) are over 90% complete.

Project Related Milestones:

Final Award Agreements

Mr. Hebner reported that Housing Works, Inc./ 220Hull HDFC (N-1/ HC00802) executed a Final Award Agreement as a replacement sponsor on January 29, 2014. Barbara Roff is the project manager.

Grace Church Community Center, Inc. (GCCC) (2012-001/ HC00793) executed a Final Award Agreement on January 9, 2014. Nilsa Mabel is the project manager.

Contract Amendments

Mr. Hebner reported that The Young Women's Christian Association of Binghamton and Broome County (YWCA) (2000-003/ HC00571) executed an Amendment to their Final Award Agreement on February 12, 2014. Brenda McAteer is the project manager.

Regional Economic Community Action Program, Inc. (RECAP) (J002/ HC00104) executed an Amendment to their Final Award Agreement on February 19, 2014. Pamela Cotterell is the project manager.

Completed Projects

Mr. Hebner reported on the completion of 291 Bainbridge LP/ New Destiny Housing Corp. (2010-002/ HC00784), which received a \$2,402,490 HHAP award reservation in May 2011 to develop 23 units of permanent housing in Brooklyn for single adults and families headed by a domestic violence survivor, as well as low-income single adults and families.

On November 20, 2013, the building received a Temporary Certificate of Occupancy (TCO) and completed renting up by December 23, 2013. On February 3, 2014 a Final Certificate of Occupancy (CofO) was received. Dana Greenberg is the project manager.

Van Keuren Square LLC/ Housing Visions Unlimited, Inc. (HV) (2011-012/ HC00788) received a \$3.5 million HHAP award reservation in April 2012 to develop 50 units of permanent housing in Syracuse for homeless veterans and their families.

On December 31, 2013 HV obtained a TCO and began rent-up. Scott Kunkler is the project manager.

Hope of Buffalo, Inc. (2010-018/ HC00795) received a \$737,798 HHAP award reservation in May 2011 to rehabilitate a former rectory in Buffalo. This project consists of 10 units of transitional housing for homeless men.

On January 21, 2014 Hope of Buffalo received a CofO and began renting up. Dave Galdun is the project manager.

Events and Ceremonies

Mr. Hebner reported that Son House Housing Development Fund Corporation/ Providence Housing Development Fund Corporation (2011-003/ HC00787) held a ribbon cutting ceremony on February 24, 2014. Brenda McAteer is the project manager.

Ms. Proud commented in approval of the accomplishments of HHAC staff. There was no further discussion or comment.

Treasurer's Report

Ms. Martin provided a brief synopsis of Schedule One within the Treasurer's Report and reported that the cash balance available as of the date of this meeting was approximately \$14.5 million. Included in this figure is a balance of \$8.1 million of Medicaid Redesign Team (MRT) funds.

There was no further discussion or comment.

New Business:

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

Mr. Galdun listed the following projects and recommended that a negative declaration be made because they are an “unlisted” action:

- 2012-024 Mercy Haven
- 2013-021 Community Action Program for Madison County

There was no further discussion or comment.

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

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

Ms. Proud requested that the Board approve the following new appointment:

Assistant Comptroller Scott Kunkler

There was no further discussion or comment.

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

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

Mr. Hebner explained the open Request for Qualifications (RFQ) process for Technical Assistance (TA) providers. He further stated the purpose of this resolution is to request the Board’s approval to make two new TA awards.

- Westhab, Inc.
- Alice Astarita, CPA

There was no further discussion or comment.

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

A Resolution of the Homeless Housing and Assistance Corporation Authorizing Awards

Mr. Hebner explained that the purpose of this resolution is to request the Board’s approval to award a total of \$13,407,120 in HHAP and MRT funds to the following organizations:

- Southern Tier Environments for Living, Inc. (STEL)/ Evergreen Association of Western NY - \$1,500,000
- People Community Housing Development Corporation (People, Inc.) - \$1,907,120
- Concern for Independent Living, Inc. (Concern - Middle Island) - \$7,500,000
- Mental Health Association of Columbia Greene Counties (MHACGC) - \$930,457 (HHAP)/ \$1,569,543 (MRT)

The Board previously approved nine (9) HHAP awards totaling \$27,407,103 and suspended receiving additional proposals under the Open RFP in October 2013, pending the availability of funding.

To date, the Board has approved one (1) MRT award for \$749,337 to Mercy Haven, Inc. When combined with the awards proposed, the result is a total of \$13,226,000, which fully allocates the SFY 13-14 MRT appropriation.

Mr. Hebner brought to the Board's attention that based on the award recommended to Concern – Middle Island, Concern would be awarded more than the 25% allotted to any one agency (per the RFP). The Corporation must determine that it is in the best interest of the State in order to award greater than 25% of the funds available in any given fiscal year to a single organization. After discussion, the Corporation did make this determination. The language was not in the pending Resolution, however, so the Resolution was amended at the meeting to reflect the Board's findings.

Mr. Hebner explained that there are insufficient MRT funds available to meet the \$2.5 million funding request of MHACGC; therefore in addition to the \$1,569,543 MRT funding, an award of \$930,457 in HHAP funds was also recommended.

The additional HHAP funds awarded raise the total HHAP awards made in SFY 13-14 to \$28,337,560. The remaining \$1,662,440 will be utilized for HHAC's operating expenses, including architectural review and Technical Assistance.

Mr. Hebner explained that the memo to the Board includes information regarding HHAP awards for projects including units serving NY/NY III populations, the status of the HHAP HIV/AIDS set-aside and the geographic distribution of awards.

There was no further discussion or comment.

Ms. Proud requested a motion to accept the Resolution as amended. Ms. Tashjian made the motion and Ms. Proud seconded it. The motion carried.

Agency Reports:

HCR:

Mr. Fitzgerald emphasized the Governor's 2014-15 Executive Budget, which increased funding for NYS Low Income Housing Tax Credit (SLIHTC) and Housing Trust Fund (HTF), as well as renewed the Rural and Community Investment Fund.

An update was also provided on HCR's Unified Funding Round – HCR continues to review proposals and awards should be announced in the next few weeks.

OMH:

Ms. Tashjian explained OMH is currently reviewing applications for a 700 unit RFP that includes capital and service funding. She stated that OMH received 70 applications and they are currently conducting interviews. Ms. Tashjian informed the Board that of the 12 interviews conducted so far, all groups mentioned the increased funding to HHAC. OMH also has a RFP out for a 36 unit Pilot MRT Crisis Diversion program statewide; to date OMH has received over 190 questions about this RFP.

OASAS:

Mr. Williams provided an update on the NY/NY III Round Three (3) rent subsidies through OASAS, stating 70 family units have been rented up in NYC for population G. State-wide, in nine (9) months of implementation of MRT, 234 of 300 beds have been filled. OASAS anticipated all beds to be filled in a couple of months. OASAS is also working on a Round Four (4) for 80 units at \$2M.

OTDA:

Commissioner Proud discussed the Governor's 2014-15 Executive Budget which passed with an increase to HHAC from \$30 million to \$63 million, and stated HHAP staff is currently developing a new RFP to be released quickly.

Ms. Proud requested a motion to adjourn. Mr. Fitzgerald made the motion and Ms. Tashjian seconded it. The motion carried.

Adjournment:

Ms. Proud adjourned the meeting at 2:07pm.

The next HHAC Board meeting is scheduled to take place on June 4, 2014, at the New York Network Studio, Albany, NY, at 1:30pm.

Secretary

Date of Approval

159th HHAC BOARD MEETING MINUTES
Meeting date: June 4, 2014

Call to order:

The 159th meeting of the Homeless Housing and Assistance Corporation (HHAC) was held at the NYS Media Service Center (MSC), Albany, NY on June 4, 2014, at 1:30 p.m. The meeting was called to order by Kristin Proud, Commissioner of the Office of Temporary and Disability Assistance (OTDA) and Chair of the HHAC.

Members in attendance:

Sean Fitzgerald, Board Member Designee representing Board Member William J. Mulrow, Chairman of the NYS Housing Finance Agency (HFA), Moira Tashjian, Board Member Designee representing Commissioner Ann Marie T. Sullivan of the Office of Mental Health (OMH) and Millie Figueroa, Advisory Board Member Designee representing Commissioner Arlene Gonzáles-Sánchez of the Office of Alcoholism and Substance Abuse Services (OASAS).

Others in attendance:

Brett Hebner	HHAC Vice President
Barbara Roff	HHAC Comptroller
Barbara Guzman	OTDA Office of Legal Affairs (OLA)
Lesley Stefan	OTDA OLA
Brian Wootan	OTDA OLA
Dana Greenberg	HHAC Secretary
Karen Martin	HHAC Treasurer
John Siniapkin	HHAC Assistant Treasurer
Joseph Klimek	Toski & Co., P.C.

Approval of minutes:

Ms. Proud requested a motion to accept the minutes from the April 2, 2014 HHAC Board Meeting. Mr. Fitzgerald made the motion which was seconded by Ms. Tashjian. The motion carried.

Officers' Reports:

Vice President's Report

Mr. Hebner presented the Vice President's Report, beginning with an overview of the status of all the projects under development in the Capital Program Unit (CPU) as of April 30, 2014. There are currently 34 projects in various stages of development, with 20 projects in construction; two (2) are over 90% complete.

Mr. Hebner brought attention to the 2010 chart. He stated that there are two (2) projects funded in that round which appear in the chart to have not advanced to construction: Cattaraugus Community Action (CCA) and Community Housing Innovations (CHI). Mr. Hebner explained that the CCA project is a turnkey project and while construction is underway, CCA will not execute a contract with HHAC until construction has been completed. The CHI project recently had a closing and executed a Final Award Agreement; this will be reflected in the next Vice President's report.

Project Related Milestones:

Pre-Construction Award Agreements

Mr. Hebner reported that Westhab, Inc. (2013-007/ HC00823) executed a Preconstruction Agreement on April 16, 2014. Nilsa Mabel is the project manager.

Final Award Agreements

Mr. Hebner reported that Finger Lakes United Cerebral Palsy, Inc. (Happiness House) (2012-025/ HC00820) executed a Final Award Agreement in January, 2014. The project includes Medicaid Redesign Team (MRT) funding. It is in construction and approximately 60% complete. Kim Smith is the project manager.

Completed Projects

Mr. Hebner reported on the completion of The YWCA of Rochester and Monroe County, Inc. (2011-002/ HC00807), which received a \$2,062,020 HHAP award reservation in October 2011 to develop 14 units of permanent housing for homeless women and children.

In February, 2014 the YWCA completed construction and rented up. Dave Galdun is the project manager.

Pathstone Corporation/ Chances and Changes, Inc. (N-22/ HC00799) were selected as the replacement sponsors for this six unit transitional project located in Mt. Morris, Livingston County.

On April 30, 2014 a certificate of occupancy was obtained. The units are nearly complete in renting up. Barbara Roff is the project manager.

Events and Ceremonies

Mr. Hebner reported that Cazenovia Recovery Systems, Inc. (CRSI) and Finger Lakes Addictions Counseling and Referral Agency (FLACRA) (2010-016/ HC00782) held a ribbon cutting ceremony on the grounds of the Canandaigua Veterans Administration Medical Center, on February 7, 2014. Dave Galdun is the project manager.

New Destiny Housing Corp/ 291 Bainbridge LP (2010-002/ HC00784) held a ribbon cutting on April 28, 2014. Dana Greenberg is the project manager.

Significant Issues

Mr. Hebner explained that prior to posting the notice that all HHAC 2013-14 MRT funds were awarded, an application eligible for MRT funding was submitted in March. He stated in accordance with the procedures in the Request for Proposals (RFP), this application was reviewed. The applicant, Family Residences and Essential Enterprises (FREE), requested \$1.2 million to develop seven (7) units of permanent housing. While there were no 2013-14 MRT funds remaining, the applicant also did not achieve a passing score. Mr. Hebner stated the applicant would be offered technical assistance and encouraged to reapply in the upcoming funding round.

There was no further discussion or comment. Ms. Proud requested a motion to accept the Vice President's Report. Mr. Fitzgerald made the motion, which was seconded by Ms. Tashjian. The motion carried.

Comptroller's Report

Ms. Roff presented two resolutions for the Board's approval prior to the submission of various reports for State Fiscal Year 2013-2014 to the Authorities Budget Office (ABO) and the Office of the State Comptroller (OSC). In accordance with the Public Authorities Law (PAL) these reports are required to be submitted by June 30, 2014.

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

Ms. Roff introduced Mr. Klimek of Toski & Co., which is the auditing firm that completed the annual independent audit of HHAC. Mr. Klimek reported that no issues were identified in the financial statements and that the audit resulted in a "clean" opinion. Mr. Klimek also explained the general auditing standards, revisions and report highlights that were included in the auditor's report. He reported that the HHAC Treasurer should no longer use the term "Deferred Revenue"; it should now be referred to as "Unearned Revenue".

Ms. Roff also spoke regarding 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.

There was no further discussion or comment.

Ms. Proud requested a motion to approve the resolution and accept the audit conducted by Toski & Co. Mr. Fitzgerald made the motion which was seconded by Ms. Tashjian. The motion carried.

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

Ms. Roff presented the Guidelines for the Disposition of Property and the Report on the Disposition of Property which will also be reported to PARIS. HHAC acquired properties associated with three projects through foreclosures during the fiscal year. HHAC facilitated the transfer of the properties to replacement sponsor organizations for two of the three projects in order to support the continued operation of the properties as homeless housing projects. Transfer of properties associated with the third project is expected during 2014.

There was no further discussion or comment.

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

Treasurer's Report

Ms. Martin provided a brief synopsis of Schedule One within the Treasurer's Report and reported that the cash balance available as of the date of this meeting was approximately \$17,005,134.65. Included in this figure is a balance of \$10,811,077.22 of MRT funds.

There was no further discussion or comment.

Ms. Proud requested a motion to approve and accept the report. Mr. Fitzgerald made the motion which was seconded by Ms. Tashjian. The motion carried.

New Business:

A Resolution of the Homeless Housing and Assistance Corporation Regarding Timely Compliance with Historic Requirements

Mr. Hebner reported that HHAC has an existing Memorandum of Understanding (MOU) with the Office of Parks, Recreation and Historic Preservation that needs to be extended from March 1, 2014 through February 28, 2019 to provide for the expedited review of HHAP projects pursuant to historic preservation requirements.

Ms. Proud asked if the funding amount was an annual amount, and Mr. Hebner stated that the amount is \$14,500 annually.

There was no further discussion or comment.

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

A Resolution of the Homeless Housing and Assistance Corporation Authorizing an Extension of the Memorandum of Understanding with the Office of General Services for Internet Broadcast Services

Mr. Hebner reported that HHAC has an existing MOU with NYS Office of General Services (OGS), through the Media Service Center, to provide internet broadcast services to the HHAC. This Resolution is requesting authorization to execute an extension of the MOU with OGS for the provision of and payment for internet broadcast services of meetings of the Corporation.

There was no further discussion or comment.

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

A Resolution of the Homeless Housing and Assistance Corporation Authorizing Reimbursement for Certain Services

Mr. Hebner reported this resolution would allow HHAC to request services from the Dormitory Authority of the State of New York (DASNY) through September 30, 2018.

Mr. Fitzgerald asked if DASNY would also be performing services for MRT projects. Mr. Hebner replied that it would be for all projects that are administered by HHAP, which includes MRT.

There was no further discussion or comment.

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

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

Mr. Wootan explained that the most recent budget authorized HHAC to spend \$6M to provide funds that support certain costs for homeless housing. Mr. Wootan further explained that the budget language requires HHAC to directly pay for services. The resolution authorizes HHAC to become a co-funder with OTDA. Mr. Wootan stated that, in the interest of efficiency and reducing the administrative oversight caused by both HHAC and OTDA administering the contract, the funds will be added to an existing contract under OTDA's New York State Supportive Housing Program (NYSSHP) with NYC's Department of Homeless Services (DHS).

Ms. Proud asked if these funds would be going to an existing contract, and Mr. Wootan confirmed that it would be.

Mr. Fitzgerald asked if HHAC would retain any oversight of the administration of the contract, and Mr. Wootan stated it would be delegated to OTDA program staff.

There was no further discussion or comment.

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

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

Mr. Hebner explained the open Request for Qualifications (RFQ) process for Technical Assistance (TA) providers. He stated the purpose of this resolution is to request the Board's approval to make four (4) new TA awards.

There was no further discussion or comment.

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

Agency Reports:

HCR:

Mr. Fitzgerald reported that HCR has been working on NYS' application to HUD for Section 811 Project-Based Rental Assistance. HCR partnered with the Medicaid Redesign Team Office at the Department of Health (DOH), OMH, OTDA and Office for People With Developmental Disabilities (OPWDD) on the application submitted a few weeks ago. The application indicates that HCR would provide capital financing, with MRT providing funds for services. The target population is high cost Medicaid users. Mr. Fitzgerald stated HUD should be making its awards in the fall.

Ms. Proud asked if the funding was in the current fiscal year's budget or if HUD would need to wait until October, the new federal fiscal year, before they could fund awards. Mr. Fitzgerald was not sure, but stated he hoped it was money HUD had available currently.

Ms. Tashjian stated she believed it was this current fiscal year's funds and asked if Mr. Fitzgerald had a sense of how many grant awards HUD would be making. Mr. Fitzgerald stated 12-19 grants nationwide. Ms. Tashjian also asked if the application targeted a specific number of units, and Mr. Fitzgerald stated 330 units, based on the subsidy level. The application capped affordable rents at 50% of the Annual Medium Income (AMI).

OMH:

Ms. Tashjian reported on OMH's current RFP for capital and operating services. She stated OMH received responses from 72 agencies, 65 of which were given direction to secure other capital funding and a site. OMH will be funding 700 units of housing. Requests far exceed the current awards. OMH also has a RFP out for Enriched Crisis Services, a MRT Pilot program. A Community Investment for Supportive Housing RFP has also been released. OMH has 628 housing units that have either been already allocated to counties or in the process; these units will be for individuals coming directly out of Psychiatric Centers or Article 28 or 31 Hospitals. Lastly, Ms. Tashjian reported 95% of the MRT Supported Housing units have been filled this year.

OASAS:

Ms. Figueroa reported that OASAS has been working on three initiatives: 1) OASAS has 90% of their MRT units filled. 2) It has also developed the NY/NY III RFP for 80 units for families. 3) It is currently in the process of developing the contracts for 70 NY/NY III rental subsidies that were awarded in December. Ms. Figueroa anticipates having contracts in place by June for both sets of NY/NY III subsidies.

OTDA:

Ms. Proud announced that the Governor's proposed increase to HHAP for the SFY 2014-15 was approved by the Legislature and adopted in the NYS budget on April 1, 2014. Funding for the program will be increased from \$33M to \$63M. The new RFP was released last Friday, May 30, 2014 and HHAP will begin accepting proposals on June 30, 2014. Ms. Proud also announced that this year's RFP had an additional bonus, up to two (2) points, for projects that will serve veterans or veterans with families. Ms. Proud also stated that there may be some funding recommendations at the next Board meeting and suggested moving the next meeting to September to give HHAP staff sufficient time to review applications.

Ms. Proud requested a motion to adjourn. Mr. Fitzgerald made the motion and Ms. Tashjian seconded it. The motion carried.

Adjournment:

Ms. Proud adjourned the meeting at 2:20pm.

The **next HHAC Board meeting is** scheduled to take place on Friday September 19, 2014, at the Media Service Center Studio, Albany, NY, at 1:30pm.

Secretary

Date of Approval

160th HHAC BOARD MEETING MINUTES
Meeting date: September 19, 2014

Call to order:

The 160th meeting of the Homeless Housing and Assistance Corporation (HHAC) was held at the NYS Media Service Center (MSC), Albany, NY on September 19, 2014, at 1:30 p.m. The meeting was called to order by Kristin Proud, Commissioner of the Office of Temporary and Disability Assistance (OTDA) and Chair of the HHAC.

Members in attendance:

Sean Fitzgerald, Board Member Designee representing Board Member William J. Mulrow, Chairman of the NYS Housing Finance Agency (HFA), James Lupoli, Board Member Designee representing Commissioner Ann Marie T. Sullivan of the Office of Mental Health (OMH) and Mary Ann DiChristopher, Advisory Board Member Designee representing Commissioner Arlene Gonzáles-Sánchez of the Office of Alcoholism and Substance Abuse Services (OASAS).

Others in attendance:

Brett Hebner	HHAC Vice President
Linda Glassman	OTDA Deputy Commissioner
Barbara Roff	HHAC Comptroller
Scott Kunkler	HHAC Assistant Comptroller
Barbara Guzman	OTDA Office of Legal Affairs (OLA)
Brendan Bannigan	OTDA OLA
Dana Greenberg	HHAC Secretary
Karen Martin	HHAC Treasurer
John Siniapkin	HHAC Assistant Treasurer
David Galdun	HHAP Project Manager

Approval of minutes:

Ms. Proud requested a motion to accept the minutes from the June 4, 2014 HHAC Board Meeting. Mr. Fitzgerald made the motion, which was seconded by Mr. Lupoli. The motion carried.

Officers' Reports:

Vice President's Report

Mr. Hebner presented the Vice President's Report, beginning with an overview of the status of all the projects under development in the Capital Program Unit (CPU) as of August 15, 2014. There are currently 31 projects in various stages of development, with 19 projects in construction, three (3) of which are over 90% complete.

Project Related Milestones:

Pre-Construction Award Agreements

Mr. Hebner reported that Housing Works (Hull Street) (2012-016/ HC00821) executed a Pre-construction Agreement on March 19, 2014. Brenda McAteer is the project manager.

Westhab (2013-007/ HC00823) executed a Pre-construction Agreement on April 16, 2014. Nilsa Mabel is the project manager.

Final Award Agreements

Mr. Hebner reported that CAMBA/ CAMBA Housing Ventures (CHV)/ CAMBA Gardens II (2013-001/ HC00827) executed a Final Loan Agreement on June 23, 2014. Dana Greenberg is the project manager.

Modification of an Approved Project

Mr. Hebner outlined certain changes to the Center for Urban Community Services (CUCS) (2012-016/ HC00816) project currently in construction. Mr. Hebner explained that due to construction bids being over budget, CUCS sought and obtained additional funding for capital and operations from OMH. Based on the OMH award, CUCS proposed a slight change in population; from persons living with HIV/AIDS who are also suffering from a mental illness to individuals suffering from a mental illness, with a priority given to those who also are living with HIV/AIDS.

Completed Projects

Mr. Hebner reported on Postgraduate Center for Mental Health/ Crotona Park North (PCMH) (2011-001/ HC00781), which received a \$4,050,000 award reservation in September 2011 to develop Crotona Park North, a 50-unit permanent housing program in the Bronx. All 50 units are for chronically homeless single adults classified as NY/NY III Category A.

On April 16, 2014 the building received a Temporary Certificate of Occupancy (TCO) and was fully rented as of July 25, 2014. Brenda McAteer is the project manager.

Tompkins Community Action, Inc./ Magnolia House (TCA) (2009-011/ HC00722) received a \$2,722,166 HHAP award reservation in February 2010 to develop 14 units of permanent housing for homeless families and single adults with a history of substance abuse.

In May 2014, TCA received a Certificate of Occupancy (CofO) for Magnolia House and is in the process of renting up. Kim Smith is the project manager.

The Young Men's Christian Association of the Capital District d/b/a Capital District YMCA (CDYMCA) (2011-008/ HC00810) received an HHAP award for \$5,500,000 for the substantial rehabilitation of an historical industrial building at 845 Broadway, Schenectady. The project preserves 155 units of permanent supportive housing for single homeless men in Schenectady County.

The project received a CofO on June 20, 2014 and became operational on June 28, 2014. Nilsa Mabel is the project manager.

Contract Amendment

Mr. Hebner reported that Catholic Charities Housing Office (CCHO) (K031/ HC00116) executed an Amendment to their Final Award on June 6, 2014. David Galdun is the project manager.

Allegany County Community Opportunities & Rural Development (ACCORD) (M028/ HC00270) received \$683,850 in HHAP funds in July 2013 to acquire and redevelop an existing HHAP project that was in poor condition and underutilized for use as eight (8) units of transitional housing for homeless singles and families in Almond.

On June 27, 2014, ACCORD held a Ribbon Cutting Ceremony to celebrate the completion of construction and the re-opening of the project. Barbara Roff is the project manager.

Paradise Opportunities, Inc. (M009/ HC00268) was awarded \$433,642.00 in additional HHAP funding in order to address numerous repairs which jeopardized the ongoing viability of the project. This funding also expanded the number of beds at Paradise House from 16 to 22 through the improvement of the building's third floor.

On July 9, 2014 the City of Buffalo issued a CofO for the building, including the new units on the third floor. David Galdun is the project manager.

Events and Ceremonies

Mr. Hebner reported that Housing Visions/ Van Keuren Square, LLC (2011-012/ HC00788) held a ribbon cutting ceremony on May 30, 2014. Scott Kunkler is the project manager.

The Polish Community Center of Buffalo, Inc. dba Lt. Colonel Matt Urban Human Resources Center of Western New York (2012-006/ HC00805) held a Cornerstone Dedication Ceremony on July 25, 2014. Barbara Roff is the project manager.

Significant Issues

Mr. Hebner explained that following the release of the HHAP RFP to make \$63 million in State Fiscal Year (SFY) 2014-15 funds available, it was announced that HHAP would receive an additional \$11.7 million allocation through the Medicaid Redesign Team (MRT) to be administered through the HHAP RFP. Projects eligible for MRT funds must provide permanent supportive housing to homeless single individuals who exhibit conditions or histories recognized as associated with high cost Medicaid usage. As opposed to SFY 2013-14, projects statewide are now eligible to apply for MRT funding. *[Note: The amount of MRT funding available was misstated. The actual amount available for SFY 2014-15 is \$10 million].*

There was no further discussion or comment. Ms. Proud requested a motion to accept the Vice President's Report. Mr. Fitzgerald made the motion, which was seconded by Mr. Lupoli. The motion carried.

Treasurer's Report

Ms. Martin provided a brief synopsis of Schedule One within the Treasurer's Report and reported that the cash balance available as of the date of this meeting was approximately \$20,954,770.25. Included in this figure is a balance of \$8,439,477.51 of MRT funds and \$6 million from the Mortgage Insurance Fund.

There was no further discussion or comment.

Ms. Proud requested a motion to approve and accept the report. Mr. Fitzgerald made the motion, which was seconded by Mr. Lupoli. The motion carried.

New Business:

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

Mr. Galdun listed the following project and recommended that a negative declaration be made because it is an “unlisted action” which would not exceed any threshold under SEQRA that would indicate a potentially significant environmental impact:

- 2013-030 Concern for Independent Living/ Concern-Middle Island

Mr. Fitzgerald asked if SEQRA reviews are coordinated with NYS Housing Finance Agency (HFA). Mr. Galdun stated no, as neither is the lead agency.

There was no further discussion or comment.

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

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

Ms. Proud reported that this is the annual meeting of the HHAC Board and that the nomination of officers is a requirement of the meeting. She presented the following nominations:

Vice President	Brett Hebner
Comptroller	Barbara Roff
Assistant Comptroller	Scott Kunkler
Secretary	Dana Greenberg
Assistant Secretary	Brenda McAteer
Counsel	Krista Rock
Treasurer	Karen Martin
Assistant Treasurer	John Siniapkin

There was no further discussion or comment. A resolution appointing the slate as presented was offered.

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

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

Mr. Hebner explained the open Request for Qualifications (RFQ) process for Technical Assistance (TA) providers. He stated the purpose of the resolution being offered is to request the Board’s approval to make a new TA award to Carmina Wood Morris, DPC, to provide Architectural, Engineering, Construction Management, Emergency Repairs, Expediting and Surveying services.

Ms. Proud asked whether these services could be provided statewide. Mr. Hebner stated no, the firm is based in Erie County and their services would be limited to Western NY (Region 5, per the RFQ).

There was no further discussion or comment.

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

A Resolution of the Homeless Housing and Assistance Corporation Authorizing Awards

Mr. Hebner explained that the purpose of the resolution being offered is to request the Board's approval to award nine (9) grants, totaling \$33,259,066 in HHAP funds, to the following organizations:

- Alternatives for Battered Women - \$4,985,398
- CAMBA – \$6,000,000
- Housing Visions - \$1,672,000
- Auburn Housing Authority Development Corp. - \$6,418,545
- Jericho Project - \$3,680,000
- Cattaraugus Community Action - \$1,257,182
- Westhab - \$3,415,000
- Concern for Independent Living - \$2,762,865
- Project Hospitality - \$3,068,076

With the approval of the HHAP awards listed above, an appropriation balance of \$29,740,934 remains available for future HHAP projects, and all of the MRT funds remain available as none of the recommended projects is eligible for MRT funding.

This year, HHAP funds have been awarded to projects consisting of a total of 46 NY/NY III units, including three (3) units for single adults who are chemically addicted and/or have a serious and persistent mental illness, known as Category A under the NY/NY III agreement.

There are currently 11 applications under review requesting \$24.1 million in HHAP funds and \$9.6 million in MRT funds.

Mr. Hebner described each project recommended for funding, including the conditions under which to fund if approved. Mr. Hebner also reported on the projects that are not recommended for funding at this time. These projects include:

- The Doe Fund – Webster Green
- Finger Lakes Addiction Counseling & Referral Agency (FLACRA) – two applications

Applicants of proposals that were not recommended for funding will be contacted and offered Technical Assistance.

Ms. Proud asked whether the Auburn project was for individuals or families. Mr. Hebner stated primarily families, but there are a few studio units.

Ms. Proud also asked for confirmation on the unit/ bed count for Project Hospitality. Mr. Hebner confirmed 16 units/ 20 beds.

There was no further discussion or comment.

Ms. Proud requested a motion to accept the Resolution to fund the proposed projects. Mr. Fitzgerald made the motion, which was seconded by Mr. Lupoli.. The motion carried.

Agency Reports:

HCR:

Mr. Fitzgerald reported that HCR is in the pre-application stage for their Unified Funding Round. Early round applications, for high readiness projects, are due on October 7, 2014. Applications for the standard round are due on December 7, 2014.

OMH:

Mr. Lupoli reported that OMH continues working on their pipeline, including finishing out their NY/NY III agreements. Mr. Lupoli also reported on OMH's RFP released earlier this year for 700 new beds (or units) of housing; he stated the need is so great that the requests totaled 2,100 units. This RFP is focused on integrated housing. OMH is currently working with providers and reviewing their proposals. The breakout of the 700 units will be: 300 in New York City, 100 on Long Island, 150 in the Hudson River region, and 75 each in the Central and Western regions.

OMH has also recently awarded nine (9) Crisis Housing Pilot projects through MRT; these funds provide some capital dollars to create three (3) crisis beds in existing facilities.

OASAS:

Ms. DiChristopher provided an update on OASAS' MRT beds: they are 96% filled and the remaining should be filled in the next few weeks. OASAS is also planning to issue a NY/NY III RFP for funding to serve 80 families, totaling \$2 million, by the end of the calendar year.

OTDA:

Ms. Proud took a moment to thank the HHAP staff for their hard work on the HHAP applications.

Ms. Proud also stated that HHAP is still accepting applications and that she is pleased with the geographical diversity of the awards recommended today, as well as the identification of some populations that are especially in need.

Ms. Proud requested a motion to adjourn. Mr. Fitzgerald made the motion, which was seconded by Mr. Lupoli . The motion carried.

Adjournment:

Ms. Proud adjourned the meeting at 2:34pm.

The **next HHAC Board meeting will be an interim meeting for awards only, and is** scheduled to take place on Wednesday October 1, 2014, at the Media Service Center Studio, Albany, NY, at 1:30pm.

Secretary

Date of Approval

HHAC INTERIM BOARD MEETING MINUTES
Meeting date: October 1, 2014

Call to order:

The October 1, 2014 Interim Meeting of the Homeless Housing and Assistance Corporation (HHAC) was held at the NYS Media Service Center (MSC), Albany, NY on October 1, 2014, at 1:30 p.m. The meeting was called to order by Kristin Proud, Commissioner of the Office of Temporary and Disability Assistance (OTDA) and Chair of the HHAC.

Members in attendance:

James Lupoli, Board Member Designee representing Commissioner Ann Marie T. Sullivan of the Office of Mental Health (OMH) and Henri Williams, Advisory Board Member Designee representing Commissioner Arlene Gonzáles-Sánchez of the Office of Alcoholism and Substance Abuse Services (OASAS).

Others in attendance:

Brett Hebner	HHAC Vice President
Barbara Roff	HHAC Comptroller
Barbara Guzman	OTDA Office of Legal Affairs (OLA)
Brendan Bannigan	OTDA OLA
Dana Greenberg	HHAC Secretary
Karen Martin	HHAC Treasurer
John Siniapkin	HHAC Assistant Treasurer
Nilsa Mabel	HHAP Project Manager

New Business:

A Resolution of the Homeless Housing and Assistance Corporation Authorizing an Increase to a Final Award

Mr. Hebner reported on Westhab (2013-007), stating that this resolution would authorize an increase of \$920,001 to the award reservation of \$2,302,562 approved in October 2013. The project involves the acquisition and new construction of two semi-detached townhouse buildings in Yonkers, to create 16 units of transitional housing for young adults ages 18-24. Since the award was granted, civil engineering tests for the parking lot and foundation walls revealed that the site has organic fill, unsuitable to support the proposed building as proposed. As a result, all of the footings would have to be extended to reach suitable bearing soil. Also, due to the soil conditions, the site retaining walls have to be extended further down than anticipated. The existing retaining wall proved to be not stable enough to hold the proposed load of the parking area, thus requiring an extensive retaining wall along the side and rear property line. As the requested increase both exceeds 25% of the original award and \$750,000, HHAC Board approval is needed.

There was no further discussion or comment.

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

A Resolution of the Homeless Housing and Assistance Corporation Authorizing Awards

Mr. Hebner explained that the purpose of this resolution is to request the Board's approval to award a total of \$5,240,915 in Homeless Housing and Assistance Program (HHAP) funds and \$2,000,000 in Medicaid Redesign Team (MRT) funds to the following organizations:

- Women In Need (WIN) - \$5,240,915
- Common Ground – Webster Avenue - \$2,000,000 (MRT)

With the approval of the HHAP awards listed above (\$7,240,915), as well as the approval of an additional \$920,001 for the increased Final Award to Westhab, an appropriation balance of \$23,580,018 remains. With the approval of the MRT award listed above, an appropriation balance of \$8,000,000 remains.

As of September 18th, there are nine (9) applications under review, requesting approximately \$19 million in HHAP funds and \$9.6 million in MRT funds.

Mr. Hebner explained that his Memo to the Board includes information on the HHAP awards for projects including number of units serving NY/NY III populations, the status of the HHAP HIV/AIDS set-aside and the geographic distribution of the HHAP awards.

Mr. Hebner described the projects recommended for funding, including any conditions of the funding award, and also set forth the projects that were not recommended for funding. These projects include:

- Hudson River Housing
- Finger Lakes Community Development Corporation (FLCDC)

Ms. Proud asked if the applicants not recommended for funding could receive technical assistance. Mr. Hebner confirmed that these applicants will be contacted and offered technical assistance. Mr. Hebner further pointed out that, per the RFP, applicants may resubmit their application once in the same State Fiscal Year.

Mr. Lupoli stated that OMH was still finalizing their commitment to the Common Ground project. OMH is considering a capital and operating commitment for 55 units total. Ms. Proud asked if OMH was considering an award for Building A or Building B and Mr. Lupoli stated both.

There was no further discussion or comment.

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

Agency Reports:

OMH and OASAS both stated there were no new updates to report on since the last HHAC Board meeting on September 19, 2014.

Adjournment:

Ms. Proud adjourned the meeting at 1:57pm.

The **next HHAC Board meeting is** scheduled to take place on Wednesday December 3, 2014, at the Media Service Center Studio, Albany, NY, at 1:30pm.

Secretary

Date of Approval

161st HHAC BOARD MEETING MINUTES

Meeting date: December 3, 2014

Call to order:

The 161st meeting of the Homeless Housing and Assistance Corporation (HHAC) was held at the NYS Media Service Center (MSC), Albany, New York on December 3, 2014, at 1:30 p.m. The meeting was called to order by Kristin Proud, Commissioner of the Office of Temporary and Disability Assistance (OTDA) and Chair of the HHAC.

Members in attendance:

Sean Fitzgerald, Board Member Designee representing Board Member William J. Mulrow, Chairman of the NYS Housing Finance Agency (HFA), Moira Tashjian, Board Member Designee representing Commissioner Ann Marie T. Sullivan of the Office of Mental Health (OMH) and Mary Ann DiChristopher, Advisory Board Member Designee representing Commissioner Arlene Gonzáles-Sánchez of the Office of Alcoholism and Substance Abuse Services (OASAS).

Others in attendance:

Brett Hebner	HHAC Vice President
Linda Glassman	OTDA Deputy Commissioner
Barbara Roff	HHAC Comptroller
Barbara Guzman	OTDA Office of Legal Affairs (OLA)
Brendan Bannigan	OTDA OLA
Lesley Stefan	OTDA OLA
Dana Greenberg	HHAC Secretary
Brenda McAteer	HHAC Assistant Secretary
Karen Martin	HHAC Treasurer
John Siniapkin	HHAC Assistant Treasurer
David Galdun	HHAP Project Manager

1. Approval of minutes:

Ms. Proud requested a motion to accept the minutes from the September 19, 2014 HHAC Board Meeting and the October 1, 2014 Interim HHAC Board Meeting. Mr. Fitzgerald made the motion, which was seconded by Ms. Tashjian. The motion carried.

2. Vice President's Report

Mr. Hebner presented the Vice President's Report, beginning with an overview of the status of all projects under development in the Capital Program Unit (CPU) as of October 31, 2014. There are currently 38 projects in various stages of development, with 19 projects in construction, two (2) of which are over 90% complete.

Project Related Milestones:

Pre-Construction Award Agreements

Mr. Hebner reported that Community Action Program of Madison County (2013-021/HC00830) executed a Pre-construction Agreement on September 9, 2014. Scott Kunkler is the project manager.

Final Award Agreements

Mr. Hebner reported that Rescue Mission Alliance of Syracuse NY (RMS) (2013-019/HC00831) executed a Final Award Agreement on September 16, 2014. Pamela Cotterell is the project manager.

Oswego County Opportunities, Inc. (OCO) (2012-017/HC00813) executed a Final Award Agreement on August 1, 2014. Greg Lemp is the project manager.

Support Ministries, Inc. (2013-009/HC00836) executed a Final Award Agreement on October 29, 2014. Barbara Roff is the project manager.

Events and Ceremonies

Mr. Hebner reported that Concern for Independent Living, Inc. (Concern)/Concern Amityville (2011-11/HC00790) held a ribbon cutting ceremony on September 29, 2014. David Galdun is the project manager.

Finger Lakes United Cerebral Palsy (FLUCP)/Happiness House (2012-025/HC00820) held a ribbon cutting ceremony on September 19, 2014. Kimberly Smith is the project manager.

The Bridge (2008-017/HC00778) held a ribbon cutting ceremony on October 24, 2014. David Galdun is the project manager.

Cattaraugus Community Action (CCA) (2010-011/HC00777) held a ribbon cutting ceremony on October 28, 2014. Greg Lemp is the project manager.

There was no further discussion or comment.

3. Comptroller's Report

Ms. Roff presented the 2015 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 includes the budget for the current fiscal year and revenue and expenditure projections for the next four years. The plan must be approved by the Board and is required to be submitted at least 90 days prior to the beginning of the fiscal year.

A Resolution of the Homeless Housing and Assistance Corporation Approving the Annual Budget Report to the Office of the State Comptroller

Discussion: Ms. Roff discussed the details of the financial plan and the budget for the current fiscal year along with revenue and expenditure projections through the 2018-2019 State Fiscal Year.

There was no further discussion or comment.

Ms. Proud requested a motion to adopt the resolution. Mr. Fitzgerald made the motion which was seconded by Ms. Tashjian. The motion carried.

4. Treasurer's Report

Ms. Martin provided a brief synopsis of Schedule One within the Treasurer's Report and reported that the cash balance available as of the date of this meeting was approximately \$14,453,149.88. Included in this figure is a balance of \$7,790,010.74 of Medicaid Redesign Team (MRT) funds and \$1,091,852 million from the Mortgage Insurance Fund.

There was no further discussion or comment.

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

Mr. Galdun 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:

- 2014-003 Housing Visions Consultants, Inc./ Walnut Avenue Apartments
- 2014-008 Jericho Project/ Walton
- 2014-016 Common Ground Community II/ Webster Avenue Residence

There was no further discussion or comment.

Ms. Proud requested a motion to adopt the resolution. Mr. Fitzgerald made the motion, which was seconded by Ms. Tashjian. The motion carried.

6. A Resolution of the Homeless Housing and Assistance Corporation Authorizing the Assignment of a Contract and the Replacement of a Sponsor

Mr. Hebner presented the resolution regarding Pathways to Housing, Inc. (Pathways). In 1999, HHAC entered into a contract with Pathways for \$1,194,700, to establish 4 units (15 beds) of scattered-site permanent housing for homeless single adults with mental health issues across four sites in Queens.

In October 2014, the Office of Mental Health (OMH) alerted HHAC that Pathways' contracts with OMH would not be renewed and that OMH had begun the process to assign those contracts to other, providers, primarily Postgraduate Center for Mental Health (PCMH). This imminent loss of operating revenue led to Pathways' decision to transfer any remaining contracts and consumers to other agencies and to dissolve the agency. Both Pathways and PCMH have agreed to voluntarily assign the HHAC Final Award Agreement to PCMH. HHAP staff will be visiting the sites with both Pathways and PCMH.

There was no further discussion or comment. Ms. Proud requested a motion to adopt the resolution. Mr. Fitzgerald made the motion, which was seconded by Ms. Tashjian. The motion carried.

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

Mr. Hebner provided an overview of the Request for Qualifications (RFQ) process for Technical Assistance (TA) providers and explained that the current resolution requests the Board's approval to add Postgraduate Center for Mental Health (PCMH) to the list of approved TA providers. This addition would permit PCMH to take over the Pathways project as an approved property management provider if transfer of ownership of the Pathways project to PCMH is delayed in any way.

Mr. Fitzgerald asked if this would be a transitional contract. Mr. Hebner stated that yes, the TA contract would be on a transitional basis; however, moving forward this resolution would also add PCMH as an approved TA Provider, if ever needed in the future for other HHAP projects.

There was no further discussion or comment.

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

8. A Resolution of the Homeless Housing and Assistance Corporation Authorizing Awards

Mr. Hebner explained that the purpose of the resolution being offered is to request the Board's approval of two (2) awards, totaling \$7,250,000, consisting of \$3,019,231 in HHAP funds and \$4,230,769 in MRT funding, to the following organizations:

- Postgraduate Center for Mental Health (Marion Avenue) \$5,500,000
- HELP Development Corporation, Inc. \$1,750,000

With the approval of the HHAP awards listed above, an appropriation balance of \$20,560,787 remains available for future HHAP projects, and \$3,769,231 of the MRT funds remain available.

This fiscal year, HHAP funds have been awarded to projects consisting of a total of 61 NY/NY III units, including three (3) units for single adults who are chemically addicted and/or have a serious and persistent mental illness, known as Category A under the NY/NY III agreement.

There are currently 15 applications under review requesting \$53 million in HHAP funds and \$9.6 million in MRT funds.

Mr. Hebner described each project recommended for funding, including the conditions applicable to each award, if approved by the Board. Mr. Hebner also indicated that the following projects did not achieve a passing score are not recommended for funding:

- Housing Visions Unlimited – Winston Gaskin Homes
- Westhab, Inc. – Stanley Avenue
- Community Access, Inc.
- Comunilife, Inc.
- North Country Transitional Living Services, Inc.
- Opportunities for Broome, Inc.

Applicants of proposals that were not recommended for funding will be contacted and offered Technical Assistance.

There was no further discussion or comment.

Ms. Proud requested a motion to adopt the resolution to fund the proposed projects. Mr. Fitzgerald made the motion, which was seconded by Ms. Tashjian. The motion carried.

Agency Reports:

HCR:

Mr. Fitzgerald reported that the 2014 Unified Funding (UF) applications for the standard round are due on December 4, 2014. HCR is anticipating 80 applications and hopes to make awards in late winter/ early spring. The early award round, for shovel ready projects, received 11 applications on October 7, 2014. Two awards have already been made for disaster relief projects in Broome and Madison County and the rest are anticipated to be made in the next couple of weeks.

OMH:

Ms. Tashjian reported that OMH continues to move toward contracts for their 700-unit RFP for capital, operating and services funding. OMH has made decisions on 60% of the applications that have been received and will make decisions on the remaining applications within the next few weeks. Ms. Tashjian stated that six groups that have submitted applications to OMH are also planning on submitting applications to HCR under the UF round.

Ms. Tashjian also mentioned OMH's efforts regarding the Pathways to Housing programs transitioning to PCMH.

Finally, Ms. Tashjian reported on OMH's two MRT Pilot programs that are being implemented.

OASAS:

Ms. DiChristopher reported that 97% (291 of 300 units) of the OASAS' MRT funded units have been filled. OASAS is working on a RFP NY/NY III (Round 4) for 80 family units for \$5,000,000. The RFP is pending approval and is anticipated to be released around the first of the year.

OTDA:

Ms. Proud reported she had been out to Buffalo, following the major snow storm and was happy to report there was no damage to any HHAP properties.

New/Other Business: None

Ms. Proud requested a motion to adjourn. Mr. Fitzgerald made the motion, which was seconded by Ms. Tashjian. The motion carried.

Adjournment:

Ms. Proud adjourned the meeting at 2:04pm.

The next HHAC Board meeting is scheduled to take place on Wednesday February 4, 2015, at the Media Service Center Studio, Albany, New York, at 1:30pm.

Secretary

Date of Approval

162nd HHAC BOARD MEETING MINUTES
Meeting date: February 4, 2015

Call to order:

The 162nd meeting of the Homeless Housing and Assistance Corporation (HHAC) was held at the NYS Media Service Center (MSC), Albany, New York on December 3, 2014, at 1:30 p.m. The meeting was called to order by Brian Wootan, Office of Temporary and Disability Assistance (OTDA) Office of Legal Affairs (OLA) and Designee of Chair of the HHAC, OTDA Executive Deputy Commissioner, Sharon Devine.

Members in attendance:

Moira Tashjian, Board Member Designee representing Commissioner Ann Marie T. Sullivan of the Office of Mental Health (OMH) and Mary Ann DiChristopher, Advisory Board Member Designee representing Commissioner Arlene Gonzáles-Sánchez of the Office of Alcoholism and Substance Abuse Services (OASAS).

Others in attendance:

Brett Hebner	HHAC Vice President
Barbara Roff	HHAC Comptroller
Scott Kunkler	HHAC Assistant Comptroller
Barbara Guzman	OTDA OLA
Brendan Bannigan	OTDA OLA
Dana Greenberg	HHAC Secretary
Brenda McAteer	HHAC Assistant Secretary
Karen Martin	HHAC Treasurer
John Siniapkin	HHAC Assistant Treasurer

9. Approval of minutes:

Mr. Wootan requested a motion to accept the minutes from the December 3, 2014 HHAC Board Meeting. Ms. Tashjian made the motion, which was seconded by Mr. Wootan. The motion carried.

10. Vice President's Report

Mr. Hebner presented the Vice President's Report, beginning with an overview of the status of all projects under development in the Capital Program Unit (CPU) as of December 31, 2014. There are currently 40 projects in various stages of development, with 20 projects in construction, three (3) of which are over 90% complete.

Project Related Milestones:

Pre-Construction Award Agreements

Mr. Hebner reported that Southern Tier Environments for Living, Inc. (STEL) and Evergreen Health Services, Inc. (EHS) (2013-028/ HC00835) executed a Pre-construction Agreement on November 13, 2014. Dave Galdun is the project manager.

Final Award Agreements

Mr. Hebner reported that Westhab, Inc. (2013-007/ HC00823) executed a Final Award Agreement on November 13, 2014. Nilsa Mabel is the project manager.

Concern for Independent Living (Concern)/ Concern Middle Island LLC (2013-030) executed a Final Loan Agreement on December 18, 2014. Scott Kunkler is the project manager.

Common Ground Community II Housing Development Fund Corporation/ Park House (Common Ground) (2014-016) executed a Final Loan Agreement on December 30, 2014. Nilsa Mabel is the project manager.

Completed Projects

New Destiny Housing Corp. (New Destiny) / 2017 Morris Avenue Owners LLC (2013-011/ HC00819) completed construction on November 14, 2014 and by December 31st the building was fully rented up. Dana Greenberg is the project manager.

The Young Women's Christian Association of Binghamton and Broome County (YWCA) (2000-003/ HC00571) received a Certificate of Substantial Completion on December 23, 2014 for repairs to the cornices, the façade and interior areas affected by water damage from Hurricane Irene and Tropical Storm Lee. No units were offline throughout the repairs. Brenda McAteer is the project manager

Events and Ceremonies

Mr. Hebner reported that on November 17, 2014 CAMBA/ CAMBA Housing Ventures, Inc. held a ground breaking ceremony for CHV 560 Winthrop Street, L.P.(CAMBA Gardens II) (2013-001/ HC00827) and a ribbon cutting ceremony for CHV 690-738 Albany Avenue, L.P. (CAMBA Gardens) (2010-001/ HC00724). Dana Greenberg is the project manager for both projects.

Rescue Mission Alliance of Syracuse (RMS) (2013-019/ HC00831) held a ground breaking ceremony on November 17, 2014. Pam Cotterell is the project manager.

Broadway Housing Communities (BHC) (2010-013/ HC00783) held a ribbon cutting ceremony on November 21, 2014. Nilsa Mabel is the project manager.

Polish Community Center of Buffalo, Inc. d/b/a Lt. Colonel Matt Urban Human Services Center of Western New York (2012-006/ HC00805) held a ribbon cutting on December 15, 2014, shortly after they obtained a Certificate of Occupancy on December 9, 2014 and began renting up. Barbara Roff is the project manager.

Mr. Hebner also indicated that an announcement was issued suspending the acceptance of applications under the HHAP SFY 2014-2015 Request for Proposals (RFP), effective December 31, 2014.

There was no further discussion or comment.

11. Treasurer's Report

Ms. Martin provided a brief synopsis of Schedule One within the Treasurer's Report and reported that the cash balance available as of the date of this meeting was \$14,003,856.38. Included in this figure is a balance of \$6,178,517.36 of Medicaid Redesign Team (MRT) funds and \$548,329.36 from the Mortgage Insurance Fund.

There was no further discussion or comment.

12. 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 the State Environmental Quality Review Act (SEQRA) regulations that would indicate a potentially significant environmental impact:

- 2014-002 CAMBA/ Van Dyke Homes
- 2014-005 Auburn Housing Authority/ Merriman St. Family Transitions
- 2014-011 Concern for Independent Living/ Concern Ronkonkoma
- 2014-013 Women In Need/ The Glenmore
- 2014-020 Postgraduate Center for Mental Health/ Marion Residence

There was no further discussion or comment.

Mr. Wootan requested a motion to adopt the resolution. Ms. Tashjian made the motion, which was seconded by Mr. Wootan. The motion carried.

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

Mr. Hebner explained that the purpose of the resolution being offered is to request the Board’s approval of four (4) awards, totaling \$17,276,652, consisting of \$13,507,421 in HHAP funds and \$3,769,231 in MRT funding, to the following organizations:

- | | |
|--|---------------------------------------|
| • The Woman’s Prison Association and Home (WPA) | \$5,373,222 |
| • Finger Lakes Community Development Corporation, Inc. | \$3,000,000 |
| • Finger Lakes Addictions Counseling & Referral Agency Inc. (FLACRA) | \$2,395,190 |
| • The Doe Fund, Inc. (TDF) | \$2,739,009 (HHAP), \$3,769,231 (MRT) |

With the approval of the HHAP awards listed above, an appropriation balance of \$7,053,366 remains available for awards for applications currently under review as well as HHAC operating expenses. Approval of the current awards will fully allocate the SFY 2014-15 MRT appropriation.

For SFY 2014-2015, HHAP funds have been awarded to projects consisting of a total of 102 NY/NY III units, including three (3) units for single adults who are chemically addicted and/or have a serious and persistent mental illness, known as Category A under the NY/NY III agreement. Finally, HHAC met and then exceeded the set-aside for supportive housing for persons with HIV/AIDS.

There are currently 13 applications under review requesting \$34 million in HHAP funds and \$14.7 million in MRT funds.

Mr. Hebner described each project recommended for funding, including the conditions applicable to each award, if approved by the Board. Mr. Hebner also indicated that the following projects did not achieve a passing score and were not recommended for funding:

- Homsite, Inc.
- SOBRO

- YMCA of Greater Syracuse
- The Albany Damien Center

Applicants of proposals that were not recommended for funding will be contacted and offered Technical Assistance.

There was no further discussion or comment.

Mr. Wootan requested a motion to adopt the resolution to fund the proposed projects. Ms. Tashjian made the motion, which was seconded by Mr. Wootan. The motion carried.

14. A Resolution of the Homeless Housing and Assistance Corporation Authorizing Awards

Mr. Hebner explained that the purpose of this resolution is to amend a condition of a previous award. At the September 19, 2014 HHAC Board meeting, the Board approved an award to Auburn Housing Authority Development Corp. (Auburn) for \$6,418,545. A condition of this award was that The Rescue Mission Alliance of Syracuse, N.Y. (Rescue Mission) must become the co-sponsor due to its integral involvement in the project through the lease, operating support, services provision, and day-to-day operation of the project. It has now been determined that this goal can be achieved without the Rescue Mission becoming a co-sponsor; instead, Rescue Mission's role will be outlined within the Lease Agreement, to be approved by HHAP staff.

There was no further discussion or comment.

Mr. Wootan requested a motion to adopt the resolution to amend the conditions of the award for Auburn. Ms. Tashjian made the motion, which was seconded by Mr. Wootan. The motion carried.

Agency Reports:

OMH:

Ms. Tasjian announced the opening of a 50-bed SRO in Dutchess County, with RSS. This new program should be open by next month. Ms. Tashjian also stated OMH will officially be making awards for their 700 unit capital and operating RFP. Statewide, this will include 700 units of supportive housing for individuals leaving psychiatric centers and State-operated Article 28 and/or 31 facilities.

OASAS:

Ms. DiChristopher stated OASAS' NY/NY III RFP for \$2 million, which will support 80 units of housing, will be issued in the second quarter of 2015. Ms. DiChristopher also stated 294 of 300 units, funded from MRT have been filled.

New/Other Business: None

Mr. Wootan requested a motion to adjourn. Ms. Tashjian made the motion, which was seconded by Mr. Wootan. The motion carried.

Adjournment:

Mr. Wootan adjourned the meeting at 2:03pm.

The next HHAC Board meeting is scheduled to take place on Wednesday April 1, 2015, at the Media Service Center Studio, Albany, New York, at 1:30pm.

Secretary

Date of Approval