

215th HHAC Board Meeting Minutes

Meeting date: June 5, 2024

Call to Order:

The 215th meeting of the Homeless Housing and Assistance Corporation (HHAC) was held at the NYS Media Service Center (MSC), in Albany, New York at 1:30 p.m. on June 5, 2024. The meeting was called to order by Rick Umholtz, Deputy Commissioner for Housing and Refugee Services at the NYS Office of Temporary and Disability Assistance (OTDA).

Members in Attendance:

Brett Hebner, Board Member Designee representing Board Member Kenneth Adams, Chairman of the NYS Housing Finance Agency (HFA); Suzanne Cook, Board Member Designee representing Board Member Commissioner Ann Marie Sullivan of the NYS Office of Mental Health (OMH); and Esteban Ramos, Advisory Board Member Designee representing Advisory Board Member Commissioner Chinazo Cunningham, M.D. of the Office of Addiction Services and Supports (OASAS).

Others in Attendance:

Dana Greenberg	HHAC President
Brenda McAteer	HHAC Vice President
Michael Washburn	HHAC Comptroller
Connie Adsitt	HHAC Assistant Comptroller
Amanda Diller	HHAC Secretary
Megan Van Geest	HHAC Assistant Secretary
Simone Demelo	OTDA Division of Legal Affairs (DLA)
Teresa Eddy	OTDA DLA
Martin Robinson	HHAP Project Manager
Thomas Smith, CPA	EFPR Group, LLP

Items of Discussion:

Approval of Minutes

Rick Umholtz requested a motion to accept the minutes of the 214th HHAC Board Meeting that took place on April 3, 2024. Brett Hebner made the motion, which was seconded by Suzanne Cook. The motion carried.

President's Report

Dana Greenberg presented the President's Report and began with an overview of the status of all projects under development as of April 30, 2024, when there were 99 projects in various stages of development. Fifty of these projects were in construction, ten of which were over 90% complete. Furthermore, 36% of the projects in development at that time were in New York City, 10% were in the suburban regions of Westchester, Nassau, and Suffolk counties, and the remaining 54% were in the rest of the state.

Project-Related Milestones

Final Award and Loan Agreements

- The Fortune Society, Inc. (Fortune Society) Castle III (2020-032/HC01102) executed a Final Loan Agreement (FLA) on February 21, 2024. Fortune Society received a \$6,998,467 HHAP award reservation in February 2021 for the new construction of 52 units of permanent supportive housing (PSH) in East Harlem, for homeless individuals re-entering the community after incarceration or chronically homeless individuals with histories of incarceration who may also be diagnosed with a serious mental illness (SMI) and/or substance use disorder (SUD). An additional 23 units will be reserved for low-income individuals and families who earn between 27%-60% of the Area Median Income (AMI) and a superintendent's unit, for a total of 82 units. The project will provide housing for both families and singles. Other sources of development funding include NYC Housing Preservation and Development (HPD) Supportive Housing Loan Program (SHLP) funds, Low-Income Housing Tax Credit equity (LIHTC), a bank loan, a partner capital contribution, deferred developer fee and deferred reserves for a total development cost of \$53,719,568. Elaine Houlihan is the project manager.
- Urban Pathways, Inc. (2020-058/HC01101) executed a FLA on March 7, 2024. Urban Pathways received a \$10,000,000 HHAP award reservation in April 2021 for the new construction of 70 units/beds of PSH in the Bronx. Twenty-seven units are for homeless individuals who are seniors aged 55 and older, 33 units are for individuals with a SMI, and 10 units are for individuals re-entering the community from incarceration. An additional nine units/ beds will be reserved for low-income seniors. Other sources of development funding include NYS Homes and Community Renewal (HCR) Housing Trust Fund (HTF) 9% LIHTC, deferred fee loan, sponsor loan, and a permanent loan for a total project cost of \$38,930,236. Heather Lombardo is the project manager.
- United Veterans Beacon House (UVBH) (2023-006S/HC01103) executed a Final Award Agreement (FAA) on March 20, 2024. UVBH received an \$18,285 HHAP

emergency shelter repair award reservation in October 2023 to renovate one of the four bathrooms at their five unit/10 bed emergency shelter for homeless single males in Suffolk County. Elaine Houlihan is the project manager.

- Rescue Mission of Utica, Inc. (RMU) (2022-018S/HC01105) executed a FAA on April 17, 2024. RMU received a \$100,000 HHAP emergency shelter repair award reservation in February 2023 for repair work on a 59-bed shelter for homeless single adults in Utica. Other sources of development funding include an agency contribution from RMU for a total project cost of \$125,100. Rachel Gaffey is the project manager.

Amendments

- The Doe Fund (TDF) (2019-014/HC01041) executed an amendment to their FLA on April 2, 2024. TDF received a \$4,900,000 HHAP award reservation in October 2019. TDF requested and received an award increase of \$620,875 in April 2023 due to unforeseen subsurface conditions and cost overruns in the current market, for a total HHAP investment of \$5,520,875. The project proposes the new construction of 98 units /171 beds of PSH in the Bronx. Forty-nine units will be for homeless individuals living with HIV/AIDS. An additional 48 units will be reserved for low-income individuals and families and one superintendent's unit, for a total of 98 units. The project will provide housing for homeless families and singles. Other sources of development funding include HCR LIHTC and Supportive Housing Opportunity Program (SHOP) funds, HOME Federal funding, All Affordable NYC (ANYC), Solar Tax Credit Equity, a Merchant Capital Corporation Permanent Loan, NYS Energy Research and Development Authority (NYSERDA) funding, accrued interest, deferred developer fee, developer funded reserves, and reserves funded from the developer fee for a total project cost of \$49,977,035. Heather Lombardo is the project manager.

Completed

- Joseph's House & Shelter, Inc. (2019-037S/HC01085) completed their emergency shelter repairs on March 28, 2024. Joseph's House received a \$98,500 HHAP emergency shelter repair award reservation in January 2020 for the moderate rehabilitation of an existing 15 unit/39 bed emergency shelter. The repairs included new vinyl flooring throughout the building and replacement of 46 economy windows. Heather Lombardo is the project manager.
- Penates, Inc. (2021-034S/HC01080) completed their emergency shelter repairs on March 14, 2024. Penates received a \$100,000 HHAP emergency shelter repair award reservation in February 2022 for the moderate rehabilitation of three units/17 beds of emergency housing for homeless families in Bay Shore. The repairs included installing new kitchen cabinets, countertops, two new sinks,

a stove, two refrigerators/freezers in the kitchen, and new flooring. Ryan Szalkowski is the project manager.

- Penates, Inc. (2021-035S/HC01081) completed their emergency shelter repairs on March 14, 2024. Penates received a \$100,000 HHAP emergency shelter repair award reservation in February 2022 for the moderate rehabilitation of four units/17 beds of emergency housing for homeless families in Bay Shore. The repairs included installing new kitchen cabinets, countertops, two new sinks, a stove, two refrigerators/freezers in the kitchen, and new flooring. Ryan Szalkowski is the project manager.

Events and Ceremonies

- Ibero-American Development Corporation (IADC)/Alta Vista Housing LLC (2020-054/HC01099) held a groundbreaking ceremony on April 4, 2024. IADC received a \$2,628,082 HHAP award reservation in April 2021 for the new construction of 14 units/30 beds of PSH in Rochester. Five of these units will be for homeless persons with a SMI, five units for homeless persons with a SUD and four units for survivors of domestic violence. The remaining 62 units will be for households with incomes at or below 30%, 50%, 60% and 80% of the AMI, for a total of 76 units. Other sources of development funding include LIHTC and SLIHTC equity, Clean Energy Initiative (CEI), HTF, Federal Housing Trust Fund (FHTF), and Community Investment Fund (CIF) through HCR, City of Rochester HOME funds, a loan through Community Preservation Corporation (CPC), Rochester Downtown Revitalization Initiative (DRI) funds, solar incentives, a managing member contribution, and a deferred developer fee for a total project cost of \$35,835,618. Amanda Diller is the project manager.

Withdrawn

- DePaul Properties, Inc. (DePaul) Granary Apartments (2022-029) withdrew their HHAP award reservation on March 6, 2024. DePaul received a \$6,920,000 HHAP award reservation in June 2023 for the new construction of 25 units/50 beds of PSH in Wheatfield for five homeless adults over the age of 55 and 20 homeless adults living with a SMI. This was part of a larger project with 80 units/143 beds which included 20 units set aside for individuals living with a SMI, operated by Community Missions Niagara Frontier, Inc. and licensed and funded through OMH's Treatment Apartment Program (TAP). Thirty-five units were also set aside for income-eligible members of the community with incomes at or below 60% of the AMI. The projected development budget and funding sources changed substantially since the HHAP award reservation, causing DePaul to rework the project. A letter from DePaul withdrawing the award reservation was received on March 6, 2024. Amanda Diller was the project manager.

There was no further discussion or comment.

Rick Umholtz requested a motion to accept the President's Report. Brett Hebner made the motion, which was seconded by Suzanne Cook. The motion carried.

Comptroller's Report

Mike 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, 2024, 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.

Mike Washburn introduced Thomas Smith of EFPR Group, CPAs, PLLC to present the SFY 2023-24 Audit & Report for HHAC. Thomas Smith provided an overview and summarized the Report and the financial statements to the Board. Thomas Smith stated that no issues were identified in the financial statements and the audit resulted in an "unqualified opinion" also known as a clean opinion.

Mike Washburn then presented the Annual Investment Report and the Schedule of Investments. Mike Washburn shared that there have been no changes in the Investment Policy from previous years. Investments continued in the money market and T-Bill accounts, and the amount available for investing remained consistent with previous years.

Mike 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.

Mike 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.

Rick Umholtz requested a motion to approve the resolution. Brett Hebner made the motion, which was seconded by Suzanne Cook. The motion carried.

Mike 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 2023-24.

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.

Rick Umholtz requested a motion to approve the resolution on the disposition of property. Brett Hebner made the motion, which was seconded by Suzanne Cook. The motion carried.

Treasurer's Report

Connie Adsitt 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 \$27,788,038.02. This included \$1,723,645.57 in Mortgage Insurance Funds (MIF).

There was no further discussion or comment.

Rick Umholtz requested a motion to accept the Treasurer's Report. Brett Hebner made the motion, which was seconded by Suzanne Cook. The motion carried.

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

Martin Robinson presented the following projects to the Board:

- Project Name: Dutchess County 2023-029
- Project Name: Cortland Housing Assistance Council 2023-030
- Project Name: Regional Economic Community Action Program, Inc. 2023-024
- Project Name: Samaritan Daytop Village, Inc. 2024-001
- Project Name: RUPCO, Inc. 2024-005

Martin Robinson reported that the Dutchess County, Cortland Housing Assistance Council, Regional Economic Community Action Program, Samaritan Daytop Village and RUPCO projects will not result in any significant adverse environmental impacts and therefore, Negative Declarations were recommended at that time.

There was no further discussion or comment.

Rick Umholtz requested a motion to approve the SEQRA resolution. Brett Hebner made the motion, which was seconded by Suzanne Cook. The motion carried.

A Resolution of the Homeless Housing and Assistance Corporation Authorizing Awards

Brenda McAteer explained that the purpose of the resolution was to request the Board's approval of six awards from the state fiscal year (SFY) 2024-25 funding round totaling \$44,972,406 to the following organizations:

- Standing Together Effectively for People by Standing Together Effectively for People (S.T.E.P. by S.T.E.P.)-Knox Street #2
- Steuben Church People Against Poverty, Inc. dba Arbor Housing and Development/Stately Apartments
- DePaul Properties, Inc.- Columbia Square Apartments
- Brownsville Partnership, Inc.- 372 Livonia
- Rehabilitation Support Services, Inc.- The Meadow on Seneca
- DePaul Properties, Inc.- Pan American Apartments

Four applications were reviewed and not recommended for funding at that time:

- New York Institute for Human Development/Catholic Homes New York
- BestSelf Behavioral Health/The Chalmers Apartments at Highland Park
- Spanish Action League of Onondaga aka La Liga/La Liga Westside Village
- Unique People Services, Inc./Ogden Theater

These applicants will be offered technical assistance.

Brenda McAteer stated that the \$44,972,406 in project funding recommended at the meeting will create 227 units/ 313 beds of permanent supportive housing (PSH).

Brenda McAteer noted that the SFY 2023-24 enacted State Budget contained 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. The RFP was issued on May 4, 2023, with applications being accepted starting May 25, 2023.

Brenda McAteer reported that there were 10 applications under review at the time of the Board meeting, requesting approximately \$76.3 million in HHAP funding. The remaining uncommitted appropriation balance of approximately \$33 million may be utilized for future awards, which includes up to \$1 million for emergency shelter repairs and \$2 million for HHAC operating and administrative expenses.

Brenda McAteer also 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 there is one application under review that qualifies for the HIV/AIDS set-aside. Five million dollars is also set aside for projects that will provide supportive housing for veterans. The Utica Center for Development was allocated the full \$5 million veterans' set aside. 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.

Brenda McAteer reported on the geographic distribution of HHAP awards made to date from the SFY 2024-25. Thirty-nine percent of the funding was awarded to projects in the NYC region and 61% to the rest of state region. To date, no awards have been made to projects in the suburban region of Suffolk, Nassau, and Westchester counties.

Brenda McAteer stated that the \$95 million awarded to new projects in SFY 2024-25 will create 591 units/863 beds of PSH and preserve 17 units/29 beds of emergency housing.

There was no further discussion or comment.

Rick Umholtz requested a motion to approve the Resolution Authorizing Awards. Brett Hebner made the motion, which was seconded by Suzanne Cook. The motion carried.

Agency Reports:

HCR

Brett Hebner reported that HCR is working towards construction closing with their new awardees from their most recent 9% RFP that was released in March. They are also working on a new 9% RFP which is anticipated to be released at the end of July.

Brett Hebner reported that to date this year, HCR has had 13 permanent closings and nine construction closings, eight of which involve a supportive component. HCR is targeting another 22 construction closings during 2024.

OASAS

Esteban Ramos reported that OASAS is reviewing responses received on the guidelines for recovery residences. Through the Transitional Safety Unit Initiative, there have been 20 transitions that have occurred. This initiative assists individuals in residential treatment programs or correctional facility settings throughout the state to secure permanent housing.

Esteban Ramos concluded his report by reporting that OASAS continues to work with the ESSHI workgroup and assist OTDA in reviewing HHAP applications.

OMH

Suzanne Cook reported that OMH made awards in April under the Short -Term Transitional Residence RFP for units in Long Island, NYC, and the Hudson River region serving a re-entry population. In May, they awarded Treatment Apartment Program Units statewide and Short-Term Transitional Residence units in Manhattan.

OTDA

Rick Umholtz reported that HHAP has reviewed nine concept papers requesting \$53 million in funding. In response to the Solutions to End Homelessness Program (STEHP) RFP, it was reported that 92 applications were received requesting more than double the available appropriation. Applications were currently under review.

In conclusion, Rick Umholtz thanked the Bureau for their continued work in making a difference in the lives of New Yorkers.

New/Other Business:

The next HHAC Board meeting is scheduled to take place on Wednesday, August 14, 2024, hosted by the Media Service Center Studio, Albany, New York, at 1:30 p.m.

Rick Umholtz asked for a motion to adjourn the meeting. Brett Hebner made the motion, which was seconded by Suzanne Cook. The motion carried. Rick Umholtz adjourned the meeting at 2:14 p.m.