

**MINUTES OF THE 303RD MEETING OF THE MEMBERS OF THE
HOUSING TRUST FUND CORPORATION
HELD ON MARCH 6, 2014 AT 8:30 A.M.**

Locations: 641 Lexington Avenue, New York, NY 10022 and
38-40 State Street, Salo Conference Room, Albany, NY
State Capitol Building, Room 131, Albany, NY 12207
*locations connected by video-conference

MEMBERS PRESENT:

Darryl C. Towns, Chairman
Marian Zucker for William Mulrow, Member

OFFICERS PRESENT:

Gary Connor	Counsel
Sharon Devine	President, Office of Professional Services
Bret Garwood	Senior Vice President, Office of Finance and Development
Karen Hunter	Treasurer
Stacey Mickle	Assistant Treasurer
Matthew Nelson	President, Office of Community Renewal
Heather Spitzberg	SEQRA Officer
Eu Ting-Zambuto	Secretary

OTHERS PRESENT:

Anthony Constantinople	Constantinople & Vallone Consulting LLC
Keith Cranford	Hunt, Guillot & Associates, LLC
Mike DeBonis	Acting Assistant Director, Architecture and Engineering Bureau, HCR
Arlette Murrain	Business Development Manager, Penda Aiken, Inc.
Joseph Palozzola	Vice President, Intergovernmental Affairs, HCR
Lois Rosen	Manager, Office of Housing Preservation, HCR
Kisha Santiago	Assistant Commissioner, Budget Services/Executive, HCR
Charni Sochet	Press Secretary, Communications and Public Information, HCR
Tim Temple	Executive Director, Worley Co.
Michael Weber	Special Advisor, Office of Professional Services, HCR

There was a quorum with two Members present. Chairman Towns made a motion to call to order the 303rd Meeting of the Members of the Housing Trust Fund Corporation (“HTFC”). The motion was seconded by Ms. Zucker.

The first item on the HTFC agenda was the approval of the Minutes of the 302nd meeting held on January 29, 2014. The minutes of the meeting were deemed approved.

The second item on the HTFC agenda was a resolution approving the transfer and assignment of the Housing Choice Voucher Program from the Town of Oyster Bay. Ms. Ting-Zambuto presented on behalf of Alan Smith. She stated that the Town of Oyster Bay Housing Authority currently administers a 50 unit HUD Section 8 Housing Choice Voucher Program and this item is to approve the transfer and assignment of the administration of the program to HTFC, which maintains a large 44,000 unit statewide Housing Choice Voucher Program.

Chairman Towns moved to adopt the resolution; Ms. Zucker seconded the motion, and the following resolution was adopted:

Section 1. The Members hereby approve the transfer and assignment of the Housing Choice Voucher Program with contract and budget authority from the Oyster Bay Housing Authority to HTFC, effective July 1, 2014 or at such subsequent time as HUD may establish.

Section 2. The members hereby authorize HTFC to execute any documents which may be necessary and appropriate to effectuate the transfer and assignment.

Section 3. This resolution shall take effect immediately.

The third item on the HTFC agenda was a resolution approving Public Housing Modernization Drug Elimination Program awards. Ms. Rosen presented this item. She stated that public housing projects are plagued with violent crimes related to drugs and since about 1991, funds have been granted under the Public Housing Modernization Program for drug elimination. She stated that while the annual grant is \$400,000, this year HTFC is able to award approximately \$1,397,586 because of recaptured and previously unallocated funds.

Ms. Rosen stated that there were about twelve eligible public housing projects, and she briefly described the application process. She indicated that for each application, staff visited project sites, recorded observations, and individually vetted the awards based on a comparison of the request and the need. Further, she stated that all housing authorities and applicants are required to use existing funds on projects before new funds are awarded.

Ms. Zucker asked whether there is a requirement of matching funds or some type of contribution.

Ms. Rosen responded that most of the public housing authorities had little or no money, but where there was money available, the housing authorities were asked to match or contribute; where there was no money or other sources of funding, no contribution was required. She stated that to the extent possible, resources were preserved.

Chairman Towns moved to adopt the resolution; Ms. Zucker seconded the motion, and the following resolution was adopted:

Section 1. The Members hereby approve awards under the Public Housing Modernization Drug Elimination Program in the following amounts to the following eligible recipients: Auburn Housing Authority in the amount of \$170,000 for the Melone Village housing project; Greenburgh Housing Authority in the amount of \$149,600 for the Greenburgh Apartments housing project; Kingston Housing Authority in the amount of \$18,000 for the Colonial Gardens Addition housing project, \$30,000 for the Wiltwyck Gardens housing project; Little Falls Housing Authority in the amount of \$57,500 for the Rockton Plaza housing project and \$115,000 for the Valley View Courts and Valley View Courts Addition housing projects; North Hempstead Housing Authority in the amount of \$39,104 for the Pond View housing project; Nyack Housing Authority in the amount of \$298,000 for the Walden Terrace housing project and \$143,532 for the Depew Manor housing projects; Salamanca Housing Authority in the amount of \$98,400 for the Hillview Homes housing project and \$14,600 for the Hillview Manor housing project, Utica Housing Authority in the amount of \$168,850 for the Chancellor Apartments; Wilna Housing Authority in the amount of \$95,000 for the Brady Acres housing project.

Section 2. The Members hereby approve the entering into of regulatory agreements with the eligible recipients, upon their satisfactory compliance with any pre-contract conditions as required by statute or regulation, and upon such terms and conditions as set forth under Public Housing Modernization Drug Elimination Program guidelines.

Section 3. The President of the Office of Housing Preservation or another authorized officer of HTFC is hereby authorized, subject to the provisions of this resolution, to execute any documents which may be necessary and appropriate to effectuate the purposes of this resolution.

Section 4. This resolution shall take effect immediately.

The fourth item on the HTFC agenda was a resolution adopting Project Sunlight policy and compliance plan. Mr. Connor stated that the Public Integrity Reform Act of 2011 enacted Project Sunlight which includes the maintenance of a public database to report interactions with the government. He stated that the reporting requirements cover five different areas, and that the two areas most relevant to HTFC are procurement and regulatory matters. With respect to procurement, he stated that Counsel's Office has determined that procurements for capital programs are not covered by Project Sunlight and are accordingly, not required to be

reported. He stated that HCR attorneys Amy Zamenick at Hampton Plaza and Alex Valella at Lexington can answer questions on the law. He recommended that the agency adopt the Project Sunlight policy and compliance plan, and noted that the policy is distinct from the lobbying policy.

Ms. Zucker asked if the adoption of this policy and compliance plan brings HTFC in line with the other entities under HCR. Mr. Connor replied affirmatively.

Chairman Towns moved to adopt the resolution; Ms. Zucker seconded the motion, and the following resolution was adopted:

Section 1. The Members hereby adopt the Project Sunlight Policy and Compliance Plan.

Section 2. The Members hereby authorize Counsel or any authorized staff to execute any documents which may be necessary and appropriate to effectuate the purposes of this resolution.

Section 3. This resolution shall take effect immediately.

The fifth item on the HTFC agenda was a resolution approving the SEQRA documentation and classification of the environmental impact for Sheridan Hollow Village. Ms. Spitzberg presented that the Sheridan Hollow Village project is sponsored by Housing Visions Consultants, Inc. and is receiving funds from the Low-Income Housing Trust Fund Program and Urban Initiatives Program. She stated that the project is for the new construction of 57 units in 17 buildings on scattered sites in the Sheridan Hollow neighborhood, and she recommended that the project be classified as unlisted with a negative declaration under SEQRA.

Chairman Towns moved to adopt the resolution; Ms. Zucker seconded the motion, and the following resolution was adopted:

Section 1. The Members hereby accept the SEQRA documentation for Sheridan Hollow Village and hereby adopt the recommendation that the project be classified as UNLISTED with a NEGATIVE DECLARATION under SEQRA.

Section 2. The Members hereby authorize the SEQRA Officer or any authorized officer to execute any documents in accordance with the applicable provisions of law to effectuate the purpose of this resolution.

Section 3. This resolution shall take effect immediately.

The sixth item on the HTFC agenda was a resolution engaging SaxBST to perform annual audit for the 2013-2014 fiscal year. Ms. Ting-Zambuto stated that SaxBST is the product of a merger including Bollam, Sheedy, Torani and Co. (“BST”). She distributed SaxBST’s unexecuted engagement letter to the Members.

Ms. Hunter presented that the engagement of SaxBST is for the annual audit for the fiscal year ending March 31, 2014. She stated that this would be the fifth year of HTFC’s engagement with BST and indicated that HTFC has had a positive experience with BST to date; the amount of the engagement remains at \$25,000. She stated that the firm will be coming into HTFC’s offices the first week of May and that the engagement is expected to be completed by the June board meeting.

Chairman Towns asked if there are any other changes with our engagement than in the previous years other than the period covered.

Ms. Hunter responded that the audit will be similar, with the possible exception that the scope of the audit may be expanded to cover the new disaster recovery funds. She indicated that SaxBST is looking at what it needs to do with an audit of the disaster recovery funds and may plan some onsite work at the Office of Storm Recovery’s program offices at Beaver Street.

Chairman Towns moved to adopt the resolution; Ms. Zucker seconded the motion, and the following resolution was adopted:

Section 1. The Members hereby approve the engagement of SaxBST to conduct HTFC’s annual independent audit for fiscal year ended March 31, 2014.

Section 2. The Treasurer or another authorized officer is hereby authorized to execute any documents which may be necessary and appropriate to effectuate the purpose of this resolution.

Section 3. This resolution shall take effect immediately.

The seventh item on the HTFC agenda was a resolution approving awards for 255 East 138th Street Apartments, CAMBA Gardens, and the Cove on the Concourse from the Medicaid Redesign Team Program (“MRT”). Mr. Garwood presented that requests for proposals have been issued for the availability of two allocations of MRT capital. He stated that the five MRT awards being recommended will exhaust the second allocation and indicated that another MRT allocation is anticipated in the future which will continue this program.

Mr. Garwood presented the first three housing projects. The first project, 255 East 138th Street Apartments, is a project for the construction of ninety-nine mixed-income units in the Bronx, which will include thirty units expected to be set aside for individuals with severe and persistent mental illness, twenty units expected to be set aside for individuals earning between 60% and 80% of the Area Median Income (“AMI”), and the remaining forty-eight revenue

generating units proposed to be set aside for tenants with incomes are at or below 60% of the AMI. He recommended that up to \$3,750,000 in MRT funds be awarded for the \$43.4 million project. He stated that the applicant is Lettire Construction Corp. and an allocation of New York State Low-Income Housing Tax Credits are also being sought for the project.

The second project, CAMBA Gardens, is a project for the construction of two hundred and ninety-three units of housing in Brooklyn, which will include one hundred and eighty-two units expected to be set aside for individuals with severe and persistent mental illness and the remaining revenue generating units expected to be set aside for tenants with incomes at or below 60% of the AMI; CAMBA Housing Ventures will be completing the project and supportive services will be provided by Church Avenue Merchants Association. He recommended that up to \$5,000,000 in MRT funds be awarded for the \$90.6 million project.

The third project, Cove on the Concourse, is a project for the construction of fifty units in the Bronx, which will include fifteen units expected to be set aside for individuals with severe and persistent mental illness and twenty-one units will be set aside for households whose incomes are at or below 60% of the AMI, and thirteen units will be set aside for households whose incomes are at or below 90% of NY Metro AMI. He recommended that up to \$1,875,000 in MRT funds be awarded for the project, and he stated that the project will controlled by Thorobird Companies and supportive services will be provided by the Association for Rehabilitative Case Management and Housing. He stated that the project is also seeking an allocation of New York State Low-Income Housing Tax Credits.

Chairman Towns moved to adopt the resolution; Ms. Zucker seconded the motion, and the following resolution was adopted:

Section 1. The Members hereby approve the award of up to \$3,750,000 in Medicaid Redesign Team funds for the 255 East 138th Street Apartments and the entering into of regulatory agreements with the applicant, upon its satisfactory compliance with any pre-contract conditions as required by statute or regulation, and upon such other governing terms and conditions.

Section 2. The Members hereby approve the award of up to \$5,000,000 in Medicaid Redesign Team funds for the CAMBA Gardens Phase II and the entering into of regulatory agreements with the applicant, upon its satisfactory compliance with any pre-contract conditions as required by statute or regulation, and upon such other governing terms and conditions.

Section 3. The Members hereby approve the award of up to \$1,875,000 in Medicaid Redesign Team funds for the Cove on the Concourse and the entering into of regulatory agreements with the applicant, upon its satisfactory compliance with any precontract conditions as required by statute or regulation, and upon such other governing terms and conditions.

Section 4. The Members hereby authorize the President of the Office of Finance and Development or another authorized officer of HTFC, subject to the provisions of this resolution, to execute any documents which may be necessary and appropriate to effectuate the purposes of this resolution.

Section 5. This resolution shall take effect immediately.

The next item was a resolution approving MRT awards for 1974 Webster Avenue project and 111 East 172nd Street. This item was an item of new business and supporting documents were circulated to the Members prior to the board meeting.

Mr. Garwood presented the two projects. The first project, 1974 Webster Avenue, is for the new construction of one hundred and seventy units of housing located in Bronx County, with approximately eighty units set aside for individuals that are homeless with severe and persistent mental illness, as defined by NY/NY III and all one hundred and sixty-nine revenue generating units set aside for tenants with incomes at or below 60% of the AMI. He recommended that up to \$2,800,000 in MRT funds be awarded for the \$54.1 million project. He stated that the project will be controlled by Common Ground Community Housing Development Fund Corporation and the supportive services will be provided by Center for Urban Community Services.

The second project, 111 East 172nd Street, is for the new construction of one hundred and thirty-three units of housing located at 111 East 172nd Street in Bronx County, which is anticipated to include sixty-eight units set aside for individuals with severe and persistent mental illness and all one hundred and thirty-two revenue generating units set aside for households whose incomes are at or below 60% of the AMI. He recommended that up to \$4,500,000 in MRT funds be awarded for the \$46.3 million project and stated that the project will be controlled by Community Access Inc. with supportive services also provided by Community Access Inc.

Mr. Garwood stated that these last two projects represent a shift in the MRT funding. MRT funding was initially targeted to projects that were receiving service awards through the NY/NY III program. As the NY/NY III program winds down, the MRT program will be continuing the benefits of the program by serving the same population.

Chairman Towns moved to adopt the resolution; Ms. Zucker seconded the motion, and the following resolution was adopted:

Section 1. The Members hereby approve the award of up to \$2,800,000 in Medicaid Redesign Team funds for 1974 Webster Avenue and the entering into of regulatory agreements with the applicant, upon its satisfactory compliance with any pre-contract conditions as required by statute or regulation, and upon such other governing terms and conditions.

Section 2. The Members hereby approve the award of up to \$4,500,000 in Medicaid Redesign Team funds for 111 East 172nd Street and the entering into of regulatory agreements with the applicant, upon its satisfactory compliance with any pre-contract conditions as required by statute or regulation, and upon such other governing terms and conditions.

Section 3. The Members hereby authorize the President of the Office of Finance and Development or another authorized officer of HTFC, subject to the provisions of this resolution, to execute any documents which may be necessary and appropriate to effectuate the purposes of this resolution.

Section 4. This resolution shall take effect immediately.

The first informational item on the HTFC agenda was a review of the board self-evaluation.

The next item on the HTFC agenda was a review of the mission statement. Mr. Connor asked the board to review the mission statement and consider whether to add the goals of storm recovery into the mission statement. The mission statement must be readopted by the end of June.

Ms. Zucker discussed considering a broad expansion of the mission statement to address that HTFC has become involved at the State's request to provide disaster recovery services.

The next item on the HTFC agenda was a review of SEQRA Type II actions and concur summaries.

The next item on the HTFC agenda was a review of documents submitted by the Governor's Office of Storm Recovery including the Organizational Chart for the Office of Storm Recovery, the Community Development Block Grant Program Disaster Recovery Action Plan, and Quarterly Performance Report.

The next item on the HTFC agenda was a review of authorized contracts under the Community Development Block Grant Disaster Recovery Program. Ms. Ting-Zambuto stated that eight subrecipient agreements were executed with local municipalities in Nassau and Suffolk Counties awarding grants to provide financial assistance to municipal governments to improve and accelerate code enforcement activities and actions.

The last item on the HTFC agenda was a review of a notice from Office of Storm Recovery on the development and release of programmatic and general administrative manuals. This item was introduced as an item of new business and the memorandum was distributed to the Members.

There being no further business, the meeting was adjourned upon a motion made by Chairman Towns and seconded by Ms. Zucker.

Dated: March 6, 2014


Eu Ting-Zambuto