

**MINUTES OF THE 304TH MEETING OF THE MEMBERS OF THE
HOUSING TRUST FUND CORPORATION
HELD ON APRIL 11, 2014 AT 2 P.M.**

Locations: 641 Lexington Avenue, President's Conference Room, New York, NY and
38-40 State Street, Salo Conference Room, Albany, NY
*locations connected by video-conference

MEMBERS PRESENT:

Darryl C. Towns, Chairman
Alex Valella for William Mulrow, Member

OFFICERS PRESENT:

Gary Connor	Counsel
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:

Denise Cannon	Office of Community Renewal, HCR
Julianne Clouthier	Office of Community Renewal, HCR
Mike DeBonis	Acting Assistant Director, Architecture and Engineering Bureau, HCR
Andrew Griffin	Office of Community Renewal, HCR
Tracey Jordan	Office of Community Renewal, HCR
Thomas King	Governor's Office of Storm Recovery, HCR
Ashley Lavigne	Director of the CDBG Small Business Development Program, Office of Community Renewal, HCR
Jerry Morse	Office of Community Renewal, HCR
Jerry Nagy	Acting Director of the Access to Home Program and the RESTORE Program, Office of Community Renewal, HCR
Charles Phillion	Office of Community Renewal, HCR

There was a quorum with two Members present. Chairman Towns made a motion to call to order the 304th Meeting of the Members of the Housing Trust Fund Corporation ("HTFC"). The motion was seconded by Mr. Valella.

The first item on the HTFC agenda was the approval of the minutes of the 303rd meeting held on March 6, 2014. The minutes of the meeting were deemed approved.

The second item on the HTFC agenda was a resolution approving the SEQRA documentation and classification of the environmental impact of the Mill at Middletown and Monarch Senior Living. Ms. Spitzberg presented the two projects and recommended both as unlisted with a negative declaration. She stated that the Mill at Middletown is an adaptive reuse project of a three-story manufacturing facility and new construction to create 42 new residential units in the City of Middletown using Low-Income Housing Trust Funds, Urban Initiatives funds, project-based vouchers and Low-Income Housing Credits. She stated that Monarch Senior Living is the new construction of 50 residential units in a two-story building in the town of Webster using Low-Income Housing Trust Funds, Low-Income Housing Credits, and State Low-Income Housing Credits.

Chairman Towns asked if there is anything to note in either project. Ms. Spitzberg responded that the Mill at Middletown was a very complex project as it involved a floodplain of historic significance. She acknowledged the hard work of John Leahy and noted her appreciation of his work.

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

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

Section 2. The Members hereby accept the SEQRA documentation for Monarch Senior Living and hereby adopt the recommendation that the project be classified as UNLISTED with a NEGATIVE DECLARATION under SEQRA.

Section 3. 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 4. This resolution shall take effect immediately.

The third item on the HTFC agenda was a resolution authorizing awards for economic development under the Community Development Block Grant (“CDBG”) Program. Ms. Lavigne presented the CDBG economic development award recommendation. She stated that \$196,000 is being recommended to the Town of Oakfield to assist in the expansion of United States Gypsum Company. The award will help keep United States Gypsum Company in the Town of Oakfield and keep the company in the State. The project ensures the long term security of jobs, and the project is the first part of a three part project for the company. She stated that the expansion project will create 12 full-time equivalent jobs, of which nine of those jobs will be made available to low- and moderate- income individuals. The project

leverages more than five million dollars, and the CDBG funds will be used to offset the machinery and equipment costs.

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

Section 1. The Members hereby approve an award of CDBG Program funds for economic development to the Town of Oakfield in the amount of up to \$196,000 to assist in the expansion of United States Gypsum Company, upon its satisfactory compliance with any pre-contract conditions as required by statute or regulations, and upon such other terms and conditions as agreed upon.

Section 2. The Members hereby approve the entering into of regulatory agreements with the applicants, upon their satisfactory compliance with any pre-contract conditions as required by statute or regulation, and upon such terms and conditions as set forth in the program guidelines.

Section 3. The Members hereby authorize the President of the Office of Community Renewal or another authorized officer, 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 authorizing awards from the housing allocation under the CDBG Program. Mr. Nelson stated that a joint Request for Proposals (“RFP”) and Notice of Funding Availability was released in October for three programs under the Office of Community Renewal. He stated that the scoring and review process for the joint RFP was just completed. He presented the recommendations for the CDBG housing program round and stated that more than \$23 million in CDBG housing awards is being recommended. He highlighted that the original Notice of Funding Availability identified approximately \$12 million in funds available for these activities, but after a thorough review of the applications and the need across the State, the original allocation of funds has been nearly doubled.

He stated that 72 eligible applications were received from 39 counties and eight regions of the State for more than \$27 million dollars in overall requests. His recommendation is advancing 59 of the applications, with five for home ownership and 54 for housing rehabilitation with awards for mobile home replacement, well and septic replacement, and to assist homeowners connect to local sewer and water systems with lateral connections. The awards will leverage over five million dollars; and the aggregate of these awards will reach over 1,000 households and 2,400 individuals in those households.

Mr. Nelson requested to submit a map illustrating where the awards are allocated throughout the State. He requested that this map be put into the records and annexed to the minutes.

Chairman Towns stated that the map is relevant to a conference held previously discussing HTFC's involvement in the North Country and the Southern Tier.

Mr. Nelson stated that the 14 award recommendations to the North Country represent the highest number of awards being recommended to any region and represent the highest number of total dollars being awarded. There has been a significant investment in the North Country.

Mr. Nelson acknowledged and expressed his appreciation for the hard work of members of his team, including Julianne Clouthier, Jennifer Teichner, Denise Cannon, Charles Philion, and Andrew Griffin.

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

Section 1. The Members hereby approve an award under the CDBG Program for housing rehabilitation and homeownership with the following applicants and in the amounts listed below:

Applicant	Project Number	Requested
Alma, Town	22HR18-13	\$400,000.00
Amsterdam, City	32HR9-13	\$400,000.00
AuSable, Town	60HR22-13	\$240,000.00
Avon, Village	69HR66-13	\$400,000.00
Bainbridge, Village	71HR68-13	\$400,000.00
Batavia, City	82HR44-13	\$400,000.00
Bellmont, Town	90HR35-13	\$400,000.00
Black Brook, Town	107HR33-13	\$240,000.00
Brocton, Village	131HR27-13	\$400,000.00
Canajoharie, Village	164HR10-13	\$400,000.00
Carthage, Village	185HR16-13	\$400,000.00
Cattaraugus County	199HR36-13	\$283,000.00
Chautauqua County	222HR23-13	\$200,000.00
Chenango County	227HR61-13	\$400,000.00
Chenango County	227HO69-13	\$350,000.00
Chesterfield, Town	233HR53-13	\$400,000.00
Clinton County	250HO55-13	\$400,000.00
Constable, Town	274HR42-13	\$240,000.00
Cortland, City	285HR39-13	\$400,000.00
Cortlandville, Town	287HR62-13	\$400,000.00
Dansville, Village	303HR73-13	\$400,000.00

Deposit, Town	324HR5-13	\$400,000.00
Fair Haven, Village	385HR60-13	\$400,000.00
Franklin, Town	416HR34-13	\$200,000.00
Fulton, Town	431HR47-13	\$400,000.00
Geneva, City	448HR65-13	\$400,000.00
Gloversville, City	462HR8-13	\$400,000.00
Groton, Village	487HR67-13	\$400,000.00
Hancock, Village	506HR13-13	\$400,000.00
Hornell, City	552HR30-13	\$400,000.00
Jefferson County	581HR25-13	\$750,000.00
Lewis County	636HR51-13	\$522,500.00
Lisle, Town	650HR71-13	\$400,000.00
Little Falls, City	653HR12-13	\$400,000.00
Marathon, Village	700HR37-13	\$400,000.00
Massena, Village	711HR43-13	\$400,000.00
Middletown, Town	731HR50-13	\$400,000.00
Oneida, City	844HR14-13	\$400,000.00
Oriskany Falls, Village	855HR40-13	\$400,000.00
Perry, Village	897HR31-13	\$400,000.00
Poland, Town	931HR28-13	\$400,000.00
Port Jervis, City	938HR41-13	\$400,000.00
Potsdam, Town	946HR57-13	\$400,000.00
Rensselaer, City	974HR15-13	\$400,000.00
Rensselaer County	975HO7-13	\$300,000.00
Saratoga, Town	1030HR29-13	\$400,000.00
Schuyler County	1046HR2-13	\$170,000.00
Springwater, Town	1102HR72-13	\$400,000.00
St. Lawrence County	1106HR54-13	\$400,000.00
Stamford, Town	1108HR49-13	\$400,000.00
Steuben County	1115HR3-13	\$198,000.00
Tompkins County	1144HO17-13	\$691,500.00
Ulster County	1160HO45-13	\$500,000.00
Victory, Village	1182HR19-13	\$200,000.00
Waterloo, Town	1205HR70-13	\$400,000.00
Watertown, City	1207HR11-13	\$400,000.00
Watervliet, City	1210HR6-13	\$400,000.00
Wayne County	1219HR46-13	\$745,300.00
Wellsville, Town	1224HR52-13	\$400,000.00

Section 2. The Members hereby approve the entering into of regulatory agreements with the applicants, upon their satisfactory compliance with any pre-contract conditions as required by statute or

regulation and upon such terms and conditions as set forth in the Program guidelines.

Section 3. The Members hereby authorize the President of the Office of Community Renewal 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 fifth item on the HTFC agenda was a resolution authorizing awards under the Access to Home Program. Mr. Nelson presented that more than \$1.4 million is being advanced in funds under the State’s Access to Home Program with funds made available from the 2013 State appropriation as well as nearly half a million in recaptured funds from prior years. He stated 49 applications were submitted from 50 counties in 10 regions of the State and 10 awards are being recommended for a total award amount of over \$1.4 million. The awards will leverage nearly two million dollars in investments and will reach seven counties across the State through the awarding of these funds. He highlighted that five of the 10 award recipients are also neighborhood rural preservation programs.

Mr. Nelson acknowledged and expressed his appreciation for the hard work of members of the Office including Jerry Nagy and his team including Tracey Jordan, Jerry Morse, and Vicky Sharp.

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

Section 1. The Members hereby approve awards under the Access to Home Program in the amounts specified to the following eligible applicants:

SHARS #	Organization Name	Award Amount
20133023	Bishop Sheen Ecumenical Housing Foundation, Inc.	\$150,000
20133095	Rebuilding Together NYC	\$150,000
20133017	Access to Independence of Cortland County, Inc.	\$150,000
20133031	Richmond Senior Services, Inc.	\$150,000
20133006	Family Service Society of Yonkers	\$150,000
20133100	Regional Economic Community Action Program, Inc.	\$150,000
20133110	Genesee Valley Rural Preservation Council, Inc.	\$150,000
20133013	Resource Center for Independent Living, Inc.	\$150,000
20133065	Western Catskills Community Revitalization Council, Inc.	\$130,000
20133084	Albany County Opportunity, Inc. DBA Albany	\$125,000

	Community Action Partnership	
		Total: \$1,455,000

Section 2. The Members hereby approve the entering into of regulatory agreements with the applicants, 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 the Access to Home Program guidelines.

Section 3. The Members hereby authorize the President of the Office of Community Renewal 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 sixth item on the HTFC agenda was a resolution authorizing awards under the RESTORE Program. Mr. Nelson presented this recommendation advancing \$500,000 in RESTORE program awards. He stated that in response to the RFP and the Notice of Funding Availability, 61 applications were submitted from 43 counties in 10 regions of the State, including one that proposed to serve multiple regions; 11 awards are being recommended, totaling \$500,000 in available funds. He stated that the RESTORE program receives an annual appropriation of only \$400,000, but an additional \$100,000 was identified from previous years. He stated that the amount leveraged of more than \$600,000 exceeds the amount of awards. The awards will reach 11 projects in seven counties across the State, including one in New York City.

Mr. Nelson requested to submit a map illustrating where the awards are allocated throughout the State for this program and for the Access to Home Program. He requested that the maps be put into the records and annexed to the minutes. Further, Mr. Nelson acknowledged and expressed his appreciation for the hard work of members of his team.

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

Section 1. The Members hereby approve an award under the RESTORE Program with the following applicants in the amounts listed below:

SHARS #	Organization Name	Award Amount
20133021	Stoneleigh Housing, Inc.	\$25,000
20133085	Community Action of Orleans and Genesee, Inc.	\$50,000
20133026	Bishop Sheen Ecumenical Housing Foundation, Inc.	\$50,000
20133062	Richmond Senior Services, Inc.	\$50,000

20133086	Cayuga/Seneca Community Action Agency, Inc.	\$50,000
20133027	Pride of Ticonderoga, Inc.	\$50,000
20133077	Housing Assistance Program of Essex County, Inc.	\$50,000
20133055	Homsite Fund, Inc.	\$50,000
20133105	West Side Neighborhood Housing Services, Inc.	\$50,000
20133044	Otsego Rural Housing Assistance, Inc.	\$50,000
20133060	Fulton County Community Heritage Corp.	\$25,000
	Total:	\$500,000

Section 2. The Members hereby approve the entering into of regulatory agreements with the applicants, upon their satisfactory compliance with any pre-contract conditions as required by statute or regulation and upon such terms and conditions as set forth in the RESTORE Program guidelines.

Section 3. The Members hereby authorize the President of the Office of Community Renewal 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 seventh item on the HTFC agenda was a resolution confirming the approval of the SEQRA documentation and classification of the environmental impact of the Ocean Breeze Buyout Project. Ms. Ting-Zambuto stated that pursuant to the HTFC’s By-Laws, resolutions may be approved by written approval by all Members. These resolutions must be confirmed at the next meeting in order to retain their effectiveness.

By written approval on March 12, 2014, the Members passed a resolution accepting the SEQRA documentation for the Ocean Breeze Buyout Project, and the Members adopted a recommendation that the project be classified as Type 1 with a negative declaration.

There was no request for an additional presentation on this item.

Chairman Towns moved to adopt the confirming resolution; Mr. Valella seconded the motion, and the following resolution was adopted:

Section 1. The Members hereby confirm the resolution passed in writing on March 12, 2014 accepting the SEQRA documentation for the Ocean Breeze Buyout Project including the Full Environmental Assessment Form and the Determination of Significance and adopting the recommendation that the Ocean Breeze Buyout Project be classified as TYPE 1 with a NEGATIVE DECLARATION under SEQRA.

Section 2. The Members hereby confirm the resolution passed in writing on March 12, 2014 authorizing 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 next item was a resolution confirming approval of the extension of housing and technical services contracts. Ms. Ting-Zambuto stated that by written approval on March 27, 2014, the Members passed a resolution approving extensions of up to three months of the existing expiring contracts with firms for construction monitoring services, environmental review services, and consulting engineer/architectural services. She indicated that a new RFP has been issued and is under review. This resolution is to ensure that firms are in place in the interim.

There was no request for an additional presentation on this item.

Chairman Towns moved to adopt the confirming resolution; Mr. Valella seconded the motion, and the following resolution was adopted:

Section 1. The Members hereby confirm the resolution passed in writing on March 27, 2014 approving extensions of the contracts with the eligible firms identified below for a period of up to three months with the existing terms:

Construction Monitoring Services:

EMJ Construction Consultants (Capital District, New York)
HAKS (New York)
Hugh E. Hallenback, Architect (Syracuse)
LiRo Program and Construction Management (Buffalo, New York)
L.J. Gonzer Associates (Statewide)
Munoz Engineering (New York)
Octagon Builders (Capital District)

Environmental Review Services (all statewide):

L.J. Gonzer Associates
Tectonic Engineering & Surveying Consultants

Consulting Engineer / Architectural Services:

A.G. Consulting Engineering (New York)
Bernier, Carr & Associates (Syracuse)
Cashin Technical Services (New York)
HAKS (Statewide)
James Jordan Associates, Architects (Capital District, Syracuse)
MJ Engineering and Land Surveying (Capital District, New York, Syracuse)
Munoz Engineering (New York)
Popli Design Group (formally Om P. Popli, PE) (Buffalo, Syracuse)

Section 2. The Members hereby confirm the resolution passed in writing authorizing the President of the Office of Housing Preservation or another authorized officer 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 next item was a resolution appointing a SEQRA officer for Disaster Recovery Projects and the designation of the officer as an agent with signature authority. This item was an item of new business and supporting documents were circulated to the Members prior to the board meeting.

Mr. Connor presented that this proposed resolution appoints Thomas King, an attorney in the Governor's Office of Storm Recovery, as the SEQRA officer for disaster relief and storm recovery projects. He stated that Mr. King will be given authority to sign off on SEQRA matters for such programs and will be required to certify for each sign off on compliance with SEQRA and other applicable environmental review provisions. Further, following the sign off, the activity will be presented to the Board at the next scheduled meeting as an informational item. Mr. Connor stated that the item has been reviewed with Counsel to the Governor's Office of Storm Recovery.

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

Section 1. The Members hereby appoint Thomas King as the SEQRA officer for CDBG-DR Projects and designate him as an agent of HTFC with signature authority for the specific purpose of executing any documents in accordance with the applicable provisions of law to

effectuate HTFC's compliance under SEQRA for the CDBG-DR Projects consistent with the State's CDBG-DR Action Plan, without further action by the Members, provided that (i) a summary of all executed documents, including recommended classifications, must be reported to the Members at the next scheduled meeting of the Members following such signing and (ii) that the SEQRA officer of CDBG-DR Projects shall certify compliance with SEQRA and applicable regulations and guidelines.

Section 2. Except where limited to specific officers or agents, the Members hereby authorize either Director of the Governor's Office of Storm Recovery or any authorized officer of HTFC to execute any documents which may be necessary and appropriate to effectuate the purposes of this resolution.

Section 3. The Chair of HTFC may revoke and rescind this resolution upon notice to the Members.

Section 4. This resolution shall take effect immediately.

The first informational item on the HTFC agenda was a review of SEQRA Type II actions.

The next informational item on the HTFC agenda was a review of authorized contracts under the CDBG Disaster Recovery Program for housing programs. These contracts include agreements for the improvement and acceleration of code enforcement activities with the Village of Babylon, the Village of Freeport, the Town of Hempstead, and the Village of Massapequa Park; an agreement with MSA Investigations; an agreement with Innovative Emergency Management Inc.; and an agreement with the Department of Homeland Security, U.S. Citizenship and Immigration Services.

The next informational item on the HTFC agenda was a review of an authorized contract under the CDBG Disaster Recovery Program for public infrastructure/facilities programs with CohnReznick.

Ms. Ting-Zambuto informed the board that Jamie Rubin, a Director in the Office of Storm Recovery and Melvin Galloway, the Chief Operating Officer will be joining the Board in May to update the Board on storm recovery activities.

The new business item for the review of the Developer/Property Manager Survey was tabled.

Chairman Towns thanked everyone for their flexibility in accommodating the revised meeting schedule to ensure that business was able to get done. On behalf of the corporation, he expressed his sympathy to Marian Zucker for the loss in her family.

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

Dated: April 11, 2014


Eu Ting-Zambuto