

**MINUTES OF THE 301ST MEETING OF THE MEMBERS OF THE
HOUSING TRUST FUND CORPORATION
HELD ON DECEMBER 12, 2013 AT 8:30 A.M.**

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

MEMBERS PRESENT:

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

OFFICERS PRESENT:

Mark Colon	Deputy Counsel
Gary Connor	Counsel
Sharon Devine	President, Office of Professional Services
Karen Hunter	Assistant Treasurer
Chris Leo	Vice President, Office of Community Renewal
Frank Markowski	Treasurer
Matthew Nelson	President, Office of Community Renewal
Heather Spitzberg	SEQRA Officer
Eu Ting-Zambuto	Secretary

OTHERS PRESENT:

Chris Browne	Director, Communications and Public Information, New York State Homes and Community Renewal (“HCR”)
Laurice Firenze	Supervising Attorney, Storm Recovery, HCR
Wanda Graham	Director, Office of Fair Housing and Equal Opportunity, HCR
Patrice Havelka	Assistant Vice President, Office of Finance and Development, HCR
Wanda Hord	Director, Human Resources, HCR
Jason Kim	General Counsel, HCR
Stacey Mickle	Assistant Director of Corporate Finance, HCR
Lisa Pagnozzi	Contracting Officer, HCR
Charni Sochet	Press Secretary, Communications and Public Information, HCR
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 301st 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 300th meeting held on November 7, 2013. The minutes of the 300th Members’ meeting were deemed approved.

The second item on the HTFC agenda was a resolution approving SEQRA documentation and classification of the environmental impact of projects for West Broadway Villas and Buildings 1A & 1B at Compass Residences. Ms. Spitzberg presented two projects recommended as unlisted with negative declarations. She stated that West Broadway Villas is sponsored by Rural Housing Opportunities Corporation. The project is for the rehabilitation of 42 residential units and the construction of a community room in the Village of Monticello in Sullivan County. The project will receive funds from the Low-Income Housing Trust Fund Program, the HOME Program, Rural Area Revitalization Projects Program and the project-based vouchers. She stated that Buildings 1A & 1B at Compass Residences is sponsored by Monadnock Construction and Signature Urban Properties. The project is for the new construction of 236 residential units with a commercial component in Bronx County, and it will receive funding from the Homes for Working Families Program.

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 the West Broadway Villas and Buildings 1A and 1B at Compass Residences and hereby adopt the recommendation that the projects 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 third item on the HTFC agenda was a resolution authorizing the engagement of Wage Works, Inc. to administer a qualified transportation expense benefit plan for HTFC employees. Ms. Hord presented this item to offer a qualified transportation expense benefit to HTFC employees. She stated that most of the employees of HCR were already entitled to this benefit. This benefit will enable employees to save federal, state, city, social security, and Medicare taxes on the amount they designate as commutation expenses, and will enable HTFC to save the corresponding social security and Medicare taxes.

Ms. Zucker sought confirmation that the benefit is currently extended to employees of the other components of HCR. Ms. Hord confirmed the same.

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

Section 1. The Members hereby authorize the engagement of Wage Works, Inc. to provide a qualified transportation expense benefit and to administer the qualified transportation expense plan for a term commencing April 1, 2014 through March 31, 2019.

Section 2. The Members hereby authorize the Vice President of Human Resources and Administration of New York State Homes and Community Renewal, or any officer of HTFC 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 fourth item on the HTFC agenda was a resolution authorizing awards under the Community Development Block Grant Program (“CDBG”) for economic development to the Village of Albion and Genesee County. Mr. Nelson stated that HTFC has received an application from the Village of Albion for \$750,000 in CDBG economic development funds to assist Claims Recovery Financial Services, LLC with the consolidation of its operations and the relocation of its employees to a new facility in the Village of Albion. CDBG funds will be used for working capital and job training. The project is expected to create 140 new full-time jobs, with 92 (66%) to benefit low- and moderate-income persons.

HTFC has received an application from Genesee County for \$506,000 in CDBG economic development funds to assist Yancey’s Fancy, Inc. in its expansion project which includes the expansion of its current operations and construction of new facilities. CDBG funds will be used toward road improvements and construction. The project is expected to create 51 full-time jobs, with 46 (90%) to benefit low- and moderate-income persons.

Ms. Zucker asked where Albion is located. Chairman Towns stated that Albion is in the western region of New York.

Chairman Towns moved to adopt the resolution; Ms. Zucker 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 Village of Albion in an amount up to \$750,000 to assist Claims Recovery Financial Services, LLC with its consolidation and relocation project, 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 an award of CDBG Program funds for economic development to Genesee County in an amount up to \$506,000 to assist Yancey's Fancy, Inc. in its expansion project, 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 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 fifth item on the HTFC agenda was a resolution authorizing renewal of technical assistance services contracts. Mr. Nelson presented this item. He stated that in May 2012, HTFC issued a Request for Proposals to engage firms to provide technical assistance services to assist agency staff, potential not-for-profit applicants, and awardees, in developing and managing housing and community revitalization projects. HTFC received eleven responses from firms, reviewed, and evaluated the responses. In September 2012, the Members authorized contracts with the eleven firms. In accordance with the Request for Proposals, each firm received a contract for an initial one-year term, with up to four additional one-year renewals, through 2017. Mr. Nelson stated that the initial contract term is set to expire on December 31, 2013 and accordingly, a second one-year renewal is being proposed.

Ms. Zucker asked if there is an MWBE requirement. Ms. Graham indicated that several of the respondents are MWBEs. One of the firms is under contract with the Office of Fair Housing and Equal Opportunity to conduct the asset management of the affirmative marketing plans of the projects that were approved in 2011. She indicated that this extension would enable her to expand the asset management services to projects in 2012.

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 renewal of contracts with the firms identified below for a one-year term from January 1, 2014 to December 31, 2014:

Franke Consulting Group
Environmental Education Associates, Inc.
Landair, Inc.
The Smith Group
Downtown Revitalization Group
Thompson Economic Development Services, LLC
NYS Rural Housing Coalition, Inc.

Neighborhood Preservation Coalition, Inc.
Sacks Communication & A.L. Consulting
Urban Redevelopment Group, LLC d/b/a URG Construction Services
Cornell Cooperative Extension of Albany County

Section 2. The Members hereby authorize the President of the Office of Community Renewal, or another authorized officer 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 sixth item on the HTFC agenda was a resolution authorizing an award under the New York State Homes for Working Families Program for Wincoram Commons II. Ms. Havelka presented the recommendation for an award of up to \$1,243,489 for Wincoram Commons Phase II. She stated that Phase I is being financed by 9% tax credits. This project will be in Suffolk County and the need for affordable housing in Suffolk County makes this project a priority for the county and the agency. The project is expected to close in March 2014.

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

Section 1. The Members hereby approve an award of up to \$1,243,489 under the Homes for Working Families Program for Wincoram Commons Phase II and the entering into of regulatory agreements for Wincoram Commons Phase II, upon such other terms and conditions as set forth under program guidelines.

Section 2. The Members hereby approve 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 3. This resolution shall take effect immediately.

The seventh item on the HTFC agenda was a resolution adopting the budget report. Ms. Hunter presented this item. In accordance with the Public Authorities Law, HTFC is required to present and file its budget ninety days prior to fiscal year. She presented the budget for the Members reference and indicated that she will also bring the program budget to Members separately.

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 budget report.

Section 2. The Treasurer or other authorized officer is hereby authorized to publish, file, or report the budget report in accordance with the requirements of the Public Authorities Law or other governing regulations.

Section 3. This resolution shall take effect immediately.

The eighth item on the HTFC agenda was a resolution adopting the Minority and Women Business Enterprise Program Goal Plan for fiscal year 2014-2015. The goal plan was submitted as Exhibit A in the supplemental materials. Ms. Graham presented this item and stated that the goal plan is an annual requirement submitted to Empire State Development Corporation setting out HTFC's plans in identifying MWBE opportunities. She stated that earlier in the week at Governance Committee meetings for other HCR entities, it was suggested that these entities expand their reach on development projects to explore opportunities in the ownership, management, and development of projects. Ms. Graham suggested that HTFC also expand its reach accordingly.

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 Minority and Women Business Enterprise Program 2014-2015 Goal Plan.

Section 2. The Members hereby authorize the Director of the Office of Fair Housing & Equal Opportunity or any authorized officer or designated staff to submit the 2014-2015 Goal Plan to the Division of Minority and Women's Business Development.

Section 3. This resolution shall take effect immediately.

The ninth item on the HTFC agenda was a resolution appointing the Treasurer and Assistant Treasurer. Mr. Markowski stated that he was retiring, effective January 16th but leaving the office on December 20th, which would leave a vacancy in the office of the Treasurer. He presented a recommendation that Karen Hunter replace him as the Treasurer, and further, that Stacey Mickle replace Ms. Hunter as Assistant Treasurer. He further requested that the effectiveness of the resolution be the end of the day on December 20th.

Chairman Towns and Ms. Zucker indicated that they looked forward to working with Ms. Hunter and Ms. Mickle.

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

Section 1. The persons listed below are hereby appointed to hold the offices listed after their names for a term consistent with Article V of the By-Laws of HTFC, effective as of December 20, 2013:

Karen Hunter	Treasurer
Stacey Mickle	Assistant Treasurer

Section 2. This resolution shall take effect immediately.

The tenth item on the HTFC agenda was a resolution approving the designation of a contracting officer for property disposal guidelines. Mr. Markowski stated that the Property Disposal Guidelines come before the board at the annual meeting in June. One of the elements of the guidelines is a requirement that HTFC designates a contracting officer who shall be responsible for the property disposal process. He stated that he is currently occupying this position and recommended that Ms. Hunter, his replacement as Treasurer, also be designated as contracting officer for the Property Disposal Guidelines, effective as of December 20, 2013.

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 designation of Karen Hunter as the contracting officer who shall be responsible for its compliance with and enforcement of the Property Disposal Guidelines, effective as of December 20, 2013.

Section 2. This resolution shall take effect immediately.

The eleventh item on the HTFC agenda was a resolution approving amendments to procurement services contracts. The amended procurement guidelines were submitted as Exhibit B in the supplement materials. Mr. Markowski presented that this policy is a more comprehensive and efficient procurement policy. He stated that the policy closely mirrors HFA and SONYMA's procurement policies and that HTFC staff has been working closely with HFA staff to align the policies, with the exception of policies specific to HTFC. This policy also incorporates the amendments to the procurement policy adopted in November.

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 revised Procurement Contract Guidelines.

Section 2. This resolution shall take effect immediately.

There were four new items of business for awards recommended by the Office of Community Renewal. The new business materials were submitted as Exhibits C through F in the supplemental materials.

Mr. Nelson presented the awards. He stated that during the Governor's 2013 Regional Economic Development Council CFA awards ceremony, \$715 million of state and federal funds were awarded to the 10 regions of the state for future economic development and community development activities. Of this, funds were made available to the Office of Community Renewal through the CDBG program for public infrastructure and public facilities activities and economic development and small business activities. Further, funds were made available under the New York Main Street Program, Urban Initiative Program for local projects and Rural Area Revitalization Projects Program for local projects with funds distinct from those funds available under the programs for capital projects.

The first new item of business was a resolution authorizing awards under the CDBG Program. Mr. Nelson presented that the Office of Community Renewal is advancing more than \$10.3 million in CDBG CFA award recommendations. Funds were made available for economic development, small business, public facilities and public infrastructure activities. All applications were evaluated, scored, and ranked in consultation with the New York State Regional Economic Development Councils and against all state and federal regulations applicable. A Notice of Funding Availability provided for the availability of \$17 million for economic and small business assistance programs and \$8 million for public infrastructure and facilities programs. He stated that seven applications totaling \$1,218,700 were received for the economic development and small business assistance programs, representing four regions, five counties, and six communities. Forty-one applications totaling \$21,650,151 were received for public infrastructure and facilities programs. These include applications from eight regions, twenty-six counties, and forty-three communities, of which one was a first-time applicant. In total, there were forty-eight applications and twenty-one awards are being recommended totaling \$9,348,416.00. The awards will be leveraged by over \$15.3 million in other funds both state and federal supporting these projects.

Ms. Zucker asked about the allocation of \$9.3 million, in light of the availability of \$25 million. Mr. Nelson stated that there was a shortfall of economic development and small business applications based on what was made available. He stated that regional community renewal funds were established to provide technical assistance to applicants and that the balance of funds available would remain available for a second round RFP.

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

Section 1. The Members hereby authorize awards under the CDBG Program in the amounts specified to the following eligible applicants:

Project #	CFA #	Project Name	Award Amount
32PR21-13	29565	City of Amsterdam	\$600,000
32SB60-13	31860	City of Amsterdam	\$50,000
164PW38-13	29695	Village of Canajoharie	\$600,000
198PW39-13	31143	Village of Cattaraugus	\$600,000
227PF5-13	26890	Chenango County	\$266,416
293PR40-13	28559	Village of Coxsackie	\$590,000
323PR42-13	28579	Village of Deposit	\$486,000
340PW43-13	27071	Village of Dundee	\$600,000
433PF14-13	28667	Village of Fultonville	\$400,000
448ED1-13	27619	City of Geneva	\$416,000
464PF7-13	27598	Town of Gouverneur	\$400,000
552PR6-13	29582	City of Hornell	\$600,000
566PR25-13	30854	Village of Ilion	\$600,000
641PR30-13	27127	Town of Liberty	\$600,000
793PR55-13	27154	Village of New Paltz	\$600,000
795PF17-13	29889	Village of New Square	\$400,000
846SB62-13	28307	Oneida County	\$100,000
962SB65-13	28553	Town of Queensbury	\$60,000
1023PW34-13	27295	Town of Sandy Creek	\$600,000
1042SB61-13	29182	Schoharie County	\$180,000
1215PW37-13	27109	Town of Wawarsing	\$600,000

Section 2. The Members hereby approve the entering into of regulatory agreements with the eligible 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 CDBG 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 second new item was a resolution authorizing awards under New York Main Street Program. Mr. Nelson presented that the Office of Community Renewal is advancing \$3,710,007 in New York Main Street Program award recommendations. Of the amount being advanced, \$2.2 million is from the 2013 State appropriation and the \$1,510,007 balance is recaptured funds from prior year awards. He stated that a Notice of Funding Availability

provided for the availability of \$2.4 million for the 2013 NYMS. The statewide demand for these funds was over five times the available allocation. A total of eighty-four applications were submitted, from forty-seven counties and ten regions of New York State. There were eighty-four total applications for a total of \$13,589,291 requested. Twenty-six awards are being recommended for a total of \$3,710,007. These awards leverage funds of over \$25.3 million.

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

Section 1. The Members hereby authorize awards under the Main Street Program funds in the amounts specified to the following eligible applicants:

SHARS #	CFA #	Organization Name	Award Amount
20130343	24556	Church Avenue District Management Association	\$200,000
20130347	26552	City of Watervliet	\$110,000
20130349	26854	Village of Brockport	\$200,000
20130470	27199	Western Catskills Community Revitalization Council, Inc.	\$200,000
20130366	27579	Onondaga County Community Development Division	\$200,000
20130369	27618	Village of Homer	\$200,000
20130370	27660	Village of Potsdam	\$200,000
20130373	27735	Village of Hudson Falls	\$195,000
20130339	28151	County of Sullivan	\$20,000
20130382	28244	Community Progress, Inc.	\$180,500
20130391	28609	Lumber City Development Corporation	\$200,000
20130392	28622	Downtown Committee of Syracuse, Inc.	\$200,000
20130393	28625	Hamburg Development Corporation	\$100,000
20130399	28942	Village of Port Henry	\$131,311
20130404	29203	Village of Phoenix	\$187,071
20130407	29362	City of Johnstown	\$200,000
20130410	29479	City of Oneonta	\$200,000
20130413	29529	City of Geneva	\$200,000
20130429	30240	City of Port Jervis	\$200,000
20130340	30258	City of Newburgh	\$20,000
20130341	30365	Village of Oriskany Falls	\$16,625
20130333	31047	Village of Oxford New York	\$9,500
20130449	31511	Community Action in Self Help, Inc	\$200,000
20130452	31775	Village of Lancaster	\$100,000
20130337	32159	Capitalize Albany Corporation	\$20,000
20130336	32390	Buffalo Neighborhood Stabilization Company	\$20,000
		Total:	\$3,710,007

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 Main Street 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 next new item of business was a resolution authorizing awards under the Urban Initiatives Program. Mr. Nelson presented that the Office of Community Renewal is advancing \$2,520,000 in Urban Initiatives Program award recommendations. Of the amount being advanced, \$2 million is from the 2013 State appropriation, and the \$520,000 balance is recaptured funds from prior year awards. A Notice of Funding Availability provided for the availability of \$2 million for the 2013 Urban Initiatives program. The statewide demand for these funds was more than twice the available allocation. A total of thirty-one applications were submitted, from seventeen counties and ten regions of New York State for a total of \$4,532,100. Seventeen awards were recommended for a total of \$ 2,520,000, which leverages other funds in the amount of \$46,303,246.

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

Section 1. The Members hereby authorize awards under the Urban Initiatives Program in the amounts specified to the following eligible applicants:

SHARS #	CFA #	Organization Name	Award Amount
20130361	27282	Independent Living Center of the Hudson Valley, Inc.	\$150,000
20130363	27435	PathStone Development Corporation	\$150,000
20130374	27821	Greater Rochester Housing Partnership, Inc	\$120,000
20130390	28486	Boys & Girls Clubs of Buffalo, Inc.	\$150,000
20130394	28730	Urban League of Rochester Economic Development Corp.	\$150,000
20130396	28751	Commission on Economic Opportunity for the Greater Capital Region, Inc.	\$150,000
20130402	29073	Urban League of Rochester Economic Development Corp.	\$150,000
20130409	29436	University District Community Development Association, Inc.	\$150,000
20130424	29790	Little Theatre Film Society, Inc	\$150,000

20130479	30010	Neighbors of Watertown, Inc.	\$150,000
20130430	30407	Cayuga Economic Development Agency	\$150,000
20130483	30611	Rural Ulster Preservation Company (RUPCO)	\$150,000
20130435	30667	Syracuse Model Neighborhood Corp	\$150,000
20130438	30827	Community Housing Innovations, Inc.	\$150,000
20130439	30879	Albany County Opportunity, Inc.	\$150,000
20130457	31977	Everson Museum of Syracuse and Onondaga County	\$150,000
20130462	32345	Wyandanch Community Development Corporation	\$150,000
		Total:	\$2,520,000

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 Urban Initiatives 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 next new item of business was a resolution authorizing awards under Rural Area Revitalization Projects (“RARP”) Program. Mr. Nelson presented that the Office of Community Renewal is advancing \$1,489,297 in RARP Program award recommendations. A Notice of Funding Availability provided for the availability of \$1.5 million for the 2013 RARP program. The statewide demand for these funds was nearly three times the available allocation. A total of thirty-four applications were submitted, from twenty-three counties and seven regions of New York State for a total request of \$4,492,197. Eleven awards are recommended for a total of \$1,489,297. These awards will leverage other funds in an amount over \$6 million.

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

Section 1. The Members hereby authorize awards under the RARP Program in the amounts specified to the following eligible applicants:

SHARS #	CFA #	Organization Name	Award Amount
20130345	26329	Steuben Churchpeople Against Poverty Inc., d/b/a Arbor Housing and Development	\$150,000
20130355	27112	Community Action in Self Help, Inc.	\$150,000
20130398	28808	Development Chenango Corporation	\$150,000

20130403	29074	Housing Resources of Columbia County, Inc.	\$100,000
20130415	29555	Delaware County Local Development Corporation	\$150,000
20130421	29637	Hudson Development Corporation	\$150,000
20130422	29664	Snow Belt Housing Company, Inc.	\$51,750
20130423	29733	Finger Lakes Community Development Corporation	\$150,000
20130434	30663	Tioga County Local Development Corporation	\$137,547
20130448	31495	Batavia Business Improvement District	\$150,000
20130501	31833	Livingston County Development Corporation	\$150,000
		Total:	\$1,489,297

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 next six items were informational items. The next item on the agenda was a review of SEQRA Type II actions and concur summaries.

The next item on the agenda was a review of executed disaster recovery intake center lease.

The next item on the agenda was a review of three contracts that were executed under the Community Development Block Grant Disaster Recovery Program. The three contracts executed were an agreement with Anderson, Kill & Olick, P.C., an amendment to an agreement with ProSource Technologies, LLC, and a second amendment to an agreement with the Dormitory Authority of the State of New York.

The next item on the agenda was a review of HTFC's response to the MWBE document audit.

The next item on the agenda was a review of repayment under Community Development Block Grant Program.

No presentations were requested on the informational items.

The next item on the agenda was Treasurer's Report as of October 31, 2013. Mr. Markowski announced his retirement and indicated that this meeting would be his last meeting. He presented the Treasurer's Report. He provided a brief overview of the history and purpose of the Treasurer's Report. He summarized that since the Corporation's inception, it has managed at least thirty-eight different programs over that time valued at approximately \$15.6 billion not including Hurricane Sandy funds. He walked through the report and highlighted the section detailing HTFC's most active State Programs on a year by year basis, showing the funds committed and the funds that have been expended against those commitments. Further, he shared his thoughts on the future of the Corporation. He expressed his confidence in the Members' appointment of Karen Hunter and Stacey Mickle to the financial management roles of the Corporation. Lastly, Mr. Markowski reflected on his time spent with the Corporation and with DHCR and expressed his hope that his efforts have been effective and productive.

On behalf of the Board, Chairman Towns thanked Mr. Markowski for his service. He expressed that Mr. Markowski has been a tremendous asset to the Corporation and has had an essential role in the growth of HTFC.

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

Dated: December 12, 2013


Eu Ting-Zambuto