

**MINUTES OF THE 295<sup>TH</sup> MEETING OF THE MEMBERS OF THE  
HOUSING TRUST FUND CORPORATION  
HELD ON MAY 9, 2013 AT 8:30 A.M.**

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

**MEMBERS PRESENT:**

Darryl C. Towns, Chairman  
William Mulrow, Member, represented by Marian Zucker, President, Office of Finance and Development

**OTHER PARTICIPANTS:**

Jason Alt	ProSource Technologies
Meghan Anderson	Office of Professional Services
Christopher Browne	Office of Professional Services
Gary Connor	Counsel
Michael DeMarco	Office of Professional Services
Sharon Devine	Office of Professional Services
Sean Fitzgerald	Vice President, Office of Finance and Development
Mark Flescher	Office of Finance and Development
Frank Markowski	Assistant Treasurer
Matthew Nelson	President, Office of Community Renewal
Joseph Palozzola	Intergovernmental Affairs
Alan Smith	Office of Housing Preservation
Scott Stenger	ProSource Technologies
Carol Stockman	Office of Professional Services
Eu Ting-Zambuto	Secretary

There was a quorum with two Members present. Ms. Zucker made a motion to call to order the 295<sup>th</sup> Meeting of the Members of the Housing Trust Fund Corporation (“HTFC”). The motion was seconded by Chairman Towns.

**The first item on the HTFC agenda was the approval of the Minutes of the 294<sup>th</sup> Meeting held on April 11, 2013.** The Minutes of the 294<sup>th</sup> Members’ Meeting were deemed approved.

**The second item on the HTFC agenda was a resolution adopting a proposed Policy for the Use of Discretionary Funds.** Mr. Connor presented that the Authorities Budget Office has recommended that all public authorities adopt a policy for the use of discretionary funds. The proposed policy focuses on the corporation’s responsibilities in spending its money and

addresses both what constitutes a proper discretionary expenditure and what constitutes an improper use of discretionary funds, such as use for personal benefits. Mr. Connor stated that, in the past, the corporation largely followed the New York State Division of Housing and Community Renewal's policy on the use of discretionary funds, but HTFC is now proposing to adopt its own policy, which can be amended by the Members at any time. Lastly, he stated that the proposed policy has been reviewed by the Assistant Treasurer, the Acting President of the Office of Professional Services for HCR, and the Director of Internal Audit.

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 Policy for the Use of Corporation Discretionary Funds.

Section 2. This resolution shall take effect immediately.

**The third item on the HTFC agenda was a resolution approving an award under the Homes for Working Families Program for the Parkview Apartments Project.** Mr. Flescher presented that \$1,200,000 is being requested under the Homes for Working Families Program for the Parkview Apartments project, developed by Mulholland Group, a developer that has a record with HCR. He stated that the project is a senior project which includes the rehabilitation of 179 existing units and the addition of three new first floor units in Albany. He presented that the rehabilitation proposed is fairly significant, and will include new HVAC systems, new roofs, new doors, new windows, and NYSERDA has reported expectations of a significant energy use improvement as a result of the work.

Ms. Ting-Zambuto asked the Members to disregard references to Westchester County.

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 awarding of up to \$1,200,000 under the Homes for Working Families Program for the Parkview Apartments project and the entering into of regulatory agreements for the Parkview Apartments project, 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 fourth item on the HTFC agenda was a resolution authorizing HTFC to enter into a grant agreement with FEMA to administer the Disaster Housing Assistance Program and an agreement with CGI Federal Inc. to implement the program.** Mr. Smith presented that the Disaster Housing Assistance Program is being implemented in New York State as part of Hurricane Sandy disaster recovery efforts to provide temporary rental assistance to families that are either rebuilding their homes or finding new homes. He indicated that while the program is new to New York State, it is not a new program to FEMA or HUD, as the program has been implemented in other States. He indicated that FEMA and HUD may have delayed their decision to implement the program in New York to address issues that have arisen from other states' programs, including issues with the end cycle of the program. He stated that while FEMA has only recently identified that the program will be implemented in New York, it has already established that the program is to end in December 2014.

Mr. Smith stated that in order to end the program by this date, the program must be rapidly deployed and requires not only a quick return of the grant agreement to FEMA, but once referrals come in, HTFC will need to have matters in place to perform the day-to-day activities of the program. He stated that CGI Federal Inc., currently HTFC's performance based contract administrator, has systems, policies, and libraries in place that it can modify to rapidly deploy the program. Further, he stated that the program is less robust in terms of volume and number of cases than originally expected with only about 65 to 100 cases. Therefore, although HPD was originally intended to administer the program within the five boroughs of New York City, and HTFC for the other areas, HTFC will administer the program for both areas.

Ms. Zucker asked whether HTFC expects to have placed people in housing in the next few months in light of the program end date.

Mr. Smith responded that HTFC will start receiving referrals upon its execution of the grant agreement with FEMA and coordination with HUD. He stated that the main issue will be helping families find adequate housing particularly in Long Beach, Nassau, and Suffolk Counties. He indicated that the hope is that people could be placed as soon as adequate housing could be identified.

Mr. Nelson added that in the CDBG Disaster Recovery Program model, HTFC has identified Disaster Housing Assistance Program clientele and is processing them as a priority to ensure the utilization of program funds.

Ms. Ting-Zambuto requested that the proposed resolution be amended to include intended language authorizing HTFC to enter to a grant agreement with FEMA to implement the Disaster Housing Assistance Program.

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

Section 1. The Members hereby authorize HTFC to enter into a grant agreement with FEMA to administer the Disaster Housing Assistance

Program-Sandy for a term to end no later than December 31, 2014, or as may be extended by mutual agreement of FEMA and HTFC.

Section 2. The Members hereby approve the entering into of a contract with CGI Federal Inc. for the fulfillment of day-to-day program requirements detailed in the FEMA Grant Agreement and accompanying Standard Operating Procedures, without competitive procedures, on the basis of an emergency.

Section 3. The Members hereby authorize Assistant Commissioner Alan Smith or an authorized officer of HTFC 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 an agreement with CGI Federal Inc. to assist in the implementation of the Community Development Block Grant Disaster Recovery Program.** Mr. Nelson presented that the State received a \$1.7 billion allocation in CDBG Disaster Recovery aid from HUD to aid impacted businesses and residences. He stated that the State's Action Plan was approved on April 26, 2013 and HTFC is currently in a phase of implementing the program. He stated that in this phase, the corporation needs to stand-up its recovery programs as soon as possible to deliver critical resources, and in order to do so, the corporation requires immediate access to consultant services to assist in policy and procedure development, training, surge capacity, and call center assistance, and stated that CGI Federal Inc. could provide such services.

Mr. Nelson stated that the corporation entered into a short term contract with CGI, Federal Inc. on a discretionary basis of \$49,000 to start with these critical disaster recovery efforts, and he requested that the Board approve a contract with CGI Federal Inc., procured on an emergency basis as justified under Executive Order 63, for an amount up to \$4,280,000 for a term through March 31, 2016.

Ms. Zucker asked for an explanation of the term surge capacity.

Mr. Nelson explained that surge capacity is the manpower to perform the work presented. CGI Federal Inc. would hire staff and make staff available to the corporation to ensure that there is enough personnel to support the current phase of intake, and also ensure that there is enough personnel to support the next phase of case management of individual applications.

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

Section 1. The Members hereby authorize HTFC to enter into an agreement with CGI Federal Inc. for services including assisting the

development of policies and procedures, related training, as well as call center assistance and surge capacity for implementation of the CDBG-DR Program for an amount up to \$4,280,000 for a term through March 31, 2016.

Section 2. The Members hereby authorize the President of the Office of Community Renewal or another authorized 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 sixth item on the HTFC agenda was a resolution authorizing an agreement with ProSource Technologies for services to assist the implementation of the Community Development Block Grant Disaster Recovery Program.** Mr. Nelson presented that in order to implement various CDBG Disaster Recovery programs, HTFC requires immediate services to timely stand-up and launch the programs. He stated that the proposed contract with ProSource Technologies is a master services contract for up to approximately 13 million dollars for services starting with the Oakwood Beach Buyout Program, which is currently underway, and extending to services to other areas on an as needed basis, which may include housing rehabilitation programs, business programs, and others. Mr. Nelson introduced Jason Alt and Scott Stenger, representatives on behalf of ProSource Technologies, a national firm with experience in administering disaster recovery programs and specific experience with buyout programs, including one it currently administers in Cedar Rapids, Iowa, which was in response to severe flooding in 2008. He stated that ProSource Technologies is already operational in Staten Island, and he indicated that he felt fortunate to be working with a firm that has such a deep bench of knowledge and experience.

Mr. Markowski added that the actual proposed amount of the contract is for an amount up to \$13,355,000.

Ms. Ting-Zambuto proposed that the resolution before the Board be amended to broaden the services authorized in the contract by use of the phrase “such as” in Section 1 of the resolution.

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

Section 1. The Members hereby authorize HTFC to enter into an agreement with ProSource Technologies for services such as administration and planning services, contract management services, award verification services, acquisition and demolition services, relocation and rehabilitation services, small business storm recovery services, environmental inspections and assessments services, environmental testing services, financial management services, and

auditing, reporting, and data management services to effectively administer the Community Development Block Grant Disaster Recovery Program, for an amount up to \$13,355,000 for a term up to December 31, 2014.

Section 2. The Members hereby authorize the President of the Office of Community Renewal or another authorized 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 seventh item on the HTFC agenda was a resolution rescinding Community Development Block Grant Disaster Recovery Program awards to Nassau and Suffolk Counties.** Mr. Nelson presented that in April, the Board approved for HTFC to enter into sub-recipient agreements with Nassau and Suffolk Counties to assist in the local administration of the CDBG Disaster Recovery housing assistance. He stated that subsequent to the Board's action, HTFC, in consultation with each County, determined that an alternate proposed method may be more effective and streamlined to implement the housing assistance program. Mr. Nelson stated that he expects to submit an alternate proposal to the Board shortly, but in the interim, seeks rescission of the agreements and awards previously approved to Nassau and Suffolk Counties.

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

Section 1. The Members hereby rescind its authorization of HTFC to enter into sub-recipient agreements with Nassau and Suffolk Counties for each county to administer its own the housing programs and rescind corresponding awards under the Community Development Block Grant Disaster Recovery Program for in the amounts of \$215,000,000 to Nassau County and \$48,000,000 to Suffolk County.

Section 2. This resolution shall take effect immediately.

**The eighth item on the HTFC agenda was tabled.**

**The next item on the HTFC agenda was a resolution authorizing assumption of contracts for Rural Rental Assistance Program.** Mr. Markowski presented that the 2013 State Budget authorizes the assignment of all current and existing Rural Rental Assistance Program contracts from the New York State Division of Housing and Community Renewal ("DHCR") to HTFC. He stated that the program was created in 1982 to provide rental subsidy payments to low and extremely low income rural families, elderly and handicapped household in multifamily

rental projects and provide for up to 25 years of monthly rental subsidy payments for eligible selected projects.

Mr. Markowski stated that the State Budget has allocated a sum not to exceed \$20,400,000 to HTFC to administer the program for the current fiscal year, which includes the administration of the 220 contracts entered into by DHCR with rural development property owners for rental subsidy payments for eligible families. Additionally, the authorizing language authorizes HTFC to continue contracts for existing projects scheduled to expire in 2013-14 for as many as 10 additional years, including 5 additional years for contracts for new eligible projects and one additional year for contracts which reach their 25 year subsidy payment maximum in or prior to 2013-14. He stated that in order to continue in the administration of the program, authority is sought for HTFC to assume the administration of all current and existing DHCR contracts. Lastly, Mr. Markowski stated that in order to administer these contracts as efficiently as possible, Alan Smith and Jacqueline Robotti should be authorized to sign contractual documents in connection with the program on behalf of the corporation.

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

Section 1. The Members hereby authorize HTFC to assume the administration of the Rural Rental Assistance Program and authorize HTFC to approve the renewal of current and existing contracts in accordance with the parameters of the allocation.

Section 2. The Members hereby authorize the President of the Office of Housing Preservation or another authorized officer of HTFC, Alan Smith, Assistant Commissioner, and Jacqueline Robotti, Housing and Community Renewal Manager 2, to execute any documents which may be necessary and appropriate to effectuate the purposes of this resolution, including to sign contractual documents related to the Rural Rental Assistance Program on behalf of the corporation.

Section 3. This resolution shall take effect immediately.

**The tenth item on the HTFC agenda was a resolution confirming the approval of awards under the Rural Area Revitalization Projects Program.** Ms. Ting-Zambuto stated that this item and the subsequent action items are resolutions confirming resolutions previously approved in writing on May 7<sup>th</sup> approving 3 awards from the Rural Area Revitalization Projects Program; 4 awards from the HOME Program; 4 awards under the Urban Initiatives Program; 15 awards under the Low Income Housing Trust Fund Program; and an award under the Infrastructure Development Demonstration Program. She stated that confirmation of the resolutions is required to maintain their effectiveness under HTFC's by-laws. There was no request for a presentation on the awards.

Chairman Towns moved to adopt the resolution; Ms. Zucker seconded the motion, and

the following resolution was adopted:

Section 1. The Members hereby confirm the resolution passed in writing on May 7, 2013, approving the award of RARP Program funds up to the amounts specified to the following eligible applicants:

SHARS	PROJECT	COUNTY	APPLICANT	AWARD
20126012	SISSON RESERVE II	SARATOGA	PATHSTONE HOUSING ACTION CORPORATION	\$200,000
20126081	CANANDAIGUA APARTMENTS	ONTARIO	FINGER LAKES CEREBRAL PALSY ASSOCIATION, INC.	\$200,000
20126062	WEST BROADWAY VILLAS	SULLIVAN	RURAL HOUSING OPPORTUNITIES CORPORATION	\$200,000

Section 2. The Members hereby confirm the resolution passed in writing approving 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 by RARP Program guidelines.

Section 3. The Members hereby confirm the resolution passed in writing authorizing the President of the Office of Finance and Development or another authorized officer of HTFC 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 item on the HTFC agenda was a resolution confirming the approval of awards under the HOME Program.**

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

Section 1. The Members hereby confirm the resolution passed in writing on May 7, 2013, approving the award of HOME Program funds up to the amounts specified to the following eligible applicants:

SHARS ID	PROJECT NAME	DEVELOPER	AWARD
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20126023	BROGAN MANOR	AHA DEVELOPMENT CORPORATION	\$2,400,000
20126033	JOSLYN COURT III AND IV	ATONEMENT HOUSING CORPORATION OF SYRACUSE, INC.	\$1,080,000
20126017	CORPUS CHRISTI APARTMENTS	CORPUS CHRISTI SENIOR HOUSING, LLC	\$2,400,000
20126062	WEST BROADWAY VILLAS	RURAL HOUSING OPPORTUNITIES CORPORATION	\$5,754,425

Section 2. The Members hereby confirm the resolution passed in writing approving 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 by HOME Program guidelines.

Section 3. The Members hereby confirm the resolution passed in writing authorizing the President of the Office of Finance and Development or another authorized officer of HTFC 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 item on the HTFC agenda was a resolution confirming the approval of awards under the Urban Initiatives Program.**

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

Section 1. The Members hereby confirm the resolution passed in writing on May 7, 2013, approving the award of Urban Initiatives Program funds up to the amounts specified to the following eligible applicants:

<b>Project</b>	<b>Applicant</b>	<b>County</b>	<b>Award Amount</b>
THE MILL AT MIDDLETOWN JAN 2013	REGIONAL ECONOMIC COMMUNITY	ORANGE	\$91,649

	ACTION PROGRAM, INC.		
JOSLYN COURT III AND IV	ATONEMENT HOUSING CORPORATION OF SYRACUSE, INC.	ONONDAGA	\$200,000
ROCHESTER VIEW APARTMENTS	HENRIETTA APARTMENTS, LP	MONROE	\$200,000
LACKAWANNA HOMES	LACKAWANNA HOUSING DEVELOPMENT CORPORATION	ERIE	\$200,000

Section 2. The Members hereby confirm the resolution passed in writing approving 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 by Urban Initiatives Program guidelines.

Section 3. The Members hereby confirm the resolution passed in writing authorizing the President of the Office of Finance and Development or another authorized officer of HTFC 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 item on the HTFC agenda was a resolution confirming the approval of awards under the Low Income Housing Trust Fund Program.**

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

Section 1. The Members hereby confirm the resolution passed in writing on May 7, 2013, approving the award of HTF Program funds up to the amounts specified to the following eligible applicants:

SHARS	PROJECT NAME	DEVELOPER	AWARD
20126062	WEST BROADWAY VILLAS	RURAL HOUSING OPPORTUNITIES CORP.	\$486,871

20126051	WOOLWORTH WATERTOWN LLC	GEORGICA GREEN VENTURES LLC	\$750,000
20126033	JOSLYN COURT III AND IV	ATONEMENT HOUSING CORPORATION OF SYRACUSE, INC.	\$1,320,000
20126013	HERITAGE HOMES PHASE II	HORTON WINTHROP HDFC	\$1,474,760
20126106	THE MILL AT MIDDLETOWN	REGIONAL ECONOMIC COMMUNITY ACTION PROGRAM, INC.	\$1,890,000
20126081	CANANDAIGUA APARTMENTS	FINGER LAKES UNITED CEREBRAL PALSY, INC.	\$2,200,000
20126099	BIRCHES AT SCHOHARIE	BIRCHEZ ASSOCIATES LLC	\$2,250,000
20126085	MASS AVE COMMUNITY HOMES	BUFFALO NEIGHBORHOOD STABILIZATION CO., INC.	\$2,332,189
20126088	LIVINGSTON APARTMENTS	LV APARTMENTS LIMITED PARTNERSHIP	\$2,400,000
20126037	ULSTER GARDENS	WARWICK PROPERTIES, INC.	\$2,400,000
20126028	GRACE TERRACE LLC 2012 NEW	GRACE TERRACE LLC	\$2,400,000
20126016	NORWICH SHOE APARTMENTS	LAKWOOD DEVELOPMENT LLC	\$2,400,000
20126070	A.D. PRICE PHASE III	BRIDGES DEVELOPMENT, INC.	\$2,400,000

20126083	LACKAWANNA HOMES	LACKAWANNA HOUSING DEVELOPMENT CORPORATION	\$2,400,000
20126080	ROCHESTER VIEW APARTMENTS	HENRIETTA APARTMENTS, LP	\$4,881,525

Section 2. The Members hereby confirm the resolution passed in writing approving 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 by HTF Program guidelines.

Section 3. The Members hereby confirm the resolution passed in writing authorizing the President of the Office of Finance and Development or another authorized officer of HTFC 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 item on the HTFC agenda was a resolution confirming the approval of an award under the Infrastructure Development Demonstration Program.**

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

Section 1. The Members hereby confirm the resolution passed in writing on May 7, 2013 approving an award of IDDP Program funds up to the amount of \$250,000 for the Sisson Reserve II project.

Section 2. The Members hereby confirm the resolution passed in writing approving 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 by IDDP Program guidelines.

Section 3. The Members hereby confirm the resolution passed in writing authorizing the President of the Office of Finance and Development or another authorized officer of HTFC 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.

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

Dated: May 9, 2013

/s/Eu Ting-Zambuto  
Eu Ting-Zambuto  
Secretary