

**MINUTES OF THE 286<sup>TH</sup> MEETING OF THE MEMBERS OF THE  
HOUSING TRUST FUND CORPORATION  
HELD ON MAY 9, 2012 AT 8:30 A.M. AT  
641 LEXINGTON AVENUE  
NEW YORK, NEW YORK 10022**

Locations: 641 Lexington Avenue, New York, NY 10022 and  
State Capitol Building, Room 131, Albany, NY 12209  
\*locations connected by video-conference

**MEMBERS PRESENT:**

Jennifer McCormick, Member  
William Mulrow, Member  
Darryl C. Towns, Chairman (participated by telephone conference)

**OTHER PARTICIPANTS:**

Matthew Nelson	President, OCR
Forrest Taylor	President, OPS
Marian Zucker	President, OFD
Mary Binder	OHP
Michael DeBonis	OHP
Rebecca Sinclair	OCR
Barbara Wigzell	SEQRA Officer
Gary R. Connor	Counsel
Frank Markowski	Assistant Treasurer
Eu Ting-Zambuto	Secretary

There was a quorum with Ms. McCormick and Mr. Mulrow present. Chairman Darryl C. Towns participated by telephone conference.

**The first item on the HTFC agenda was the approval of the Minutes of the 285<sup>th</sup> Members' Meeting held on April 4, 2012.** The Minutes of the 285<sup>th</sup> Members' Meeting were unanimously approved.

**The second item on the HTFC agenda was a resolution approving Alan L. Smith as the authorized representative in connection with HUD's Notification of Funding Availability for Performance Based Contract Administration in the State of New York.** Mr. Connor stated that in connection with HTFC's bid to be the Section 8 Performance Based Contract Administrator in New York State, HTFC must appoint an authorized representative to sign forms on behalf of HTFC pursuant to the requirements set forth by HUD. Ms. McCormick moved to adopt the resolution; Mr. Mulrow seconded the motion, and the following resolution was adopted unanimously:

Section 1. The Members hereby approve Assistant Commissioner Alan L. Smith as HTFC's authorized representative for the purpose of responding to HUD's Notification of Funding Availability for Performance Based Contract Administration.

Section 2. This resolution shall take effect immediately.

**The third item on the HTFC agenda was a resolution approving the revised 2012-2013 Master Goal Plan pursuant to the Minority and Women Owned Business Enterprise Program.** On behalf of Wanda Graham, Ms. Ting-Zambuto stated that the integrated agencies have been approved to consolidate their MWBE Master Goal Plans and that accordingly, HTFC and the New York State Division of Housing and Community Renewal have consolidated their Master Goal Plans to more efficiently be able to meet their goals. Ms. McCormick moved to adopt the resolution; Mr. Mulrow seconded the motion, and the following resolution was adopted unanimously:

Section 1. The Members hereby approve the revised Minority and Women Owned Business Enterprise Program 2012-2013 Master 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 revised 2012-2013 Master Goal Plan to the Division of Minority and Women's Business Development.

Section 3. This resolution shall take effect immediately.

**The fourth item on the HTFC agenda was a resolution accepting documentation and classification of the environmental impact of four projects subject to SEQRA.** Ms. Wigzell presented the four projects. Ms. Wigzell stated that the first project, Cadence Square, represents a public-private collaboration between U.S. Veteran Affairs, Canandaigua V.A. Hospital, the Finger Lakes Addictions Counseling and Referral Agency and Cazenovia Recovery Systems. Ms. Wigzell indicated that while HTFC is rarely the lead agency for a project, HTFC took the lead agency role for this type 1 action with the consent of the other agencies. The project proposes to address the needs of veterans with disabilities and their families and is recommended with a negative declaration. The second project, Knickerbocker Commons, is the proposed construction of a seven-story building for families with 24 units and will include a community facility. It is recommended as an unlisted action with a negative declaration. The third project, Mennonite United Revival Apartments, developed by the Ridgewood Bushwick Senior Citizens Counsel, is creation of 24 residential units in a four-story building in Brooklyn. It is recommended as an unlisted action with a negative declaration. The fourth project, Holy Rosary Apartments, proposes to create 35 residential units through the adaptive reuse of a former school and convent in Rochester, Monroe County and in the same neighborhood, 25 single-family homes. It is also recommended as an unlisted action with a negative declaration.

Ms. McCormick inquired about how rare it was for HTFC to be the lead agency for a project. Ms. Wigzell indicated that HTFC is the lead agency possibly once a year, but in the last six to eight years, HTFC has assumed the lead agency role approximately three times. Ms. Wigzell further indicated that HTFC does not assume lead agency status frequently due to the enormous amount of paperwork, work, and communication required to oversee the other agencies. Further, Ms. Wigzell indicated that HTFC has obtained the consent of the other agencies involved, and HTFC will be forwarding the negative declarations from the board to the other agencies, which is the final step in becoming lead agency. Ms. Wigzell praised and expressed gratitude to her colleague Mary Binder for her role in this process. Mr. Mulrow sought confirmation that “negative declaration” was a positive designation. Ms. Wigzell confirmed that a “negative declaration” indicated that there was nothing negative to declare.

Ms. McCormick moved to adopt the resolution; Mr. Mulrow seconded the motion, and the following resolution was adopted unanimously:

Section 1. The Members hereby accept the SEQRA documentation for the projects named Knickerbocker Commons, Mennonite United Revival Housing, Holy Rosary Apartments, and Cadence Square, including the SEQRA Control Letters, Short Environmental Assessment Forms, and Negative Declaration Notices of Determination of Non-Significance, conditional upon the satisfactory resolution of any adverse conditions identified therein.

Section 2. The Members hereby adopt the recommendation that the projects named Knickerbocker Commons, Mennonite United Revival Housing and Holy Rosary Apartments be classified as UNLISTED with a NEGATIVE DECLARATION under SEQRA.

Section 3. The Members hereby adopt the recommendation that the Cadence Square project be classified as TYPE 1 with a NEGATIVE DECLARATION under SEQRA.

Section 4. The Members hereby authorize HTFC to execute any documents in accordance with the applicable provisions of law.

Section 5. This resolution shall take effect immediately.

**The fifth item on the HTFC agenda was a resolution approving HTFC’s report on operations and accomplishments.** Mr. Connor presented the annual report on operations and accomplishments. Mr. Connor stated that during the past year, HTFC coordinated with the Regional Economic Development Councils and made 299 awards across the State amounting to a total of approximately \$171 million. Approximately 1,763 jobs in the State are proposed to be created across the State. The amount of funds leveraged by the Community Development Block Grant Program for Economic Development was over ten times the funds awarded. Mr. Connor

further stated that the operations and accomplishments report includes charts which show that all parts of the State were served and benefited from the awards, and he explained that no Community Development Block Grant economic development awards were made in New York City as the Community Development Block Grant program provides financial assistance to eligible cities, towns, and villages with populations below 50,000 and counties with an area population under 200,000, and accordingly, most communities in New York City are not eligible for funds under this program. Ms. McCormick moved to adopt the resolution; Mr. Mulrow seconded the motion, and the following resolution was adopted unanimously:

Section 1. The Members hereby determine HTFC's report titled Operations and Accomplishments to be satisfactory.

Section 2. The Members hereby publish the report titled Operations and Accomplishments and direct Counsel or another authorized officer to timely effectuate the filing and posting requirements as set forth by the Authorities Budget Office.

Section 3. This resolution shall take effect immediately.

**The next item presented was a resolution readopting the mission statement and approving a report on HTFC's performance in accordance with its performance measurements.** Mr. Connor stated that the mission statement performance report was based on the same numbers reported in HTFC's operations and accomplishments report. He stated that at the March board meeting, the mission statement was presented to the Members for changes and that he has received no requests for changes. The mission statement was previously approved by the Authorities Budget Office and the numbers in the report show HTFC's compliance with its mission statement. Ms. McCormick moved to adopt the resolution; Mr. Mulrow seconded the motion, and the following resolution was adopted unanimously:

Section 1. The Members have reviewed the mission statement and hereby readopt the mission statement.

Section 2. The Members have reviewed the performance of the HTFC against its performance measurements as set forth in the Report on Performance Based on Mission Statement Measurement Criteria and hereby determine that that the HTFC is accomplishing its mission as set forth in its mission statement.

Section 3. The Members hereby authorize the Report on Performance Based on Mission Statement Measurement Criteria to be published and for HTFC to timely satisfy the requirements of the Authorities Budget Office may have instituted for compliance with Section 2824-a of the Public Authorities Law.

Section 4. This resolution shall take effect immediately.

**The seventh and eighth items were resolutions authorizing time and funding extensions under the Subprime Foreclosure Prevention Services Program for contracts with Empire Justice Center and NeighborWorks America Inc.** Ms. Sinclair stated that the recommended actions related to the 2012-2013 budget appropriation of 9 million dollars for the continuation of mortgage foreclosure services through the Subprime Foreclosure Prevention Services Program. Empire Justice Center and NeighborWorks America Inc. sought contract extensions which would allow both organizations to continue to provide training and technical support to legal services agencies and other staff. The extension to Empire Justice Center is recommended for six-months through September 30, 2012 and for additional services in the amount of \$255,728.57. The extension to NeighborWorks America is recommended for six-months through September 30, 2012 and for additional services in the amount of \$378,098.

Ms. McCormick moved to adopt the resolution authorizing a time and funding extension to HTFC's contract with Empire Justice Center; Mr. Mulrow seconded the motion, and the following resolution was adopted unanimously:

Section 1. The Members hereby approve an amendment of the Contract with Empire Justice Center to increase the contracted amount \$255,728.57 to account for additional services as set forth in its scope of work through September 30, 2012.

Section 2. The Members hereby authorize the President of the Office of Community Renewal, or other 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.

Ms. McCormick moved to adopt the resolution authorizing a time and funding extension to HTFC's contract with NeighborWorks America; Mr. Mulrow seconded the motion, and the following resolution was adopted unanimously:

Section 1. The Members hereby approve an amendment of the Contract with NeighborWorks America Inc. to increase the contracted amount \$378,098 to account for additional services as set forth in its scope of work through September 30, 2012.

Section 2. The Members hereby authorize the President of the Office of Community Renewal, or other 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 next item on the HTFC agenda was a resolution confirming a resolution passed in writing on April 27, 2012 regarding time and funding extensions under the Subprime Foreclosure Prevention Services Program.** Ms. Ting-Zambuto stated that pursuant to the HTFC's by-laws, confirmation of a written resolution is required to maintain the effectiveness of the previously passed written resolution. Ms. McCormick moved to adopt the resolution; Mr. Mulrow seconded the motion, and the following resolution was adopted unanimously:

Section 1. The Members hereby confirm the resolution passed in writing, approving time and funding extensions under the Subprime Foreclosure Prevention Services Program to the Foreclosure Service Providers identified below for a term through September 30, 2012 for the amount indicated:

SHARS ID	Agency	Total Amount Contracted thru March 2012	Amount to be awarded from \$9M FY'12-'13 NYS Budget Approp.	New Total Amount to be Contracted thru September 2012
20100382	Albany County Rural Housing Alliance, Inc.	\$491,270.48	\$153,691.33	\$644,961.81
20100393	Albany County Rural Housing Alliance, Inc. (Schoharie)	\$28,810.89	\$10,468.00	\$39,278.89
20100374	Asian Americans For Equality	\$526,842.98	\$164,820.00	\$691,662.98
20100386	Belmont Shelter Corporation	\$324,442.20	\$101,500.00	\$425,942.20
20100407	Bridge Street Development Corporation	\$308,498.18	\$121,483.64	\$429,981.82
20100406	Brooklyn Cooperative FCU	\$84,493.48	\$33,272.73	\$117,766.21
20100385	Brooklyn Neighborhood Improvement Association	\$191,788.49	\$60,000.00	\$251,788.49
20100398	CAMBA, Inc.	\$779,490.22	\$243,859.33	\$1,023,349.56
20100413	Changer	\$179,514.03	\$76,006.02	\$255,520.04
20100423	City Bar Justice Center	\$202,443.41	\$85,714.29	\$288,157.69
20100395	Common Law, Inc.	\$167,814.93	\$52,500.00	\$220,314.93
20100391	Community Development Corp. of Long Island	\$734,886.61	\$205,626.59	\$940,513.20

20100376	Community Housing Innovations, Inc.	\$382,351.67	\$94,667.10	\$477,018.77
20100380	Community Organization of Southern Brooklyn (COSB)	\$167,814.93	\$52,500.00	\$220,314.93
20100324	Economic Opportunity Council Of Suffolk, Inc.	\$586,020.39	\$183,333.33	\$769,353.72
20100387	Empire Justice Center of Rochester	\$711,707.91	\$222,654.00	\$934,361.91
20100399	Erasmus Neighborhood Federation	\$542,646.35	\$169,764.00	\$712,410.35
20100372	Greater Sheepshead Bay Development Corporation	\$410,214.27	\$107,086.00	\$517,300.27
20100373	Home Headquarters, Inc.	\$224,946.59	\$88,581.82	\$313,528.41
20100400	Hudson River Housing, Inc.	\$576,503.42	\$180,356.00	\$756,859.42
20100401	Human Development Services of Westchester, Inc.	\$136,218.84	\$42,615.33	\$178,834.17
20100389	La Fuerza Unida, Inc.	\$237,800.68	\$93,038.00	\$330,838.68
20100409	Legal Aid Society of Northeastern New York	\$339,772.49	\$112,548.71	\$452,321.20
20100410	Legal Aid Society of Northeastern New York	\$207,687.76	\$68,796.00	\$276,483.76
20100377	Legal Services of New York City - Bronx Corp (dba Bronx Legal Services)	\$514,632.45	\$161,000.00	\$675,632.45
20100418	Legal Services of NY, Staten Island (Staten Island Legal Services)	\$553,910.73	\$173,288.00	\$727,198.73
20100378	Life, Inc. (Labor & Industry for Education)	\$656,342.83	\$205,333.33	\$861,676.17
20100379	Long Island Housing Partnership, Inc.	\$369,555.11	\$148,645.71	\$518,200.83
20100404	Long Island Housing Services, Inc.	\$639,596.50	\$211,864.59	\$851,461.09
20100388	Marketview Heights	\$141,177.64	\$43,197.36	\$184,375.00

	Association			
20100426	MinkWon Center for Community Action	\$73,340.98	\$27,533.20	\$100,874.18
20100392	Nassau/Suffolk Law Services Committee, Inc.	\$656,615.60	\$205,418.67	\$862,034.27
20100411	Neighborhood Economic Development Advocacy Project, Inc. (NEDAP)	\$494,929.38	\$152,402.00	\$647,331.38
20100390	Neighborhood Housing Services of New York City, Inc.	\$461,379.18	\$173,208.00	\$634,587.18
20100424	Neighborhood Housing Services of Northern Queens	\$298,337.65	\$75,175.00	\$373,512.65
20100370	New York Legal Assistance Group	\$608,817.65	\$190,465.33	\$799,282.98
20100381	New York Mortgage Coalition	\$556,612.82	\$174,133.33	\$730,746.15
20100323	NHS of Jamaica, Inc.	\$687,615.01	\$215,116.67	\$902,731.68
20100326	Orange County Rural Development	\$532,745.81	\$166,666.67	\$699,412.47
20100416	Parodneck Foundation	\$96,405.68	\$37,963.64	\$134,369.32
20100405	Putnam County Housing Corp.	\$133,970.65	\$33,624.00	\$167,594.65
20100383	Queens Legal Services Corporation	\$469,529.12	\$146,889.67	\$616,418.79
20100384	Queens Volunteer Lawyer's Project, Inc.	\$118,205.64	\$36,980.00	\$155,185.64
20100327	Rockland Housing Action Coalition	\$413,943.49	\$140,760.00	\$554,703.49
20100397	South Brooklyn Legal Services	\$632,754.98	\$209,598.00	\$842,352.98
20100417	The Center for New York City Neighborhoods	\$903,946.04	\$339,353.60	\$1,243,299.64
20100371	Urban Justice Center	\$403,427.09	\$126,210.00	\$529,637.09
20100375	Utica Neighborhood Housing Services, Inc.	\$124,330.09	\$43,758.00	\$168,088.09
20100408	West Bronx Housing and Neighborhood Resource Center	\$120,230.07	\$45,136.00	\$165,366.07

20100425	West Side Neighborhood Housing Services	\$133,719.20	\$65,478.26	\$199,197.46
20100322	Westchester Residential Opportunities, Inc.	\$652,709.51	\$204,196.67	\$856,906.17
20100325	Western New York Law Center	\$852,393.29	\$266,666.67	\$1,119,059.96

Section 2. The Members hereby confirm the resolution passed in writing, authorizing 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 purpose of the resolution.

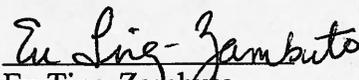
Section 3. This resolution shall take effect immediately.

**The remaining items on the HTFC agenda were informational items and did not require board action.** Presentations on the items were made available at the request of the Members. No presentations were requested by the Members and there were no questions on any of the informational items.

Mr. Nelson expressed his gratitude to Ms. Sinclair, Senior Community Developer for the Office of Community Renewal and the program manager for the Foreclosure Prevention Services Program with oversight of two additional foreclosure programs, which are NeighborWorks administered HUD-supported programs assisting homeowners of New York State. Mr. Nelson acknowledged Ms. Sinclair's hard work and indicated that she has done a phenomenal job in seeing the programs and projects through their final phases.

There being no further business, the meeting was adjourned upon a motion made by Mr. Mulrow and seconded by Ms. McCormick and unanimously approved.

Dated: May 9, 2012

  
Eu Ting-Zambuto  
Secretary