

**MINUTES OF THE MEETING OF THE MEMBERS OF THE
HOUSING TRUST FUND CORPORATION (“HTFC”)
HELD ON JUNE 27, 2018 AT 11:20 A.M.**

Locations: New York State Homes and Community Renewal, 641 Lexington Avenue, 4th Floor
New York, New York
New York State Homes and Community Renewal, 38-40 State Street,
Commissioner’s Conference Room, Albany, New York

Locations connected by video-conference

MEMBERS PRESENT:

RuthAnne Visnauskas, Chairperson
Alex Valella, representing William C. Thompson, Member
Holly Leicht, Member

OTHERS PRESENT:

Mark Colon
Mike DeBonis
Ann DeLucco, BST
Nicole Ferreira
Sean Fitzgerald
Mark Flescher
Libria Gibson-Obama
Cassandra Howell
Brendan Kennedy, BST
Hazel Lewis
Chris Leo
Linda Manley
Stacey Mickle
Jahmeliah Nathan
Jason Purvis
Heather Spitzberg
Eu Ting-Zambuto
Al Walcott

There was a quorum with three Members present. Chairperson Visnauskas made a motion to call to order the meeting of the Members of HTFC. The motion was seconded by Ms. Leicht.

The first item on the agenda was the approval of the minutes of the meeting on May 10, 2018. The minutes were deemed approved.

The next item on the agenda was a resolution approving the annual independent audit. Ms. Mickle introduced Brendan Kennedy and Ann DeLucco of BST. Mr. Kennedy provided an overview of the audit report. He reported that BST provided various deliverables including the independent auditor's report on basic financial statements, report on internal controls and compliance, required communications, and management letter. Lastly, Mr. Kennedy reported that no significant deficiencies or material weaknesses in internal control over financial reporting were noted.

The Board discussed the financial statements.

Chairperson Visnauskas moved to adopt the resolution; Ms. Leicht seconded the motion, and with the approval of all Members, the following resolution was adopted:

Section 1. The Members hereby approve the annual independent audit report.

Section 2. The Members hereby authorize the Treasurer or another officer to submit and publish the annual independent audit report in accordance with the Public Authorities Law, the Public Authorities Reform Act of 2009, and in accordance with any other governing regulations.

Section 3. This resolution shall take effect immediately.

The next item on the agenda was a resolution approving the annual procurement report and procurement and contract guidelines. Ms. Gibson-Obama and Ms. Howell presented the item and highlighted the procurement achievements of the Corporation.

The Members discussed the Corporation's efforts to reduce categories on the MWBE exclusions list.

Chairperson Visnauskas moved to adopt the resolution; Ms. Leicht seconded the motion, and with the approval of all Members, the following resolution was adopted:

Section 1. The Members hereby approve the Annual Report on Procurements and readopt HTFC's Procurement and Contract Guidelines.

Section 2. The Members hereby authorize the Procurement Officer, Treasurer, or another officer of HTFC to submit and publish the Annual Report on Procurements and the Procurement and Contract Guidelines to the Division of the Budget, the Department of Audit and Control, the Department of Economic Development, the Senate Finance Committee and the Assembly Ways and Means Committee in accordance with the Public Authorities Law, the Public

Authorities Reform Act of 2009, and in accordance with any other governing regulations.

Section 3. This resolution shall take effect immediately.

The next item on the agenda was a resolution authorizing an extension of contract with the Community Preservation Corporation (“CPC”) for the Administration of the Small Project Affordable Rental Construction Program (“SPARC”). Mr. Flescher presented the item to authorize an extension of the contract with CPC to administer SPARC for a two-year term. The Members discussed the entities involved in the work and the funding committed for the projects.

After considering the recommendation, Chairperson Visnauskas moved to adopt the resolution; Ms. Leicht seconded the motion, and with the approval of all Members, the following resolution was adopted:

Section 1. The Members hereby authorize an extension of the contract with CPC to administer SPARC for a two-year term.

Section 2. The Members hereby authorize the President of the Office of Finance and Development, General Counsel of the Governor’s Office of Storm Recovery, or any Senior Officer or designated 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 agenda was a resolution authorizing an increase in units for Rural Rental Assistance Program. Mr. Colon presented the recommendation to enable a 700-unit increase to the number of units served.

The Members discussed the source of funding and considered the recommendation.

Chairperson Visnauskas moved to adopt the resolution; Ms. Leicht seconded the motion, and with the approval of all Members, the following resolution was adopted:

Section 1. In addition to the administration of the current and existing contracts under the Rural Rental Assistance Program, the Members hereby authorize an increase of up to 700 units served, including units not covered by current contracts.

Section 2. The Members hereby authorize the President or Vice President of the Office of Housing Preservation or any Senior

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 agenda was a resolution authorizing an award under the Multifamily Preservation Program to Auburn Housing Authority for Melone Village. Mr. Fitzgerald presented the award under Multifamily Preservation Program of up to \$2 million to Auburn Housing Authority for Melone Village Extension to substitute the previously authorized and committed \$2 million award under the Public Housing Modernization Program. Mr. Fitzgerald presented the recommendation. The Members discussed the monitoring of remediation of asbestos and praised the project and leadership.

After considering the recommendation, Chairperson Visnauskas moved to adopt the resolution; Ms. Leicht seconded the motion, and with the approval of all Members, the following resolution was adopted:

Section 1. The Members hereby authorize an award under Multifamily Preservation Program of up to \$2 million to Auburn Housing Authority for Melone Village Extension to substitute the previously authorized and committed \$2 million award under the Public Housing Modernization Program.

Section 2. The Members hereby authorize the President of the Office of Finance and Development, President of the Office of Housing Preservation, 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 next item on the agenda was a resolution authorizing awards under the Public Housing Modernization Program (“PHM Program”). Ms. Lewis presented each award recommendation.

After considering the recommendation, Chairperson Visnauskas moved to adopt the resolution; Ms. Leicht seconded the motion, and with the approval of all Members, the following resolution was adopted:

Section 1. All “WHEREAS” clauses in the preamble of this resolution are hereby incorporated into this resolution.

Section 2. The Members hereby approve an award up to \$1,727,385 under the PHM Program to Greenburgh Housing Authority for

rehabilitation work at Greenburgh Apartments including underground heating pipes, door and window replacement, play area, and parking lot repaving.

Section 3. The Members hereby approve an award up to \$5,334,517 under the PHM Program to Kingston Housing Authority for rehabilitation work including lead abatement and asbestos issues, roof replacement, water tank replacement, site work, and ongoing interior renovations at Colonial Gardens, Colonial Gardens Addition, and Wiltwyck Gardens.

Section 4. The Members hereby approve an award up to \$476,000 under the PHM Program to Little Falls Housing Authority to assist two of its projects with rehabilitation plans including door replacement, smoke-free sitting area, and gas piping replacement at Rockton Plaza and Valley View Courts.

Section 5. The Members hereby approve an award up to \$950,000 under the PHM Program to Salamanca Housing Authority for ongoing rehabilitation at Hillview Homes including the renovation of kitchens and sidewalk replacement and paving.

Section 6. The Members hereby approve an award up to \$885,000 under the PHM Program to Tonawanda Housing Authority for rehabilitation work including door replacement, intercom and door release system, parking lots and sidewalk repaving and repair projects at Colin Kelly Heights, Arthur Albright Courts, and Tonawanda Senior Citizens.

Section 7. The Members hereby approve an award up to \$385,000 under the PHM Program to Wilna Housing Authority to assist the ongoing rehabilitation at Brady Acres including individual apartment bathroom upgrades and sidewalks/courtyard repaving.

Section 8. The Members hereby approve the entering into regulatory agreements with the eligible recipients, upon their satisfactory compliance with any pre-contract conditions as required by statute or regulation, and upon such terms and conditions as set forth under PHM Program guidelines, as applicable.

Section 9. The Members authorize the President of the Office of Housing Preservation or another authorized officer of HTFC to execute any documents which may be necessary and appropriate to effectuate the purposes of this resolution.

Section 10. This resolution shall take effect immediately.

The next item on the agenda was a resolution authorizing an award under the Low-Income Housing Trust Fund Program for Butternut Crossing. Mr. Fitzgerald presented the award recommendation as a replacement for previously authorized HOME Program funds.

After considering the recommendation, Chairperson Visnauskas moved to adopt the resolution; Ms. Leicht seconded the motion, and with the approval of all Members, the following resolution was adopted:

Section 1. The Members hereby approve an award under the Low-Income Housing Trust Fund Program in an amount up to \$2,200,000 for Butternut Crossing and a corresponding revocation of HOME funds.

Section 2. The Members hereby approve the entering into of a regulatory agreement with the applicant, upon its satisfactory compliance with any pre-contract conditions as required by statute or regulation, and consistent with such terms and conditions as set forth by program guidelines.

Section 3. The Members hereby authorize any officer in the Office of Finance and Development or Senior Officer as defined in the By-Laws of HTFC to execute any documents which may be necessary and appropriate to effectuate the purposes of this resolution.

Section 4. This resolution shall be effective immediately.

The next item on the agenda was a resolution ratifying authorization an extension and increase of an award under the Community Investment Fund for the Sunset Park Library. The Members considered ratifying the award authorized on June 11, 2018.

After considering the recommendation, Chairperson Visnauskas moved to adopt the resolution; Ms. Leicht seconded the motion, and with the approval of all Members, the following resolution was adopted:

Section 1. The Members hereby approve the reauthorization and increase of the urban CIF award from \$721,906 to \$1,500,000 for Sunset Park Library.

Section 2. The Members hereby provide that this authorization will lapse on August 31, 2018 if a closing on all sources of construction financing sufficient to complete the project has not occurred.

Section 3. The Members hereby approve the entering into of a regulatory agreement with the applicant, upon its satisfactory

compliance with any pre-contract conditions as required by statute or regulation, and consistent with such terms and conditions as set forth by program guidelines.

Section 4. The Members hereby authorize any officer in the Office of Finance and Development or Senior Officer as defined in the By-Laws of HTFC to execute any documents which may be necessary and appropriate to effectuate the purposes of this resolution.

Section 5. This resolution shall be effective June 11, 2018.

The next item on the agenda was a resolution authorizing an award under the New York Main Street Technical Assistance Program. Mr. Purvis presented the award recommendation.

After considering the recommendation, Chairperson Visnauskas moved to adopt the resolution; Ms. Leicht seconded the motion, and with the approval of all Members, the following resolution was adopted:

Section 1. The Members hereby authorize an award in an amount up to \$13,775 under the NYMS Technical Assistance Program to the Town of Southport to complete feasibility studies on up to five buildings on Cedar Street in Southport.

Section 2. The Members hereby approve the entering into of a regulatory agreement with the applicant, upon its satisfactory compliance with any pre-contract conditions as required by statute or regulation, and upon such terms and conditions as set forth in the NYMS or NYMS Technical Assistance Program guidelines, as applicable.

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 item on the agenda was a resolution authorizing an award under the Community Development Block Grant Program (“CDBG Program”) for economic development to the City of Hornell for TTA Systems. Mr. Purvis presented the award recommendation.

After considering the recommendation, Chairperson Visnauskas moved to adopt the resolution; Ms. Leicht seconded the motion, and with the approval of all Members, the following resolution was adopted:

Section 1. The Members hereby authorize an award of CDBG Program funds for economic development to the City of Hornell in an amount up to \$400,000 funds to assist TTA Systems, LLC with the expansion of its operations in the City.

Section 2. The Members hereby authorize HTFC to enter into a regulatory agreement with the applicant, upon its 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 next item on the agenda was a resolution authorizing an award under the CDBG Program for economic development to the Town of Harmony for Castelli America. Mr. Purvis presented the award recommendation.

After considering the recommendation, Chairperson Visnauskas moved to adopt the resolution; Ms. Leicht seconded the motion, and with the approval of all Members, the following resolution was adopted:

Section 1. The Members hereby authorize an award of CDBG Program funds for economic development to the Town of Harmony in an amount up to \$516,000 funds to assist Castelli America, LLC with the expansion of its operations in the Town.

Section 2. The Members hereby authorize HTFC to enter into a regulatory agreement with the applicant, upon its 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 next item on the agenda was a resolution ratifying the authorization of awards under the Mobile and Manufactured Home Replacement Program. The Members considered the item to ratify the awards authorized on June 11, 2018.

After considering the recommendation, Chairperson Visnauskas moved to adopt the resolution; Ms. Leicht seconded the motion, and with the approval of all Members, the following resolution was adopted:

Section 1. The Members hereby authorize an amendment of the grant agreements to increase funding under the MMHR Program in an additional amount up to \$3,000,000 to Housing Assistance Program of Essex County and in an additional amount up to \$3,000,000 to Friends of the North Country to address the urgently needed repairs and replacements of mobile or manufactured homes at Underwood Mobile Home Park in connection with ice jam flooding damage and destruction.

Section 2. The Members hereby authorize the President of the Office of Community Renewal, Senior Officer, 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 June 11, 2018.

The next item on the agenda was a resolution approving the annual property disposal report and property disposal guidelines. Ms. Mickle presented the annual property disposal report and property disposal guidelines.

After considering the recommendation, Chairperson Visnauskas moved to adopt the resolution; Ms. Leicht seconded the motion, and with the approval of all Members, the following resolution was adopted:

Section 1. The Members hereby approve the Property Disposal Report and the Property Disposal Guidelines.

Section 2. The Members hereby approve the designation of Treasurer Stacey C. Mickle as the contracting officer and authorize her or another officer of HTFC to execute any documents which may be necessary and appropriate to effectuate the purpose of this resolution and to file copies of the Property Disposal Guidelines and Property Disposal Report with the Office of the State Comptroller, the Governor's Office, Chairman and Ranking Minority Member of the Senate Finance Committee, Chairman and Ranking Minority Member of the Assembly Ways and Means Committee, each Chair and Ranking Member of the Senate and Assembly Committees on Corporations, Authorities and Commissions, the State Comptroller and the Authorities Budget Office, and to publish the Property Disposal Guidelines and Property Disposal Report.

Section 3. This resolution shall take effect immediately.

The next item on the agenda was a resolution approving the annual report on investments and investment policy. Ms. Mickle presented the annual report on investments and investment policy. A discussion ensued on the types of investments including zero principal strips.

After considering the recommendation, Chairperson Visnauskas moved to adopt the resolution; Ms. Leicht seconded the motion, and with the approval of all Members, the following resolution was adopted:

Section 1. The Members hereby approve the Annual Report on Investments and the Investment Policy.

Section 2. The Members hereby authorize the Treasurer or another authorized officer to submit and publish the Investment Policy and Annual Investment Report in accordance with the Public Authorities Law, the Public Authorities Reform Act of 2009, and any other governing regulations.

Section 3. This resolution shall take effect immediately.

The next item on the agenda was a resolution approving the mission statement performance report and the amended mission statement. The Members were presented with the mission statement performance report and an amended mission statement which adds language acknowledging HTFC's commitment to the advancement of MWBE and fair housing goals.

Chairperson Visnauskas moved to adopt the resolution; Ms. Leicht seconded the motion, and with the approval of all Members, the following resolution was adopted:

Section 1. The Members hereby approve the Property Disposal Report and the Property Disposal Guidelines.

Section 2. The Members hereby approve the designation of Treasurer Stacey C. Mickle as the contracting officer and authorize her or another officer of HTFC to execute any documents which may be necessary and appropriate to effectuate the purpose of this resolution and to file copies of the Property Disposal Guidelines and Property Disposal Report with the Office of the State Comptroller, the Governor's Office, Chairman and Ranking Minority Member of the Senate Finance Committee, Chairman and Ranking Minority Member of the Assembly Ways and Means Committee, each Chair and Ranking Member of the Senate and Assembly Committees on Corporations, Authorities and Commissions, the State Comptroller and the Authorities Budget Office, and to publish the Property Disposal Guidelines and Property Disposal Report.

Section 3. This resolution shall take effect immediately.

The next item on the agenda was a resolution approving annual report on Operations and Accomplishments. The Members reviewed the report.

After considering the recommendation, Chairperson Visnauskas moved to adopt the resolution; Ms. Leicht seconded the motion, and with the approval of all Members, the following resolution was adopted:

Section 1. The Members hereby approve the Operations and Accomplishments Report and authorize the same to be submitted and published in accordance with the Public Authorities Reform Act of 2009 and any reporting requirements.

Section 2. This resolution shall take effect immediately.

The next item on the agenda was a resolution approving the board self-evaluation.
This item was tabled.

The next item on the agenda was a resolution approving amended bylaws.
This item was tabled.

The next item on the agenda was a resolution authorizing an amendment to the contract with Fedcap Rehabilitation Services Inc. for printing and mailing services. The Members considered this item.

Chairperson Visnauskas moved to adopt the resolution; Ms. Leicht seconded the motion, and with the approval of all Members, the following resolution was adopted:

Section 1. The Members hereby approve an amendment to the Section 8 Printing and Mailing Services Agreement with Fedcap Rehabilitation Services, Inc. to reflect (i) an increased yearly not to exceed amount of \$80,000 and (ii) an increased not to exceed amount for total expenditures under the contract of \$400,000 for the five-year term.

Section 2. The Members hereby authorize the President or Vice President of the Office of Housing Preservation or any Senior Officer as defined by HTFC's By-Laws 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 agenda was a resolution authorizing an amendment of grant agreements under the Access to Home for Veterans Program. Mr. Purvis presented this item.

The Members discussed the changes reflected in the legislation as reflected by the definitions of the parties eligible.

Chairperson Visnauskas moved to adopt the resolution; Ms. Leicht seconded the motion, and with the approval of all Members, the following resolution was adopted:

Section 1. The Members hereby authorize an amendment of the existing grant agreements awarded under the Access for Veterans Program identified herein to incorporate the provisions of Private Housing Finance Law, Article 30 and to extend the grant agreements for a 12-month term beyond the date of board approval.

SHARS	LPA Organization Name
20153056	ACCESS TO INDEPENDENCE OF CORTLAND COUNTY
20153031	ANDOVER HISTORIC PRESERVATION CORP
20163075	BETTER NEIGHBORHOODS, INC
20153010	BISHOP SHEEN ECUMENICAL HOUSING FOUNDATION, INC.
20163002	CATTARAUGUS COMMUNITY ACTION
20153026	CEO GREATER CAPITAL REGION
20163018	CITIZENS OPPORTUNITY for DEV & EQUALITY
20153072	COMMUNITY ACTION JEFFERSON COUNTY
20163059	COMMUNITY DEVELOPMENT CORP OF LONG ISLAND
20153036	FIRST WARD ACTION COUNCIL, INC
20153074	GENESEE VALLEY RPC
20163048	HOMEFRONT DEVELOPMENT CORP
20153051	ONONDAGA COUNTY COMMUNITY DEVELOPMENT
20163066	ORANGE CO RURAL DEV ADVISORY CORP
20163020	OTSEGO RURAL, HSG ASSISTANCE
20163094	REBUILDING TOGETHER NYC
20163053	REBUILDING TOGETHER SARATOGA
20153040	REBUILDING TOGETHER SARATOGA COUNTY, INC.
20163036	RUPCO, INC
20153065	SCAP CHEMUNG COUNTY
20153064	SCAP SCHUYLER COUNTY
20153063	SCAP STEUBEN COUNTY
20163064	THE ST BERNARD PROJECT
20163085	TOWN OF BROOKHAVEN

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 next item on the agenda was a resolution ratifying awards under the Buffalo Main Streets Initiative. The Members considered ratification of the awards authorized on June 21, 2018.

Chairperson Visnauskas moved to adopt the resolution; Ms. Leicht seconded the motion, and with the approval of all Members, the following resolution was adopted:

Section 1. The Members hereby authorize awards under the BMSI up to the amount specified to the following eligible applicants:

Recipient Name	Project Name	Total Estimated Project Cost	Total Recommended Award \$
Forever Elmwood Corporation	1234 Hertel Redevelopment	\$1,525,000	\$250,000
Heart of the City Neighborhoods, Inc.	Grant Street Buffalo Main Streets Initiative	\$384,210	\$300,000
The North Buffalo Organization	North Buffalo Infill Development - 1585 Hertel	\$7,033,800	\$500,000
Wellness Institute of Greater Buffalo	Vibrant Seneca Street	\$375,000	\$300,000
West Side and Black Rock-Riverside NHS	Black Rock Revival	\$570,550	\$300,000
Total Awards			\$1,650,000

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

Section 3. The Members hereby authorize the President of the Office of Single Family and Community Development, 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 4. This resolution shall take effect June 21, 2018.

The remainder of the items are informational items and do not require board action.

The next item on the agenda was a review of officers.

The next item on the agenda was an annual review of contract with CVR Associates, Inc. for Section 8 inspection services.

The next item on the agenda was an annual review of housing and technical consultant services contracts.

The next item on the agenda was a review of SEQR concur summaries.

The next item on the agenda was a review of SEQRA Type 2 projects.

The next item on the agenda was a review of SEQRA determinations for projects under the Governor's Office of Storm Recovery.

The next item on the agenda was a review of authorized contracts under the Governor's Office of Storm Recovery.

The next item on the agenda was a review of ethics report.

The next item on the agenda was a review of report on prompt payments and the prompt payment policy.

There being no unfinished business, Chairperson Visnauskas moved to adjourn the meeting; Ms. Leicht seconded the motion, and with the approval of all Members, the meeting was adjourned at 12:00 p.m.