

**MINUTES OF THE MEETING OF THE MEMBERS OF THE  
HOUSING TRUST FUND CORPORATION (“HTFC”)  
HELD ON JUNE 27, 2019 AT 2:00 P.M.**

Locations: New York State Homes and Community Renewal, 415 Madison Avenue,  
New York, New York  
New York State Homes and Community Renewal, 25 Beaver Street,  
New York, New York  
New York State Homes and Community Renewal, 38-40 State Street,  
Albany, New York

Locations connected by video-conference

**MEMBERS PRESENT:**

RuthAnne Visnauskas, Chairperson  
Alex Valella, representing Kenneth Adams, Member  
Holly Leicht, Member

**OTHERS PRESENT:**

Bonnie Bauer  
Daniel Buyer  
Christopher Chimento  
Mark Colon  
Kimberly Dallas  
Mike DeBonis  
Ann Delucco  
Nicole Ferreira  
Sean Fitzgerald  
Mark Flescher  
Gabriella Green  
Ashley Ivashchenko  
Brooks Kaufman  
Rebecca Koepnick  
Dwight Kwa  
Scott LaMountain  
John Leahy  
Dina Levy  
Crystal Loffler  
Betsy Mallow  
Linda Manley  
Stacey Mickle  
Lisa Pagnozzi  
Lorrie Pizzola  
Jason Purvis  
Heather Spitzberg  
Cassiah Ward

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

**The first item on the agenda was the approval of the minutes of the meeting held on May 9, 2019.** The minutes were deemed approved.

**The next item on the agenda was a resolution authorizing an award of HOME Program funds for Brittany Terrace Manufactured Home Park.** Mr. Purvis presented the proposed award summarizing the main points contained in the related memo.

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

Section 1. The Members hereby authorize a NYS HOME Program award in an amount up to \$5,171,540.

Section 2. The Members hereby authorize any officer of the Office of Finance and Development or any Senior Officer as defined by the 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 approving the annual independent audit.** Ms. Delucco of BST presented the audit. Mr. Valella stated that although the cover letter indicates the report is not intended to be used by any parties other than the Board of Directors and management, the audit is filed and made public. Ms. Delucco clarified which items are filed with the ABO and which items are considered solely communications with the Board. Ms. Leicht asked about cuts in federal funding. Chairperson Visnauskas, Ms. Manley and Ms. Mickle provided additional information. Mr. Valella asked whether the items mentioned under “Significant Items Discussed with Management” referred to CDBG funding and Ms. Delucco confirmed.

Ms. Leicht moved to adopt the resolution and Mr. Valella seconded the motion on behalf of the Members of the Board, and Chairperson Visnauskas made a motion and Mr. Valella seconded the motion on behalf of the Audit Committee, and the following resolution was adopted by the Board and Audit Committee:

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. Pagnozzi and Ms. Dallas presented the report and guidelines. Ms. Pagnozzi noted that MWBE participation is at 60% and Mr. Valella noted the significance of the increase.

Ms. Leicht moved to adopt the resolution and Mr. Valella seconded the motion on behalf of the Members of the Board, and Chairperson Visnauskas made a motion and Mr. Valella seconded the motion on behalf of the Audit Committee and Governance Committee, and the following resolution was adopted by the Board, Audit Committee and Governance Committee:

Section 1. The Corporation's Members hereby approve the Annual Report for the period April 1, 2018 through March 31, 2019, transmitted herewith electronically, in PDF format, under separate cover.

Section 2. HTFC staff is hereby authorized to submit the Annual Report for the Corporation, as required by law, using PARIS, and to make such insubstantial changes to the Annual Report, as necessitated by the different format.

Section 3. This resolution shall take effect immediately.

**The next item on the agenda was a resolution approving the annual Property Disposal Report and Property Disposal Guidelines.** Ms. Mickle presented the report and guidelines.

Ms. Leicht moved to adopt the resolution and Mr. Valella seconded the motion on behalf of the Members of the Board, and Chairperson Visnauskas made a motion and Mr. Valella seconded the motion on behalf of the Audit Committee and Governance Committee, and the following resolution was adopted by the Board, Audit Committee and Governance Committee:

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 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 Prompt Payments and Amended Prompt Payment Policy.** Ms. Mickle presented the report and policy.

Ms. Leicht moved to adopt the resolution and Mr. Valella seconded the motion on behalf of the Members of the Board, and Chairperson Visnauskas made a motion and Mr. Valella seconded the motion on behalf of the Audit Committee and Governance Committee, and the following resolution was adopted by the Board, Audit Committee and Governance Committee:

Section 1. The Members hereby approve the amended Prompt Payment Policy.

Section 2. The Members hereby approve the Annual Report on Prompt Payment and Prompt Payment Policy and adopt HTFC's Prompt Payment Policy as amended.

Section 3. 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 4. 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 report and policy.

Ms. Leicht moved to adopt the resolution and Mr. Valella seconded the motion on behalf of the Members of the Board, and Chairperson Visnauskas made a motion and Mr. Valella seconded the motion on behalf of the Audit Committee and Governance Committee, and the following resolution was adopted by the Board, Audit Committee and Governance Committee:

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.** Ms. Manley presented the Mission Statement and Report. Ms. Manley

proposed that the Board discuss at the July board meeting whether to further amend the Mission Statement and that in May 2020, the Mission Statement Performance Report and the Report on Operations and Accomplishments be discussed with respect to projected goals.

Ms. Leicht moved to adopt the resolution and Mr. Valella seconded the motion on behalf of the Members of the Board, and Chairperson Visnauskas made a motion and Mr. Valella seconded the motion on behalf of the Governance Committee, and the following resolution was adopted by the Board and Governance Committee:

Section 1. The Members hereby approve the Report on Performance Based on Mission Statement Measurement Criteria.

Section 2. The Members hereby approve the amended mission statement.

Section 3. The Members hereby authorize the amended mission statement and the Report on Performance Based on Mission Statement Measurement Criteria to be published in accordance with the Public Authorities Law and any other reporting requirements.

Section 4. This resolution shall take effect immediately.

**The next item on the agenda was a resolution approving the annual Report on Operations and Accomplishments.** Ms. Manley presented the report. Mr. Valella noted that the report shows the good activity taking place at the HTFC.

Ms. Leicht moved to adopt the resolution and Mr. Valella seconded the motion on behalf of the Members of the Board, and Chairperson Visnauskas made a motion and Mr. Valella seconded the motion on behalf of the Audit Committee, and the following resolution was adopted by the Board and Audit Committee:

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, Governance Committee Self-Evaluation, and Audit Committee Self-Evaluation.** The Members discussed the results of the self-evaluation process. Mr. Valella explained why he put a “Not Applicable” mark in one of the categories. Chairperson Visnauskas noted that having the goals and accomplishments to review in May 2020 prior to the June 2020 board meeting would be helpful. Ms. Leicht noted that to the degree it is possible to minimize written authorization resolutions, it would be helpful for voting on approvals.

Ms. Leicht moved to adopt the resolution and Mr. Valella seconded the motion on behalf of the Members of the Board, and Chairperson Visnauskas made a motion and Mr. Valella

seconded the motion on behalf of the Audit Committee and Governance Committee, and the following resolution was adopted by the Board, Audit Committee and Governance Committee:

Section 1. The Members hereby authorize the filing of the aggregated evaluation results with the Authorities Budget Office by HTFC staff.

Section 2. This resolution shall take effect immediately.

**The next item on the agenda was a resolution ratifying the authorization to enter into contracts with local program administrators to administer the Southern Tier-Finger Lakes Recovery Program.** Ms. Pizzola presented the proposed authorization summarizing the main points contained in the related memo. Ms. Leicht asked whether any income restrictions are placed on fund recipients. Ms. Pizzola said no statutory income restrictions exist, but the funds are disbursed to primary home owners only. Chairperson Visnauskas asked if this program is separate from the AHC support provided for the Ontario program. Ms. Levy confirmed this is separate from the Ontario program. Ms. Leicht asked additional questions about the Ontario program funded through the AHC and Ms. Levy provided additional background information.

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

Section 1. The Members hereby ratify the authorization to enter into contracts with Bishop Sheen Ecumenical Housing Foundation, Inc., Arbor Housing and Development, and Opportunities for Chenango, Inc. to administer the Southern Tier-Finger Lakes Recovery Program in an amount not to exceed \$13.6 million.

Section 2. The Members hereby ratify the authorization of 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 3. This resolution shall take effect immediately.

**The next item on the agenda was a resolution ratifying the authorization of awards under the Rural and Urban Community Investment Fund Program.** Mr. Fitzgerald presented the proposed awards summarizing the main points contained in the related memo.

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

Section 1. The Members hereby ratify the authorization of awards under the CIF Program to the applicants in the amount up to the amounts identified as follows:

Project ID	Applicant	Project Name	Municipality	County	Region	CIF Award Amount
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20186039	Regan Development Corporation	Broad Street Commons	City of Glens Falls	Warren	Capital District	\$683,740
20186064	Home Leasing, LLC	Renaissance Square	City of Schenectady	Schenectady	Capital District	\$296,000
20186051	Cayuga Development, Inc.	Salato Gardens Rehabilitation & PBV Request	Village of Cayuga (Town of Aurelius)	Cayuga	Central NY	\$1,440,000
20186044	RUPCO, Inc.	Newburgh Progress	City of Newburgh	Orange	Mid Hudson	\$3,510,413
20186016	The Kelberman Center	Kelberman at Sunset	City of Utica	Oneida	Mohawk Valley	\$1,312,921
20186030	Herkimer Affordable Housing, Inc.	Eastern Garden Rehabilitation	Village of Herkimer (Town of Herkimer)	Herkimer	Mohawk Valley	\$1,327,862
20186080	Bronx Pro Real Estate Management, Inc.	4697 Third Ave	City of New York	Bronx	New York City	\$2,000,000
20186040	Vecino Group New York, LLC	Quarry 2018	Village of Potsdam (Town of Potsdam)	St Lawrence	North Country	\$2,000,000
20186002	Gerard Block Apartments LLC	Gerard Block Apartments	City of Elmira	Chemung	Southern Tier	\$2,000,000
20186047	Watkins Glen Housing Authority	Watkins Glen 2nd Street Redevelopment	Village of Watkins Glen (Town of Dix)	Schuyler	Southern Tier	\$1,268,474
20186041	Community Hope Builders CDC Inc	Mt. Aaron Village	City of Buffalo	Erie	Western New York	\$366,414

Total \$16,205,824

Section 2. The Members hereby provide that this resolution will lapse 360 days after the effective date of May 16, 2019 if a closing on all sources of construction financing sufficient to complete the project has not occurred.

Section 3. The Members hereby ratify the authorization of any officer of the Office of Finance and Development or any Senior Officer as defined by the By-Laws 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 Low-Income Housing Trust Fund Program.** Mr. Fitzgerald presented the proposed awards summarizing the main points contained in the related memo. Chairperson Visnauskas asked about the numerical gap between the 93 applicants versus the 20 awards. Mr. Fitzgerald explained that only a subset of the 93 applicants related to the awards.

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

Section 1. The Members hereby ratify the authorization of awards under the HTF Program to the applicants in the amount up to the amounts identified as follows:

Project ID	Applicant	Project Name	Municipality	County	Region	HTF Award Amount	Total Res. Units
20186039	Regan Development Corporation	Broad Street Commons	City of Glens Falls	Warren	Capital District	\$2,400,000	72
20186057	Saratoga Springs Housing Authority	Promenade Apartments	City of Saratoga Springs	Saratoga	Capital District	\$2,400,000	63
20186063	Civill Senior Housing Associates Limited Partnership	Civill Senior Housing Revitalization	Village of Ravena (Town of Coeymans)	Albany	Capital District	\$2,400,000	28
20186064	Home Leasing, LLC	Renaissance Square	City of Schenectady	Schenectady	Capital District	\$2,400,000	55
20186048	Baldwin Real Estate Development Corporation	Stanton Meadows Apartments	Town of Seneca Falls	Seneca	Finger Lakes	\$1,838,500	118
20186087	Lifetime Housing Development Corporation	Frances Apartments II	Town of Sweden	Monroe	Finger Lakes	\$2,400,000	48
20186025	The D & F Development Group, LLC	Gleneagle Green at Bellport	Town of Brookhaven	Suffolk	Long Island	\$2,831,741	70
20186044	RUPCO, Inc.	Newburgh Progress	City of Newburgh	Orange	Mid Hudson	\$2,400,000	62
20186061	Lazz Development Co., LLC	Regent Street Senior Apartments	Village of Port Chester (Town of Rye)	Westchester	Mid Hudson	\$4,250,000	34
20186016	The Kelberman Center	Kelberman at Sunset	City of Utica	Oneida	Mohawk Valley	\$2,400,000	60
20186030	Herkimer Affordable Housing, Inc.	Eastern Garden Rehabilitation	Village of Herkimer (Town of Herkimer)	Herkimer	Mohawk Valley	\$2,363,901	63
20186034	Plattsburgh Community Housing Inc.	Atlas Heights	Town of Plattsburgh	Clinton	North Country	\$2,400,000	40
20186040	Vecino Group New York, LLC	Quarry 2018	Village of Potsdam (Town of Potsdam)	St Lawrence	North Country	\$2,400,000	59
20186038	Housing Visions Consultants, Inc.	Endicott Square	Village of Endicott (Town of Union)	Broome	Southern Tier	\$2,400,000	61
20186047	Watkins Glen Housing Authority	Watkins Glen 2nd Street Redevelopment	Village of Watkins Glen (Town of Dix)	Schuyler	Southern Tier	\$1,494,042	34
20186049	Ithaca Neighborhood Housing Services, Inc.	INHS Scattered Site	City of Ithaca	Tompkins	Southern Tier	\$1,639,911	29
20186041	Community Hope Builders CDC Inc	Mt. Aaron Village	City of Buffalo	Erie	Western New York	\$1,568,259	59
20186053	Belmont Housing Resources for WNY, Inc.	Alberta Place	Town of Amherst	Erie	Western New York	\$2,400,000	46
20186056	My Place Home for the Homeless, Inc.	Polly Jean Suites Unified Funding 2018	City of Buffalo	Erie	Western New York	\$989,287	8
20186070	People Community Housing Development Corp.	Oakwood Senior Apartments	Village of Blasdell (Town of Hamburg)	Erie	Western New York	\$3,041,044	33

Total \$46,416,685 1,042

Section 2. The Members hereby provide that this authorization will lapse 360 days after the effective date of May 16, 2019 if a closing on all sources of construction financing sufficient to complete the project has not occurred.

Section 3. The Members hereby ratify the approval 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 consistent with such terms and conditions as set forth by program guidelines.

Section 4. The Members hereby ratify the authorization of 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 immediately.

**The next item on the agenda was a resolution ratifying the authorization of awards under the Supportive Housing Opportunity Program.** Mr. Fitzgerald presented the proposed awards summarizing the main points contained in the related memo.

Mr. Varella moved to adopt the resolution; Ms. Leicht seconded the motion, and the following resolution was adopted:

Section 1. The Members hereby ratify the authorization of SHOP awards to the applicants in the amount up to the amounts identified as follows:

Project ID	Applicant	Project Name	Municipality	County	Region	SHOP Award Amount	Total Res. Units
20186018	Home Leasing, LLC	The Gardens at St. Anthony's	City of Syracuse	Onondaga	Central NY	\$2,580,000	54
20186068	Finger Lakes United Cerebral Palsy, Inc.	Happiness House Apartments II 2018	Town of Canandaigua	Ontario	Finger Lakes	\$1,083,075	30
20186035	Concern For Independent Living, Inc.	Concern Southampton	Town of Southampton	Suffolk	Long Island	\$7,629,165	60
20186065	Bergen Place LLC	Bergen Place	Village of Freeport (Town of Hempstead)	Nassau	Long Island	\$5,400,000	45
20186014	Access: Supports For Living Inc.	Golden Ridge IV	Village of Monticello (Town of Thompson)	Sullivan	Mid Hudson	\$3,703,592	81
20186079	Post Graduate Center for Mental Health	177th Street Residences	City of New York	Bronx	New York City	\$1,194,980	90
20186054	Providence Housing Development Corporation	LaFrance Apartments	City of Elmira	Chemung	Southern Tier	\$1,210,000	37
20186081	Lakeview Health Services, Inc.	West End Heights 2018	City of Ithaca	Tompkins	Southern Tier	\$4,050,000	60
20186041	Community Hope Builders CDC Inc	Mt. Aaron Village	City of Buffalo	Erie	Western New York	\$3,990,000	59

20186056	My Place Home for the Homeless, Inc.	Polly Jean Suites Unified Funding 2018	City of Buffalo	Erie	Western New York	\$575,000	8
Total						\$31,415,812	524

Section 2. The Members hereby provide that this authorization will lapse 360 days after the effective date of May 16, 2019 if a closing on all sources of construction financing sufficient to complete the project has not occurred.

Section 3. The Members hereby ratify authorization of any officer of the Office of Finance and Development or any Senior Officer as defined by the By-Laws 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 Middle-Income Housing Program.** Mr. Fitzgerald presented the proposed awards summarizing the main points contained in the related memo. Chairperson Visnauskas recommended that next time instead of organizing the awards by funding source, perhaps they could be aggregated by project with a single resolution covering all the awards. Ms. Leicht recused herself from voting on the Brooks 156 project.

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

Section 1. The Members hereby ratify the authorization of the MIHP awards to the applicants in the amount up to the amounts identified as follows:

Project ID	Applicant	Project Name	Municipality	County	Region	MIHP Award Amount	Total Res. Units
20186025	The D & F Development Group, LLC	Gleneagle Green at Bellport	Town of Brookhaven	Suffolk	Long Island	\$4,984,516	70
20186044	RUPCO, Inc.	Newburgh Progress	City of Newburgh	Orange	Mid Hudson	\$4,382,953	62
20186080	Bronx Pro Real Estate Management, Inc.	4697 Third Ave	City of New York	Bronx	New York City	\$2,140,617	53
20186089	Phipps Houses	Brook 156	City of New York	Bronx	New York City	\$3,015,793	55
20186047	Watkins Glen Housing Authority	Watkins Glen 2nd Street Redevelopment	Village of Watkins Glen (Town of Dix)	Schuyler	Southern Tier	\$1,476,121	34
Total						\$16,000,000	274

Section 2. The Members hereby provide that this authorization will lapse 360 days after the effective date of May 16, 2019 if a closing on all sources of construction financing sufficient to complete the project has not occurred.

Section 3. The Members hereby ratify the authorization of any officer of the Office of Finance and Development or any Senior Officer as defined by the By-Laws 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 an increase in award under the HOME Program and a Decrease in Award under the Low-Income Housing Trust Fund Program for Walnut Hill Apartments.** Mr. Fitzgerald presented the proposed change in awards summarizing the main points contained in the related memo.

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

Section 1. The Members hereby ratify the approval of an increase of funds under the HOME Program for Walnut Hill Apartments in an amount up to \$1,005,118.

Section 2. The Members hereby ratify the approval of a decrease of funds under the HTF Program for Walnut Hill Apartments in an amount of \$1,005,118.

Section 3. The Members hereby provide that this authorization will lapse 360 days after the effective date of May 22, 2019 if a closing on all sources of construction financing sufficient to complete the project has not occurred.

Section 4. The Members hereby ratify the approval 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 consistent with such terms and conditions as set forth by program guidelines.

Section 5. The Members hereby ratify the authorization of 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 6. This resolution shall be effective immediately.

**The next item on the agenda was a resolution authorizing awards under the Community Development Block Grant Housing Program for Program Year 2019.** Mr. Purvis presented the proposed awards summarizing the main points contained in the related memo. Chairperson Visnauskas asked whether all the grants were for housing and whether there was a cap on grants given per project. Ms. Levy stated that all grants are for housing and Mr. Purvis explained that there were no project caps and that costs differed based on the type of activity for each project.

Mr. Valella moved to adopt the resolution; Ms. Leicht seconded the motion, and the

following resolution was adopted:

Section 1. The Members hereby approve an award under the CDBG Program for housing activities with the following applicants and up to the amounts listed below:

Recipient	Project Number	Award Amount	Units
City of Cortland	285WS331-19	\$451,400	55
County of Chautauqua	222WS320-19	\$204,500	20
County of Chenango	227HR305-19	\$500,000	16
County of Essex	382HR328-19	\$450,000	15
County of Essex	382HO335-19	\$400,000	15
County of Jefferson	581HR307-19	\$600,000	14
County of Lewis	636HO318-19	\$489,510	12
County of Oneida	846HR329-19	\$650,000	17
County of Otsego	868HR330-19	\$700,000	22
County of St Lawrence	1106HO321-19	\$550,000	17
County of Steuben	1115WS301-19	\$198,000	15
County of Sullivan	1126HO315-19	\$442,500	15
County of Tompkins	1144HR333-19	\$727,600	26
County of Ulster	1160HO316-19	\$590,000	20
Town of Beekmantown	87HR311-19	\$200,000	7
Town of Bellmont	90HR312-19	\$200,000	7
Town of Corinth	281MH306-19	\$500,000	5
Town of Cortlandville	287HR323-19	\$336,000	10
Town of Gouverneur	464HR324-19	\$400,000	10
Town of Malone	689HR313-19	\$300,000	10
Town of New Lisbon	791HR334-19	\$198,000	8
Town of Saratoga	1030MH309-19	\$500,000	5
Town of Westville	1243MH314-19	\$500,000	5
<b>Total</b>		<b>\$10,087,510</b>	<b>346</b>

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 item on the agenda was a resolution authorizing an award of Community Development Block Grant Economic Development Funds to the City of Canandaigua for 170 S. Main Corporation (Aquila).** Mr. Purvis presented the proposed award summarizing the main points contained in the related memo.

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

Section 1. The Members hereby approve an award of \$100,000 under the CDBG Program to the City of Canandaigua to assist 170 S. Main Corp. (Aquila).

Section 2. 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 3. This resolution shall take effect immediately.

**The next item on the agenda was a resolution authorizing an award of Community Development Block Grant Economic Development Funds to the Village of Canton for Audrie Guthrie, Inc. dba Dairy Queen.** Mr. Purvis presented the proposed award summarizing the main points contained in the related memo. Ms. Leicht asked if the project lacked insurance and Mr. Purvis explained that the requested funds are for losses not covered by insurance.

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

Section 1. The Members hereby approve an award of \$195,000 under the CDBG Program to the Village of Canton to assist Audrie Guthrie, Inc. dba Dairy Queen.

Section 2. 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 3. This resolution shall take effect immediately.

**The next item on the agenda was a resolution authorizing an award of Community Development Block Grant Economic Development Funds to Herkimer County for Turbo Machine Products, LLC.** Mr. Purvis presented the proposed extension summarizing the main points contained in the related memo.

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

Section 1. The Members hereby approve an award of \$225,000 under the CDBG Program to Herkimer County to assist Turbo Machined Products, LLC.

Section 2. 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 3. This resolution shall take effect immediately.

**The next item on the agenda was a resolution authorizing an award of Community Development Block Grant Economic Development Funds to the Village of Penn Yan for Keuka Lake Hotel, LLC (Hampton Inn).** Mr. Purvis presented the proposed award summarizing the main points contained in the related memo. Chairperson Visnauskas noted the significant equity contribution to the deal and asked whether they received other funds. Mr. Purvis provided additional detail.

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

Section 1. The Members hereby approve an award of \$316,000 under the CDBG Program to the Village of Penn Yan to assist Keuka Lake Hotel, LLC.

Section 2. 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 3. This resolution shall take effect immediately.

**The next item on the agenda was a resolution authorizing an award of HOME Program Funds to Belmont Housing Resources for WNY, Inc.** Mr. Purvis presented the proposed award summarizing the main points contained in the related memo.

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

Section 1. The Members hereby authorize an award of NYS HOME TBRA Program funds in an amount up to \$439,000 to Belmont Housing Resources for WNY, Inc.

Section 2. The Members hereby authorize any officer of the Office of Finance and Development or any Senior Officer as defined by the 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 approval of contracts with firms for housing and technical consultant services.** Mr. DeBonis presented the proposed award summarizing the main points contained in the related memo. Chairperson Visnauskas asked if these servicers were retained to extend geographical reach or because of a lack of internal staff. Mr. DeBonis provided additional details.

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

Section 1. The Members hereby authorize HTFC to extend the housing and technical consultant services contracts with selected firms, as identified in the memorandum accompanying this resolution, for a one-year period and up-to an aggregate annual amount of \$645,000 for the period July 1, 2014 to June 30, 2020.

Section 2. Affirmative concurrence is hereby provided by the Members for the determination not to enter into new competitive award process at this time regarding the selected firms providing Housing Services to the Corporation, with the understanding that such determination will result in the continued retention of Housing Services firms under contracts exceeding five years in duration without a new competitive selection process being conducted, as indicated in the memorandum accompanying this resolution.

Section 3. The Members hereby authorize the President of the Office of Housing Preservation 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, in accordance with the memorandum accompanying this resolution.

Section 4. This resolution shall take effect immediately.

**The next item on the agenda was a resolution authorizing the reauthorization and increase of a HOME Program Award to Cigar Factory Apartments.**

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

Section 1. The Members hereby approve the reauthorization and increase of the HOME award of up to \$1,918,000 and CIF award of up to \$40,000.

Section 2. The Members hereby provide that this authorization will lapse on August 30, 2019 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 immediately.

**The next item on the agenda was a resolution authorizing approval of a contract for technical and support services with Franke Consulting Group.**

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

Section 1. The Members hereby authorize a single source contract between HTFC and Franke for the provision of TAS Services for a three-year period in an amount not to exceed \$45,000.

Section 2. The Members hereby authorize the President of the Office of Housing Preservation or any Senior Officer as defined by HTFC's By-Laws or any HCR employee authorized by HTFC's Board 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 approving documentation and classification of Pregones Theater Space Project.**

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

Section 1. The Members hereby accept the SEQRA documentation for the Pregones Theater Space Project and hereby adopt the recommendation that this project be classified as an unlisted action with a negative declaration under SEQRA.

Section 2. The Members hereby authorize HTFC's SEQRA Officer or any authorized agent or 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 remainder of the items were informational items and did not require board action.

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

**The next item on the agenda was a review of the Ethics Report.**

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

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

**The next item on the agenda was a review of SEQRA Determinations of the Governor's Office 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 an annual review of the contract with Fedcap Rehabilitation Services Inc. for printing and mailing services.**

**The next item on the agenda was an annual review of the contract with Community Preservation Corporation as administrator for the Small Project Affordable Rental Construction Program.**

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

There being no unfinished business, Mr. Valella moved to adjourn the Audit and Governance Committee meeting and the Board meeting, which Ms. Leicht seconded, and the meeting was adjourned at 4:00 p.m.