

**MINUTES OF THE MEETING OF THE MEMBERS OF THE
HOUSING TRUST FUND CORPORATION (“HTFC”)
HELD ON MAY 14, 2020 AT 2:14 P.M.
BY TELECONFERENCE**

MEMBERS PRESENT:

RuthAnne Visnauskas, Chairperson
Holly Leicht, Member
Alejandra Valella, Member

Ms. Linda Manley explained the circumstances necessitating and authorizing the meeting to be held by teleconference and the procedures to be used to register the votes of the Members.

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 Chairperson Visnauskas.

The first item on the agenda was the approval of the minutes of the meeting held on April 9, 2020. The minutes were deemed approved.

The next item on the agenda was a resolution authorizing a contract extension with Community Preservation Corporation, the administrator for the Small Project Affordable Rental Construction Program. Mr. Mark Flescher presented the proposed contract extension summarizing the main points contained in the related memo. Ms. Leicht asked whether other CDFIs may provide services and Mr. Flescher provided additional detail as to the RFP process and the selection of Community Preservation Corporation. Various individuals made remarks as to the upcoming retirement of Mr. Flescher. Ms. Manley asked for Chairperson Visnauskas’ vote with respect to the adoption and passage of the resolution and Chairperson Visnauskas approved. Ms. Manley asked for Ms. Leicht’s vote with respect to the adoption and passage of the resolution and Ms. Leicht approved. Ms. Manley asked for Mr. Valella’s vote with respect to the adoption and passage of the resolution and Mr. Valella approved.

The following resolution was adopted:

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

Section 2. Affirmative concurrence is hereby provided by HTFC’s Members for the Corporation’s determination not to enter into a new competitive award process at this time in connection with the CPC agreement with the understanding that such determination will result in the continued retention of CPC under a contract 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 Finance and Development, HTFC’s General Counsel, or any HTFC Senior Officer or designated officer 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 the SEQRA documentation and classification of Liberty Square. Ms. Heather Spitzberg presented the proposed documentation and classification summarizing the main points contained in the related memo. Ms. Manley asked for Chairperson Visnauskas' vote with respect to the adoption and passage of the resolution and Chairperson Visnauskas approved. Ms. Manley asked for Ms. Leicht's vote with respect to the adoption and passage of the resolution and Ms. Leicht approved. Ms. Manley asked for Mr. Valella's vote with respect to the adoption and passage of the resolution and Mr. Valella approved.

The following resolution was adopted:

Section 1. The Members hereby accept the SEQRA documentation for Liberty Square and hereby adopt the recommendation that this project be classified as a Type 1 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 next item on the agenda was a resolution authorizing a contract extension with CVR for Section 8 inspection services. Mr. Daniel Buyer presented the proposed contract extension summarizing the main points contained in the related memo. Ms. Manley asked for Chairperson Visnauskas' vote with respect to the adoption and passage of the resolution and Chairperson Visnauskas approved. Ms. Manley asked for Ms. Leicht's vote with respect to the adoption and passage of the resolution and Ms. Leicht approved. Ms. Manley asked for Mr. Valella's vote with respect to the adoption and passage of the resolution and Mr. Valella approved.

The following resolution was adopted:

Section 1. The Members hereby approve a contract extension of the Section 8 Inspection Services Agreement for the Housing Choice Voucher Program with CVR Associates, Inc. for a two-year period with a fee in an amount not to exceed \$1,125,000.

Section 2. The Members hereby authorize the President or Vice President of the Office of Housing Preservation, any Senior Officer as defined by HTFC's By-Laws or any HCR employee authorized by HTFC's Members 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 a contract extension with CVR for Section 8 mobility counseling services. Mr. Daniel Buyer presented the proposed contract extension summarizing the main points contained in the related memo. Ms. Manley asked for Chairperson Visnauskas' vote with respect to the adoption and passage of the resolution and Chairperson Visnauskas approved. Ms. Manley asked for Ms. Leicht's vote with respect to the adoption and passage of the resolution and Ms. Leicht approved. Ms. Manley asked for Mr. Valella's vote with respect to the adoption and passage of the resolution and Mr. Valella approved.

The following resolution was adopted:

Section 1. The Members hereby authorize the extension of the critical source contract with CVR for the provision of mobility counseling services in Westchester County for a one-year period in an amount not to exceed \$363,640.

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 Members 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 reauthorizing certain expiring CIF, HTF, MIHP and SHOP awards for various projects. Mr. Brett Hebner presented the proposed reauthorizations summarizing the main points contained in the related memo. Ms. Leicht noted for the record that she would recuse herself with respect to voting on the Phipps Houses/Brook 156 Project. Ms. Manley asked for Chairperson Visnauskas' vote with respect to the adoption and passage of the resolution and Chairperson Visnauskas approved. Ms. Manley asked for Ms. Leicht's vote with respect to the adoption and passage of the resolution and Ms. Leicht approved. Ms. Manley asked for Mr. Valella's vote with respect to the adoption and passage of the resolution and Mr. Valella approved.

The following resolution was adopted:

Section 1. The Members hereby approve the reauthorization of the awards identified below:

Project ID	Awardee	Project Name	County	Region	Program(s)	Award Amount(s)	Residential Units
20176029	Wilder Balter Partners, Inc.	Lewisboro Commons	Westchester	Mid-Hudson	HTF	\$4,200,000	42
20186025	The D&F Development Group LLC	Gleneagle Green at Bellport	Suffolk	Long Island	HTF MIHP	\$2,831,741 \$4,784,516	70
20186035	Concern for Independent Living, Inc.	Concern Southampton	Suffolk	Long Island	SHOP	\$1,500,000	60
20186041	Mt. Aaron Village LLC	Mt. Aaron Village	Erie	Western New York	HTF SHOP CIF	\$1,568,259 \$3,990,000 \$366,414	59
20186044	Liberty Progress Limited Partnership	Newburgh Progress	Orange	Mid-Hudson	HTF MHIP CIF	\$2,400,000 \$4,382,935 \$3,510,413	62
20186051	Cayuga Development, Inc.	Salato Gardens	Cayuga	Central NY	CIF	\$1,440,000	24
20186056	Polly Jean Suites, LLC	Polly Jean Suites	Erie	Western New York	HTF SHOP	\$989,287 \$575,000	8
20186063	Civill Senior Housing Associates Limited Partnership	Civill Senior Housing	Albany	Capital District	HTF	\$2,400,000	28
20186065	Bergen Place LLC	Bergen Place	Nassau	Long Island	SHOP	\$450,000	45
20186070	Oakwood Senior Apartments LLC	Oakwood Senior Apartments	Erie	Western New York	HTF	\$3,041,044	33
20186089	Phipps Houses	Brook 156	Bronx	NYC	MIHP	\$3,015,793	52
20190320	Herkimer Daycare, LLC	Eastern Gardens - MVCAA Head Start	Herkimer	Mohawk Valley	CIF	\$1,327,682	N/A

Section 2. The Members hereby provide that this authorization will lapse on May 8, 2021 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 a Small Rental Development Initiative HOME award increase for Saratoga Springs Housing Authority. Mr. Jason Purvis presented the proposed award increase summarizing the main points contained in the related memo. Mr. Valella noted that the amount of the increase is significant relative to the original grant amount and asked why the increase is so large. Mr. Purvis noted that it is due to the switch from a modular to a frame built structure. Ms. Leicht asked for more detail about the increase in time duration for seeking approval for a modular structure. Mr Purvis noted that code approval for modular multi-family buildings adds about a year. Ms. Leicht and Chairperson Visnauaskas indicated that they would appreciate more information about the code requirements at a future time. Ms. Manley asked for Chairperson Visnauaskas' vote with respect to the adoption and passage of the resolution and Chairperson Visnauaskas approved. Ms. Manley asked for Ms. Leicht's vote with respect to the adoption and passage of the resolution and Ms. Leicht approved. Ms. Manley asked for Mr. Valella's vote with respect to the adoption and passage of the resolution and Mr. Valella approved.

The following resolution was adopted:

Section 1. The Members hereby authorize the increase of \$807,854 in NYS HOME program funding for Saratoga Springs Housing Authority's Small Rental Development Initiative (SRDI) award for a new total award of \$4,079,960.

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

Section 3. 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 4. This resolution shall take effect immediately.

The next item on the agenda was a resolution authorizing a Community Development Block Grant Public Infrastructure Program award increase for the Village of Alexander. Mr. Jason Purvis presented the proposed award increase summarizing the main points contained in the related memo. Ms. Leicht asked for more details about the loss of SAM funding and Mr.

Purvis replied. Ms. Manley asked for Chairperson Visnauskas' vote with respect to the adoption and passage of the resolution and Chairperson Visnauskas approved. Ms. Manley asked for Ms. Leicht's vote with respect to the adoption and passage of the resolution and Ms. Leicht approved. Ms. Manley asked for Mr. Valella's vote with respect to the adoption and passage of the resolution and Mr. Valella approved.

The following resolution was adopted:

Section 1. The Members hereby authorize an increase of CDBG public infrastructure funds to the Village of Alexander in the amount of \$100,000 resulting in an aggregate award of \$1,065,000.

Section 2. The Members hereby authorize the entering into of regulatory agreements 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 CDBG Program guidelines.

Section 3. The Members hereby authorize the President of the Office of Community Renewal or another authorized officer of HTFC, subject to the provisions of this resolution, to execute any documents which may be necessary and appropriate to effectuate the purposes of this resolution.

Section 4. This resolution shall take effect immediately.

There being no unfinished business, Ms. Leicht moved to adjourn the Board meeting, Mr. Valella seconded the motion, and the meeting was adjourned at 2:45 p.m.