

**MINUTES OF THE GOVERNANCE COMMITTEE AND MEMBERS' MEETING OF
THE NEW YORK STATE
HOUSING TRUST FUND CORPORATION**

**HELD ON THURSDAY, APRIL 20, 2023, AT 9:00 A.M.
641 LEXINGTON AVENUE
NEW YORK, NEW YORK 10004**

DIRECTORS AND DESIGNEES

PRESENT:

Kenneth Adams	Chairman
RuthAnne Visnauskas	Commissioner, the New York State Division of Housing and Community Renewal
Bethaida Gonzalez	Member (via video conference)
Sadie McKeown	Member
James McIntyre	Member, representing the Temporary President of the State Senate
Joyce Miller	Member
Jesse Olczak	New York State Division of the Budget, representing the Acting Director, Member (via video conference)
Chris Curtis	New York State Division of the Taxation and Finance, representing the Commissioner of Taxation and Finance, Member (via video conference)

Chairman Adams presided over the meeting.

Chairman Adams explained that a different procedure would be used for the conduct of today's meetings with the goal of making the meetings more efficient. With the addition of HTFC to an already crowded agenda of Authorities meeting on the same day, the Board meetings have been running long. HTFC's items have been rushed more than once, and the Board has not been able to thoroughly discuss projects, proposals, and actions that come towards the end of the meetings, particularly on HTFC items. Because this is not fair to the staff who prepares materials for the meetings or the Board members who do not have the opportunity to thoughtfully consider the items, changes to the meeting format have been made. The MBBA and TSFC meetings have been postponed to May – this is possible because those are meetings where the Board reviews financial statements, and they will be prepared by that meeting, but were not ready for today's

meeting. Chairman Adams explained that the HTFC meeting would be opened first and the Board would take up all HTFC business, hopefully allowing the Board to address all HTFC matters in a reasonable manner. Then, HFA/AHC matters will be taken up separately from SONYMA to allow the SONYMA Members more time before they are required to arrive for their meeting. SONYMA Members have been invited to join the meeting at 10:00, and the meetings will be concluded with SONYMA's items.

Chairman Adams thanked the team for proposing this new meeting format, particularly Commissioner Visnauskas who had the idea.

Chairman Adams then noted that students of Director Miller's had been invited to attend today's meetings.

Ms. Diana Villarnovo Lopez, Senior Vice President and Counsel to HCR, formally opened the meetings and acted as secretary.

Ms. Lopez noted that Mr. Jesse Olczak, representing the Director of the New York State Division of the Budget, and Mr. Chris Curtis, representing the Commissioner of Taxation and Finance are participating via video conference from the Capitol Building, Room 131, in Albany. Ms. Lopez then noted that Ms. Bethaida Gonzalez is participating via video conference from the Syracuse Regional Office on 620 Erie Boulevard.

A public notice was given of the time and location of the venues in accordance with the New York State Open Meetings Law.

Ms. Lopez asked for motions and seconds to call to order the April 20, 2023 meetings of the New York State Housing Trust Fund Corporation (HTFC), New York State Housing Finance Agency (HFA), and the New York State Affordable Housing Corporation (AHC).

Ms. Lopez asked for a motion to call the meeting of the HTFC Board to order. Chairman Adams motioned to call the HTFC Board to order and Commissioner Visnauskas seconded the motion.

Ms. Lopez asked for a motion to call the meeting of the HTFC Governance Committee to order. Chairman Adams motioned to call the HTFC Governance Committee to order and Mr. Olczak seconded the motion.

Ms. Lopez noted that these motions and seconds would be used, unless specific items called for a different vote, or unless any Member wished to record his or her vote differently.

The first item on the agenda for the HTFC Board was the adoption of the minutes of the HTFC Board meeting held on March 9, 2023. There being no objections or corrections from the Members, the minutes were deemed approved.

Chairman Adams stated that Item 2 on the agenda was a resolution authorizing an increase to a Community Investment Fund Award for HELP Development Corp.

Mr. Hebner presented.

Mr. Hebner stated that this is a request for a \$1.3 million increase to a Community Investment Fund award to HELP Development Corporation to cover cost increases that are associated with the non-residential portion of the Park Place Vital Brooklyn project.

Ms. Lopez moved for adoption of the resolution transmitted in connection therewith. Considering the first and second previously entered for the HTFC Members, Ms. Lopez asked all HTFC members voting to approve to signify by saying aye. The motion was carried and the following resolution was adopted unanimously:

A RESOLUTION OF THE HOUSING TRUST FUND CORPORATION AUTHORIZING AN INCREASE TO A COMMUNITY INVESTMENT FUND AWARD FOR HELP DEVELOPMENT CORP.

The next item on the agenda was a resolution authorizing Community Development Block Grant CARES Act awards.

Ms. Loffler presented.

Ms. Loffler began by stating that this month there are no new CDBG CARES Act awards, rather there is one request for a small award increase. The request is to increase the existing award to the Town and Village of East Rochester by just over \$39,000 to \$141,435 to address unexpected expenses in the purchase of a van for a senior center.

Ms. Lopez moved for adoption of the resolution transmitted in connection therewith. Considering the first and second previously entered for the HTFC Members, Ms. Lopez asked all HTFC members voting to approve to signify by saying aye. The motion was carried and the following resolution was adopted unanimously:

A RESOLUTION OF THE HOUSING TRUST FUND CORPORATION AUTHORIZING COMMUNITY DEVELOPMENT BLOCK GRANT CARES ACT AWARDS.

The fourth item on the agenda was a resolution authorizing Community Development Block Grant Economic Development Program awards.

Ms. Loffler presented.

Ms. Loffler stated that this month she is requesting approval to award \$300,000 in CDBG microenterprise funding for Greene County to support their existing local microenterprise grant program.

Ms. Lopez moved for adoption of the resolution transmitted in connection therewith. Considering the first and second previously entered for the HTFC Members, Ms. Lopez asked all HTFC members voting to approve to signify by saying aye. The motion was carried and the following resolution was adopted unanimously:

A RESOLUTION OF THE HOUSING TRUST FUND CORPORATION AUTHORIZING COMMUNITY DEVELOPMENT BLOCK GRANT ECONOMIC DEVELOPMENT PROGRAM AWARDS.

The next item on the agenda was a resolution authorizing Land Bank Initiative – Phase II awards.

Ms. Loffler presented.

Ms. Loffler stated that \$50 million was included in last year's budget to support the services and expenses of land banks. In January, OCR launched a second Request for Applications for what is being referred to as the Land Bank Initiative – Phase II to fund capital activities such as acquisition, demolition, building stabilization, and rehab. OCR has reviewed the applications received and is requesting approval to award and enter into grant agreements with nineteen land banks for awards totaling just over \$23 million.

Ms. McKeown asked whether these awards were for operational support or only for buildings. Ms. Loffler responded that OCR issued a first phase of funding in the Fall for all of the land banks where OCR provided three-year renewable awards for operational support. All twenty-six land banks have existing contracts for operations. Phase II of the Land Bank Initiative moves into the capital activities.

Chairman Adams noted that he was happy to see the success of the land bank program, and Mr. McIntyre agreed that land banks can be massively impactful for communities, and we have seen that in New York State.

Commissioner Visnauskas asked whether this is the end of the \$50 million or whether there are still funds left that will come back to the Board. Ms. Loffler responded that there are still funds remaining and OCR intends to do another Request for Applications for capital activities late this year or early next year.

Ms. Lopez moved for adoption of the resolution transmitted in connection therewith. Considering the first and second previously entered for the HTFC Members, Ms. Lopez asked all

HTFC members voting to approve to signify by saying aye. The motion was carried and the following resolution was adopted unanimously:

A RESOLUTION OF THE HOUSING TRUST FUND CORPORATION AUTHORIZING LAND BANK INITIATIVE – PHASE II AWARDS.

The sixth item on the agenda was a resolution authorizing an amendment to a Downtown Revitalization Initiative award for the Pennsylvania Yankee Theatre Company, Inc.

Ms. Loffler presented.

Ms. Loffler began by stating that OCR is requesting approval to increase an existing DRI award by \$330,000. The additional funding is available for reallocation from other unsuccessful projects and will result in a new grant agreement totaling \$1,330,000.

Ms. Lopez moved for adoption of the resolution transmitted in connection therewith. Considering the first and second previously entered for the HTFC Members, Ms. Lopez asked all HTFC members voting to approve to signify by saying aye. The motion was carried and the following resolution was adopted unanimously:

A RESOLUTION OF THE HOUSING TRUST FUND CORPORATION AUTHORIZING AN AMENDMENT TO A DOWNTOWN REVITALIZATION INITIATIVE AWARD FOR THE PENNSYLVANIA YANKEE THEATRE COMPANY, INC.

The next item on the agenda was a resolution authorizing an Affordable Homeownership Opportunity Award for the Camber Property Group.

Mr. Abbot presented.

Mr. Abbot began by introducing himself and then explained that this is the first project under the Affordable Homeownership Opportunity program and the award is for \$11.6 million to support the creation of fifty-eight cooperative units across two buildings in Soundview in the Bronx. HTFC is lending alongside Enterprise Community Loan Fund and New York City HPD's Open Door Program. Units will be affordable to households making between 65% and 80% of AMI.

Mr. McIntyre commented that it was great to see the unit makeup is mostly two- and three-bedroom units.

Chairman Adams took a moment to pause and remember the tragic fire that occurred in a multifamily building in the Bronx two winters ago and noted that Camber Property Group had been a developer in that building as well.

Ms. Lopez moved for adoption of the resolution transmitted in connection therewith. Considering the first and second previously entered for the HTFC Members, Ms. Lopez asked all HTFC members voting to approve to signify by saying aye. The motion was carried and the following resolution was adopted unanimously:

A RESOLUTION OF THE HOUSING TRUST FUND CORPORATION AUTHORIZING AN AFFORDABLE HOMEOWNERSHIP OPPORTUNITY AWARD FOR THE CAMBER PROPERTY GROUP.

The eighth item on the agenda was resolution authorizing an amendment to a Legacy City ACCESS program award for A.I.K. Property Group, LLC.

Ms. Fletcher presented.

Ms. Fletcher explained that this is a request to approve a change in the name of the entity receiving the award. A.I.K. Property Group, LLC is the developer but there will be a single purpose entity formed in order to execute the project.

Ms. McKeown stated that she would be recusing herself due to her relationship with CPC.

Ms. Lopez noted Ms. McKeown's recusal from this item, then moved for adoption of the resolution transmitted in connection therewith. Considering the first and second previously entered for the HTFC Members, Ms. Lopez asked all HTFC members voting to approve to signify by saying aye. The motion was carried and the following resolution was adopted:

A RESOLUTION OF THE HOUSING TRUST FUND CORPORATION AUTHORIZING AN AMENDMENT TO A LEGACY CITY ACCESS PROGRAM AWARD FOR A.I.K. PROPERTY GROUP, LLC.

The next item on the agenda was a resolution approving the transfer of Housing Choice Vouchers from the Town of Mamaroneck to the Housing Trust Fund Corporation.

Mr. Buyer presented.

Mr. Buyer began by explaining that New York State has a little over 150 public housing authorities across the state, many of which are local, town, and village public housing authorities. Every once in a while, one of these public housing authorities determines that it no longer makes financial sense to administer their voucher program. When that happens, HUD often taps HTFC to take over those vouchers, and that is what is happening here. Mr. Buyer explained that HTFC will be assuming these 653 vouchers and making them a part of its Westchester County program.

Ms. McKeown asked if these vouchers could only be used in Mamaroneck or if they were now available broadly to the County. Mr. Buyer responded that HTFC would exhaust the Town's

existing waiting list, and when the waiting list is gone, the vouchers will be absorbed into the larger County-wide program and will be able to be used anywhere in the County.

Ms. Miller then asked if they could only be used in the County or if they could be used State-wide. Mr. Buyer responded that housing choice vouchers are portable by definition, so they could be used anywhere in the country. Ms. Miller followed up with a question about why Mamaroneck is giving up these vouchers. Mr. Buyer stated that he did not have specific details and could get more information, but that generally what happens is that villages and towns decide that voucher programs are no longer financially “worth it.” Mr. Buyer expanded that you receive an administrative fee per voucher, so the larger the voucher program, the more financially viable it generally is – it is an economy of scale. Oftentimes, smaller programs decide that it is easier to let the State run their voucher programs.

Ms. Miller followed up by asking if this would decrease the number of affordable units available in Mamaroneck. Mr. Buyer responded that no, theoretically it would not.

Mr. McIntyre then asked whether there was any sense in going out proactively – both as a revenue source, but also to leverage HTFC’s infrastructure and support the localities/get more control over supporting communities by controlling all of the vouchers – to try to more broadly take over voucher administration. Mr. Buyer stated that there is some benefit to this. Ms. Koepnick responded that localities are not shy about telling HTFC when they are done and having their vouchers transferred to HTFC.

Ms. Lopez moved for adoption of the resolution transmitted in connection therewith. Considering the first and second previously entered for the HTFC Members, Ms. Lopez asked all HTFC members voting to approve to signify by saying aye. The motion was carried and the following resolution was adopted unanimously:

A MOTION OF THE HOUSING TRUST FUND CORPORATION APPROVING THE TRANSFER OF HOUSING CHOICE VOUCHERS FROM THE TOWN OF MAMARONECK TO THE HOUSING TRUST FUND CORPORATION.

The tenth item on the agenda was a resolution authorizing Section 8 Project Based Voucher awards for the Fall 2022 funding round.

Mr. Buyer presented.

Mr. Buyer explained that this is a continuation of the Request for Proposals from last Fall. Last month, HTFC made the largest award and got some project-based vouchers into circulation. Staff has approved a few more projects this time around, and there will be a third tranche of awards for projects that are receiving both 9% awards and project-based vouchers. For this month, project-based vouchers are being awarded to five existing projects and two new ones. Mr. Buyer noted that the five existing projects are helpful for HTFC’s utilization because often the units are occupied by income-eligible families.

Ms. Lopez moved for adoption of the resolution transmitted in connection therewith. Considering the first and second previously entered for the HTFC Members, Ms. Lopez asked all HTFC members voting to approve to signify by saying aye. The motion was carried and the following resolution was adopted unanimously:

A RESOLUTION OF THE HOUSING TRUST FUND CORPORATION AUTHORIZING SECTION 8 PROJECT BASED VOUCHER AWARDS FOR THE FALL 2022 FUNDING ROUND.

The eleventh item on the agenda was a resolution authorizing amendments to memoranda of understanding with State Continuums of Care and authorizing the allocation of administrative funding for the Section 8 Emergency Housing Choice Voucher program.

Mr. Buyer presented.

Mr. Buyer began by stating that HTFC is two years into its Emergency Housing Voucher allocation. He explained that this was a new program under the Biden administration to specifically target homeless households. The program required HTFC to work with local Continuums of Care (“CoCs”) and HTFC was able to execute memoranda of understanding with nineteen CoCs, seventeen of which are still active. HTFC is in the final push for EHV – these vouchers cannot be reissued after September 30th of this year. The CoCs are critical for us, as a state public housing agency, because we very much rely on them to be our “boots on the ground” to help participants find housing and make their way through the application process. HTFC awarded the CoCs with an initial round of funding when the program first started, but they have spent that funding, and a number have asked for additional funding so they can continue to support this effort. HTFC believes that this is a good, reasonable use of its Federal administrative fees, so staff is recommending an additional \$750,000 in awards. That money will be divided up proportionate to the number of vouchers, the number of referrals, and the amount of help HTFC is receiving from each of the CoCs, but the final division has not been determined yet.

Ms. Miller asked whether we know which counties these vouchers are going to. Mr. Buyer responded that the administrative funds will be divided up amongst the CoCs representing the counties listed in the board materials.

Chairman Adams asked whether the CoCs are nonprofits or local units of government or both. Mr. Buyer responded that there are both – most often he believes its nonprofits, but it is usually a consortium of local governments and nonprofits that are in the homelessness business.

Ms. Lopez moved for adoption of the resolution transmitted in connection therewith. Considering the first and second previously entered for the HTFC Members, Ms. Lopez asked all HTFC members voting to approve to signify by saying aye. The motion was carried and the following resolution was adopted unanimously:

A RESOLUTION OF THE HOUSING TRUST FUND CORPORATION AUTHORIZING AMENDMENTS TO MEMORANDA OF UNDERSTANDING WITH STATE CONTINUUMS OF CARE AND AUTHORIZING THE ALLOCATION OF ADMINISTRATIVE FUNDING FOR THE SECTION 8 EMERGENCY HOUSING VOUCHER PROGRAM.

The next item on the agenda was a resolution authorizing the allocation of Section 8 Housing Choice Voucher administrative reserves for Enterprise Community Partners to provide mobility counseling services.

Mr. Buyer presented.

Mr. Buyer explained that this is year two of this initiative, and year one went well. With the Commissioner’s support, HTFC has been expanding mobility counseling efforts to help Section 8 participants move from areas of concentrated poverty to areas with well-performing school districts and greater economic opportunity. Mr. Buyer explained that HTFC has been doing this for years in Westchester County, but it was recently expanded in partnership with Enterprise Community Partners to be in Erie County and Long Island. This will be year two of funding for these two programs. There is also a Request for Proposals out to add two to five programs elsewhere in the State. HTFC has received a good amount of interest in that RFP and is looking forward to several proposals. The proposed funding will allow Enterprise to continue overseeing this program and facilitate the creation of new programs later this year.

Ms. Lopez moved for adoption of the resolution transmitted in connection therewith. Considering the first and second previously entered for the HTFC Members, Ms. Lopez asked all HTFC members voting to approve to signify by saying aye. The motion was carried and the following resolution was adopted unanimously:

A RESOLUTION OF THE HOUSING TRUST FUND CORPORATION AUTHORIZING THE ALLOCATION OF SECTION 8 HOUSING CHOICE VOUCHER ADMINISTRATIVE RESERVES FOR ENTERPRISE COMMUNITY PARTNERS TO PROVIDE MOBILITY COUNSELING SERVICES.

The next item on the agenda was a resolution authorizing a contract with Nan McKay Associates for Section 8-related training.

Mr. Buyer presented.

Mr. Buyer began by stating that HTFC has a panel of firms that have already been procured and one of them is Nan McKay Associates. HTFC received a bid from Nan McKay Associates to provide trainings for the next three years. Rather than coming to the Board for approval to contract for each training, one firm has locked in their price for three years to complete multiple trainings. Mr. Buyer explained that training is particularly important this year because there are a lot of

changes going on in the Section 8 program federally. There is a new inspection standard coming out called NSPIRE and there is the implementation of the HOTMA rules, so there are many items to train on. HTFC would like to lock in the price for the trainings and begin setting the training calendar.

Ms. Lopez moved for adoption of the resolution transmitted in connection therewith. Considering the first and second previously entered for the HTFC Members, Ms. Lopez asked all HTFC members voting to approve to signify by saying aye. The motion was carried and the following resolution was adopted unanimously:

A RESOLUTION OF THE HOUSING TRUST FUND CORPORATION AUTHORIZING A CONTRACT WITH NAN MCKAY ASSOCIATES FOR SECTION -8 RELATED TRAINING.

The fourteenth item on the agenda was a resolution authorizing a contract with Online Rental Exchange.

Mr. Buyer presented.

Mr. Buyer explained that this is to some extent part of HTFC's larger implementation of technology transformation with Emphasis, but it is separately important. HUD requires that HTFC conduct background checks of Section 8 participants at a minimum to check for sex offender status, whether they have had convictions related to methamphetamines, and some other issues. In the past, HTFC has relied on each of the local administrators to use their own process to conduct those background checks, but HTFC decided to streamline that and provide one service that all twenty-five local administrators can tap into. This will hopefully improve the price and improve the consistency of the service. Online has been chosen to do that because they have an existing relationship with Emphasis that will allow HTFC to integrate them into future technology solutions.

Ms. Lopez moved for adoption of the resolution transmitted in connection therewith. Considering the first and second previously entered for the HTFC Members, Ms. Lopez asked all HTFC members voting to approve to signify by saying aye. The motion was carried and the following resolution was adopted unanimously:

A RESOLUTION OF THE HOUSING TRUST FUND CORPORATION AUTHORIZING A CONTRACT WITH ONLINE RENTAL EXCHANGE.

The fifteenth item on the agenda was a resolution authorizing an extension of a contract with Mark Anthony Architecture, P.C. without a competitive award process.

Mr. Lozito presented.

Mr. Lozito explained that Mark Anthony is a qualified vendor under contract with RHC to provide design, permitting, and related services for the construction of the Edgewater Park Firehouse. That firehouse is currently under construction. RHC needs this vendor to attest to their designs and the as-built plans once the construction has been completed. There have been some delays in completing the construction, and RHC is still in need of the vendor's services. RHC is recommending a time-only extension of the contract for one year so they will continue to have access to the architect on a monthly basis to ensure that they can attest to their plans, costs incurred, and any unforeseen conditions.

Chairman Adams asked Mr. Lozito whether this is an extension of a contract with Mr. Anthony that is already in place. Mr. Lozito confirmed that it is.

Ms. Miller asked whether this is the second extension to the contract. Ms. McKeown stated that it looked like this was the sixth amendment and that it looked like the project had experienced COVID delays. Ms. Miller then asked about the nature of the delays to the project. Mr. Lozito responded that there was a supply chain issue related to generators that were supposed to be delivered in June, but have now been pushed to November, but RHC has received some assurances about receiving them.

Ms. Lopez moved for adoption of the resolution transmitted in connection therewith. Considering the first and second previously entered for the HTFC Members, Ms. Lopez asked all HTFC members voting to approve to signify by saying aye. The motion was carried and the following resolution was adopted unanimously:

A RESOLUTION OF THE HOUSING TRUST FUND CORPORATION AUTHORIZING AN EXTENSION OF THE CONTRACT WITH MARK ANTHONY ARCHITECTURE, P.C. WITHOUT A COMPETITIVE AWARD PROCESS.

Chairman Adams noted that the next items on the agenda are informational items, and that there would be no discussion on these items unless the Members so requested.

ITEM 16. Review of SEQRA Type II Actions

ITEM 17. Annual Review of the Memorandum of Agreement with Natural Heritage Trust

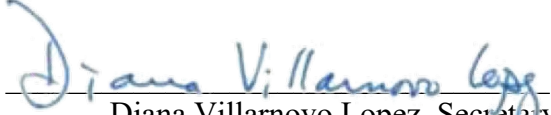
ITEM 18. Annual Review of Section 8 Housing Choice Voucher Local Administrator Contracts

ITEM 19. Review of the Neighborhood Preservation Program (NPP) and Rural Preservation Program (RPP) Homeownership Preservation Initiative (HPI) for Outreach & Education

ITEM 20. Review of Current Agency Procurements/Contracts in the Lobbying Restricted Period

There being no unfinished business, Ms. Lopez asked for a motion to adjourn the HTFC Board and Governance Committee meetings. Considering the first and second motions previously entered, the motions were carried, and the meetings were adjourned.

Ms. Lopez informed the Members that the next HTFC Board meeting is scheduled for Tuesday, May 16, 2023, at 9:00 a.m.


Diana Villarnovo Lopez, Secretary