

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

**HELD ON TUESDAY, MAY 16, 2023, AT 9:00 A.M.  
641 LEXINGTON AVENUE  
NEW YORK, NEW YORK 10004**

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**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)

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Chairman Adams presided over the meeting.

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. Ms. Miller motioned to call the HTFC Board to order and Chairman Adams seconded the motion.

Ms. Lopez then asked for individual votes for each HTFC Board member.

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.

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**The first item on the agenda for the HTFC Board was the adoption of the minutes of the HTFC Board and Committee meetings held on April 20, 2023.** There being no objections or corrections from the Members, the minutes were deemed approved.

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**Chairman Adams stated that Item 2 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 the third iteration of awards from the Fall 2022 funding round. These awards are being made in conjunction with the 9% awards. HTFC is recommending six projects totaling 72 project-based vouchers, and if approved the total for the Fall 2022 funding round would be 45 projects and 728 project-based vouchers. This is a very high number historically, but it is improving HTFC's utilization rate in the program overall, and good projects are being supported, most of which are in the HCR portfolio.

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.**

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**The next item on the agenda was a resolution authorizing an amendment to the contract with CGI Federal Inc.**

Mr. Buyer presented.

Ms. Buyer began by stating that HTFC's Emergency Housing Voucher program is ongoing – this is a temporary program that was created by the Federal government in 2021. HTFC has executed many agreements and memoranda of understanding with continuums of care related to this program. HTFC also chose to administer this program using one administrator for the entire state given the nature of the vouchers – that contractor is CGI, and their work is continuing. HTFC is looking to extend CGI's contract for another year and increase the value of the contract to reflect that extension.

Mr. Buyer continued to explain that CGI has performed well, and the program has already been reviewed by the Federal government through HUD and was found to be in good standing. HTFC recently passed the 1300 mark in lease-ups out of HTFC's 1566 voucher allocation. Mr. Buyer explained that lease-up is a challenge, as it is in the entire voucher program, given the limited supply of housing in the market, but that CGI has done a good job of getting vouchers leased-up as fast as possible. Mr. Buyer further explained that among large PHAs, HTFC is doing very well in terms of the speed at which these vouchers are being utilized. He then recommended an extension for CGI.

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 THE CONTRACT WITH CGI FEDERAL, INC.**

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**The fourth item on the agenda was a resolution authorizing an increase to a Housing Trust Fund award for the Ridgewood Bushwick Senior Citizens Council, Inc.**

Mr. Hebner presented.

Ms. Hebner explained that he was seeking the Board's approval to award an additional \$772,000 in Housing Trust Fund funding for the Harry T. Nance apartments. This is a 67-unit project in Brooklyn that is being developed by Riseboro. The project has had numerous lengthy delays resulting in a large permanent financing gap. HTFC has been working with NYC's Housing Preservation and Development to also contribute to close the remainder of the gap.

Ms. McKeown asked how much HPD is contributing to the gap in financing. Mr. Hebner responded that HTFC is contributing approximately 35% of the gap and HPD is contributing the remainder.

Ms. Miller asked what the amount of the gap in financing was and Mr. Hebner responded that it was approximately \$1.4 million.

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 HOUSING TRUST FUND AWARD FOR THE RIDGEWOOD BUSHWICK SENIOR CITIZENS COUNCIL, INC.**

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**The next item on the agenda was a resolution authorizing an increase to a Housing Trust Fund award for NRP Holdings, LLC.**

Mr. Hebner presented.

Mr. Hebner stated that he was seeking the Board’s approval to increase an HTF award by \$3.1 million for Selkirk Reserve. This is a new construction project in Bethlehem, a town just outside of Albany. This project is being developed by NRP and has encountered significant delays, mostly driven by local opposition. This led to cost escalation and a large construction financing gap – this project has not yet closed on construction financing and was part of the the 2019 funding round. HTFC will be using these funds as construction financing to help close the gap that has been exacerbated by interest rate increases.

Ms. Miller asked about the cause of the opposition. Mr. Hebner responded that it was basically NIMBYism – people not wanting the project built next to their neighborhood. The Town instituted a moratorium and eventually the Town Board chose to allow the project to move forward.

Ms. McKeown commented that interest rates impact both construction and permanent financing if they’re floating – interest rates today are over 8.5% which is a lot – and cause lower proceeds on permanent financing, and this adds up quickly.

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 HOUSING TRUST FUND AWARD FOR NRP HOLDINGS, LLC.**

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**The sixth 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 OCR does not have new awards – they are advancing two recommendations for increases to existing awards. Fulton County and the Town of Macedon have successfully been running CARES small business and micro business assistance programs. The local programs are oversubscribed, and the County and Town have requested additional funding to support more businesses in their local programs. OCR is therefore requesting approval to amend existing grant agreements and award an additional \$250,000 to Fulton County and an additional \$410,000 to the Town of Macedon. These award increases are covered by a small balance of uncommitted CDBG-CARES funds and funds that have been reallocated from unsuccessful awards.

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.**

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

Ms. Loffler presented.

Ms. Loffler explained that this month the Office of Community Renewal is requesting approval to award \$1,275,000 in funding to support expansion of businesses and the continuation of successful microenterprise assistance program. OCR is seeking to award funds and enter into grant agreements with the City of Amsterdam, Orleans County, and Otsego County.

Chairman Adams noted that in the briefing sheets, Ms. Loffler noted the projects' corresponding Regional Economic Development Councils and asked whether those groups had any influence over the allocation of these awards or whether they bring the projects to OCR. Ms. Loffler responded that CDBG Economic Development funding is operated on an open round application system and the REDCs are not involved. Ms. Loffler stated that there is a portion of funding that is awarded for infrastructure and facilities projects that is part of the annual CFA process where the REDCs do weigh in on the scoring.

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 AWARDS.**

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

Ms. Loffler presented.

Ms. Loffler began by stating 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 rehabilitation. In May, OCR awarded just over \$23 million for 19 land banks. This month, OCR is requesting approval to award and enter into grant agreements with five land banks for awards totaling just over \$2.7 million. With these awards and the earlier phase of funding, OCR has committed over \$37 million of the \$50 million provided for land banks, and OCR intends to release a new RFA later this year to commit the balance of funds and the newly budgeted funds from this year.

Chairman Adams noted his awe of the land bank program and how great it’s going.

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:

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

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**The next item on the agenda was a resolution authorizing amendments to Downtown Revitalization Initiative awards.**

Ms. Loffler presented.

Mr. Loffler stated that OCR is requesting amendments related to three existing awards. The first request is approval to increase an award to the Olean Business Development Corporation by \$44,250 – this is funding reallocated from a different, unsuccessful project that OCR believes can be redeployed as part of Olean’s downtown building renovation program. The second and third request are administrative adjustments to identify the correct awardees on grant agreements – following approval of the original awards and grant agreements in January, additional participating entities were identified, so the awards require administrative adjustments.

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 AUTHORIZING AMENDMENTS TO DOWNTOWN REVITALIZATION INITIATIVE AWARDS.**

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**The tenth item on the agenda was a resolution authorizing a contract with Housing Development Services, Inc.**

Ms. Loffler presented.

Ms. Loffler explained that OCR is requesting authorization to extend the contract with Housing Development Services, or “HDS,” for a one-year term. This is the funds and grants management software that has been used by OCR since 2001. HTFC pays an annual maintenance fee for the software and was recently advised that this should be presented to the Board annually for approval.

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 HOUSING DEVELOPMENT SERVICES, INC.**

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**The eleventh item on the agenda was a resolution authorizing an amendment to a Plus One ADU award.**

Mr. Wieder presented.

Ms. Wieder began by stating that this is a technical amendment to a resolution that was approved in January 2023. One of the Plus One ADU awardees, HPD, is requesting that the award go to the nonprofit housing developer they have selected for the program since the time of the award, Restored Homes. The amount of units and the grant funding are not changing.

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 PLUS ONE ADU AWARD.**

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**The next item on the agenda was a resolution approving the SEQRA documentation and classification of the environmental impact of Saranac Lofts, Mt. Olive Senior Manor, and School House Manor.**

Ms. Spitzberg presented.

Ms. Spitzberg stated that she was presenting three projects for classification as Unlisted Actions and Negative Declarations made under the State Environmental Quality Review Act – the projects are Saranac Lofts – the new construction of 70 residential units at 120 Broadway in the Town of Saranac, Franklin County; Mt. Olive Senior Manor – the new construction of 65 senior units at 703 East Delvin Avenue in the City of Buffalo, Erie County; and School House Manor – the rehabilitation of a three-story building for seniors and individuals with disabilities at 1 North Pearl Street in the Village of Oakfield, Genesee County. None of these projects had environmental issues warranting an environmental impact statement, and at this time it is being requested that they be classified as Unlisted Actions with Negative Declarations.

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 APPROVING THE SEQRA DOCUMENTATION AND CLASSIFICATION OF THE ENVIRONMENTAL IMPACT OF SRANAC LOFTS, MT. OLIVE SENIOR MANOR, AND SCHOOL HOUSE MANOR.**

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**The next item on the agenda was a resolution authorizing the extension of the contract with Elation Systems, Inc. without a competitive award process.**

Ms. Hettinger presented.

Ms. Hettinger stated that this is a request regarding the systems software for RHC, formerly known as the Governor’s Office of Storm Recovery. RHC is in the final push of expending the Sandy, Irene, and Lee grants and would like to continue using their Section 3 and invoice processing software until the grant funds are fully expended. Instead of asking to procure a new provider at this late date, RHC is requesting a two-year extension and \$1.1 million to pay for annual licensing fees, final development, and invoice processing fees.

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 EXTENSION OF THE CONTRACT WITH ELATION SYSTEMS, INC. WITHOUT A COMPETITIVE AWARD PROCESS**

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**The fourteenth item on the agenda was a resolution authorizing the extension of contracts for temporary staffing services without a competitive award process.**

Ms. Hettinger presented.

Ms. Hettinger explained that this is for a group of staff that in some cases have been with the office for seven or eight years, and RHC would like to continue using the same staff to finish out the work on Sandy, Irene, and Lee.

Chairman Adams asked Ms. Hettinger to confirm that this was staff that had worked with GOSR but they came from a staffing service. Ms. Hettinger responded that yes, they are from staffing services, and there are about 55 employees over five staffing services who will gradually roll off as RHC's construction projects finish. At this late date, RHC does not want to replace this staff. Chairman Adams then asked about the timing of the 55 employees leaving the agency and asked whether the Board would be extending these contracts every year. Ms. Hettinger responded that the Appropriations Act of 2023 that passed this past December lifted the 10 year deadline for the Sandy grant so RHC does have a final trickle of projects that it will be working on until 2025 and at that point either staff will roll off as their projects end or space will be found for them in RHC to be employees of the agencies.

Chairman Adams commented that this is an important labor management issue – the reliance on so many contracted workers as opposed to State employees and unionized State employees, and we should be sensitive to that.

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 EXTENSION OF CONTRACTS FOR TEMPORARY STAFFING SERVICES WITHOUT A COMPETITIVE AWARD PROCESS**

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**The fifteenth item on the agenda was a resolution designating signatory authorities and authorizing the rescission of prior resolutions.**

Ms. Levy presented.

Ms. Levy explained that she was seeking approval from the Board to establish signatory authority for two members of RHC, the office that replaced GOSR. The permanent office, the Office of Resilient Homes and Communities, has been established, and is requesting approval of signatory authority for Katie Brennan, the Executive Director of the new office, and Krishna O'Neal who serves as the General Counsel. Chairman Adams asked Ms. Levy whether she trusted them, and she responded that she does.

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 DESIGNATING SIGNATORY AUTHORITIES AND AUTHORIZING THE RESCISSION OF PRIOR RESOLUTIONS.**

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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 Concur Actions

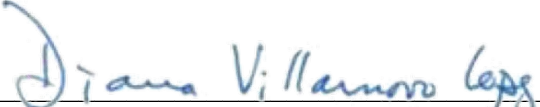
**ITEM 17.** Review of SEQRA Type II Actions

**ITEM 18.** Review of Current Agency Procurements/Contracts in the Lobbying Restricted Period

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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 Thursday, June 29, 2023, at 9:00 a.m.

  
Diana Villarnovo Lopez, Secretary