

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

**HELD ON THURSDAY, JANUARY 25, 2024 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)
James McIntyre	Member, representing the Temporary President of the State Senate
Sadie McKeown	Member
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.

Mr. Alejandro Valella, Vice President and Deputy Counsel to HCR, formally opened the meetings and acted as secretary.

Mr. Valella 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. Mr. Valella also noted that Ms. Bethaida Gonzalez is participating from the Syracuse Regional Office, 620 Erie Boulevard, Suite 312.

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

Mr. Valella asked for motions and seconds to call to order the January 25, 2024 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).

Mr. Valella 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 Ms. McKeown seconded the motion.

Mr. Valella then asked for individual votes for each HTFC Board member.

Mr. Valella 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.

\*\*\*\*\*

Commissioner Visnauskas then gave her President's Report.

Commissioner Visnauskas stated that one year ago, the Governor launched the Housing Compact and HCR traveled throughout the state to discuss housing prices and collect data to demonstrate why it is necessary to focus on the housing supply to remove pressures on New Yorkers' housing costs. The Housing Compact met a lot of opposition, but last summer, the Pro-Housing Community Program was established and allows communities to certify that they are "pro-housing." There is approximately \$650 million available for these communities and about fifty communities have expressed interest in getting certified to HCR.

HCR has also created or preserved approximately 35,000 units of affordable housing toward the Housing Plan goal of 100,000 units and is on track to reach 40,000 units by March 2024. HCR had a very big year with bonds that supported that unit production and participated in over fifty groundbreaking and ribbon cuttings around the state in 2023. Commissioner Visnauskas highlighted that in 2023 HCR funded 24 land banks across the state with \$26 million in grant funding; dedicated \$7 million to support local economies, over \$3 million of which was for small and microbusinesses – today those funds are supporting over 150 small businesses and entrepreneurs across the state; awarded over \$5 million to smaller towns for Main Street projects; funded \$28 million in energy funds with NYSERDA; provided \$6 million in emergency funding for homeowners impacted by flooding in different parts of the state; awarded \$7 million through the Small Rental Development Initiative – a new program to support small rental developments; expanded the Fair Housing Testing Program to 48 counties in the state; and lastly, the Agencies' MWBE utilization rates put them in the top five of state agencies for the last several years, an achievement that the Agencies are very proud of.

In this year's State of the State address, the Governor outlined a set of housing goals, many focused in New York City, including building 15,000 units of housing on state land – something the Agencies are very excited for; a tax exemption for office conversions into affordable housing; changes to the cap on New York City's residential development limits; and a strengthening of the Pro-Housing Communities Program – it will now be a requirement to access certain state funding programs. Commissioner Visnauskas concluded by saying that the Agencies are heading into 2024

knowing that the housing crisis remains but the Agencies are incredibly focused on the work that needs to be done and have been very successful over the last twelve months.

Chairmans Adams thanked Commissioner Visnauskas for her helpful report.

\*\*\*\*\*

**The first item on the agenda for the HTFC Board was the adoption of the minutes of the HTFC Board and meeting held on December 14, 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 increases to a Housing Trust Fund Award and Community Investment Fund Award for RUPCO, Inc.**

Brett Hebner presented.

Mr. Hebner started by stating that he was requesting the Board’s approval to increase a Housing Trust Fund and Community Investment Award for RUPCO, Inc.’s Newburgh Progress project, an ambitious project totaling 61 units across several sites that are either historic or new builds including a large former church that was converted into a community services facility. The project was originally funded in 2018 and went through construction during the COVID-19 pandemic where the project encountered a number of difficulties including a windstorm that did damage to the church. There is now a large budget gap and because of the nature of this scattered-site project, the tax credits for the project cannot be increased. Mr. Hebner stated that the request was for an additional \$1.8 million in Housing Trust Fund funding and \$844,000 in Community Investment Fund subsidy to allow the project to close on permanent financing.

Ms. McKeown noted that this is a great project, particularly the church.

Sara Neitzel moved for adoption of the resolution transmitted in connection therewith. Considering the first and second previously entered for the HTFC Members, Ms. Neitzel 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 INCREASES TO A HOUSING TRUST FUND AWARD AND A COMMUNITY INVESTMENT FUND AWARD FOR RUPCO, INC.**

\*\*\*\*\*

**The third item on the agenda was a resolution authorizing a Community Development Block Grant CARES Act award for Schoharie County.**

Crystal Loffler presented.

Ms. Loffler explained that Schoharie County has been very successfully administering a business assistance program and completing public WiFi installation with CDBG CARES grant funds. The County has indicated that additional demand exists, and the Office of Community Renewal is advancing a recommendation to amend the existing grant agreement and increase the award by \$500,000 to bring the total award for Schoharie County to \$1.2 million. This increase is covered by CDBG CARES funds that have been returned from unsuccessful awards.

Mr. McIntyre asked if HTFC is coordinating on WiFi work with ESD and their broadband program. Commissioner Visnaukas responded that ESD is doing their program differently than HTFC and is funding service providers. Mr. McIntyre asked whether there was anything ESD could be doing to improve their service to affordable housing. Commissioner Visnaukas responded that HTFC is working with ESD to ensure that all of its affordable housing owners know about ESD's program and how it works. Mr. McIntyre responded that he was interested in seeing how the agencies can better improve getting more and better WiFi to low- and moderate-income individuals in the state.

Ms. Neitzel moved for adoption of the resolution transmitted in connection therewith. Considering the first and second previously entered for the HTFC Members, Ms. Neitzel 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 A COMMUNITY DEVELOPMENT BLOCK GRANT CARES ACT AWARD FOR SCHOHARIE COUNTY.**

\*\*\*\*\*

**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 OCR is requesting approval for four new CDBG Economic Development Program awards this month. With Board approval, HTFC will enter into agreements for \$750,000 for the City of Lockport to support Big Ditch Brewing; \$300,000 to the City of North Tonawanda; \$300,000 to Lewis County; and \$300,000 to Chautauqua County all to support local microenterprise programs.

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

\*\*\*\*\*

**Chairman Adams then stated that items 5 and 6 on the agenda were:**

- 5. Resolution Authorizing the Designation of Jessica Gabriel as an Agent and Authorized Signatory of the Housing Trust Fund Corporation.**
- 6. Resolution Authorizing the Designation of Rachel Wieder as an Agent and Authorized Signatory of the Housing Trust Fund Corporation.**

Dina Levy presented.

Ms. Levy explained that Crystal Loffler is the only authorized signatory for the Office of Community Renewal and she has a new Deputy, Jessica Gabriel, and is requesting that she be designated as an authorized signatory for the Office of Community Renewal.

Ms. Levy continued by saying that the Office of Resilient Homes and Communities is going through a big transition – Katie Brennan, who used to be the sole signatory for RHC has moved on, and the only current signatory is Ms. Levy. Ms. Levy is now requesting signatory authority for RHC programs for Rachel Wieder who used to be at GOSR and is now a Chief of Staff overseeing many programs, but particularly digging into RHC programs.

Ms. Neitzel moved for adoption of the resolutions transmitted in connection with items 5 and 6 as outlined by Ms. Levy. Considering the first and second previously entered for the HTFC Members, Ms. Neitzel asked all HTFC members voting to approve to signify by saying aye. The motions were carried and the following resolutions were adopted unanimously:

- 5. A RESOLUTION OF THE HOUSING TRUST FUND CORPORATION AUTHORIZING THE DESIGNATION OF JESSICA GABRIEL AS AN AGENT AND AUTHORIZED SIGNATORY OF THE HOUSING TRUST FUND CORPORATION.**
- 6. A RESOLUTION OF THE HOUSING TRUST FUND CORPORATION AUTHORIZING THE DESIGNATION OF RACHEL WIEDER AS AN AGENT AND AUTHORIZED SIGNATORY OF THE HOUSING TRUST FUND CORPORATION.**

\*\*\*\*\*

The seventh, eighth, and ninth items on the agenda were:

- 7. Resolution Authorizing an Amendment to the Contract with D&B Engineers and Architects, P.C.**

8. **Resolution Authorizing an Amendment to the Contract with DRG Construction LLC.**
9. **Resolution Authorizing an Amendment to the Contract with LiRo Architects & Planners, P.C.**

Rachel Wieder presented.

Ms. Wieder stated that the first three items she was presenting, items 7 through 9, were requests to extend three contracts to finish out RHC's public housing authority projects – these are contracts with D&B Engineers and Architects, P.C., DRG Construction LLC, and LiRo Architects and Planners, P.C. – two contracts with engineers and architects and one contract for construction. The request for D&B is to increase the contract by twelve months; the other two contracts need six-month extensions.

Chairman Adams asked Ms. Wieder if there was one simple explanation for the need for these extensions. Ms. Wieder responded that her understanding is that for a final inspection some electrical work and new wiring was necessary, so the architects and designers needed to provide new plans and have them submitted. Ms. Wieder expects that the work will be done in one month or so, but RHC is requesting the longer extensions so they do not have to return to the Board for future requests for these contracts.

Ms. Neitzel moved for adoption of the resolutions transmitted in connection with items 7 through 9 as outlined by Ms. Wieder. Considering the first and second previously entered for the HTFC Members, Ms. Neitzel asked all HTFC members voting to approve to signify by saying aye. The motions were carried and the following resolutions were adopted unanimously:

7. **A RESOLUTION OF THE HOUSING TRUST FUND CORPORATION AUTHORIZING AN AMENDMENT TO THE CONTRACT WITH D&B ENGINEERS AND ARCHITECTS, P.C.**
8. **A RESOLUTION OF THE HOUSING TRUST FUND CORPORATION AUTHORIZING AN AMENDMENT TO THE CONTRACT WITH DRG CONSTRUCTION LLC.**
9. **A RESOLUTION OF THE HOUSING TRUST FUND CORPORATION AUTHORIZING AN AMENDMENT TO THE CONTRACT WITH LIRO ARCHITECTS & PLANNERS, P.C.**

\*\*\*\*\*

**Chairman Adams then stated that item 10 on the agenda was a resolution authorizing an amendment to the grant agreement with the Village of Lynbrook.**

Ms. Wieder presented.

Ms. Wieder explained that RHC is requesting authorization to extend its subrecipient agreement with the Village of Lynbrook by twelve months and increase its budget by \$232,000. This additional funding was always budgeted as a construction contingency and now needs to be put into the contract, but the amount is within the budget for the project.

Ms. Neitzel moved for adoption of the resolution transmitted in connection therewith. Considering the first and second previously entered for the HTFC Members, Ms. Neitzel 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 GRANT AGREEMENT WITH THE VILLAGE OF LYNBROOK.**

\*\*\*\*\*

**Item 11 on the agenda was a resolution authorizing administration services agreements for the Ida Housing Recovery and Reimbursement Program.**

Ms. Wieder presented.

Ms. Wieder explained that Hurricane Ida occurred approximately two years ago and mostly impacted Westchester County. RHC has a CDBG-DR grant from HUD – these are funds of last resort that can be accessed after FEMA and others to fill any unmet needs. RHC has an approved action plan with HUD for four different programs. The four subrecipient agreements being presented would be for the first program RHC is getting off the ground – the Homeowner Repair and Resiliency Program. RHC put out a Notice of Funding Availability for this program and received four responses. One is the Long Island Housing Partnership which will make repairs in Nassau County where there was Ida impact. The other three awards cover the lower Hudson Valley – these are Habitat for Humanity, the Orange County Rural Development Advisory Corporation, and Hudson River Housing.

Ms. Miller responded that Hurricane Ida occurred over two years ago and asked whether repairs still had not been made. Ms. Wieder responded that this was correct and that some of these awards would be reimbursements for repairs that were already made and some will be for prospective work. Ms. Wieder continued that typically, homeowners file insurance claims and receive some money to start making repairs, and these are really funds of last resort that come in later. HUD just signed HTFC's grant agreement two months ago, so HTFC could not have done anything sooner, and this is a product of being how these funds work as the last to come out. She stated again that a lot of the awards will be for reimbursement but that there will also be prospective work.

Ms. Neitzel moved for adoption of the resolution transmitted in connection therewith. Considering the first and second previously entered for the HTFC Members, Ms. Neitzel 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 ADMINISTRATION SERVICES AGREEMENTS FOR THE IDA HOUSING RECOVERY AND REIMBURSEMENT PROGRAM.**

\*\*\*\*\*

**Chairman Adams stated that item 12 is a resolution authorizing an amendment to the contract with Automatic Data Processing, Inc. for payroll processing services.**

Stacey Mickle presented.

Ms. Mickle stated that she was requesting a two-year extension to HTFC’s contract with Automatic Data Processing, Inc. This is HTFC’s payroll processing service, so any interruption would be detrimental to staff.

Ms. Neitzel moved for adoption of the resolution transmitted in connection therewith. Considering the first and second previously entered for the HTFC Members, Ms. Neitzel 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 AUTOMATIC DATA PROCESSING, INC. FOR PAYROLL PROCESSING SERVICES.**

\*\*\*\*\*

Item 13 on the agenda was a resolution authorizing an amendment to the contract with Enhanced Business Systems, Inc. for Accounting System Automation services.

Ms. Mickle presented.

Ms. Mickle explained that she was seeking a two-year extension to the contract with Enhanced Business Systems, Inc. for accounting that HTFC has been utilizing since 2014. Ms. Mickle stated that HTFC is happy with the service being provided and would like to continue it for an additional two years.

Ms. Neitzel moved for adoption of the resolution transmitted in connection therewith. Considering the first and second previously entered for the HTFC Members, Ms. Neitzel 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 ENHANCED BUSINESS SYSTEMS, INC. FOR ACCOUNTING SYSTEM AUTOMATION SERVICES.**

\*\*\*\*\*



**Item 14 on the agenda was a resolution authorizing fair housing testing services contracts.**

Nadya Salcedo presented.

Ms. Salcedo introduced herself as the Director of the Fair and Equitable Housing Office. This request is for authorization for year two of HTFC's fair housing testing program where six organizations throughout the state are funded to do fair housing testing. These organizations do very important work and just having a program like this is a deterrent for housing discrimination that is often hard to identify. This request is for approximately \$2.2 million for these six organizations.

Chairman Adams asked whether these are organizations that HTFC has worked with in the past. Ms. Salcedo responded yes and that there are six organizations that do this kind of fair housing work – they are the stalwarts of this kind of work – one is CNY; another is the Fair Housing Justice Center which has really pioneered the methodology country-wide; Legal Assistance of Western New York; Westchester Residential Opportunities; HOME Buffalo; and Long Island Housing Services.

Ms. Salcedo continued that HTFC is working with the AG to push into fair housing deserts, and they released an RFP this year with funds on their side, so HTFC is working collaboratively with other parts of the state.

Chairman Adams asked if there was a part of the state that these six agencies do not cover. Ms. Salcedo responded that the biggest hole is Albany and the Capital District – CNY stretches and tries to reach there, but that is an area that HTFC has zeroed in on with the AG's office to try to do some training and incentivization. Chairman Adams then asked if Syracuse is covered. Ms. Salcedo responded that Syracuse is covered by CNY Fair Housing.

Mr. McIntyre asked whether HTFC was advertising this program and stated that that could be a deterrent in itself. Ms. Salcedo responded yes and stated that there is an outreach and networking component particularly in the landlord and broker community. This is also something HTFC is working collaboratively with the AG on – they have behaviorists and researchers working on what moves the mark for deterrence.

Chairman Adams asked how long the contracts are for. Ms. Salcedo responded that they are for one-year because they are appropriations-based.

Ms. Neitzel moved for adoption of the resolution transmitted in connection therewith. Considering the first and second previously entered for the HTFC Members, Ms. Neitzel 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 FAIR HOUSING TESTING SERVICES CONTRACTS.**

\*\*\*\*\*

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

**ITEM 15.** Review of SEQRA Concur Actions

**ITEM 16.** Review of SEQRA Type II Actions

**ITEM 17.** Review of the Climate Friendly Homes Program

Ms. McKeown and Mr. McIntyre noted that they had recused themselves from reviewing Item 17.

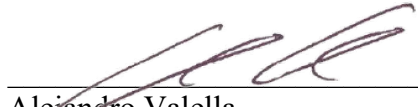
**ITEM 18.** Annual Review of the Contract with Emphasys Computer Solutions, Inc. for a Section 8 Housing Choice Voucher Technology Solution

**ITEM 19.** Review of Current Agency Procurements/Contracts in the Lobbying Restricted Period

\*\*\*\*\*

There being no unfinished business, Mr. Valella asked for a motion to adjourn the HTFC Board meeting. Considering the first and second motions previously entered, the motions were carried, and the meetings were adjourned.

Mr. Valella informed the Members that the next HTFC Board meeting is scheduled for Thursday, February 15, 2024, at 9:00 a.m.

  
\_\_\_\_\_  
Alejandro Valella  
Vice President and Deputy Counsel