

David A. Paterson
Governor



Deborah VanAmerongen
Chairperson

New York State Housing Trust Fund Corporation
Hampton Plaza
38-40 State Street
Albany, NY 12207

**MINUTES OF THE
TWO HUNDRED FIFTIETH MEETING
OF THE MEMBERS OF THE
HOUSING TRUST FUND CORPORATION**

Time and Date: 1:30 p.m., October 21, 2008

Location: 38-40 State St., Albany, New York

Members Present: Deborah VanAmerongen, Karen Hunter and Jennifer McCormick.

Others in attendance in Albany:

Brian E. Lawlor	Chief Executive Officer
Sean Fitzgerald	Vice President – OCD
Lori Harris	Vice President – OCD
Joseph Rabito	President – OCR
Gail Hammond	Vice President - OCR
Alan Smith	Vice President - OHM
Gary R. Connor	Counsel
Catherine Johnson	Treasurer
Frank Markowski	Assistant Treasurer
Sean P. Shea	Secretary
Barbara Wigzell	DHCR

Approval of the Minutes of the September 16, 2008 and October 2, 2008 meetings

After full discussion, upon motion made by Ms. McCormick and second made by Ms. Hunter, the minutes of the September 16, 2008 and October 2, 2008 meetings were unanimously adopted.

Meeting Schedule for the 2008-2009 Corporate Year

The following was listed as the revised meeting schedule for the Members of the Corporation to reflect the changes agreed to at the September 16, 2008 meeting:

<u>Date</u>	<u>Time</u>	<u>Location</u>
October 21, 2008	1:30 p.m.	Salo Conference Room 38-40 State St., Albany, New York 12207
December 16, 2008	11:00 a.m.	Salo Conference Room 38-40 State St., Albany, New York 12207
February 3, 2009	11:00 a.m.	Salo Conference Room 38-40 State St., Albany, New York 12207
March 31, 2009	11:00 a.m.	Salo Conference Room 38-40 State St., Albany, New York 12207
May 12, 2009	11:00 a.m.	Salo Conference Room 38-40 State St., Albany, New York 12207
June 30, 2009	11:00 a.m.	Salo Conference Room 38-40 State St., Albany, New York 12207
August 11, 2009	11:00 a.m.	Salo Conference Room 38-40 State St., Albany, New York 12207
September 22, 2009	11:00 a.m.	Salo Conference Room 38-40 State St., Albany, New York 12207
September 22, 2009	1:30 p.m.	Salo Conference Room 38-40 State St., Albany, New York 12207

Treasurer's Report:

Mr. Markowski presented the report to the Members for their consideration.

Highlights:

- As of September 30, 2008, the Corporation had \$ 1,210,165 in its bank accounts and \$ 260,409,249 in investments. No budget certificates or vouchers were pending.

Bank Account for the administration of the New York Main Street and other Office of Community Renewal programs

Mr. Markowski presented the resolution to the Members for their consideration.

Highlights:

- This account will allow the Office of Community Renewal to exercise program control of disbursements under the New York Main Street program and other programs assigned to it by the Corporation.

After full discussion and upon motion duly made by Ms. Hunter, seconded by Ms. McCormick and unanimously approved, the following motion was adopted:

RESOLVED that the Treasurer or Assistant Treasurer be, and hereby is, authorized and directed to take such actions as are necessary to establish a bank account to be known as the OCR Miscellaneous Programs Account and to deposit or transfer to such account, as appropriate, such funds as are made available for such programs from any source, and which are not required to be segregated into another specific account;
and be it further

RESOLVED that authorized signatories to the OCR Miscellaneous Programs Account be the Chief Executive Officer of the Corporation and the President and Vice President of the Office of Community Renewal, and the authorized countersignatories to such account be the Treasurer, Assistant Treasurer and a staff member of the Corporation's Finance Unit to be designated by the Treasurer or Assistant Treasurer.

New Signatories to the AFI Program Bank Account

Mr. Markowski presented the resolution to the Members for their consideration.

Highlights:

- **The Assets for Independence (:AFI”) Program has been reassigned to the Office of Community Renewal.**
- **The redesignation of signatories would place the program control of the AFI program account in the Office now administering the program.**

After full discussion and upon motion duly made by Ms. McCormick, seconded by Ms. Hunter and unanimously approved, the following motion was adopted:

RESOLVED that the President of the Office of Community Development be, and hereby is, authorized and directed to assume the responsibilities from the President of the Office of Housing Management for the administration of the AFI Program as described in the Resolution of the Members of September 19, 2006, and be it further

RESOLVED that authorized signatories to the AFI Program Account be the Chief Executive Officer of the Corporation and the President and Vice President of the Office of Community Development, and the authorized countersignatories to such account be the Treasurer, Assistant Treasurer and a staff member of the Corporation’s Finance Unit to be designated by the Treasurer or Assistant Treasurer, and be it further

RESOLVED that the Treasurer or Assistant Treasurer, in consultation with the President or Vice President of OCD, be, and hereby is, authorized to designate any officer of the Corporation or staff member of the Division of Housing and Community Renewal to be an authorized signatory with respect to the insured savings accounts described in the Resolution of the Members of September 19, 2006. Further, transactions in connection with such accounts may be authorized by any of the designated signatories individually without the requirement for countersignature.

Report of the President of the Office of Community Development

Mr. Fitzgerald and Ms. Harris presented the report to the Members for their consideration.

Highlights:

- Mr. Fitzgerald reported on the status of special Summer HTF funding round. A two stage process of review has been adopted to allow for more immediate review of projects which will need to close before the end of the year.

Homes for Working Families Award s to Eligible Applicants

Mr. Fitzgerald presented the resolution to the Members for their consideration.

Highlights:

- Mr. Fitzgerald presented a summary of the two proposed awards.

After full discussion and upon motion duly made by Ms. Hunter, seconded by Ms. McCormick and unanimously approved, the following motion was adopted:

RESOLVED that the President of the Office of Community Development or other authorized officer of the Corporation be, and hereby is, authorized and directed, upon satisfactory compliance with any pre-contract conditions as are required by statute or regulation, to enter into award and regulatory agreements under the Homes for Working Families Program with the applicants listed below in the amounts listed below and upon such terms and conditions as are set forth in the annexed briefing reports:

Home Leasing, LLC	20080007	\$ 1,750,000
Union Grove Associates, LLC	20080268	\$ 3,780,000

Rural Area Revitalization Projects Program Award to Aspire of Western New York, Inc.

Mr. Fitzgerald presented the resolution to the Members for their consideration.

Highlights:

- Mr. Fitzgerald presented a summary of the proposed award.

After full discussion and upon motion duly made by Ms. McCormick, seconded by Ms. Hunter and unanimously approved, the following motion was adopted:

RESOLVED that the President of the Office of Community Development or other authorized officer of the Corporation be, and hereby is, authorized and directed, upon satisfactory compliance with any pre-contract conditions as are required by statute or regulation, to enter into an award and regulatory agreement under the Rural Area Revitalization Projects Program with the applicant listed below in the amount listed below and upon such terms and conditions as are set forth in the annexed briefing report:

Aspire of Western New York, Inc. 20080046 \$ 200,000

Low Income Housing Trust Fund Seed Money Award to Saratoga Affordable Housing Group, Inc.

Mr. Fitzgerald presented the resolution to the Members for their consideration.

Highlights:

- Mr. Fitzgerald presented a summary of the proposed award.

After full discussion and upon motion duly made by Ms. Hunter, seconded by Ms. McCormick and unanimously approved, the following motion was adopted:

RESOLVED that the President of the Office of Community Development or other authorized officer of the Corporation be, and hereby is, authorized and directed, upon satisfactory compliance with any pre-contract conditions as are required by statute or regulation, to enter into a seed money award agreement, for seed money award expenses only, with the applicant listed below for the amount listed below and upon such terms and conditions as are set forth in the annexed briefing report:

Saratoga Affordable Housing Group, Inc. 20080042 \$ 45,000

Subprime Foreclosure Prevention Program Awards to Eligible Applicants

Ms. Harris presented the resolution to the Members for their consideration.

Highlights:

- The Corporation has received 51 applications for approximately 28.7 million dollars. Including today’s awards, the Corporation will have made 31 awards totaling \$ 13,234,000 which will involve the participation of over 70 not-for-profit organizations.
- Counting today’s awards, the Corporation will have made awards in 37 counties of the state. Applications under review will provide coverage for an additional 23 of the 25 remaining counties. Staff is working on providing coverage for the remaining two counties.
- Ms. Harris presented a summary of the four proposed awards.
- Mr. Shea noted that the spelling of “Parodneck” in the resolution should be corrected.

After full discussion and upon motion duly made by Ms. Hunter, seconded by Ms. McCormick and unanimously approved, the following motion, as amended, was adopted:

Resolved that the President of the Office of Community Development or other authorized officer of the Corporation be, and hereby is, authorized and directed, upon satisfactory compliance with any pre-contract conditions as are required by the statute or regulation, to enter into award and regulatory agreements under the Subprime Foreclosure Prevention Services Program with the applicants listed below in the amounts listed below and upon such terms and conditions as are set forth in the annexed briefing reports:

Bridge Street Development	20080312	\$ 480,000
The Parodneck Foundation	20080322	\$ 150,000
HOME Headquarters, Inc.	20080329	\$ 350,000

La Fuerza Unida, Inc.

20080339 \$ 370,000

Contract with Empire Justice Center for Legal Services Training

Ms. Harris presented the resolution to the Members for their consideration.

Highlights:

- Partners to Empire justice Center include Legal Services NYC, Neighborhood Economic Development Advocacy Project and Western New York Law Center.

After full discussion and upon motion duly made by Ms. McCormick, seconded by Ms. Hunter and unanimously approved, the following motion was adopted:

RESOLVED that the President of the Office of Community Development be, and hereby is, authorized and directed to negotiate and enter into a contract with Empire Justice Center, the aggregate amount of which is not to exceed \$ 698,400 for a term not to exceed two years, consistent with the attachment to this resolution.

SEORA - Office of Community Development

Ms. Wigzell presented the resolution to the Members for their consideration.

Highlights:

- Ms. Wigzell presented a summary of each project under consideration.
- The activities being undertaken by Neighbors of Watertown under its HOME LPA program elevate it to an unlisted action, requiring a second review by the Members.

After full discussion and upon motion duly made by Ms. Hunter, seconded by Ms. McCormick and unanimously approved, the following motion was adopted:

RESOLVED that the Corporation accepts the report of the SEQRA Committee attached hereto conditional upon the satisfactory resolution of any adverse condition identified therein; and be it further

RESOLVED that the Corporation classified the following projects in accordance with the right column:

Addicts Rehabilitation Center Foundation, Inc.	20070097	Unlisted
Neighbors of Watertown, Inc.	20083157	Unlisted
Housing Opportunities, Inc.	20086062	Type II

and be it further

RESOLVED that for the following projects, the determination as listed in the right hand column be made and that no further action is required:

Addicts Rehabilitation Center

Foundation, Inc.	20070097	Neg. Declaration
Neighbors of Watertown, Inc.	20083157	Neg. Declaration

and be it further

RESOLVED that for the following project no further action is required:

Housing Opportunities, Inc.	20086062
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and be it further

RESOLVED that the SEQRA Officer for the Office of Community Development, or the President for the Office of Community Development in the SEQRA Officer's absence, is authorized and directed to implement the determinations of the Corporation as made above.

Report of the President of the Office of Community Renewal

Mr. Rabito presented the report to the Members for their consideration.

Highlights:

- The deadline under the CDBG Community Planning NOFA is November 21
- The amount of funding for each county under the Greater Catskill Flood Remediation Program was preset Tioga has requested its full amount.

Community Development Block Grant Program Awards to Eligible Applicants

Mr. Rabito presented the resolution to the Members for their consideration.

Highlights

- Mr. Rabito presented a summary of the proposed award.

After full discussion and upon motion duly made by Ms. McCormick, seconded by Ms. Hunter and unanimously approved, the following motion was adopted:

Resolved that the President of the Office of Community Renewal or other authorized officer of the Corporation be, and hereby is, authorized and directed, upon satisfactory compliance with any pre-contract conditions as are required by the statute or regulation, to enter into award and regulatory agreements under the Community Development Block Grant Program with the applicant listed below in the amount listed below and upon such terms and conditions as are set forth in the annexed briefing report:

Economic Development

City of Watervliet (13 new low and moderate income positions;		
22 total new positions)	1210ED597-08	\$ 346,000

Report of the President of the Office of Housing Management

Mr. Smith presented the report to the Members for their consideration.

New Business

Contract with E-BizDocs, Inc. For Scanning Services

Mr. Markowski presented the resolution to the Members for their consideration.

Highlights:

- The Corporation has had over 650 closings since its inception. The legal binders for these closings are taking up a significant and growing amount of space as well as causing increasing expenses for the Corporation.
- The Corporation is required to use the services of a preferred source vendor if they have the capacity to perform the contract. E-BizDocs, Inc. was the lower of the two preferred source vendors to respond to the request for proposals.
- Due to the indeterminate size of the project, the offers were submitted in the form of a per page rate. The contract will not have a set contract ceiling, though the cost is not expected to rise to \$ 150,000.

After full discussion and upon motion duly made by Ms. McCormick, seconded by Ms. Hunter and unanimously approved, the following motion was adopted:

RESOLVED that the Treasurer or Assistant Treasurer be, and hereby is, authorized and directed to negotiate and enter into a contract with E-BizDocs, Inc. for the provision of the scanning services described in the RFP at the rates offered by E-BizDocs, Inc. in its proposal to the Corporation received by electronic mail submission via NYSID on October 6, 2008 as supplemented on October 14, 2008.

Services Agreement with The New York State Division of Housing and Community Renewal with respect to the Nursing Home Transition And Diversion Waiver Housing Subsidy Program

Mr. Markowski presented the resolution to the Members for their consideration.

Highlights:

- The Nursing Home Transition And Diversion Waiver Housing Subsidy Program (“NHTD Program”) is a Department of Health program that provides subsidies to households in nursing homes or who are eligible for nursing home level of care.

- **The NHTD Program parallels the Section 8 Housing Choice Voucher program in its administrative requirements.**
- **The NHTD Program could be more efficiently administered by the Corporation and the Division of Housing and Community Renewal using their capacities developed in the administration of the Section 8 Housing Choice Voucher Program.**
- **Clientele of the NHTD Program will be placed on the Section 8 waiting list in the event funding of the NHTD Program is diminished.**

After full discussion and upon motion duly made by Ms. Hunter, seconded by Ms. McCormick and unanimously approved, the following motion was adopted:

RESOLVED that the Chief Executive Officer be, and hereby is, authorized and directed to negotiate and execute a services agreement with the New York State Division of Housing and Community Renewal (“DHCR”) for the purpose of assisting DHCR in implementing its Memorandum of Understanding with the New York State Department of Health concerning the administration of the Nursing Home Transition and Diversion Waiver Housing Subsidy Program.

There being no further business, the meeting adjourned upon the motion of Ms. McCormick which was seconded by Ms. Hunter and unanimously approved.

Dated: October 21, 2008

Sean P. Shea, Secretary