

Draft- 220th HHAC Board Meeting Minutes
Meeting date: June 4, 2025

Call to Order:

The 220th meeting of the Homeless Housing and Assistance Corporation (HHAC) was held at the NYS Media Service Center (MSC), in Albany, New York at 1:30 p.m. on June 4, 2025. The meeting was called to order by Rick Umholtz, Deputy Commissioner for Housing and Refugee Services at the NYS Office of Temporary and Disability Assistance (OTDA).

Members in Attendance:

Brett Hebner, Board Member Designee representing Board Member Steven Weiss, Chairman of the NYS Housing Finance Agency (HFA); James Lupoli, Board Member Designee representing Board Member Commissioner Dr. Ann Marie Sullivan of the NYS Office of Mental Health (OMH); and Maggie Taylor, Advisory Board Member Designee representing Advisory Board Member Commissioner Dr. Chinazo Cunningham of the Office of Addiction Services and Supports (OASAS).

- Others in Attendance:
- Dana Greenberg HHAC President
- Brenda McAteer HHAC Vice President
- John Cucinelli HHAC Treasurer
- Michael Washburn HHAC Comptroller
- Connie Adsitt HHAC Assistant Comptroller
- Amanda Diller HHAC Secretary
- Megan Van Geest HHAC Assistant Secretary
- Barbara Guzman OTDA Division of Legal Affairs (DLA)
- Thomas Smith, CPA EFPR Group, LLP

Items of Discussion:

Approval of Minutes

James Lupoli made a motion to accept the minutes of the 219th HHAC Board Meeting that took place on April 2, 2025, which was seconded by Brett Hebner. The motion carried.

President's Report

Dana Greenberg presented the President's Report and began with an overview of the status of all projects under development as of April 30, 2025, when there were 82 projects in various stages of development. Fifty of these projects are in construction, seven of which were over 90% complete. Furthermore, 38% of the projects in development at that time were in New York City; 12% were in the suburban regions of Westchester, Nassau, and Suffolk counties; and the remaining 50% were in the rest of the state.

Project-Related Milestones

Final Award and Final Loan Agreements

- Standing Together Effectively for People by Standing Together Effectively for People, Inc. (S.T.E.P. by S.T.E.P.)/Knox Street Building 2 (2024-008/HC30042) executed a Final Award Agreement (FAA) on March 26, 2025. S.T.E.P. by S.T.E.P. received a \$9,729,210 HHAP award reservation in June 2024 for the new construction of 42 units of permanent supportive housing (PSH) in Ogdensburg, St. Lawrence County, for homeless individuals with serious mental illness (SMI), substance use disorder (SUD), young adults, individuals experiencing chronic homelessness, and re-entry from incarceration populations. Other sources of development funding include Federal Home Loan Bank of New York (FHLBNY) Affordable Home Program (AHP) and a sponsor contribution for a total project cost of \$10,626,210. Kate Jackett is the project manager.
- Providence House, Inc. (2021-017S/HC30043) executed a FAA on April 3, 2025. Providence House received a \$100,000 HHAP emergency shelter repair award reservation in October 2021 for repairs to their 10 unit/20 bed emergency shelter in New Rochelle for single women who are pregnant and/or have children. Repairs include the replacement of all windows, installation of energy efficient Heating, Ventilation and Air Conditioning (HVAC) mini split systems, and electrical upgrades. Other sources of funding include donations, for a total project cost of \$166,390. Ryan Szalkowski is the project manager.

Amendments

- Mercy Haven, Inc. (2018-017/HC00997) executed an amendment to their FAA on April 2, 2025. Mercy Haven received an original award reservation of \$3,224,232 in 2018 and an award increase of \$212,000 in 2025 bringing the total HHAP investment to \$3,436,232 for the substantial rehabilitation of three houses to create eight units of PSH for survivors of domestic violence. These additional funds will be utilized to address unforeseen project costs, including plumbing, electrical and drywall work. Other sources of development funding include a

sponsor contribution for a total project cost of \$3,471,636. Martin Robinson is the project manager.

Withdrawn

- BestSelf Behavioral Health, Inc. (BestSelf) (2021-012) received a \$6,154,899 HHAP award reservation in August 2021 for the new construction of 33 units of PSH housing in Buffalo, for individuals and families with SMI and/or SUD. This is part of a larger project, including an additional 33 units reserved for low-income individuals and families who earn up to 50% of the area median income (AMI), for a total of 66 units. BestSelf experienced multiple delays, including lack of neighborhood support, delaying final award. These factors created a funding gap of \$8,921,303. Steps taken to obtain additional funding to mitigate the gap were unsuccessful. A letter from BestSelf withdrawing the award reservation was received on April 10, 2025. Michael Washburn was the project manager

Completed

- Ithaca Neighborhood Housing Services, Inc. (INHS)/Wheat Street, L.L.C. (2021-041/HC01100) obtained a Certificate of Occupancy (CofO) on March 3, 2025. INHS received a \$2,250,000 HHAP award reservation in April 2022 and an award increase of \$562,500 in May 2023, bringing the total HHAP investment to \$2,812,500 for the substantial rehabilitation of eight units of PSH in Cayuga for individuals with developmental disabilities. This is part of a larger project, including an additional 39 units reserved for low-income individuals and families who earn between 50% to 70% of the AMI, for a total of 47 units. Other sources of development funding include State and Federal Low-Income Housing Tax Credits (S/LIHTC) and Housing Trust Fund (HTF) funds through NYS Homes and Community Renewal (HCR), NYS Office for People with Developmental Disabilities (OPWDD) funds, a NYSEDA incentive, a Capital Magnet Fund (CMF) grant, and a deferred developer fee for a total project cost of \$19,832,060. Martin Robinson was the project manager.
- Project Renewal, Inc. (PRI)/2880 Jerome Avenue L.P./Bedford Green House II (2021-043/HC01061) received a Temporary Certificate of Occupancy (TCO) on March 31, 2025. PRI received a \$6,000,000 HHAP award reservation in April 2021 for the new construction of 38 units of PSH in the Bronx for individuals with SMI and 32 units for individuals with SUD. This is part of a larger project including 46 units reserved for low-income individuals and families who earn up to 60% of the AMI, for a total of 116 units. Other sources of development funding include tax exempt bonds, 4% LIHTC, and Supportive Housing Opportunity Program (SHOP) funding from NYS Housing Finance Agency (HFA); Supportive Housing Loan Program (SHLP) and New York City Resolution A (Reso-A)

funding through the NYC Department of Housing Preservation and Development (HPD); a deferred developer fee; and deferred reserves for a total project cost of \$72,132,463. Kate Jackett is the project manager.

Events and Ceremonies

- Regional Economic Community Action Program (RECAP)/Fresh Start Apartments (2023-034/HC01124) held a groundbreaking ceremony on March 10, 2025. RECAP received a \$4,934,910 HHAP award reservation in April 2024 for the new construction of 11 units of PSH in Newburgh for homeless women with SUD. Other sources of development funding include NYS Office of Addiction Services and Supports (OASAS) funding, Orange County Office of Community Development HOME funds, Cities Rise Program funding through the City of Newburgh, and a sponsor contribution for a total project cost of \$5,899,160. Kate Jackett is the project manager.
- St. Paul's Center, Inc. (St. Paul's) (2020-027/HC01077) held a ribbon-cutting ceremony, attended by Commissioner Guinn, on April 4, 2025. St. Paul's received a \$4,077,391 HHAP award reservation in February 2021 and an award increase of \$1,019,347 in October 2022, for a total HHAP investment of \$5,096,738 for the substantial rehabilitation of a two-story building in Colonie to create 16 units of PSH for homeless individuals aged 55 and older. Other sources of development funding include a sponsor contribution and a construction loan, for a total development cost of \$6,971,738. Elaine Houlihan was the project manager.
- The Salvation Army/Anew Center (2021-018/HC30041) held a groundbreaking ceremony on April 25, 2025. The Salvation Army received a \$3,821,576 HHAP award reservation in October 2021 and an award increase of \$608,992 in April 2023, for a total HHAP investment of \$4,430,568 for the new construction of seven units/19 beds of emergency housing for survivors of DV and/or sexual assault, and human trafficking. Other sources of development funding include Continuum of Care (CoC) funding, donations and agency reserves for a total project cost of \$5,749,580. Heather Lombardo is the project manager.
- WellLife Network, Inc. (WellLife)/Medford Gardens, L.L.C. (2023-002/HC01120) held a groundbreaking ceremony on April 15, 2025. WellLife received a \$7,990,000 HHAP award reservation in August 2023 for the new construction of 33 units of PSH in Medford. Seventeen units will be for homeless single adults living with SMI and 16 units will be for single adults experiencing chronic homelessness. This is part of a larger, age-restricted (55+), mixed-use development which will have an additional 33 units for low-income individuals and families who earn up to 60% of the AMI, and one unit for a live-in

superintendent, for a total of 67 units. Other sources of development funding include SLIHTC equity, (HTF), HOME, and SHOP funds from HCR; a sponsor loan; and a deferred developer fee for a total project cost of \$40,463,316. Katherine Blake is the project manager.

- WellLife /White Plains Road Apartments, L.L.C. (2023-033/HC01116) held a groundbreaking ceremony on February 11, 2025. WellLife received a \$9,885,000 HHAP award reservation in April 2024 for the new construction of 82 units of PSH in the Bronx. Forty-two units are reserved for homeless individuals with SMI and 40 units are reserved for chronically homeless families and individuals. This is part of a larger project, including 53 units for individuals earning 30% to 80% of the AMI, and an additional unit for a live-in superintendent, for a total of 136 units. Other sources of development funding include tax-exempt bond financing, 4% LIHTC, HTF and SHOP through HFA; a bank loan; and a deferred developer fee for a total project cost of \$87,545,225. Katherine Blake is the project manager.

There was no further discussion or comment.

James Lupoli made a motion to accept the President's Report which was seconded by Brett Hebner. The motion carried.

Comptroller's Report

Mike Washburn explained that Public Authorities Law (PAL) requires State and Local Authorities to file specific financial and budgetary information with the NYS Authorities Budget Office (ABO), as well as to report property transactions, debt issuances, and other information on their operations. These reports must be submitted by June 30, 2025, which is 90 days after the end of HHAC's fiscal year, through the Public Authorities Reporting Information System (PARIS) and posted on the Office of Temporary and Disability Assistance (OTDA) website. The law also required documents to be approved by the Board prior to submitting the reports.

Mike Washburn introduced Thomas Smith of EFPR Group, CPAs, PLLC to present the SFY 2024-25 Audit & Report for HHAC. Thomas Smith provided an overview and summarized the report and the financial statements to the Board. Thomas Smith stated that no issues were identified in the financial statements and the audit resulted in an "unqualified opinion" also known as a clean opinion.

Mike Washburn then presented the Annual Investment Report and the Schedule of Investments. Mike Washburn shared that there have been no changes in the Investment Policy from previous years. Investments continued in the money market and T-Bill accounts, and the amount available for investing remained consistent with previous years.

Mike Washburn reported HHAC's Procurement Guidelines for the use, awarding, monitoring, and reporting of procurement contracts. These guidelines also have not changed from previous years.

Mike Washburn asked if there were any questions or comments. There were none.

The first resolution was introduced:

A Resolution of the Homeless Housing and Assistance Corporation Approving the Annual Independent Audit, Annual Report, Investment Guidelines, Investment Report, Procurement Guidelines and Report on Procurement Contracts and Submission Thereof,

Rick Umholtz requested a motion to approve the resolution. James Lupoli made the motion, which was seconded by Brett Hebner. The motion carried.

Mike Washburn reported that the Guidelines for the Disposition of Property and the Report on the Disposition of Property had not changed from previous years. HHAC did not own or dispose of any property during FY 2024-25.

The second resolution was introduced:

A Resolution of the Homeless Housing and Assistance Corporation Establishing Guidelines for the Disposition of Property and Approving a Report on the Disposition of Property.

Rick Umholtz requested a motion to approve the resolution on the disposition of property. James Lupoli made the motion, which was seconded by Brett Hebner. The motion carried.

Treasurer's Report

John Cucinelli provided a brief synopsis of Schedule One of the Treasurer's Report and reported the cash and cash equivalent available as of the date of the meeting was \$44,272,416.11. This included \$14,543,769.07 in Mortgage Insurance Funds (MIF).

Brett Hebner asked about HHAC investments. John Cucinelli stated HHAC stopped investing in T-bills and began depositing money in money market accounts; however, money market deposits are considered cash equivalents which is consistent with HHAC accounting policies. Dana Greenberg stated that these funds were utilized for emergency repairs for operational projects.

James Lupoli made a motion to accept the Treasurer's Report which was seconded by Brett Hebner. The motion carried.

Summary of State Fiscal Year 2024-25 HHAP Awards

Brenda McAteer explained to the Board the status of applications reviewed in the period since the August 2024 Board meeting where the full appropriation of funding was

awarded. The RFP for existing emergency shelter repairs, however, remains open.

Up to \$1 million of the appropriation is allocated for existing emergency shelter repairs outside of NYC. Emergency shelter repair awards do not require HHAC Board approval pursuant to the policy adopted by the Board in August 2019. Two emergency shelter repair applications were reviewed and met the threshold for funding 2024-045S The Newburgh Ministry- Winterhaven Shelter and 2024-046S Penates, Inc.- Railroad Ave. Shelter. There were no emergency shelter repair applications under review at the time of the meeting.

There was no further discussion or comment.

James Lupoli made a motion to accept the funding report which was seconded by Brett Hebner. The motion carried.

Agency Reports:

HCR

Brett Hebner reported the HFA Board approved nine 4% bond financed projects and two subsidy financed projects including the new construction and preservation of affordable, Mitchell Lama, supportive, and senior housing units in Brooklyn, Yonkers, Albany, Mt. Vernon, Rochester, Syracuse and Watertown. The projects included over \$315 million in tax-exempt bond financing and \$305 million in subsidy financing and contributed to the creation and preservation of 1,890 affordable and supportive units. HFA also closed four projects which will preserve affordable and Mitchell Lama units in the Bronx, Manhattan, Poughkeepsie, and Rochester totaling \$129 million in subsidies and preserving 926 units.

Brett Hebner reported that HCR is working with 28 newly awarded projects to bring them to closing. They are also working on the 2025 Multifamily Finance 9% RFP anticipated to be released in July. The Qualified Allocation Plan (QAP) has also been revised and will be integrated in the scoring rubric.

Finally, Brett Hebner reported that there are several new capital funding initiatives that have been approved in the 2025-26 state budget.

OMH

James Lupoli reported that OMH continues to work with providers who have conditional awards for Supportive Housing Single Room Occupancy (SP-SRO), Community-Residence (CR-SRO) and Short-Term Transitional Residence (SSTR) projects. These awards support 2,150 units. James Lupoli also reminded providers that OMH preservation capital is available for renovations of existing OMH housing.

James Lupoli provided procurement updates. The 2025 ESSHI RFP was released earlier that day. A webinar was to be held on June 10, 2025, and proposals are due on

July 15, 2025. The RFP can be located on the OMH website. Applications for the Enhanced Scattered Site Supportive Housing for Young Adults RFP are due by June 11, 2025. Applications for both the Adult Forensic Assertive Community Treatment (ACT) and Apartment Treatment and the Transitional Housing for Adults who are Justice Involved were under review and awards were anticipated to be made later that month. James Lupoli also stated that there were several additional RFPs in development that will be released later this Summer.

OASAS

Maggie Taylor reported OASAS released regulations for Recovery Residences earlier this year. OASAS will now provide regulations and certifications for residences across the state which are also known as “sober homes”. The certification application can be located on the OASAS website. OASAS also has a procurement opportunity for providers currently operating sober homes.

OTDA

Rick Umholtz reported the HHAP appropriation for SFY 2025-26 included an additional \$25 million for the stabilization of current HHAP projects, bringing the total appropriation to \$153 million. Applications may be accepted beginning June 12, 2025. A webinar can be found on the website for more information regarding the RFP.

Rick Umholtz also reported the NYS Supportive Housing Program (NYSSHP) received a \$17 million increase in their appropriation.

Finally, Rick Umholtz announced that OTDA is working with HCR on the pilot Housing Assistance Voucher Program (HAVP).

New/Other Business:

The next HHAC Board meeting was scheduled to take place on Wednesday, August 6, 2025, hosted by the Media Service Center Studio, Albany, New York, at 1:30 p.m.

James Lupoli made a motion to adjourn the meeting which was seconded by Brett Hebner. The motion carried. Rick Umholtz adjourned the meeting at 2:08 p.m.

Amanda Diller

HHAC Secretary

Date: