

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 FORTY SECOND MEETING
OF THE MEMBERS OF THE
HOUSING TRUST FUND CORPORATION**

Time and Date: 1:30 p.m., March 25, 2008

Location: 38-40 State St., Albany, New York 12207

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

Others in attendance:

Brian E. Lawlor	Chief Executive Officer
David A Cabrera	President - OHM
Alan Smith	Vice President – OHM
Richmond McCurnin	Vice President - OHM
Joseph J. Rabito	President OCR
Chris Hunsinger	Vice President – OCR
Gail Hammond	Vice President - OCR
Gary Hallock	President – OCD
Robert Shields	Vice President – OCD
Gary R. Connor	Counsel
Catherine Johnson	Treasurer
Frank Markowski	Assistant Treasurer
Sean P. Shea	Secretary

Lorrie Pizzola	DHCR
Lori Harris	DHCR
Leslie Adler	DHCR
Ernest Benoit	DHCR
Sharon Devine	DHCR
John Conway	DHCR
Meghan Anderson	DOB
Joseph Fiore	DOB

Due to time constraints, the items requiring action by the Members were addressed first.

Corporation’s Budget for Fiscal Year 2008-2009

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

Highlights:

- **The state programs are denominated with the single letter and the federal programs are denominated with the double letter.**
- **The budget is predicated on the passage of the state budget and expected federal funding.**
- **Funding of state programs includes appropriations of \$ 29,000,000 for the Low Income Housing Trust Fund Program, \$ 7,000,000 for the Homes for Working Families Program, \$ 400,000 for the Restore Program, \$ 12,400,000 for the Public Housing Modernization Program and \$ 400,000 for the Public Housing Modernization Program as well as from fees received under the Section 8 Program. The Corporation will be providing from these fees \$ 13,000,000 to the Low Income Housing Trust Fund Program, \$ 5,000,000 each to the Homes for Working Families and Restore Programs and \$ 10,000,000 each to the New York Main Street and Access to Home Programs.**
- **Mr. Markowski reviewed the budget for technical assistance contracts.**

- Schedule BB-4 reflects the salary plan for the Corporation's employees including all percentage increases and retroactive payments as of April 1, 2008.
- The Corporation has used funds from fees it received from the administration of federal programs to increase funds available for its programs and is being more aggressive in applying this approach in this budget.

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 annexed budget is hereby adopted, subject to the adoption of the State Budget, as the Corporation's Budget for the fiscal year 2008-2009; and be it further

RESOLVED that the Treasurer or Assistant Treasurer may make such non-material amendments to the budget as necessary for the efficient fiscal management of the Corporation, and may make such other amendments to the budget as necessitated by any subsequent resolution of the Members, and shall report any budget amendments to the Chief Executive Officer as soon as practicable and shall report on at least a quarterly basis on the status of the budget to the Members, and be it further

RESOLVED that the Chief Executive Officer is hereby authorized and directed to file the annexed budget as required by law,

Amendment of the Corporation's By-Laws renaming the Office for Small Cities the Office of Community Renewal

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

Highlights:

- The Corporation is reorganizing the Office for Small Cities to integrate it with the other programs administered by the Corporation.
- The sole change is to change the name of the Office to the Office of Community Renewal.

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's By-Laws are amended by the deletion of the present Section 2 of Article IV and the adoption of the following as the new Section 2 of Article IV:

Section 2. Office of Community Renewal. The Office of Community Renewal shall be responsible for administering the Small Cities Community Development Block Grant Program and such other programs and duties as assigned by the Members or the Chief Executive Officer.

and be further

RESOLVED that the By-Laws, as amended be attached to this resolution.

Reciprocal Agreements with other State Entities Concerning Time and Attendance

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

Highlights:

- The resolution will permit agreements with other state agencies allowing employees to take their accruals with them when they transfer positions between the Corporation and the other state entity.

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 Chief Executive Officer be and hereby is authorized to negotiate and execute reciprocal agreements, consistent with the Corporation's Time and Attendance Policy and the reciprocal agreement with the Department of Civil Service, with such entities of the State the Chief Executive Officer deems appropriate.

Community Development Block Grant Small Cities Program Awards to Eligible Applicants

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

Highlights:

- Mr. Rabito presented a summary of the proposed awards with the exception of the proposed award to the Village of Green Island, which he recused himself due to a possible conflict of interest issue. Mr. Hunsinger presented the summary in Mr. Rabito's stead.

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 Small Cities 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:

Economic Development

Town of Erwin (363 new low and moderate income positions 425 total new positions) 377ED617-08 \$ 750,000

Village of Green Island (22 new low and moderate income positions; 23 total new positions; 87 low and moderate income positions retained 120 total positions retained) 474ED614-08 \$ 750,000

City of Lockport (30 new low and moderate income positions; 31 total new positions) 663ED632-08 \$ 266,000

County of Montgomery (62 new low and moderate income positions – 65 total new positions)	748ED604-08	\$ 503,500
City of Olean (393 new low and moderate income positions; 450 total new positions)	841ED638-08	\$ 750,000
Town of Ticonderoga (19 new low and moderate income positions; 23 low and moderate income positions retained 28 total positions retained)	1139ED601-08	\$ 750,000

Community Development Block Grant Technical Assistance Awards to Eligible Applicants

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

Highlights:

- Twenty nine applications for technical assistance awards were received
Twenty one awards are being recommended.
- The Office will bolster this activity with its 2008 action plan to provide its own technical assistance to promote development of capacity and community planning.

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 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 technical assistance agreements under the Community Development Block Grant Small Cities Program with the applicants listed below in the amounts listed below:

Technical Assistance

County of Albany	8TA194-07	\$ 25,000
Town of Ancram	34TA189-07	\$ 21,000
Village of Clifton Springs	247TA188-07	\$ 21,000

City of Cortland	285TA193-07	\$ 25,000
Town of Coxsackie	292TA184-07	\$ 25,000
Town of Danby	300TA200-07	\$ 25,000
Town of Ellicott	366TA204-07	\$ 24,000
Town of Fowler	413TA198-07	\$ 18,000
Village of Fredonia	422TA201-07	\$ 21,000
City of Geneva	448TA206-07	\$ 24,000
Town of Greenville	481TA180-07	\$ 14,116
City of Hudson	558TA186-07	\$ 25,000
County of Lewis	636TA178-07	\$ 25,000
City of Lockport	663TA202-07	\$ 21,000
Village of Malone	690TA182-07	\$ 25,000
County of Otsego	868TA183-07	\$ 25,000
Village of Penn Yan	895TA203-07	\$ 25,000
Town of Savannah	1034TA181-07	\$ 15,000
Town of Sullivan	1125TA190-07	\$ 20,400
Village of Waddington	1189TA199-07	\$ 24,000
City of Watervliet	1210TA187-07	\$ 25,000

Developmental Technical Assistance Contracts with Selected Applicants

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

Highlights:

- **The amount being requested this year is increased over last years in an effort to improve and increase the assistance the Corporation provides.**

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 contracts with the contractors listed below, the aggregate amount

of all contracts not to exceed \$ 275,000 for terms to expire March 31, 2009, consistent with the Request for Proposals and the attachment to this resolution:

Case-By-Case Assistance

DAH Consulting, Inc.
Environmental Education Associates, Inc.
Franke Consulting Group
Training and Development Associates, Inc.
Housing Partnership Development Corporation
Hudson Planning Group, Inc.
ICF Consulting Services, L.L.C.

Group Training

Association For Energy Affordability, Inc.
Franke Consulting Group
Training and Development Associates, Inc.
The Smith Group
ICF Consulting Services, L.L.C.
Sunrise Management

Group Training: Lead-Based Paint Activity Training

Environmental Education Associates, Inc.
Franke Consulting Group
ICF Consulting Services, L.L.C.

Consolidated Planning

Franke Consulting Group

New York Main Street Technical Assistance Contracts with Selected Applicants

Mr. Hallock and Mr. Conway presented the resolution to the Members for their consideration.

Highlights:

- Mr. Conway presented a summary of the history of the New York Main Street technical assistance contracts.
- A cooperative effort is being made with the New York State Conference of Mayors in delivering services.

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 be, and hereby is, authorized and directed to negotiate and enter into contracts with the contractors listed below, the aggregate amount of all contracts not to exceed \$ 200,000 for terms to expire March 31, 2009, consistent with the Request for Proposals and the attachment to this resolution:

Direct Case-By-Case Assistance

Neighborhood Preservation Coalition of New York State, Inc.

Local Initiatives Support Corporation

Business Districts, Incorporated

New York Main Street Group

Group Training

Neighborhood Preservation Coalition of New York State, Inc.

New York Main Street Group

Peer-To-Peer Training

New York State Rural Housing Coalition, Inc.

SEQRA for the Office of Community Development

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

Highlights:

- **Mr. Hallock provided a summary of the proposed determination and action.**

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 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:

Steuben Church People against Poverty, Inc. 20070025 Unlisted

Rural Sullivan Housing Corporation 20070124 Type II
and be it further

RESOLVED that for the following project, the determination as listed in the right hand column be made and that no further action is required:
Steuben Church People against Poverty, Inc. 20070025 Neg. Declaration
and be it further

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

Rural Sullivan Housing Corporation 20070124
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.

Minutes of the February 5, 2008 meetings of the Members

After full discussion, upon motion made by Ms. Hunter and second made by Ms. McCormick, the minutes of the February 5, 2008 meeting were unanimously adopted.

Treasurer's Report

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

Highlights:

- As of February 29, 2008, the Corporation had \$ 828,080 in its bank accounts and \$ 126,553,315 in investments.**
- Budget certificates in the amounts of \$ 5,900,000 (LIHTF), \$ 1,750,000 (HWF), \$ 425,000 (UI), \$ 525,000 (RARP) and \$ 3,500,000 (PHM) were approved February 29, 2008 and vouchers in these amounts were submitted on March 19, 2008.**
- The Corporation's auditors should already have started this year's audit before the next meeting.**

President's Report for the Office of Community Renewal

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

Highlights:

- **Mr. Rabito summarized the President's report for the Members.**
- **The deadline for the 2008 annual competitive round is April 21, 2008.**
- **The integration of the New York Main Street Program into the Office of Community Renewal is on schedule for April 1, 2008.**
- **Mr. Rabito gave a summary of the financial status of the funds under his administration.**

President's Report for the Office of Housing Management:

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

Highlights:

- **HUD assigned 9 additional project based Section 8 contracts. This transfer will increase the number of contracts administered by the Corporation to 999 covering 91,969 units.**

President's Report for the Office of Community Development

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

Highlights:

- **The staff is working on policies to address issues raised by the stresses of today's economy.**
- **Demand is up significantly for both capital and local program applications.**
- **Mr. Hallock noted the projects that closed since the last meeting.**

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

Dated: March 25, 2008

Sean P. Shea, Secretary