NEW YORK STATE OF OPPORTUNITY. Harlem Community Development Corporation

M E M O R A N D U M

TO: The Directors

FROM: Rose Jeffrey, Corporate Secretary

DATE: December 9, 2024

RE: **Board of Directors' Meeting – Wednesday, December 11, 2024**

CC: Curtis Archer
Carlyne Turner-Beverly

Notice is hereby given to all Directors of the Harlem Community Development Corporation ("Harlem CDC") that a Board of Directors meeting, duly called by the President of the Corporation, will be held on **Wednesday 11, 2024 at 11:00 A.M.** in the offices of the Corporation, located in the Adam Clayton Powell Jr. State Office Building at 163 West 125th Street, 17th Floor, New York, New York.

***Audio Only Connectivity Information*:**

Join by phone, audio only:

• +1 646 931 3860 US
• +1 646 558 8656 US (New York)

Meeting ID: 950 0932 7797
Passcode: 858663

Please note that directors joining the meeting via telephone audio cannot be counted for establishing a meeting quorum or for voting.

The agenda and board materials to be considered at the meeting are attached.

NEW YORK STATE OF OPPORTUNITY. | Harlem Community Development Corporation

BOARD OF DIRECTORS' MEETING
Wednesday, December 11, 2024
11:00 A.M.

AGENDA

CORPORATE ACTION:

Approval of minutes for the March 22, 2024 Board of Director's Meetings.

FOR CONSIDERATION:

Authorization to Enter into a Contract with New York Heating Corp. in an Amount Not to Exceed $305,854.00 (Three Hundred and Five Thousand Eight Hundred and Fifty-Four Dollars); Authorization to Take Related Actions

Approval of the Pre-Qualified Weatherization Contractors/Vendors List; Authorization to Take Related Actions

Authorization to Offer Housing Counseling Program Services In Compliance With U.S. Department of Housing and Urban Development (HUD) Requirements; Authorization to Take Related Actions.

ADJOURNMENT

Harlem Community Development Corporation
Virtual Meeting of the Board of Directors
163 West 125th Street, 17th Floor
New York, Ny 10027

March 22, 2024

Minutes

In Attendance

Directors: Freida Foster, Chair
Holley Drakeford

Designees: Ernestine Bell-Temple for NYS Assembly Member Al Taylor
Ethan Bentley for NYS Assembly Member Daniel O'Donnell
Oliver Betances for NYC Council Member Shaun Abreu
Francisco Javier Blanco for NYC Council Member Diana Ayala
Terell Brock for NYS Senator Jose M. Serrano
Yolanda Ford for Adrienne Harris, Superintendent DFS
Theresa Hassler for NYS Senator Cordell Cleare
Shana Marks for NYS Representative Adriano Espaillat
Lermond Mayes for NYS Assembly Member Inez Dickens
Bijan Mitchell-Small for NYS Assembly Member Eddie Gibbs
Keisha Sutton-James for Manhattan Borough President Mark Levine
Keith Wright for NYC Council Member Yusef Salaam

Harlem CDC Officers: Curtis L. Archer, President
Rose Jeffrey, Corporate Secretary

Harlem CDC Counsel & Staff: Carlyne Turner-Beverly, Senior Counsel
Joshua Bloodworth, EVP, Legal & General Counsel
Earl Thomason, Deputy Director
Victoria Gordon, Weatherization Director
Pedro Hernandez, Senior Manager, HUD Certified Counselor
Yma Oria, Project Manager, Community Development
Anna Pycior, SVP Community Relations, ESD
Terence Cho, AVP Real Estate, ESD
Wilmer Cabral, Director, Community Relations, ESD

The March 22, 2024 meeting of the Board of Directors (the “Board” or the “Directors”) of the Harlem Community Development Corporation (“HCDC”, “Harlem CDC” or the “Corporation”) was called to order at 11:20 A.M.

President Archer stated that he would like to acknowledge that on Saturday, March 16, 2024, the governor of the State of New York officially named Ms. Freida Foster as Chair of Harlem Community Development Corporation (following Ms. Foster’s service as the interim-acting chair).

He thanked Ms. Foster for picking up the mantle and welcomed her as Madam Chair.

Chair Foster stated that it is her honor to serve as Chair. She said that she would like to thank the Board members for their commitment to the community and the importance of maintaining open lines of communication and collaboration.

Chair Foster stated that going forward, there will be a comprehensive review of the bylaws. She further stated that it’s essential that those foundational documents accurately reflect the organization's values and aspirations, and it is hoped that, with this process, the Board will be able to confidently reaffirm their responsibilities as board members.

Chair Foster continued that there will be a reestablishment of dates and committee meetings, whether there are voting items or not. Additionally, a committee will be established dedicated to focusing on specific areas of expertise, which will provide a platform for deeper engagement and collaboration. This will be done with the review and guidance of the HCDC foundational documents.

Chair Foster also announced that ESD’s CEO and Commissioner, Hope Knight, will be joining the Board at an upcoming meeting, and it is hoped that her presence will offer a unique opportunity for direct communication and alignment between the Board and executive leadership, further strengthening the organization's cohesion and effectiveness.

Chair Foster added that the organization is in the process of creating a centralized database for historical documents, which will enhance transparency as well as facilitate informed decision-making by providing access to past insights and experiences.

Chair Foster thanked the Board for their continued dedication and commitment to the shared mission of the organization. She also stated that the input, cooperation, and patience of the Board will be needed, so together the Board can continue to make a positive impact in the community and beyond.

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The Chair then stated that the Directors have received the relevant written materials in advance of the meeting and are free to ask questions at any time.

Consistent with the policy of the parent corporation, Empire State Development, public comments are welcome on agenda items. After the presentation of each item, following any comments from the Directors, members of the public are allowed to provide comments. All comments should be limited to two minutes and should only address the item that is under consideration.

Chair Foster noted for the record that the public was given the opportunity to comment on the agenda item by submitting written comments by 5:30 p.m. on March 21, 2024, to hcdcboard@esd.ny.gov.

It was stated for the record, that there were no comments received from the public.

Before beginning with the substantive portion of the meeting, the Chair asked the Directors whether anyone had any potential conflict of interest with respect to the items on the agenda, to make the appropriate disclosure for the record.

The Chair noted that no conflicts were raised.

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The Chair then called for a motion on the minutes for the November17, 2023 Board of Directors' meeting.

There being no questions or comments, upon motion duly made and seconded, the minutes for the November 17, 2023 Board of Director's meeting were adopted.

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The Chair then called on Mr. Curtis Archer to present a request for approval of the Harlem CDC's Operating, Capital and Weatherization budgets for fiscal year 2024/2025.

Mr. Archer stated that the Board was being asked to approve Harlem CDC's Operating budget, which proposed a total of $1,345,392 - $1,079,880 for personal expenses and $265,512 for non-personal services.

Mr. Archer stated that the Capital budget proposed legal costs at $125,000, Property management at $300,000, and $2 million estimated cost of demolition and renovation to HCDC office space for a total budget of $2,457,672.

Mr. Archer concluded with the Weatherization Budget and noted that this budget is funded by the US Department of Energy, Health and Human Services. This budget proposes a total budget of $2,862,251 with $1,024,523 for personal expenses, salaries and fringe and includes one additional staff member. $1,837,728 is proposed for non-personal expenses, including materials, contractor fees, and maintenance of the three weatherization vehicles.

Ms. Hassler stated that she noticed an increase of $200,000 for personal services from last year, and inquired as to which salary line that item is included.

Ms. Gordon explained that the weatherization program received additional funding through the Bilateral Infrastructure Law ("BIL"), which was passed by President Biden last

year. She stated that funding has been given across the country for shovel-ready projects, and weatherization is considered a shovel-ready project. Ms. Gordon further stated that the increase is not only for the headcount, but for the two programs which are now merged. The budget item has been increased to add overtime expenses for staff who may need to work even more hours to complete both contracts.

Mr. Archer stated that the regular unit count for WAP to be completed is 198 and now, with the BIL, there is an additional 200 units.

Ms. Hassler stated that although many of the lines have increased, she noticed that the "Subscriptions, Online Services" line has been reduced from $6,000 to $1,000. She asked if there were plans to add additional staff.

Ms. Gordon stated that it's possible additional staff will be needed, if the additional 200 units from BIL are not doable with the current staff. She stated that the reduction on the "Subscriptions, Online Services" line is due to an online subscription that is no longer needed and has been cancelled.

Upon further prompting, Ms. Gordon explained that the Weatherization catchment area is South of 96th Street from the river to Central Park and up to 145th Street, from river to river. The North side is not covered by Harlem CDC; only the South side is covered.

Ms. Hassler asked what is meant by the "Other Outside Services" line.

Ms. Gordon answered that that covers all the contractors who work on the different projects.

Ms. Bell-Temple asked why the Weatherization Program does not cover 145th Street to 155th Street.

Ms. Gordon explained that the decision on the catchment areas was made by New York State Homes and Community Renewal ("HCR"), and any request for changes would

have to go through HCR. She mentioned that there is a non-profit that covers that area, and they might not voluntarily agree to a reduction in their catchment area.

Ms. Hassler mentioned that one of the issues that Senator Cleare brought up before was the participation by Minority and Women-owned Business Enterprises ("MWBEs"). Ms. Hassler suggested discussing some sort of marketing or external affairs for the program. She asked whether there was any consideration given in the budget for marketing the program to Harlem small businesses.

Ms. Gordon answered that the State does not allocate any funds to market the program.

Ms. Hassler asked if there is someone on staff who is responsible for external relations.

Ms. Gordon stated that no staff is tasked with that responsibility, although, they do conduct outreach to minorities and MWBEs, to meet the contract goal. Targeted phone calls are made to every minority on the ESD/MWBE list provided, but most do not show up for the bids, or if they show, they do not submit a bid.

Ms. Gordon continued that there are two minority contractors that respond to lighting bids, which is believed to be among the easiest of opportunities for which to submit bids. She stated that one minority who bid and worked last year was not State-certified as an MWBE, so the weatherization department did not get credit towards their contract goal for that vendor's work.

Ms. Hassler asked if there is any study on why that continues to happen.

Ms. Gordon stated that the program has no resources to do that study. She stated that 30 percent of the contract is allocated for minority workers and one of the impediments to them responding is the insurance requirements.

Chair Foster appealed to the board members who are affiliated with businesses with MWBEs to assist in getting the word out to the community.

Ms. Sutton-James stated that she would be happy to share with her connections at the New York City Department of Housing Preservation & Development ("HPD") and its contractors list. She stated that she is in favor of having a larger conversation about the unduly burdensome insurance requirements.

Ms. Sutton-James asked if the Board could receive a breakdown of the FY '21/'22 to FY '23/'24 "Other Outside Service" line item so they can understand how the largest line items were allocated.

Mr. Drakeford stated that there has been outreach to MWBEs on both the City and State levels but there is a lack of interest among small contractors to become MWBE certified because of the back-office work needed and the insurance and government oversight. He stated that most licensed MWBE contractors are not small organizations.

Mr. Wright stated that in his 24 years as an elected official he has seen how the process can be very frustrating, but one of our missions is economic development, so we need to get companies certified.

A discussion ensued regarding the MWBEs and their issues regarding certification, insurance, lack of time and inability to complete the paperwork. It was suggested that an agenda item at a future meeting focus on these issues, to see how the process can be improved on the community as well as the State level.

Ms. Marks asked if there has been a question at the Federal level regarding resources and best practices that may assist in getting businesses MWBE certified by the State. She wanted to know if there is a program that they are already utilizing to increase MWBE participation.

Ms. Gordon said that she is not aware of any such program.

There being no further questions or comments, motion duly made and seconded, the request for approval of the Harlem CDC's fiscal year 2024/2025, Operating, Capital and Weatherization budgets was approved.

Harlem Community Development Corporation – Approval of Harlem CDC's Fiscal Year 2024-25 Operating and Capital Budgets; and Authorization to Take Related Actions

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RESOLVED, that based upon the materials presented at this meeting (the 'Materials"), a copy of which is ordered filed with the records of the Corporation, the Board of Directors of the Corporation does hereby authorize, approve and adopt the Harlem Community Development Corporation's FY2024-25 Operating and Capital Budgets, substantially in the form set forth in the materials and subject to the availability of funds; and be it further

RESOLVED, that the President of the Corporation and/or President's designee(s) be, and each of them, hereby is authorized and directed to take all actions and execute all documents in connection with the establishment and implementation of the Corporation's FY2024-25 Operating and Capital Budgets; and be it further

RESOLVED, that the President of the Corporation and/or the President's designee(s), and each of them, hereby is authorized and directed to execute and deliver all documents and to take all related actions as each of them deems necessary or appropriate to effectuate the forgoing.

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Chair Foster stated that the next item on the agenda, the President's Report, is for informational purposes only.

Mr. Archer stated that the directors are free to call him regarding any item in the president's report. He also stated that, in the last year, there were 69 applications approved for a total of $707,747 in aggregate grant awards.

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After a round table introduction of the Board and attendees, Chair Foster stated that under the open meetings law, a public body may go into a closed Executive Session to discuss the purpose of sale or lease of real property where publicity of the proposed

discussion might impact the value of the real property and related negotiations. Due to the sensitive nature of the ongoing negotiations between the developers and ESD pertaining to the Victoria Theater Project, this subject matter is appropriate for closed discussion during Executive Session.

Upon motion duly made and seconded, Harlem CDC's Board entered into Executive Session at 12:18 p.m.

Harlem CDC's Board returned from Executive Session at 1:27 p.m. Chair Foster stated for the record that no votes were taken in Executive Session.

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Chair Foster stated that Ms. Sutton-James had a question relating to the President's Report on the Community and Economic Revitalization Support Program ("CERSP").

Ms. Sutton-James asked about the $700,000 that was distributed in grants from the CERSP funds.

Mr. Archer explained that the $700,000 is for the total amount distributed for all applications which were approved. He said that the organization recently changed the maximum amount for each grant from $50,000 to $40,000. The maximum amount of grant given for a gala is $25,000. He stated that grants will continue to be given for projects, special events, and galas.

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There being no further business, upon motion duly made and seconded, the HCDC'S Board of Directors meeting was adjourned at 1:35 p.m.

Respectfully Submitted by,

Rose Jeffrey
Corporate Secretary

NEW YORK STATE OF OPPORTUNITY.
Harlem Community Development Corporation
A Subsidiary of Empire State Development

FOR CONSIDERATION
December 11, 2024

TO: The Directors

FROM: Curtis Archer, President

SUBJECT: HCDC Pre-Qualified Weatherization Contractors/Vendors List.

REQUEST FOR: WEATHERIZATION ASSISTANCE PROGRAM ("WAP") – Pre-Qualified Weatherization Contractors/Vendors List – Approval of the Pre-Qualified Weatherization Contractors/Vendors List

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I. Background

The Weatherization Assistance program ("WAP") is the largest residential energy conservation program in the country. It reduces energy usage costs for low-income families in single family homes and multi-unit developments. The program aims to educate consumers about energy-efficient practices, reduce heating and cooling costs for low to moderate income families and addresses health and safety issues in their homes through energy-efficiency measures such as LED lighting, new boilers, windows and energy efficient appliances. The program benefits the larger community by creating local jobs within the clean energy sector.

Harlem CDC has been providing Weatherization Services to the Harlem Community since the inception of this nation-wide program over 40 years ago. Over the 40 plus years of the program, the Harlem community has received over 50 million dollars from the WAP program and has provided services to many privately owned homes and multifamily buildings in Harlem. In doing so, it preserves the stock of affordable housing by reducing incidents of neglect and abandonment.

WAP is funded by the U.S. Department of Energy ("DOE") and the U.S. Department of Health and Human Services and is administered by the NYS Division of Homes and Community Renewal ("HCR").

Each year, the WAP program implements several measures which include, boiler replacement, window replacement, LED lighting, air sealing and installation of energy efficient appliances.

The size, timing and complexity of these projects typically requires HCDC's WAP staff to solicit firms familiar with weatherization to perform various measures on the contracted projects for each program year. To permit the HCDC Weatherization Program to respond to the needs of these projects expeditiously, while having available the benefits of a broad

solicitation of weatherization contractors and /or vendors HCDC solicited pre-qualified weatherization contractors to perform weatherization work and created the pre-qualified subcontractor list which was approved by this Board on July 21, 2023.

Since there were no contractors on the pre-approved list to perform some required weatherization measures, the weatherization unit was allowed to re-open the solicitation for additional contractors on August 2, 2024.

II. The Solicitation

On August 2, 2024, ESD staff placed an advertisement in the *New York State Contract Reporter* requesting proposals from qualified contractors and vendors who wish to be included on the HCDC's Weatherization Assistance program's Prequalified Bidders List for the next three years to provide heating system replacements and upgrades, window replacement, ventilation, LED Lighting, air sealing and energy efficient appliances.

A total of 7 firms responded to the solicitation. Responses were then evaluated to determine if each firm should be prequalified based on the following criteria:

1) Previous Relevant Weatherization firm experience
2) Qualifications and experience of staff

Based on this review, staff recommended the approval of 7 out of the 7 firms listed on Attachment A to these materials as Pre-qualified Weatherization Assistance Program contractors or vendors.

III. Responsibility

ESD Staff has examined the "responsibility," as defined in State Finance Law §163, and as provided in ESD's Procurement Guidelines, of each of the firms proposed for inclusion on the pre-qualified list presented for approval. Based on this analysis of financial and organizational capacity, legal authority to do business in New York, integrity of principals, and past performance on contracts, staff concludes that each of the firms proposed for inclusion on the pre-qualified list is a responsible vendor and recommends that the Directors make a finding of responsibility with respect to these firms.

IV. Financial Commitment and Selection from the List

The requested authorization serves to make available to the Corporation a selection of firms that have been identified through a broad solicitation process. In the future, this would allow staff to select from among the pre-qualified firms, and after evaluation of those firms for a particular project, to make a recommendation to the Directors (or to the President and his or her designee, depending on the proposed dollar amount and length of the contract) for retention in connection with such project, without the need for conducting individual solicitations in each instance. This should save for each project the two or more months that is normally needed to conduct a solicitation, perform the necessary review and formulate a recommendation.

V. Duration of List

HCDC/WAP Staff is recommending that the attached pre-qualified list of contractors and vendors remain in effect until March 31, 2026.

VI. Environmental Review

On behalf of the Corporation, ESD staff has determined that the requested authorization does not constitute an action as defined by the New York State Environmental Quality Review Act and the implementing regulations for the New York State Department of Environmental Conservation. No further environmental review is required in connection with the requested authorization.

VII. Non-discrimination and Contractor Diversity

Pursuant to New York State Executive Law Articles 15-A and Article 3 of New York State Veterans' Services Law, ESD recognizes its obligation under the law to promote opportunities for maximum feasible participation of New York State certified minority-and women-owned business enterprises (MWBEs) and service-disabled veteran-owned businesses (SDVOBs) in the performance of ESD projects. The Office of Contractor and Supplier Diversity has reviewed the project and has determined that, since this is a federally funded project, MWBE and SDVOB participation goals need not be applied to this project.

VIII. Recommendation and Requested Action

Staff recommends that the Board approve the Harlem CDC Weatherization's pre-qualified bidders list of approved firms, included in Attachment A to these materials as qualified to submit proposals on specific weatherization measures and, in the discretion of the President or his/her designee, such related areas of expertise as s/he may deem appropriate and advisable in connection with any project.

IX. Attachments

Resolution
Attachment A – Current Vendors List
Attachment B – 2023 Approved Vendors List

NEW YORK STATE OF OPPORTUNITY.

Harlem Community Development Corporation

A Subsidiary of Empire State Development

December 11, 2024

WEATHERIZATION ASSISTANCE PROGRAM – Pre-Qualified Weatherization Contractors/Vendors List - Approval of the Harlem Community Development Corporation's Weatherization Assistance Program's Pre-Qualified Contractors/Vendors List

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BE IT RESOLVED, that in accordance with the materials presented to this meeting, a copy of which is hereby ordered to be filed with the records of the Corporation (the "Materials"), the Corporation hereby finds the firms listed on Attachment A, as the "Pre-Qualified Weatherization Contractors/Vendors List" to be responsible; and be it further

RESOLVED, that on the basis of the materials presented to this meeting, a copy of which is hereby ordered to be filed with the records of the Corporation, the firms listed on Attachment A to this Resolution be, and each hereby is, approved as pre-qualified to work as Weatherization Contractors for the Corporation and for such approval to remain in effect until March 31, 2026.

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Attachment A
Pre-Qualified Weatherization Contractors/Vendors List
***M/WBE Certified**
****SDVOB Certified**

All Borough Home Energy Solutions
Hi-Tech Heating
JM & A Construction Corp.
Luxintec, Inc
Restore Services, Inc.
Salsa Industrial Supply
Jetway Heating Cooling and Refrigeration, LLC

Attachment B
Pre-Qualified Weatherization Contractors/Vendors List
***M/WBE Certified**
Approved by the Board - July 21, 2023

A & C Heating Services

ARCA Recycling, Inc.

Maxxum Construction Corp.*

New York Heating Corp.

Riverdale Electrical Services, Inc

W & B Electric Electric Corp.*

Luxintec Inc.

Harlem Community Development Corporation over

FOR CONSIDERATION
December 11, 2024

TO: The Directors

FROM: Curtis L. Archer

REQUEST FOR: Weatherization Assistance Program — Authorization to Enter into a Contract with New York Heating Corp. in an Amount Not to Exceed $305,854.00 (Three Hundred and Five Thousand Eight Hundred and Fifty-Four Dollars); Authorization to Take Related Actions

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Contract Need And Justification

I. Contract Summary

Contractor:	New York Heating Corp. 354 Humboldt Street Brooklyn, New York 11211
Scope of Services:	Heating System Replacement servicing a total of 100 residential units in the building located at 50 West 131st Street (the "Project Site").
Building Owners:	ABBY Towers Apartments L.P.
Contact:	Princess Palmer
Contract Term:	August 1, 2024, to March 31, 2025
Contract Amount:	Not to exceed $305,854, including $113,500 for Chimney.
Funding Sources:	New York State Homes & Community Renewal Weatherization Assistance Program BIL contract funding of up to $450,000 and up to $168,474.35 of owner's contribution

II. Background

Program

The Weatherization Assistance Program ("WAP") is a nation-wide program, funded by the US Department of Energy and the US Department of Health and Human Services. Its mission is to reduce heating and cooling costs for low-income families by improving the energy efficiency of their homes and ensuring their health and safety. Harlem Community Development Corporation ("HCDC," and its predecessor in interest, Harlem Urban Development Corporation) has participated in the program since its inception over 40 years ago.

The WAP is a need-based program that provides assistance to single and multi-family building owners with tenants that meet certain income-eligibility requirements. The services provided are based on energy audits of project sites conducted by WAP staff to determine specific needs and projected energy savings. The property owners are required to make investments towards the cost of improvements, unless financial hardship can be proved. WAP is administered in New York State by the NYS Homes and Community Renewal (HCR). HCDC's WAP is a subgrantee relative to HCR and facilitates the program within its catchment area.

In 2021, President Biden signed the Bilateral Infrastructure Law (BIL) and HCDC WAP was allocated $1,1543,828 in funding through the US Department of Energy and the US Department of Health and Human Services to weatherize 277 Units.

HCDC's Weatherization budget under BIL for the current 2023/2025 program year is set at **$1,543,828.00**. HCDC subcontracts to perform the work required to fulfill its obligations to provide the improvements funded through the program.

Project

The properties at 50 West 131st Street (the "Project Site") were acquired by owner ABBY Towers Apartments L.P. in 1989. This building meets the weatherization income eligibility guidelines.

HCDC will enter into a sub-contract to replace the heating system and chimney for the 100 residential units. An energy audit was completed, and an initial work-scope was reviewed with the owners.

The estimated cost of the scope of work for the heating system replacement is $192,354 plus the chimney work of $113,500 for a total project cost of up to $305,854. BIL funds will be used to cover 70% of the total project cost and the owners will be required to pay a minimum of 30%.

III. Contractor Selection Process

Bid packages were sent to nine contractors included on the 2023/2024 Heating System Replacement Bidder's list. To be included on this list, bidders were required to send a written request to HCDC expressly seeking inclusion on the HCDC list of Heating System Contractors. Contractors on HCDC's list are all sent information about each bidding opportunity and invited to bid. Two contractors attended the mandatory pre-bid conference held on Thursday, May 2, 2024. The bid opening was held on Monday, May

13, 2024, and the following two bids were submitted: New York Heating Corp and A & C Heating Services Inc.

Based on their bid price, as well as HCDC staff's review of New York Heating Corp.'s "responsibility" (as described below in Section VII of these materials) and receipt of satisfactory references provided by the contractor, New York Heating Corp. was deemed to be the lowest responsible bidder.

IV. Scope of Work

Under the supervision of HCDC's WAP staff, New York Heating Corp. will replace both the boiler and chimney at the 100 residential units at the Project Site.

V. Non-Discrimination and Contractor & Supplier Diversity

Pursuant to New York State Executive Law Articles 15-A and Article 3 of New York State Veterans' Services Law, ESD recognizes its obligation under the law to promote opportunities for maximum feasible participation of New York State certified minority-and women-owned business enterprises (MWBEs) and service-disabled veteran-owned businesses (SDVOBs) in the performance of ESD projects. The Office of Contractor and Supplier Diversity has reviewed the project and has determined that, since this is a federally funded project, MWBE and SDVOB participation goals need not be applied to this project.

VI. Environmental Review

ESD staff on behalf of the Harlem Community Development Corporation has determined that the authorization to enter into a subcontract for the upgrade of the domestic hot water system constitutes a Type II action as defined by the New York State Environmental Quality Review Act ("SEQRA") and the implementing regulations of the New York State Department of Environmental Conservation. No further environmental review is required in connection with the authorization.

VII. Responsible Party

HCDC's staff has reviewed New York Heating Corp. "responsibility" as defined in State Finance Law §163, and as provided in HCDC's Procurement Guidelines, Article 8.13, the financial and organization capacity, legal authority to do business in New York, integrity of principals and performance and compliance on other weatherization jobs. On the basis of this analysis, staff has determined that New York Heating Corp. is a responsible bidder.

VIII. Requested Action

The Directors are requested to make a determination of responsibility with respect to New York Heating Corp. and to authorize the Corporation to enter into a sub-contract with New York Heating Corp. substantially in accordance with the terms and conditions set forth in these materials for an amount not to exceed $305,854, and to authorize related actions.

IX. Recommendation

Based on the foregoing, it is recommended that the Directors approve HCDC's Weatherization Assistance Program's request to enter into contract with New York Heating Corp. as stipulated in the foregoing materials.

X. Attachments

Resolution

December 11, 2024

Weatherization Assistance Program — Authorization to Enter into a Contract with New York Heating Corp. in an Amount Not to Exceed $305,854.00 (Three Hundred and Five Thousand Eight Hundred and Fifty-Four Dollars); Authorization to Take Related Actions

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RESOLVED, that based upon the materials presented to this meeting (the "Materials"), a copy of which is ordered filed with the records of the Corporation, the Corporation hereby finds New York Heating Corp. to be responsible; and be it further

RESOLVED, that the Corporation hereby authorizes the President to enter into a contract with New York Heating Corp., in an amount not to exceed $305,854 (Three Hundred and Five Thousand Eight Hundred and Fifty-Four Dollars), for the heating system and chimney replacement (the "Work") at 50 West 131st Street, New York, NY (the "Property"); and be it further

RESOLVED, that the President or his designee (s) be, and each of them hereby is, authorized to take such actions or to execute on behalf of the Corporation such documents as he or she may deem necessary or appropriate in connection with the foregoing resolution.

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NEW YORK STATE OF OPPORTUNITY.
Harlem Community Development Corporation
A Subsidiary of Empire State Development

FOR CONSIDERATION
December 11, 2024

TO: The Directors

FROM: Curtis Archer, President

SUBJECT: HCDC's Homebuyer Counseling Program

REQUEST FOR: Harlem Community Development Corporation (HCDC) – Authorization to Offer Housing Counseling Program Services In Compliance With U.S. Department of Housing and Urban Development (HUD) Requirements; Authorization to Take Related Actions.

I. Background

HCDC's mission is to assist the communities of El Barrio/East Harlem, Central Harlem, West Harlem, and Washington Heights to strengthen and improve local socioeconomics, cultural and small business development, housing conditions, tourism and other strategic initiatives that attract human and capital investment. HCDC provides information, technical and financial assistance and skills training to community-based organizations and individuals seeking to create independent projects and initiatives which support further investment in upper Manhattan neighborhoods. Through various public and private partnerships, it engages in the formulation of strategy, participates in project development from conception through completion, strengthens workforce development, and holds various workshops and seminars with area home mortgage lenders focusing on credit, loan products, and money management.

HCDC has provided housing counseling services to the public since 2004. Counselors have worked to inform and guide clients on the homebuying process and fair housing rights, as well as general financial literacy principles when it comes to budgeting, reducing consumer debt, establishing and building credit, and saving. HCDC's Homebuyer Counseling Program offers services in a one-on-one setting and in group sessions. The one-on-one sessions are tailored to the specific concerns and circumstances of the client. These sessions are by appointment in a private, closed-door environment. Group sessions are generally offered in a three-part series of workshops that focuses on: Fair Housing and Equal Opportunity; Financial Capabilities; Understanding Credit and debt; The Mortgage Loan Approval Process; and Types of Mortgage Loans, Down-Payment, and Closing Cost Assistance Programs.

II. Program Workshop Descriptions

Money Management provides a general introduction to a range of topics that include tracking income and expenses, budgeting, setting financial goals, basic banking, using online bill pay, as well as an overview on fair housing laws.

Understanding Credit provide an overview of the role credit plays in determining mortgage eligibility and interest rates, and focuses on the elements of credit scores, establishing and maintaining credit, repairing credit, and how to use credit wisely.

The Mortgage Loan Approval Process provides an overview of how a mortgage loan is underwritten, how mortgage eligibility is determined, the documentation needed to apply for a mortgage, and terms and concepts that are important for applicants to understand.

Types of Mortgage Loans, Down-Payment, and Closing Cost Assistance Programs provides an overview of the range of mortgage products available, e.g.: FNMA, FHA, VA, SONYMA, the differences among and characteristics of these loan products, as well as down-payment and closing cost assistance programs available through public-sector sources, lenders, employers, community-based organizations, and others.

These sessions de-mystify the mortgage application process and help individuals understand the many steps one must take to become a homeowner, and the responsibility that comes with this.

III. Commitment

The overall department goal is to create ongoing partnerships that provide opportunities for area residents and entrepreneurs to participate in the expanding socioeconomic, housing, cultural and other initiatives throughout Upper Manhattan. The counseling programs and services are provided in compliance with HUD and national industry standards, including commitment to clients, client decision making, competence, conflicts of interest, privacy and confidentiality, personal behavior, payment for services, discontinuation of services, consultation, referrals, and integrity of the homeownership education and counseling profession.

IV. Environmental Review:

ESD staff on behalf of the Harlem Community Development Corporation has determined that the requested authorization constitutes a Type II action as defined by the New York State Environmental Quality Review Act and the implementing regulations of the New York State Department of Environmental Conservation. No further environmental review is required in connection with the requested authorization.

V. Requested Actions:

The Directors are requested to approve the following resolutions in compliance with HUD's requirements.

VI. Attachments:

Resolution
Certification

NEW YORK STATE OF OPPORTUNITY. Harlem Community Development Corporation

A Subsidiary of Empire State Development

December 11, 2024

Harlem Community Development Corporation (HCDC) – Authorization to Offer Housing Counseling Program Services In Compliance With U.S. Department of Housing and Urban Development (HUD) Requirements; Authorization to Take Related Actions.

WHEREAS Harlem Community Development Corporation is committed to providing affordable and sustainable housing solutions to the residents of New York, New York, and surrounding communities.

WHEREAS the Board of Directors acknowledges the importance of housing counseling services in promoting financial literacy, homeownership readiness, and informed housing decisions for the residents of New York, New York.

WHEREAS, the Board of Directors has reviewed and supports Harlem Community Development Corporation's participation in the U.S. Department of Housing and Urban Development (HUD)'s Housing Counseling Program, in compliance with the requirements set forth in 24 CFR 214 and other applicable HUD guidelines, policies, and procedures.

NOW, THEREFORE, BE IT RESOLVED THAT, the Board of Directors of Harlem Community Development Corporation hereby authorizes the agency to provide housing counseling services to the residents of New York, New York, under the auspices of HUD's Housing Counseling Program, including but not limited to pre-purchase counseling, rental housing counseling, and financial management services, utilizing HUD-certified counseling staff** and adhering to all applicable HUD counseling regulations and guidelines as outlined in 24 CFR 214.103(a).

BE IT FURTHER RESOLVED THAT, Harlem Community Development Corporation will follow all relevant HUD Housing Counseling Program procedures, including maintaining confidentiality, providing impartial advice, and ensuring that services are available to all eligible residents, consistent with HUD's policies on nondiscrimination and client eligibility.

BE IT FURTHER RESOLVED THAT, the President or his designee(s) be, and each of them hereby is, authorized to take such actions or to execute on behalf of the Corporation such documents as they may deem necessary or appropriate in connection with the foregoing resolution.

CERTIFICATE:

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Directors of Harlem Community Development Corporation at a regular meeting held on December 11, 2024.

IN WITNESS WHEREOF, I have hereunto affixed my official signature on December 11, 2024.

Curtis L. Archer, President: