



FOR CONSIDERATION

March 18, 2016

TO: The Directors

FROM: Curtis L. Archer, President

SUBJECT: Harlem CDC FY 2016/2017 Budgets

REQUEST FOR: Harlem Community Development Corporation ("Harlem CDC" or the "Corporation") – Approval of Harlem CDC's Fiscal Year 2016/2017 Operating Budget; Approval of Weatherization Division Budget; and Authorization to Take Related Actions

I. Requested Action

It is requested that the directors (the "Directors") of Harlem CDC approve Harlem CDC's FY 2016/2017 Operating Budget ("Operating Budget") and the FY 2016/2017 Weatherization Division Budget ("Weatherization Budget").

II. Background

The Harlem Community Development Corporation was created by the Legislature in 1995 as a subsidiary of the New York State Urban Development Corporation now d/b/a Empire State Development ("ESD") to formulate and implement a comprehensive development program, promote effective community participation and foster economic growth and community revitalization in the greater Harlem community. Its goal in this regard is to attract new businesses, retain and grow existing businesses, provide access to homeownership opportunities, create employment opportunities and improve the quality of life and the environment in partnership with Upper Manhattan residents, business and property owners and other agencies.

Harlem CDC also seeks to empower local Harlem businesses and entrepreneurs so that they can more fully participate in new and ongoing business opportunities.

III. HCDC FY 2016/2017 Operating Budget Summary

Pursuant to State Finance Law, Harlem CDC's annual budget must be approved by its Board of Directors. A copy of Harlem CDC's proposed FY 2016/2017 Operating Budget is attached as Attachment A. The Operating Budget proposes a total of \$1,091,140 in personal services (salaries and fringe benefits for nine employees) and a total of \$232,226 in non-personal services (primarily professional fees, office maintenance and other administrative expenses). The total of all personal service and non-personal service amounts for the Operating Budget is \$1,323,366. Consistent with previous years, the Operating Budget will be advanced with ESD Corporate Funds.

Harlem CDC will use the budgeted amounts to:

- Continue to provide one-on-one housing counseling to home owners who are seeking mortgage modifications and advice on avoiding foreclosure, and to renters who are seeking to become home owners.
- Work with NYC & Company and local stakeholders to plan and implement marketing and promotion initiatives to enhance tourism in Upper Manhattan as a component of economic development.
- Provide Intake and counseling while coordinating with ESD on Minority and Women's Business Enterprise certification.
- Provide additional financial resources to small business loan programs that serve businesses and entrepreneurs in Harlem CDC's catchment area.
- Plan and present, in partnership with the Small Business Administration, lending institutions and other community revitalization partners, workshops and forums that will assist small businesses and entrepreneurs located within Harlem CDC's catchment area..
- Explore options for partnering with Operation Hope on community and economic development initiatives in East Harlem.
- Undertake job readiness training and work skills enhancement for local residents.
- Facilitate the preservation and development of affordable housing through the provision of loans, grants and direct services such as marketing.
- Present, in partnership with lending institutions and other community revitalization partners, home buyer and financial literacy seminars and workshops.
- Promote participation, and wherever possible ownership, by Harlem-based organizations, in projects that receive financial assistance from New York State.
- Provide technical assistance and co-sponsorship, where appropriate, to Business Improvement Districts, Local Development Corporations and related entities within Harlem CDC's catchment area to advance new economic development initiatives.

IV. HCDC FY 2016/2017 Weatherization Budget Summary

The Weatherization Division Budget proposes a total of \$604,821 in personal services (salaries and fringe benefits for eight employees) and a total of \$461,447 in non-personal services (primarily program management fees, office maintenance and other administrative expenses). The total of all personal service and non-personal service amounts for FY 2016/2017 Weatherization Budget is \$1,066,268. The Weatherization Assistance Program ("WAP") is funded by the US Department of Energy and the US Department of Health and Human Services through the NYS Homes and Community Renewal ("HCR").

The Weatherization Division will continue to maximize the benefits available through WAP to promote the health and safety and well-being of low-income residents of multi-family rental and co-operative buildings and:

- Complete and issue RFP's for contracting weatherization work to be performed in all buildings in the WAP pipeline.
- Complete work-scopes and award contracts to ensure completion of all assigned units.
- Complete all work and get HCR certification on all units for the contract year.
- Continue to provide staff with training to ensure contract renewal and progress towards becoming a self-auditing weatherization agency.

V. Recommendation

It is recommended that the Directors approve the Harlem CDC FY 2016/2017 Operating Budget and that the Directors approve the Harlem CDC FY 2016/2017 Weatherization Budget.

VI. Attachments

Resolution

Attachment **A**- Harlem CDC's FY2016/2017 Operating Budget

Attachment **B**- Harlem CDC's FY2016-2017 Weatherization Division Budget



March 18, 2016

Harlem Community Development Corporation ("Harlem CDC") – Approval of Harlem CDC's Fiscal Year 2016/2017 Operating Budget; Authorization to Take Related Actions

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 FY 2016/2017 Operating Budget, 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 FY 2016/2017 Operating Budget; 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.



March 18, 2016

Harlem Community Development Corporation ("Harlem CDC") – Approval of Harlem CDC's Fiscal Year 2016/2017 Weatherization Division Budget; Authorization to Take Related Actions

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 FY 2016/2017 Weatherization Budget, 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 Weatherization Division's FY 2016/2017 Budget; 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.

Empire State Development
Harlem Community Dev Corp
Operating Spending Plan FVE 2017

	Spending Plan FYE 2016	Spending Plan FYE 2017
PERSONAL SERVICES		
Salaries	837,232	773,858
Fringe Benefits	343,265	317,282
TOTAL PERSONAL SERVICES	1,180,497	1,091,140
 HEADCOUNT	 9.0	 9.0
<u>NON-PERSONAL SERVICES</u>		
Professional Fees		
Legal / Accounting Fees	68,500	68,500
Consultant Fees	7,500	9,000
Total Professional Fees	76,000	77,500
 Other Non-Personal Services		
Employee Travel & Meals	8,000	6,500
On-line Services/ Due & Subscriptions	9,000	9,000
Office Occupancy Expenses	11,000	11,000
Insurance	88,609	42,826
Repairs/ Maint /Prop Mgmt/ Outside Serv.	23,400	23,400
Telephone/Fax/Internet	22,000	22,000
Office Supplies / Printing / Advertising	28,000	30,000
Computers/Software/Equipment	10,000	10,000
Total Other Non Personal Services	200,009	154,726
 TOTAL NON-PERSONAL SERVICES	276,009	232,226
 TOTAL OPERATING BUDGET	1,456,506	1,323,366

Empire State Development
 HCDC Weatherization Program
 Operating Spending Plan FYE 2017

	Spending Plan FYE 2016	Spending Plan FYE 2017
PERSONAL SERVICES		
Salaries	347,957	425,930
Fringe Benefits	132,224	178,891
TOTAL PERSONAL SERVICES	480,181	604,821
 HEADCOUNT	 8	 8
<u>NON-PERSONAL SERVICES</u>		
Professional Fees		
Legal / Accounting Fees	13,500	5,000
Consultant Fees	0	0
Total Professional Fees	13,500	5,000
 Other Non-Personal Services		
Employee Travel & Meals	10,000	15,000
On-line Services/ Due & Subscriptions	1,000	7,500
Office Occupancy Expenses	0	0
Insurance	7,779	19,929
Repairs/ Maint /Prop Mgmt/ Outside Serv.	455,844	398,018
Telephone/Fax/Internet	8,000	6,000
Office Supplies / Printing / Advertising	8,000	8,000
Computers/Software/Equipment	1,500	2,000
Total Other Non Personal Services	492,123	456,447
 TOTAL NON-PERSONAL SERVICES	505,623	461,447
 TOTAL OPERATING BUDGET	985,804	1,066,268



FOR CONSIDERATION

March 18, 2016

TO: The Directors

FROM: Curtis L. Archer, President

SUBJECT: Equipment Lease Agreement with Konica Minolta Business Solutions USA

REQUEST FOR: HARLEM COMMUNITY DEVELOPMENT CORPORATION (“Harlem CDC” or the “Corporation”) – Authorization to Amend the Equipment Lease Contract with Konica Minolta Business Solutions USA to Provide Copier Services; Authorization to Take Related Actions

I. Contract Summary

Contractor: Konica Minolta Business Solutions USA

Scope of Services: Lease of bizhub C652DS and the bizhub 423 copier services. Parts, labor, toner, kits, and staples included.

Contract Term: Expiration date of September 28, 2016

Original Contract Amount: Not to exceed \$31,069

Proposed Amendment Amount: Increase the contract value by \$7,271.42

New Proposed Total Contact Amount: Not to exceed \$38,340.42

Funding Source: Harlem CDC Corporate and Weatherization funds

II. Background

Harlem CDC entered into a five-year equipment lease (“Lease”) with Konica Minolta Business Solutions USA (“Konica”) for the use of photocopier equipment and for supplies and maintenance services. Supplies and maintenance are provided at discounted rates, for which Harlem CDC is billed monthly. Color copies are billed on a quarterly basis. The average combined monthly charge for maintenance is \$517.82. The average quarterly

charge for color copies is \$650. Due to greater than anticipated usage, the original contract value of \$31,069 is almost depleted and is insufficient to cover the estimated maintenance and color copier charges over the 9 months remaining in the term of the Lease.

III. Contractor Selection Process

Konica was selected as the lowest responsible bidder from among four (4) firms listed in the New York State Office of General Services (OGS) vendor preferred list.

IV. Scope of Work

The scope of work under the Lease remains the same.

V. Contract Term, Price and Funding

The Lease contract originally had a value \$31,069. It is proposed that the contract value be increased by \$7,271.42 resulting in an aggregate contract value of \$38,340.42. The proposed increase is arrived at by adding \$4,660.38 (\$517.82 average monthly maintenance charge multiplied by the final 9 months of the Lease term) to \$1,950 (\$650 average quarterly color copies charge multiplied by the 3 quarters remaining in the Lease term), plus a ten percent (10%) contingency.

VI. Non-Discrimination/Affirmative Action

New York State Urban Development Corporation d/b/a Empire State Development's ("ESD") non-discrimination and affirmative action policies will apply to this contract.

VII. Environmental Review

ESD staff 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 authorization.

VIII. Requested Action

The Directors are requested to (1) make a determination of responsibility with respect to Konica; (2) authorize the Corporation's officers to enter into an amendment to the agreement with Konica as described in the board materials and to execute such other actions as are necessary to enter into and perform the agreement.

IX. Recommendation

Based on the foregoing, I recommend approval of the requested actions.

XI. Attachment
Resolution



Resolution No:

March 18, 2016

HARLEM COMMUNITY DEVELOPMENT CORPORATION – Authorization to Amend the Contract with Konica Minolta Business Solutions USA to provide Copier Services; authorization to Take Related Actions

BE IT RESOLVED, that upon the basis of the materials presented to this meeting (the “Materials”), a copy of which is hereby ordered filed with the records of the Corporation, the Corporation hereby finds Konica Minolta Business Solutions USA to be responsible; and be it further

RESOLVED, that the Corporation is hereby authorized to enter into an amendment to the agreement with Konica Minolta Business Solutions USA to increase the contract value by \$7,271.42, resulting in an aggregate contract value of \$38,340.42, on the terms and conditions, set forth in the Materials with such amendments and modifications as the President, or his designee(s) shall deem necessary and appropriate;

RESOLVED, that the President of the Corporation or his designee be, and each of them hereby is, authorized to take such action and execute such documents as may be necessary or appropriate to carry out the foregoing resolutions.
