



**Harlem Community
Development
Corporation**

**BOARD OF DIRECTORS' MEETING
Friday, September 8, 2017
10:00 A.M.**

AGENDA

CORPORATE ACTION:

Approval of minutes for the June 23, 2017 Board of Director's Meeting.

FOR CONSIDERATION:

Harlem Community Development Corporation ("Harlem CDC") – Approval of Harlem CDC's Amended Weatherization Division Budget for Fiscal Year 2017/2018 (April 1, 2017 – March 31, 2018); Authorization to Take Related Actions

Community and Economic Revitalization Support Program ("CERSP") - Authorization to Make a Grant of up to One Hundred Twenty Five Thousand Dollars (\$125,000) to The Greater Harlem Chamber of Commerce for the Harlem/Havana Music and Cultural Festival; Authorization to Take Related Actions.

FOR INFORMATION:

President's Report

NEW BUSINESS

OLD BUSINESS

ADJOURNMENT

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

June 23, 2017

Minutes

In Attendance

Directors:

Freida Foster, Acting Chair
Holley Drakeford
Dana Reed, Via Teleconference
Keisha Sutton-James

Designees:

Aneiry Batista for Congressman Adriano D. Espaillat
Brian Benjamin, New York State Senator
Earnestine Bell-Temple for Assemblyman Herman Farrell, Jr.
Peter Dean for Superintendent of NYS DFS Maria T. Vullo
Lashawn Henry for Assemblyman Robert J. Rodriguez
Chris Hugh for NYS Assemblyman Daniel O'Donnell
Aya Keefe for Council Member Mark Levine
Lermond Mayes for Assemblywoman Inez E. Dickens
Bill Perkins, NYC Councilmember
James Thomas for Manhattan Borough President, Gale Brewer
Gregory Watson for RuthAnne Visnauskas, CEO of NYS HCR

**Harlem CDC
Officers:**

Curtis L. Archer, President
Rose Jeffrey, Corporate Secretary

Harlem CDC Staff:

Victoria Gordon, Director, Weatherization
Melvin Norris, Exec. V.P. & Director of Small Business Services

ESDC Staff

& HCDC Counsel: Eunice Jackson, Esq., Special Counsel

Guests Present:

Destiny Burns, ESD
Marion Phillips, ESD
Shana Harmongoff, Chief of Staff for Senator Brian Benjamin

Videographer:

Marcus Browne, Harlem CDC

Reporter:

Nicole Ellis, MGR Reporting, Inc.

The meeting of the Board of Directors (the "Board" or the "Directors") of the Harlem Community Development Corporation ("Harlem CDC" or the "Corporation") was called to order at 10:39 A.M. by Corporate Secretary Rose Jeffrey. It was noted for the record that the meeting was being webcast. Ms. Jeffrey further noted that the Chairperson position for the Board of Directors is currently vacant. Robert's rules of order state that in the absence of a Chairman or a Vice-

President, it is the duty of the secretary to call the meeting to order, and to preside until the election of a Chairman, Pro Tem.

Ms. Jeffrey stated, that it is proposed that the Directors elect Freida Foster Chairperson, Pro Tem, for the purpose of chairing the June 23, 2017 meeting. Ms. Jeffrey asked if there was any objection to Ms. Foster serving as Chairperson Pro Tem. Hearing no objection, Ms. Jeffrey announced that Freida Foster would serve as Chairperson Pro Tem, and turned the meeting over to Madam Chairperson (the "Chair").

Ms. Foster stated that she would be honored to serve as Chair for the June 23, 2017 meeting of the Harlem Community Development Corporation.

The Chair continued that the Directors have received all 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 Corporation, public comments on the items on the agenda are also welcome. After each item is presented and any comments are received from the Directors, the members of the public will be allowed to provide comments which will be limited to two minutes and should only address the items that are under consideration.

Before beginning the substantive portion of the meeting, the Chair asked the Directors whether anyone had any potential conflicts of interest with respect to any of the items on the proposed agenda.

Hearing no response, the Chair stated that the foregoing has been noted for the record.

After a round table introduction of all attendees, the Chair called for a motion to approve the minutes of the March 24, 2017 Board of Directors meeting.

There being no questions or comments, upon motion duly made and seconded, the March 24, 2017 board meeting minutes was adopted.

The Chair then called on Victoria Gordon to present Harlem CDC's amended Weatherization Division budget for Fiscal year 2017/2018. Ms. Gordon asked for approval of the amended weatherization 2017/2018 budget. Ms. Gordon explained that when the budget was presented in March; the Department of Health and Human Services and the Department of Energy had not yet allocated the weatherization budget. Ms. Gordon further explained, that when the budget was allocated last month, there was a \$54,456 reduction to the actual budget. Ms. Gordon continued that the 2016/2017 budget was \$1,154,456, which included \$100,000 of construction management funds, earned and mandated to be spent along with the contracted amount.

Ms. Gordon stated that the total amended 2017/2018 weatherization budget is \$1,000,060, which includes an allocation of \$969,750 and \$30,310 from construction management funds.

There being no questions or comments, upon motion duly made and seconded, the request to approve Harlem CDC's Amended Weatherization Division Budget for Fiscal Year 2017/2018 was approved.

Harlem Community Development Corporation ("Harlem CDC") – Approval of Harlem CDC's Amended Weatherization Division Budget for Fiscal Year 2017/2018 (April 1, 2017 – March 31, 2018); 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 Amended Weatherization Division Budget for Fiscal Year 2017/2018, 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 Amended Weatherization Division's FY 2017/2018 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.

The Chairman then called on Curtis Archer to present a request for a grant of up to \$100,000 from Community and Economic Revitalization Support Program ("CERSP") funds to the Apollo Theater Foundation Incorporated, for pre-development costs in connection with the build out of the cultural space within the Victoria Redevelopment Land Use Improvement and Civic Project. Mr. Archer stated that in 2015, a request for proposal was issued to select an operator/manager for the cultural space at the Apollo who would be responsible for costs related to the design and build out of the space, as well as for managing the affordable venue for the expansion of programming for the cultural partners once the construction is complete.

Mr. Archer explained that the Apollo Theater has been one of Harlem's most iconic and influential cultural institutions for 83 years, and has played a major role in the emergence of several musical genres.

Mr. Archer further explained, that the CERSP funds will be used to partially fund the cost of architectural services related to designing the interior of the cultural space in coordination with the Victoria Theater project. Mr. Archer added that the CERSP allocation funds represent approximately 17 percent of the overall total project cost.

The Chair asked for questions or comments on the presentation. Hearing none and upon motion duly made and seconded, the following resolution was unanimously adopted.

COMMUNITY AND ECONOMIC REVITALIZATION SUPPORT PROGRAM –

Request for a Grant of up to One Hundred Thousand Dollars (\$100,000) to the Apollo Theater Foundation Inc. for Pre-Development Costs in Connection with the Build-Out of the Cultural Space within the Victoria Theater Redevelopment Land Use Improvement and Civic Project; Authorization to Take Related Actions

RESOLVED, that based upon the materials presented to this meeting (the "Materials"), a copy of which is ordered filed with the corporate records, the Corporation be authorized to make a grant of up to \$100,000 (One Hundred Thousand Dollars) (the "Grant") from the Community and Economic Revitalization Support Program ("CERSP") to the Apollo Theater Foundation, Inc. to fund a portion of expenses for predevelopment costs in connection with the construction of the Victoria Theater Cultural Space for the purposes, and substantially on the terms and conditions, set forth in the Materials, and that the President or the President's designee(s) is authorized to execute such agreements as are required with such

changes as the President or her designee(s) may deem appropriate; and be it further

RESOLVED, that the Directors find that a grant to partially fund predevelopment costs related to construction of the Victoria Theater Cultural Space is in compliance with the eligibility criteria established under the guidelines for CERSP; and be it further

RESOLVED, that the President or the President's designee(s) be, subsequent to the making of the Grant, and each of them hereby is, authorized to take such actions and make such modifications to the terms of the Grant as he or she may deem necessary or appropriate in the administration of the grant; and be it further

RESOLVED, that the provision of CERSP financial assistance is subject to the availability of funds; and be it further

RESOLVED, that the President or the President's 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 resolutions.

Next, Mr. Archer presented a request for a CERSP grant of up to \$68,329 to the New York Urban League for a portion of the cost of furniture fixtures and equipment for the technology and education center in connection with the New York Urban Renovation Project. Mr. Archer explained that the New York Urban League is a local affiliate of the National Urban League which is a Civil Rights organization with a rich, 97 year legacy of providing advocacy, direct services, referrals and programs to residents of New York City.

Following the full presentation by Mr. Archer, the Chair asked for questions or comments. Hearing none and upon motion duly made and seconded, the following resolution was unanimously adopted.

COMMUNITY AND ECONOMIC REVITALIZATION SUPPORT PROGRAM -

Request for a Grant of up to Sixty Eight Thousand, Three Hundred Twenty-Nine Dollars (\$68,329) to the New York Urban League ("NYUL") for a Portion of the Cost of Furniture Fixtures and Equipment for the Technology and Education Center in Connection to the New York Urban League Renovation Project; Authorization to Take Related Actions

RESOLVED, that based upon the materials presented to this meeting (the "Materials"), a copy of which is ordered filed with the corporate records, the Corporation be authorized to make a grant of up to \$68,329 (Sixty Eight Thousand,

Three Hundred Twenty-Nine Dollars) (the "Grant") from the Community and Economic Revitalization Support Program ("CERSP") to the New York Urban League to fund a portion of the cost of Furniture Fixtures and Equipment for its Technology and Education Center in connection to the New York Urban League Renovation Project for the purposes, and substantially on the terms and conditions, set forth in the Materials, and that the President or the President's designee(s) is authorized to execute such agreements as are required with such changes as the President or her designee(s) may deem appropriate; and be it further

RESOLVED, that the Directors find that a grant to fund a portion of the cost of FF&E for the Technology and Education Center in connection to the New York Urban League Renovation Project is in compliance with the eligibility criteria established under the guidelines for CERSP; and be it further

RESOLVED, that the President or the President's designee(s) be, subsequent to the making of the Grant, and each of them hereby is, authorized to take such actions and make such modifications to the terms of the Grant as he or she may deem necessary or appropriate in the administration of the grant; and be it further

RESOLVED, that the provision of CERSP financial assistance is subject to the availability of funds; and be it further

RESOLVED, that the President or the President's 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 resolutions.

Next, Mr. Archer advised the directors that the President's report was in their packages. Ms. Jeffrey explained that the President's report was not available when the packages were mailed, but is now available for anyone who did not receive a copy.

There being no further business, upon motion duly made and seconded, the Harlem CDC's Board of Directors meeting was adjourned at 10:31 A.M.

Respectfully Submitted by,

Rose Jeffrey
Corporate Secretary



FOR CONSIDERATION

September 8, 2017

TO: The Directors

FROM: Curtis L. Archer, President

SUBJECT: Weatherization Amended FY 2017/2018 Budget

REQUEST FOR: Harlem Community Development Corporation ("Harlem CDC") – Approval of Harlem CDC's Amended Weatherization Division Budget for Fiscal Year 2017/2018 (April 1, 2017 – March 31, 2018); Authorization to Take Related Actions

I. Requested Action

It is requested that the board of directors of Harlem CDC (the "Directors") approve an amendment to Harlem CDC's Amended Weatherization Division Budget for Fiscal Year 2017/2018 ("Weatherization Budget").

II. Background

The Weatherization Assistance Program ("WAP") is funded by allocations from the US Department of Energy ("DOE") and the US Department of Health and Human Services and administered through the NYS Homes and Community Renewal ("HCR"). On June 23, 2017 the Directors voted to increase the initial 2017/2018 Weatherization Budget of \$969,750 by \$30,310.00 for a total of \$1,000,060.

III. HCDC FY 2017/2018 Weatherization Budget Summary

HCR/DOE has approved an additional budget increase of \$164,191, which will result in a total personal service and non-personal service Weatherization Budget amount of \$1,164,251.

IV. Environmental Review

ESD staff on behalf of the Harlem CDC has determined that the requested approval 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 approval.

V. Recommendation

It is recommended that the Directors approve the further amendment of Harlem CDC's Amended Weatherization Division Budget for Fiscal Year 2017/2018 as set forth in these materials.

VI. Attachments

Resolution

Attachment A – Harlem CDC's FY 2017-2018 Amended Weatherization Budget



**Harlem Community
Development
Corporation**

Resolution #
September 8, 2017

Harlem Community Development Corporation ("Harlem CDC") – Approval of Harlem CDC's Amended Weatherization Division Budget for Fiscal Year 2017/2018 (April 1, 2017 – March 31, 2018); 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 Amended Weatherization Division Budget for Fiscal Year 2017/2018, 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 Amended Weatherization Division's FY 2017/2018 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

HCDC Weatherization Program

Operating Budget Plan FYE 2018 (As Amended September, 2017)

	Spending Plan FYE 2017	Spending Plan FYE2018
PERSONAL SERVICES		
Salaries	425,957	409,183
Fringe Benefits	<u>178,891</u>	<u>132,607</u>
TOTAL PERSONNEL SERVICES	604,821	541,790
HEADCOUNT	8	7
NON-PERSONNEL SERVICES		
Professional Fees		
Legal/Accounting Fees	13,500	12,500
Consultant Fees	<u>0</u>	<u>0</u>
Total Professional Fees	13,500	12,500
Other Non-Personal Services		
Employee Travel & Meals	15,000	10,000
On-line Services/Dues Subscriptions	7,500	1,000
Office Occupancy Expenses	0	0
Insurance	19,129	19,000
Repairs/Maint/Prop Mgmt/WAP Services	477,706	570,461
Telephone/Fax/Internet	6,000	1,000
Office Supplies/Printing/Advertising	8,000	6,500
Computers/Software/Equipment	<u>2,000</u>	<u>2,000</u>
Total Other Non- Personnel Services	<u>536,135</u>	<u>609,961</u>
TOTAL NON-PERSONNEL SERVICES	<u>549,635</u>	<u>622,461</u>
TOTAL OPERATING BUDGET	<u>1,154,456</u>	<u>1,164,251</u>



FOR CONSIDERATION

September 8, 2017

TO: The Directors

FROM: Curtis Archer, President

REQUEST FOR: COMMUNITY AND ECONOMIC REVITALIZATION SUPPORT PROGRAM -- Authorization to Make a Grant of up to One Hundred Twenty Five Thousand Dollars (\$125,000) to The Greater Harlem Chamber of Commerce for the Harlem/Havana Music and Cultural Festival; Authorization to Take Related Actions

I. Requested Action

It is requested that the Directors (the "Directors") of Harlem Community Development Corporation ("Harlem CDC", "HCDC" or the "Corporation") authorize the Corporation to provide a grant of up to One Hundred Twenty Five Thousand Dollars (\$125,000) from the Community and Economic Revitalization Support Program ("CERSP") to The Greater Harlem Chamber of Commerce to fund a portion of expenses in connection with the Harlem/Havana Music & Cultural Festival. It is also requested that the Directors authorize the Harlem Community Development Corporation President to take such other actions as are necessary in connection with the requested action.

II. Project Summary

Grantee: The Greater Harlem Chamber of Commerce
200A W 136th Street, New York, NY 10030

Telephone: (212) 862-7200

Contact: Voza Rivers, First Vice President

Funding Source: Community and Economic Revitalization Support Program ("CERSP")

HCDC Assistance: A grant of up to \$125,000 (One Hundred Twenty Five Thousand Dollars)

Use of Funds: Expenses related to rental fees, marketing and promotional activities, public relations and related expenses.

Project Team: Harlem CDC Melvin I. Norris
ESD Legal Eunice Jackson, Esq.
ESD OCSD Danah Alexander
Environmental Soo Kang

III. Project Description

A. Background

The Greater Harlem Chamber of Commerce has provided services to the Upper Manhattan area since 1896. Over its 120 year history, it has co-sponsored some of the most important development projects in upper Manhattan, including the building of the George Washington and Triborough Bridges; co-sponsoring the 1939 World's Fair; building Strivers Gardens, a mixed-use complex; creating the month long HARLEM WEEK Festival; and last year, launching the annual Harlem/Havana Music & Cultural Festival.

The Harlem/Havana Music & Cultural Festival is an international visual and performing arts, fashion, education and culinary exchange that celebrates the artistic connection between Harlem, New York and Havana, Cuba. The festival is scheduled during Harlem Week and is part of a greater cultural and educational exchange initiative led by then Congressman Rangel and The Greater Harlem Chamber of Commerce in partnership with U.S. Representative Gregory Meeks and the Cuban Deputy Minister of Culture Fernando Rojas. The festival, which began last August, is set to be an annual event and is intended to highlight the rich artistic traditions of Harlem and Havana.

In March of 2016, a U.S. delegation, including members of The Greater Harlem Chamber of Commerce, traveled to Cuba to experience a wide-array of performances by elite Cuban musicians and artists who auditioned for the opportunity to participate in the August 2016 festival. In February 2017, an American delegation of performing and visual artists and cultural leaders traveled to Havana to participate in a number of curated events. These trips to Cuba have been instrumental to the success of the festival by providing opportunities for the recruitment and auditioning of Cuban talent and by exposing Cuban nationals to American culture.

The events of the first year have resulted in several ongoing partnerships between the fashion industries, educational institutions and musicians of Cuba, Harlem and the United States. On the February 2017 trip, representatives from the State University of New York established an educational partnership and exchange with universities located in Cuba. Leadership of this initiative included the President of the Fashion Institute of Technology ("FIT") in New York City, who has since established a direct connection between FIT and the Cuban fashion industry and students. Another partnership involves popular musician Ray Chew (well known for his work as Apollo's musical director), who from the Harlem/Havana initiative has led a delegation of American and Cuban-American artists including Eric Benet and India Arie, and has developed a series of musical productions and classes with Cuban artists and students.

This year's Harlem/Havana festival involved various activities that took place from August 10th through August 23rd. Performances and events were organized at some of Harlem's most iconic cultural institutions and hot spots, including: the Apollo Theater, Dance Theater of Harlem, First Corinthian Baptist Church, Ginny's Supper Club, the National Jazz Museum in Harlem, and numerous Harlem Week stages. Among the selected artists for Harlem/Havana 2017 were César López, who is considered one of the most important saxophone players in Latin Jazz and leads Habana Ensemble, a group featuring some of Cuba's top musicians; Jorge Luis Pacheco, one of the leading pianists of the new generation of jazz in Cuba; along with contemporary artist, Edward Roca Salazar, also known as Choco, deemed by the New York Times as one of Cuba's "most distinguished printmakers."

B. The Project

CERSP funds will be used for expenses incurred related to the promotion and operation of the festival. Promotional expenses included graphic design, and printing of, stage and site promotional banners, and Harlem/Havana Calendars of Events. Marketing and promotions for the event included companies and individuals promoting the initiative through social media, event sites, general media and websites and the coordination of promotions and images at all locations. A public relations firm was selected to handle local, regional, national and international promotions of the initiative and press conferences. Operational support included production costs and equipment rental for outdoor stage locations. Those sites included the National Jazz Museum in Harlem, Ginny's Supper Club, Floridita Restaurant, Red Rooster Restaurant, Mural Pavilion and Hostelling International. Professional photographers and videographers were utilized to capture images at all sites and events on film and video for future promotions and live streaming events. Overall, the festival is regarded as a rich and diverse event that will continue to generate economic activity and support for international audience development.

Benefits to the Harlem Community

The festival bolstered economic activity at participating venues including Ginny's Supper Club and the National Jazz Museum that extended to surrounding local restaurants, bars, cultural institutions, street vendors and other businesses. In its first year, Harlem/Havana and the influx of Cuban entertainers increased attendance at Harlem Week by close to 300,000 people. Harlem Week attendance previously averaged over 2 million participants from all over the world.

The Harlem community will continue to benefit from the infusion of culture, music and increased tourism. The organizers of the event envision the annual Harlem/Havana Music and Cultural Festival as a catalyst for myriad future endeavors, partnerships and collaboration between Cuba and the US revolving around tourism, the arts cultural industries including the

performing arts, music, fashion and culinary initiatives. As a result of the initial engagement between New York based leaders and Cuban representatives during the US Delegation's visits, strategic partnerships have already been created in the music, education and healthcare fields, and this initiative will continue to build upon the synergy generated. The success of Harlem/Havana has inspired the proposed participation of Senegal and the Dominican Republic as international partners in the cultural exchange with Havana and Harlem in the years to come.

C. Project Budget and Funding

<u>Financing Uses</u>	<u>Amount</u>	<u>HCDC Funds</u>
Administrative/Event Staffing	\$35,000	
Advertising/Marketing	\$50,000	\$50,000
Production/Equipment Rental	\$55,000	\$55,000
Printing/Graphics	\$20,000	\$20,000
Professional Services	\$75,000	
Artists, Hosts & Emcees	\$55,000	
Local Transportation	\$12,200	
Visa Application Fees	\$10,800	
Legal	\$7,500	
CPA	\$5,000	
Photo/Video Production	\$32,000	
Security	\$6,000	
Awards	\$6,000	
Insurance	\$7,500	
Lodging	\$98,000	
Contingency (5%)	\$25,000	
Total	<u>\$500,000</u>	<u>\$125,000</u>

<u>Financing Sources</u>	<u>Amount</u>	<u>Percent</u>
Harlem CDC Grant	\$125,000	25%
NY Daily News	\$68,000	14%
Department of Cultural Affairs	\$50,000	10%
JetBlue	\$80,000	16%
Greyhound	\$8,000	2%
Emmis Communications	\$144,000	29%
Wellington Hotel	\$25,000	5%
Total Project Financing	<u>\$500,000</u>	100%

IV. Environmental Review

Staff has determined that the project 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 project.

V. Non-Discrimination and Contractor & Supplier Diversity

Harlem CDC's Non-Discrimination and Contractor & Supplier Diversity policies will apply to this Project. The Recipient shall be required to include minorities and women in any job opportunities created, to solicit and utilize New York State certified Minority and Women Owned Business Enterprises ("MWBEs") for any contractual opportunities generated in connection with the Project and shall be required to use Good Faith Efforts (pursuant to 5 NYCRR §142.8) to achieve an overall MWBE Participation Goal of 30% related to the total value of Harlem CDC's funding.

VI. Harlem CDC Financial Assistance Subject to Availability of Funds

The provision of Harlem CDC's financial assistance is contingent upon the availability of funds and compliance by the Greater Harlem Chamber of Commerce with applicable loans and grants requirements of the Corporation.

VII. Recommendation

On the basis of the materials presented it is recommended that the Directors (1) find that the proposed funding is an eligible activity in accordance with Harlem CDC's Mission and (2) authorize a grant of up to \$125,000 for the purposes of and substantially on the terms and conditions set forth in these materials.

VIII. Attachments

Resolution

Harlem/Havana Promotional Materials



**Harlem Community
Development
Corporation**

September 8, 2017

COMMUNITY AND ECONOMIC REVITALIZATION SUPPORT PROGRAM –

Authorization to Make a Grant of up to One Hundred Twenty Five Thousand Dollars (\$125,000) to The Greater Harlem Chamber of Commerce for the Harlem/Havana Music and Cultural Festival; Authorization to Take Related Actions.

RESOLVED, that based upon the materials presented to this meeting (the "Materials"), a copy of which is ordered filed with the corporate records, the Corporation be authorized to make a grant of up to \$125,000 (One Hundred Twenty Five Thousand Dollars) (the "Grant") from the Community and Economic Revitalization Support Program to The Greater Harlem Chamber of Commerce for the purposes, and substantially on the terms and conditions, set forth in the Materials, and that the President or the President's designee(s) is authorized to execute such agreements as are required with such changes as the President or her designee(s) may deem appropriate; and be it further

RESOLVED, that the President or the President's 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 resolutions.



PRESIDENT'S REPORT

TO: Board of Directors

FROM: Curtis L. Archer

COVERING THE PERIOD: Friday, June 16, 2017 to Friday, August 25, 2017

BUSINESS SERVICES

MWBE

- During the period between June 23, 2017 and August 28, 2017, 24 applications were processed
- 75 MWBE applications were processed and certified in 2017.
- Of the total listed for 2017, 38 business owners/entrepreneurs were Women and 37 business owners/entrepreneurs were Minorities.

CERSP

- During the period between June 23, 2017 and August 28, 2017, Harlem CDC received and processed nine CERSP applications.
- Between June 23, 2017 and August 28, 2017 six CERSP applications were approved.
- \$133,450.00 has been awarded in CERSP funding between June 23, 2017 and August 28, 2017.
- Total CERSP funding awarded in 2017 is \$491,870.10 and there are a total of twenty six CERSP applications that have been approved to date.

BUSINESS SEMINARS

There have been 1,396 attendees at our twenty-eight seminars/workshops and one-on-one sessions in 2017.

Date	Title	Partners	Attendance
January 12	How to Write a Business Plan	Pace University SBDC, Progress Playbook, NYC Business Solutions, Lower East Side People's Federal Credit Union, NY Women's Chamber of Commerce, Harlem Business Alliance	110
January 24	Small Business Finance	Harlem Business Alliance, BOC Capital, Lower East Side People's Federal Credit Union, TruFund, UMEZ, VEDC, Harlem Entrepreneurial Fund, Washington Heights/Inwood Development Corporation, U.S. Small Business Administration,	46
February 23	Certification Made Easy	MWBE Division (ESD), Harlem Business Alliance, NY Women's Chamber of Commerce	93
March 9	Business Mentor NY	Mentor NY (ESD), Harlem Business Alliance, NY Women's Chamber of Commerce	70
March 23	Crowdfunding a Business	Kiva US, Harlem Business Alliance, NY Women's Chamber of Commerce	45
March 30	Finance Fitness – Selling to Government	NY Women's Chamber of Commerce	15
March 30	Small Business Risk Education Workshop	VEDC	28
April 4	Business Basics	NY Women's Chamber of Commerce	25

April 6	Negotiating Commercial Lease	Legal Aid Society, Harlem Business Alliance, NY Women's Chamber of Commerce	56
April 19	Understanding contracts	Start Small Think Big, Harlem Business Alliance, NY Women's Chamber of	53
April 27	Webmaster/Money: Credit	NY Women's Chamber of Commerce	10
May 2	Social Media for Small Business	ACCION, Harlem Business Alliance, NY Women's Chamber of	58
May 12	Certification Month (Federal)	NY Women's Chamber of Commerce	25
May 16	Certification Month (NYS)	NY Women's Chamber of Commerce	15
May 17	Cyber Security for Small Business	Motiva, Harlem Business Alliance, NY Women's Chamber of	45
May 25	Use Video to Improve Crowdfunding	Columbia SBDC	21
May 26	Certification Month (NYC)	NY Women's Chamber of Commerce	17
May 31	Trademarks and Copyrights	Legal Aid Society, Harlem Business Alliance, NY Women's Chamber of Commerce	119
June 15	Increase Your Ability to Obtain Contracts with the MTA	MTA, TruFund, Harlem Business Alliance, New York Women's Chamber of Commerce	40
June 29	Email Marketing for Small Businesses	NYC Business Solutions, New York Women's Chamber of Commerce, Harlem Business Alliance	72
July 12	Increase Your Ability to Obtain Port Authority of NY & NJ Contracts	Port Authority of NY & NJ, TruFund, New York Women's Chamber of Commerce, Harlem Business Alliance	31
July 12	Start Your Empire (Ages 12 to 24)	Playbook, Isaac Center, Harlem Business Alliance	67
July 20	Certification Made Easy	Empire State Development, Community Board 11	48
July 26	Doing Business On Line	Start Small Think Big, New York Women's Chamber of Commerce, Harlem Business Alliance	86
August 9	Increase Your Chances of Getting a State Contract	Empire State Development, TruFund, Harlem Business Alliance, New York Women's Chamber of Commerce	71
August 16	Starting a Business From Home	New York Women's Chamber of Commerce	11
August 28	Selling to Government	New York Women's Chamber of Commerce	10
August 23	Business Opportunities With The NYPD	NYPD, Harlem Business Alliance, New York Women's Chamber of Commerce	55

COMMUNITY DEVELOPMENT

Housing and Financial Counseling, Seminars and Workshops

- We hosted and prepared materials, including flyers for internet posting and distribution, for the following home buyer and financial literacy workshops/seminars:

Date	Bank	Topic	Participants
June 3, 2017	JP Morgan Chase	All Day 4-Part Housing Series	45
June 17, 2017	Citi	All Day 4-Part Housing Series	31
July 29, 2017	JP Morgan Chase	All Day 4-Part Housing Series	92

Bradhurst Brownfields Opportunity Area (BOA)

- Working with Shachi Pandey of MUD Workshop, where we spoke with her students from Universidad de La Salle in Bogotá, Colombia about HCDC's history of engaging the community in the redevelopment of Bradhurst.

Harlem African Burial Ground

- Participated in several meetings with the HABG group, Lord Cultural Resources and NYCEDC to discuss the vision, mission and mandate of the proposed memorial and cultural center, along with proposed square footage, layout, programming and funding strategies (such as a cross subsidy within the larger development) for bringing it to fruition.
- Met with Willie Walker and the co-chairs of the HABGTF to discuss highlighting the HABG project during Harlem Week.

La Marqueta

- At Placeful's request, attended a project funder's meeting for an update on the status of this project. It appears the project has \$13MM from various sources and potentially another \$10MM from EDC to fund redevelop the site into a more attractive activity center.

Meeting with SpaceWorks

- SpaceWorks and their consultants, DalyGonzales, are looking to create a community focused project in the old Mart125 site. They are seeking guidance from area stakeholders.

WEATHERIZATION

Total Units for the 2017-2018 WAP Contract: 200 Units

Currently Eligible Units: 130

Currently in Production: 15

Currently Completed: 0

Currently Certified: 0

No.	Address	Units	Owner	Completed
1	513A East 118 th Street	3	Ralph Cora	
2	515 West 134 th Street	15	NYCHA Housing	
3	511 West 134 th Street	15	NYCHA Housing	
4	529 West 133 rd Street	38	NYCHA Housing	
5	1504 Amsterdam Avenue	16	NYCHA Housing	
6	514 West 134 th Street	13	NYCHA Housing	
7	52-56 St. Nicholas Avenue	30	52-56 St. Nicholas Avenue HDFC	
8	2090 Madison Avenue	24	Madison Avenue HDFC	
9	12 East 132 nd Street	10	Madison Avenue HDFC	
10	12 East 132 nd Street	10	Madison Avenue HDFC	
11	12 East 132 nd Street	11	Madison Avenue HDFC	

WAP Budget

- HCDC's WAP budget for the 2017-2018 Program Year is
 - **\$ 969,750.00** – Original HCR Budget
 - HCDC WAP using **\$30,310.00** – Construction Management Fees
 - HCR informed HCDC WAP about a **\$164,000.00** increase
 - Total budget for the program year **\$1,000,060.00**.

Status

- HCDC currently has 130 eligible units. There are 185 units in the pipeline and the staff is currently working on the eligibility of 55 additional units and securing the remaining 15 units. The 130 eligible units are broken down into 1 small home and 6 multifamily buildings. Energy Audits are underway.

Discretionary Award through Department of Youth and Community Development (DYCD)

- This discretionary award of \$19,627.00 was secured by Assembly Member Inez E. Dickens during her last term as a NYC Councilmember for Manhattan's 9th Council District, Speaker Melissa Mark-Viverito and the New York City Council.