



**Empire State
Development**

For Immediate Release: Monday, March 18, 2019

Contact:

ESD Press Office | PressOffice@esd.ny.gov | (800) 260-7313

****MEDIA ADVISORY****

What: Meeting of the Directors of the Harlem Community Development Corporation, an ESD subsidiary.

When: Friday, March 22, 2019 at 10:00 a.m.

Where: Harlem Community Development Corporation
163 West 125th Street
17th Floor Conference Room
New York, NY 10027

This meeting is open to the public.

Web casting of the meeting is available [here](#).

*Due to building procedures, please RSVP by 5:00 p.m. on Thursday, March 21, 2019.
RSVP press line (800) 260-7313; RSVP public line (212) 961-4100.*

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Harlem Community Development Corporation

MEMORANDUM

TO: The Directors

FROM: Rose Jeffrey, Corporate Secretary

DATE: March 15, 2019

RE: **Board of Directors' Meeting – Friday, March 22, 2019**

CC: Eunice A. Jackson

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 **Friday, March 22, 2019 at 10:00 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.

The agenda and description of the matters to be considered at the meeting are attached.

Item 1



**Harlem Community
Development
Corporation**

BOARD OF DIRECTORS' MEETING

Friday, March 22, 2019

10:00 A.M.

AGENDA

CORPORATE ACTION:

Approval of minutes for the May 11, 2018 Board of Director's Meeting.

FOR CONSIDERATION:

Harlem Community Development Corporation ("Harlem CDC") – Approval of Harlem CDC's Fiscal Year ("FY") 2019-20 (April 1, 2019 - March 31, 2020) Operating and Capital Budgets; and Authorization to Take Related Actions

Harlem Community Development Corporation ("Harlem CDC") – Approval of Harlem CDC's Fiscal Year 2019-20 Weatherization Division Budget; Authorization to Take Related Actions

FOR INFORMATION:

President's Report

NEW BUSINESS

OLD BUSINESS

ADJOURNMENT

Item 2

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

May 11, 2018

Minutes

In Attendance

Directors: Keisha Sutton-James, Chairperson Pro Tem
Bill Perkins NYC Council Member
Ruthanne Visnauskas, Commissioner NYS, HCR
Holley Drakeford
Dana Reed

Designees:

Michelle Booker for NYS Congressman, Adriano D. Espaillat
Eric Cuello for NYC Council Member, Mark Levine
Peter Dean for Superintendent of NYS DFS, Maria T. Vullo
Kercena Dozier for New York State Senator, Brian Benjamin
Lermond Mayes for NYS Assembly Member, Inez E. Dickens
Nicole Migliore for NYS Assembly Member, Daniel O'Donnell
Athena Moore for Manhattan Borough President, Gale Brewer
Melinda Velez for Council Member Diana Ayala
LaShawn Henry for Assembly Member Robert Rodriguez

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

Harlem CDC Staff: Melvin Norris, Exec. V.P. & Director of Small Business Services
Thomas Lunke, Director of Community Development

**ESDC Staff
& HCDC Counsel:** Eunice Jackson, Esq., Senior Counsel

Guests Present: Destiny Burns, ESD
Terrence Cho, ESD Real Estate
Keith Lilly, Councilman Bill Perkins' Office

Reporter: Miriam Zapata, 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 10:20 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's position for the Board of Directors is currently vacant. Robert's Rules of Order state that in the absence of a Chairperson 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 Chairperson, Pro Tem.

Ms. Jeffrey stated, that it is proposed that the Directors elect Keisha Sutton-James as Chairperson, Pro Tem, for the purpose of chairing the May 11, 2018 meeting. Ms. Jeffrey asked if there was any objection to Ms. Sutton-James serving as Chairperson Pro Tem. Hearing no objection, Ms. Jeffrey announced that Keisha Sutton-James would serve as Chairperson Pro Tem and turned the meeting over to Madam Chairperson (the "Chair").

Ms. Sutton-James stated that she was honored to serve as Chair for the May 11, 2018 meeting of the Harlem Community Development Corporation.

The Chair stated 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, 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 none, the Chair stated that the foregoing has been noted for the record.

After a round table introduction of all in attendance, the Chair called for a motion to approve the minutes of the March 16, 2018 Board of Directors meeting.

Ms. Velez stated that she now represents Council Member Diana Ayala not Melissa Mark-Viverito as stated in the minutes. Ms. Jackson asked for a correction to her title from Special Counsel to Senior Counsel. There being no further questions or comments, upon motion duly made and seconded, the March 16, 2018 board meeting minutes were adopted.

The Chair then called on Curtis Archer, President of Harlem CDC, to present the Revised Guidelines for the Use, Awarding, Monitoring and Reporting of Procurement Contracts for the Corporation.

Mr. Archer stated that at the April 4, 2016 meeting, the HCDC Directors adopted Revised Guidelines for the Use, Awarding, Monitoring and Reporting of Procurement Contracts, as mandated by 2879 of the Public Authorities Law, the "Guidelines". Mr. Archer stated that there have been no substantive changes made to relevant laws, executive orders and directions to authorities, in the past two years. However, in the past year, the Governor has issued executive orders requiring pay equity by State contractors, Executive Order 162, and prohibiting State contracts with entities that do not maintain adequate policies to address discrimination, Executive Order 177.

In addition, Mr. Archer stated that the Authorities Budget Office released Policy Guidance 17-02 which recommends, among other things, that public authority guidelines describe their prompt payment procedures. Accordingly, ESD Procurements Manager and staff from the Legal Department, supported by representatives of the Contracts Administration and Finance Departments, engaged in a revision of the Guidelines.

Mr. Archer further stated that on March 29, 2018, the ESD Board adopted the revised Guidelines, the "2018 Guidelines", which are designed to govern procurements by ESD and its subsidiaries, such as HCDC. He stated that a copy of the proposed 2018 Guidelines are in the board materials.

Mr. Archer noted that the changes from the 2016 Guidelines include, prohibition of contracting with entities that fail to maintain policies that address discrimination; links to updated workforce utilization report forms to comply with Executive Order 162; and guidance about ESD's prompt payment procedures.

Mr. Archer concluded that approval is sought for the adoption of the 2018 Guidelines by the Board, with the exception that the threshold for requiring board approval of procurements above \$50,000 shall remain in effect with respect to procurements by the Corporation. He stated that the Directors are requested to adopt the 2018 Guidelines, with that exception for the Use, Awarding, Monitoring and Reporting of Procurement Contracts, effective as of the date of the approval.

There being no questions or comments, upon motion duly made and seconded, the following resolution for Adoption of the Revised Guidelines for the Use, Awarding, Monitoring and Reporting of Procurement Contracts was unanimously adopted.

Harlem Community Development Corporation ("Harlem CDC") – Adoption of Revised Guidelines for the Use, Awarding, Monitoring and Reporting of Procurement Contracts

BE IT 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 "Materials"), the proposed 2018 Guidelines, for the Use, Awarding, Monitoring and Reporting of Procurement Contracts, a copy of which is attached to the materials, be and hereby is approved and adopted as of the date hereof, with the exception that with respect to procurement contracts, the maximum amount that the President of the Corporation or his duly appointed designee may approve without formal Board approval shall not exceed \$50,000, and the President or his designee is authorized to promulgate the said Guidelines in electronic form and other media for the use of the staff of the Corporation, and to take such other and further action as may be deemed necessary or appropriate to effectuate the foregoing Resolution.

Next, Mr. Archer presented a request for the Board to authorize the adoption of the New York State Urban Development Corporation, d/b/a Empire State Development Pre-Qualified Owner's Representatives List.

Mr. Archer stated that ESD and its subsidiaries, which include Harlem Community Development Corporation, implement or facilitate a number of large and complex economic development projects and initiatives. The size, nature, complexity and timing of these projects typically require ESD and the Corporation to call on the assistance of construction management firms to act as owner's representatives or in some cases actively manage some projects. To permit ESD and its subsidiaries to respond to the needs of these projects expeditiously, while having

available the benefits of a broad solicitation of construction management firms, ESD's Real Estate Department maintains a list of pre-qualified construction management firms to act as owner's representatives.

Mr. Archer further stated that on December 20, 2016, ESD staff placed an advertisement in the New York State Contract Reporter requesting proposals from construction management firms to provide construction review and monitoring services and/or actively manage construction projects in order to ensure that recipients of ESD grants, loans and other forms of economic assistance comply with applicable ESD construction requirements and industry standards. In addition to the advertisement, emails were also sent out to a list of state-certified minority and women-owned business enterprises, "MBE" and "WBE", respectively, with a known history of providing owner's representative services.

Mr. Archer added that the solicitation stated that respondents were required to demonstrate proficiency and understanding in all areas of construction project administration and management in order to be prequalified to provide such services to ESD and its subsidiaries in the future. The solicitation also noted that ESD may call on the construction management firms to inspect specific aspects, monitor progress, or perform other ad-hoc services relating to a construction project.

Mr. Archer stated that a total of 37 firms responded to the solicitation. Responses were then evaluated to determine if each firm should be pre-qualified based on the anticipated cost of services, relevant firm experience, qualifications and experience of their staff, diversity and commitment to equal opportunity programs and the firm's status as an MBE, WBE and/or Service-disabled, Veteran-owned Business.

Based on this review, staff recommended the approval of all 37 firms, listed on Attachment A in the materials, as pre-qualified owner's representatives.

Mr. Archer emphasized that the adoption of the list will not authorize the retention of any firm. Instead, 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 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.

Mr. Archer concluded that the list will remain active until April 2020, and is renewable for up to one additional year at the discretion of the President. He stated that the Board is requested to adopt ESD's list of pre-qualified firms, included as Attachment A to the materials as qualified to advise the Corporation as owner's representatives.

Ms. Athena Moore asked if the Owner Representatives list was Harlem-based or throughout New York State.

Ms. Eunice Jackson responded that it was throughout New York State.

Ms. Dana Reed asked what percentage of the list is MWBE.

Ms. Jackson stated that the amount is identified on the list.

Mr. Holly Drakeford asked how construction firms would find out how to apply or qualify to get on the list. He stated that he is aware that MWBEs receive alerts but what about a firm that is not an MWBE.

Ms. Jackson stated that the solicitation is posted in the Contract Reporter which is available to anyone who logs onto the New York State website. She stated that all New York State entities have a link to the Contract Reporter and that's the process through which firms see the solicitations for different RFPs.

Mr. Cho stated that he would send a link for the Contract Reporter website.

Mr. Drakeford stated that there are a lot of construction companies that do not have that type of bureaucracy and do not have the wherewithal to continually check things with New York State or New York City.

Mr. Cho explained that any company can go on the site and sign up to automatically receive all solicitation from the Contract Reporter.

There being no further questions or comments, upon motion duly made and seconded, the following resolution for Adoption of the New York State Urban Development Corporation, d/b/a Empire State Development Pre-Qualified Owner's Representatives List was unanimously adopted.

HARLEM COMMUNITY DEVELOPMENT CORPORATION – Pre-Qualified Owner's Representatives List - Adoption of the New York State Urban Development Corporation, d/b/a Empire State Development Pre-Qualified Owner's Representatives List

BE IT 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 list of construction management firms set forth in Attachment A, approved at the April 17, 2017 meeting of the Board of Directors of the New York State Urban Development Corporation, d/b/a Empire State Development ("ESD"), as pre-qualified owner's representatives, be adopted by the Corporation as the Corporation's list of pre-qualified owner's representatives the President or his/her designee may in his or her sole discretion deem appropriate or advisable in connection with any particular project or matter, such list to remain in effect until the first meeting of the Directors of ESD occurring in April 2020 or, in the discretion of the President or his/her designee, until the meeting of the ESD Directors first occurring in April 2021.

Next, Mr. Archer presented a request for the Directors to Authorize Harlem CDC to enter into a contract for construction management services with Works in Progress Associates, ("WPA").

Mr. Archer stated that WPA will serve as HCDC's Owner's Representative on the Victoria Theater project. He explained that the Victoria Theater redevelopment project is underway and scheduled for completion in 2019 and the development team is led by 233 West 125th Street Danforth and includes Flintlock Construction Services and Aufgang Architects.

Mr. Archer further stated that the project is a \$164 million project that will transform the long-vacant Victoria Theater into a 385,000-square foot, 27-story mixed-use development. The development will consist of a 200-key full-service hotel; 200 affordable and market-rate residential rental units; 25,000 square feet of retail space; and 25,000 square feet of Cultural Arts Space ("Cultural Unit").

Mr. Archer continued that the Victoria Development Project will be operated as a condominium with Harlem CDC as the owner of the Cultural Unit condominium. In June 2015,

Harlem CDC's Directors conditionally designated Apollo Theater Foundation, Inc. as the operator and manager of the Cultural Unit.

Mr. Archer stated that the Owner's Rep will represent HCDC's interest as owner during the construction phase of the Victoria Project, including the buildout of the Cultural Unit. Specifically, HCDC's goal in retaining an Owner's Rep is to oversee the construction of the Cultural Unit Project and manage the schedule, cost, quality and coordination of its buildout within the overall construction of the Victoria Project.

Mr. Archer added that WPA was selected from among five construction management firms invited to apply from the Pre-qualified Owner's Rep List established by ESD's Real Estate Development Department last year. All proposals were evaluated by representatives from Harlem CDC, ESD and Apollo, based on the selection criteria consisting of staff qualifications and experience, quality of relevant experience, their proposed project plan, diversity and their proposed fee. Three firms were selected for interviews and WPAs proposal scored the highest. WPA is a New York State Certified Women-owned Business ("WBE") and its project team has a wealth of experience providing construction management services for similar projects.

Mr. Archer concluded that the initial contract term for the project will be two years beginning May 2018 and ending May 2020. The contract amount for that period is not to exceed \$534,182 inclusive of fees, expenses and a 10% contingency. The contract will be renewable at the option of the President for up to two additional terms of one year each at an amount not to exceed \$267,091 annually for a total engagement of up to four years not to exceed \$1,068,364, (inclusive of fees, expenses and a 10% contingency).

Ms. Migliore asked how many of the 200 units will be affordable and how many will be market value.

Ms. Jackson said that she believes 50 percent but was not sure of the level of affordability within that 50 percent.

Ms. Reed asked if the Apollo has decided what the Cultural Unit will entail.

Ms. Jackson explained that there are plans but she has not seen the latest version. She said they have been working with the Developer's architects but the original RFP and the original proposal included two black box theaters.

Mr. Archer added that there will be one 99-seat and one 199-seat black box theater.

Mr. Cho stated that there will also be office space for the cultural partners, a small gallery/retail space, about 600 square feet. The use of that smaller space is still to be determined but there will be a 199-seat and a 99-seat theater to support local community theater, music and production companies.

There being no further questions or comments, upon motion duly made and seconded, the following resolution for Authorization to Enter into Contract for Construction Management Services in Connection with the Victoria Theater Redevelopment Project was unanimously adopted.

HARLEM COMMUNITY DEVELOPMENT CORPORATION – Authorization to Enter into a Contract for Construction Management Services ("Owners Rep") in Connection with the Victoria Theater Redevelopment Project; Authorization to Take Related Actions

RESOLVED, that based on the materials presented at this meeting (the "Materials") a copy of which is hereby ordered filed with the records of the corporation, the Corporation hereby finds WPA to be responsible; and be it further.

RESOLVED, the Corporation is hereby authorized to enter into a contract in accordance with the Materials with WPA to provide Construction Management Services, in an amount not to exceed ONE MILLION SIXTY-EIGHT THOUSAND THREE HUNDRED SIXTY-FOUR DOLLARS (\$1,068,364) (inclusive of fees, expenses and contingency); and be it further.

RESOLVED, that the President, or his or her designee(s) 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.

Next, the Chair stated that Mr. Archer will present the President's Report which is for informational purposes only and therefore, no vote will be required.

Mr. Archer stated that the President's Report is in the materials. He spoke briefly about the upcoming Third Annual Career Fair at the Riverside State Park and asked the Board to distribute the information among their constituents. Mr. Archer also mentioned that business services will be conducting a series of workshops. Mr. Archer concluded by thanking Board Member Holly

Drakeford for arranging an informational session at the Hunter Building which was very well attended. He said that any content from the Board for future workshops would be welcomed.

There being no further business, upon motion duly made and seconded, the Harlem CDC's Board of Directors meeting was adjourned at 10:44 A.M.

Respectfully Submitted by,

Rose Jeffrey
Corporate Secretary

Item 3



FOR CONSIDERATION

March 22, 2019

TO: The Directors

FROM: Curtis L. Archer, President

SUBJECT: Harlem Community Development Corporation FY2019-20 Budgets

REQUEST FOR: Harlem Community Development Corporation ("Harlem CDC" or the "Corporation") – Approval of Harlem CDC's Fiscal Year ("FY") 2019-20 (April 1, 2019 - March 31, 2020) Operating and Capital Budgets; Approval of Weatherization Division Budget; and Authorization to Take Related Actions

I. Requested Action

New York State Finance Law requires that prior to the commencement on April 1 of each new fiscal year, the Directors of Harlem Community Development Corporation ("Harlem CDC" or the "Corporation") adopt an annual operating and Weatherization Division budget. It is requested that the Directors of Harlem CDC (the "Directors") approve Harlem CDC's FY2019-20 Operating Budget (the "Operating Budget"), FY2019-20 Capital Budget (the "Capital Budget") and the FY2019-20 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, 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 FY2019-20 Operating Budget and Capital Budget

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 2019-20 Operating Budget is included as Attachment A. The Operating Budget proposes a total of \$1,178,741 in personal services (salaries and fringe benefits for nine employees) and a total of \$238,595 in non-personal services (primarily insurance, professional fees, office expenses and other administrative costs). The total of all personal service and non-personal service amounts for the Operating Budget is \$1,417,336. Consistent with previous years, the Operating Budget will be advanced by ESD, with the expectation of reimbursement at a later date.

The Capital Budget proposes a total of \$250,000 in construction costs. Individual project expenses will be brought to the Directors, as required, under separate actions.

Harlem CDC will use the budgeted amounts 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 I Love NY 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 community and economic development initiatives in communities in the Greater Harlem community.
- Facilitate, job readiness training and work skills enhancement for local residents.
- 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 FY2019-20 Weatherization Budget

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"). A copy of the proposed FY2019-20 Weatherization Division Budget is included as Attachment B. The Budget proposes a total of \$608,804 in personal services (salaries and fringe benefits for seven employees) and a total of \$551,211 in non-personal services. The total of all personal service and non-personal service amounts for the FY 2019-20 Weatherization Budget is \$1,160,015.

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 2019-20 Operating Budget, FY 2019-20 Capital Budget and FY 2019-20 Weatherization Division Budget.

VI. Attachments

Resolutions

Attachment A-Harlem CDC's FY 2019-20 Operating Budget

Attachment B-Harlem CDC's FY 2019-20 Capital Budget

Attachment C-Harlem CDC's FY 2019-20 Weatherization Division Budget



March 22, 2019

Harlem Community Development Corporation ("Harlem CDC") – Approval of Harlem CDC's Fiscal Year 2019-20 Operating and Capital Budgets; 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 FY2019-20 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 FY2019-20 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.

March 22, 2019

Harlem Community Development Corporation ("Harlem CDC") – Approval of Harlem CDC's Fiscal Year 2019-20 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 FY2019-20 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 FY2019-20 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 Budget Plan FY 2019-20**

	Board Approved Budget FY 2018-19	Budget Plan FY 2019-20
<u>PERSONAL SERVICES</u>		
Salaries	\$ 820,993	\$ 854,160
Fringe Benefits	311,977	324,581
TOTAL PERSONAL SERVICES	\$ 1,132,970	\$ 1,178,741
HEADCOUNT	9	9
<u>NON-PERSONAL SERVICES</u>		
Professional Fees		
Legal / Accounting Fees	\$ 62,500	\$ 62,500
Consultant Fees	5,000	5,000
Total Professional Fees	\$ 67,500	\$ 67,500
Other Non-Personal Services		
Employee Travel & Meals	\$ 5,000	\$ 5,000
On-line Services/ Due & Subscriptions	5,000	6,000
Office Occupancy Expenses	11,000	11,000
Insurance	70,000	67,595
Repairs/ Maint /Prop Mgmt/ Outside Serv.	22,500	30,000
Telephone/Fax/Internet	20,000	11,500
Office Supplies / Printing / Advertising	30,000	30,000
Computers/Software/Equipment	5,000	10,000
Total Other Non Personal Services	\$ 168,500	\$ 171,095
TOTAL NON-PERSONAL SERVICES	\$ 236,000	\$ 238,595
TOTAL OPERATING BUDGET	\$ 1,368,970	\$ 1,417,336

**Empire State Development
Harlem Community Development Corp
Capital Budget Plan FY 2019-20**

	Board Approved Budget FY 2018-19	Budget Plan FY 2019-20
Acquistion Costs	\$ 0	\$ 0
Design & Other Soft Costs	0	0
Legal Costs	0	0
Property Management/Maintenance Costs	0	0
Insurance	0	0
Demolition & Site Clearance	0	0
Construction Costs	0	250,000
Other Misc. Costs	0	0
TOTAL CAPITAL BUDGET	<u>\$ 0</u>	<u>\$ 250,000</u>

**Empire State Development
HCDC Weatherization Program
Operating Budget Plan FY 2019-20**

	Budget Plan FY 2018-19	Budget Plan FY 2019-20
<u>PERSONAL SERVICES</u>		
Salaries	425,550	441,162
Fringe Benefits	161,709	167,642
TOTAL PERSONAL SERVICES	587,259	608,804
HEADCOUNT	7	7
<u>NON-PERSONAL SERVICES</u>		
Professional Fees		
Legal / Accounting Fees	13,500	13,000
Consultant Fees	0	0
Total Professional Fees	13,500	13,000
Other Non-Personal Services		
Employee Travel & Meals	12,500	12,500
On-line Services/ Due & Subscriptions	1,000	1,200
Office Occupancy Expenses	0	0
Insurance	14,492	13,500
Repairs/ Maint /Prop Mgmt/ Outside Serv.	377,389	496,981
Telephone/Fax/Internet	3,000	5,580
Office Supplies / Printing / Advertising	6,500	8,450
Computers/Software/Equipment	1,000	0
Total Other Non Personal Services	415,881	538,211
TOTAL NON-PERSONAL SERVICES	429,381	551,211
TOTAL OPERATING BUDGET	1,016,640	1,160,015

Item 4



PRESIDENT'S REPORT

TO: Board of Directors

FROM: Curtis L. Archer

COVERING THE PERIOD: Friday, May 4, 2018 to Friday, March 15, 2019

RE: HCDC's Board Meeting – Friday, March 22, 2018 @ 10:00AM

BUSINESS SERVICES

2018 Business Seminars

Harlem CDC facilitated a total of 143 small business development events in 2018, providing group and individual assistance to 2,683 small businesses and prospective business owners.

Small Business Assistance	Number of Events	Number of Participants
Seminars and Workshops	37	2,165
One-on-One counseling & mentoring	99	414
Co-Sponsorships (Hosting and Marketing of other organizations business workshops)	7	104
Total	143	2,683

MWBE Assistance

Harlem CDC's MWBE Certification Analysts processed 115 applications and provided direct technical assistance to 79 small businesses in 2018.

CERSP Grant

Harlem CDC processed 104 CERSP Grant applications and disbursed a total of \$698,421 in grant awards during the 2018 calendar year.

COMMUNITY DEVELOPMENT

Home Buyer and Financial Planning Seminars

Homebuyer Assistance	Number of Events	Number of Participants
Full Day Seminars/Workshops	5	213
Four Part Seminars	24	381
Total	29	594

Workforce Development

Since 2015, HCDC has co-hosted and facilitated annual career fairs each spring with various partners, including NYS Department of Labor; NYS Office of Parks, Recreation and Historic Preservation and The City College of New York. The 2018 event included 78 employers and attracted more than 750 jobseekers. This year's Career Fair will be held on Thursday, May 16, 2019 at Riverbank State Park. Thus far, 55 employers have confirmed participation.

WEATHERIZATION

In fiscal year 2018 a production goal of 238 units was established for the Weatherization unit. WAP established eligibility for 247 units and competed a total of nine units in excess of the goal.

WAP's production deadline for fiscal year 2019 has been extended one month to April 30, 2019. A contract production goal of 243 units was established. WAP established eligibility for 284 units. A total of 115 units are currently in production. It is anticipated that a total of 41 units in excess of the production goal will be completed ahead of the new deadline.

Fiscal Year 2019 Production

No.	Address	Units	Owner	In Production
1	529 West 133 rd Street	38	NYCHA Housing	Yes
2	120 West 140 th Street	125	NYCHA Housing	No
3	2640 Frederick Douglass Blvd.	75	Mother Zion HDLC, Inc.	Yes
4	301 West 150 th Street	44	Northern Manhattan Equities, LLC	No
5	65 West 126 th Street	2	Laura H. Williams	Yes
Total		284		