



**Harlem
Community
Development
Corporation**

163 West 125th Street
New York, NY 10027
212-961-4100
212-961-4143 fax
www.harlemcdc.com

BOARD OF DIRECTORS' MEETING

Friday, March 28, 2014

10:00 A.M.

AGENDA

CORPORATE ACTION:

Approval of minutes for the December 13, 2013 Board of Directors' Meeting

FOR CONSIDERATION:

Harlem Community Development Corporation – Approval of Harlem CDC's FY 2014/2015 Operating and Capital Budgets and Contract Summary; Authorization to Take Related Actions

Harlem Community Development Corporation – Procurement Guidelines - Adoption of Revised Guidelines for the Use, Awarding, Monitoring and Reporting of Procurement Contracts

Community Initiatives Program – Request for a Grant of \$25,500 (Twenty Five Thousand Five Hundred Dollars) to partially fund Harlem Congregations for Community Improvement's Bradhurst Business Attraction Project; Authorization to Take Related Actions.

Community Initiatives Program – Request for a Grant of \$75,000 (Seventy Five Thousand Dollars) to partially fund Architectural, Engineering and related soft costs associated with the Mount Morris Fire Watch Tower Restoration Project; Authorization to Take Related Actions.

Weatherization Assistance Program — Authorization to transfer an amount Not to Exceed \$308,000 (Three Hundred and Eight Thousand Dollars) from Harlem CDC's Community and Economic Revitalization Support Program ("CERSP") to Harlem CDC's New Projects Fund in order to continue the Solar Pilot Project for the 2014/2015 Program Year and Authorization to Take Related Actions

FOR INFORMATION:

President's Report

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

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

December 13, 2013

DRAFT Minutes

In Attendance

Directors:

Keith L. T. Wright, Acting Chairman
Maria Teresa Arce
William T. Hurley

Designees:

Geoffrey Eaton for Congressman Charles Rangel
Lermond Mayes for Councilwoman Inez Dickens
Nicholas O'Neill for Assemblyman Daniel O'Donnell
Joseph Placide for Benjamin M. Lawsky Superintendent of DFS
Juan Rosa for Council Member Robert Jackson
Dawn Sanders Cavalli for Robert J. Rodriguez
Melinda Velez for Councilwoman Melissa Mark-Viverito
Gregory Watson for Darryl E. Towns, CEO of NYS HCR

Harlem CDC

Officers:

Curtis L. Archer, President
Rose Jeffrey, Corporate Secretary

Harlem CDC Staff:

Wayne A. Benjamin, Director of Residential & Commercial Development
Victoria Gordon, Director of Weatherization
Tom Lunke, Director of Planning

ESDC Staff

& HCDC Counsel:

Eunice Jackson, Esq., Special Counsel

Guests Present:

Holley Drakeford-NHEMA
Dennis Reeder, WHDC
Kwanza Smith, NHEMA
Bruce Lincoln, CCCADI
Clayton Banks, CCCADI
Melody Capote, CCCADI
Diane Collier, CB 11
Princess Jenkins, NHEMA Board Member

Videographer:

Patrick St. Jean, Harlem CDC

Reporter:

Marc Russo, Roy Allen & Associates, 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: 16 A.M. by the Acting Chairman, Keith L. T. Wright ("the Chairman").

The Chairman asked for a motion to accept the minutes of the October 25, 2013, Board meeting. There being no discussion, the minutes were accepted pending any appropriate corrections or additions.

The first item on the agenda for consideration was an authorization to allocate and transfer \$200,000 from the Community and Economic Revitalization Support Program ("CERSP") fund to the Community Initiatives Program ("CIP") fund account.

Mr. Archer stated that the Board was being asked to transfer \$200,000 from CERSP to CIP in order to support some ongoing obligations of the Corporation. He stated that since the inception of the CIP, the Corporation has been able to fund more than \$1.5 million to the projects of over 29 programs throughout the greater Harlem community. Mr. Archer continued to explain that the CERPS, the Columbia funds, was established by the Corporation in May 2013 and the account now has a balance of approximately \$974,000.

The Chairman added that what is being proposed here is a transfer of \$200,000 from the CERSP account over to the CIP account so that the Corporation can continue to do the good work that they have been doing in the community.

Mr. Rosa asked if it would be possible to supply the grants through the Columbia funds and not the CIP. He stated that he thought that a similar mechanism to award grants given through the CIP had been established for the CERSP funding.

Mr. Benjamin explained that the CIP program, which has been around since 2001, is strictly a matching funds program for grants or loans up to a \$75,000 and \$100,000 respectively. He further explained that the CIP is a bit more targeted than the CERSP funding which can also be used to supplement existing Harlem CDC initiatives like the CIP and the Revolving Loan Fund. He stated that the CERSP is a much broader and flexible funding mechanism which allows it to be used for initiatives that the Corporation is not able to support under either the Revolving Loan Fund or the CIP.

Mr. Watson asked for clarity on Item 6 of the CERSP materials regarding the \$25,000 and \$50,000 amounts referenced in the materials.

Mr. Benjamin explained that the delegation of authority for the President as it relates to the Corporation is different for the CERSP. At a previous meeting, the Board requested that the authorization for the President for regular loans and grants and other initiatives can remain at \$50,000 but lowered that delegation of authority for the President to \$25,000 where it applies to staff related development or training initiatives, and that is why there are two different amounts.

There being no further discussion, upon motion duly made and seconded, the following resolution to allocate and transfer \$200,000 from the Community and Economic Revitalization Support program fund to the Community Initiatives Program account was approved.

Community Initiatives Program – Authorization to Allocate and Transfer \$200,000 (Two Hundred Thousand Dollars) from the Community and Economic Revitalization Support Program to the Community Initiatives Program Fund; Authorization to Take Related Actions

RESOLVED, that based on the materials presented at this meeting (the "Materials"), a copy of which is ordered filed with the corporate records, the Corporation be and hereby is authorized to transfer the amount of \$200,000 (Two Hundred Thousand Dollars) from the Corporation's Community and Economic Revitalization Support Program ("CERSP") to the Community Initiatives Program fund ("CIP") 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 his designee(s) may deem appropriate; and be it further

RESOLVED, that the Directors find that the transfer of these funds is appropriate, consistent with the Corporation's mission and necessary for the continued operations of the Community Initiatives Program fund; 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 as he or she may deem necessary or appropriate in effectuating the transfer; 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.

The next item on the agenda was a request for the Board to approve a grant of \$75,000 to partially fund personnel, consulting, contracts, services, equipment and related costs associated with the Caribbean Cultural Center African Diaspora Institute's ("CCCADI"), Youth Apps Academy Project.

Mr. Benjamin asked the representatives from CCCADI to briefly introduce themselves to the Board. In attendance were Ms. Melody Capote, Deputy Director of the Caribbean Cultural Center; Mr. Bruce Lincoln, Project Director of the Apps Youth Leadership Academy; and Mr. Clayton Banks, Technical Leader.

Mr. Benjamin stated that Harlem CDC previously provided CCCADI with a grant for their relocation to the firehouse at East 125th Street. He stated that, although the projects are related, this was a completely different initiative. He said the current project is called Mi Querido Barrio, which means My Beloved Neighborhood. Mr. Benjamin further stated that it's a four-part initiative that is intended to be the launch for CCCADI's new headquarters and that the Youth Apps Academy is a part of this initiative.

Mr. Benjamin continued that the CCCADI will use "augmented reality" technologies to transform East Harlem into a virtual museum. He explained "augmented reality" as a technology which overlays actual physical space with digital information, images, music, and the like. He stated that if there are buildings that have historic importance, but there is no plaque explaining its history, or if buildings are gone, digital information can be programmed either into something mounted on a building or literally in space, creating an exhibit or providing information that will allow you, using your smartphone, not Blackberries, to access that information.

Mr. Benjamin explained that several posters CCCADI has placed in the conference room actually have information geo-coded into them. He stated that the Board members could use their smartphones to see and hear Tito Puente performing.

Mr. Benjamin continued by stating that the Youth Apps Academy will be the youth entrepreneurial component of the project. Initially 20 students will be recruited from local schools for the Youth Apps Academy and will be trained to use the technology to create digital works of art and create virtual exhibits. They will be trained by artists on how to put the

exhibits together and they will be trained and mentored by industry experts on technical aspects, such as coding. He stated that the students will not only be trained to create the digital apps and exhibits, but will also be trained to create and launch a business. Eventually, the students will have the technical skills needed to create these smartphone apps and also the business acumen to be entrepreneurs. The 20 students will be formed into four teams that will each be given \$5,000 in seed money to launch a small business.

Ms. Cavalli stated that Assemblyman Rodriguez has expressed strong support for this project and his office has written a number of support letters to that effect. She will forward the letters to anyone who would like to see them. She also stated that this group will be key to revitalizing 125th Street, especially on the Eastside, because the promise is not yet there. She stated that she hoped all the Board members would support this project.

Ms. Velez stated that Councilmember Melissa Mark-Viverito also supports this project because it is unique and points to the future it also affords great opportunities for the young people.

Mr. Watson stated that he noticed in the materials "\$75,000" grant in one place and "up to \$75,000" in another place.

The Chairman stated that, if there is a correction to be made there, the necessary correction will be made.

Ms. Cavalli added that what she likes about this group is that they are bringing together the African Diaspora, the cultural and the Hispanics, because there are very few organizations that try to tie everyone together.

Mr. Placide added that as a Haitian American, growing up in Harlem, he remembers his father and mother taking him to the Caribbean Cultural Center. He said it's very exciting to know that the new generations will now take that information, and through technology and art, take it to another level.

Mr. Eaton noted that Congressman Rangel is also very supportive of this project and he made a motion to approve the request of \$75,000 to the Mi Querido Barrio Project.

There being no further discussion, upon motion duly made and seconded, the following resolution to approve a \$75,000 grant to partially fund personnel, consulting, contracts, services, equipment and related costs associated with the Caribbean Cultural Center African Diaspora Institute's ("CCCADI") Youth Apps Academy Project, was unanimously approved.

Community Initiatives Program – Request for a Grant of \$75,000 (Seventy Five Thousand Dollars) to partially fund Personnel, Consultant, Contracts, Services, Equipment and related costs associated with the Youth Apps Academy component of the Caribbean Cultural Center/African Diaspora Institute's Mi Querido Barrio 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 \$75,000 (Seventy Five Thousand Dollars) (the "Grant") from the Community Initiatives Program ("CIP") to partially finance personnel, consultant, contracts, services, equipment and related costs associated with the Youth Apps Academy component of Caribbean Cultural Center/African Diaspora Institute's Mi Querido Barrio project (the "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 his designee(s) may deem appropriate; and be it further

RESOLVED, that the Directors find that a grant to partially fund the finance associated costs related to the Caribbean Cultural Center/African Diaspora Institute's Youth Apps Academy component of the Project are in compliance

with the eligibility criteria established under the regulations for the Community Initiatives Program; 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 CIP financial assistance is expressly contingent upon and 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.

The Chairman stated that he had the chance to visit the Caribbean Cultural Center several times since he has been in the Assembly, because they have also funded this project. They moved downtown for a while but he is happy to welcome them back home where they belong.

The next item on the agenda was a request for a grant of \$37,500 from the Community and Economic Revitalization Support Program ("CERSP") to partially finance implementation of New Harlem East Merchants Association, Inc.'s ("NHEMA") East Harlem Economic Development Program.

Mr. Archer stated that this is actually one of the most exciting things to happen in East Harlem along the 125th Street commercial strip, the long neglected area right next to the Metro North Station. The New York City Department of Small Business Services has awarded the NHEMA a grant in the amount of \$100,000 because of their belief in this initiative.

Mr. Benjamin stated that there are several representatives from the NHEMA in attendance and he asked them to introduce themselves.

In attendance were Ms. Kwanza Smith, Executive Director for NHEMA; Ms. Princess Jenkins, owner of the Brownstone Boutique and a Board Member for NEHMA; Mr. Holley Drakeford, representing Gene Giscombe, a long-time businessman who has also consulted with and contributed to NEHMA from the beginning; and Ms. Diane Collier, Vice Chair of Manhattan Community Board 11, which unanimously supports both projects.

Mr. Eaton stated that he initially thought the name of the organization as stated in the resolution was wrong and wanted to know if there has been any negative feedback regarding the name of the organization.

Ms. Velez stated that their office has had the opportunity to work with Kwanza and his organization, and they support them. She stated that she has not heard any negative feedback or otherwise from anyone. She also stated that it is phenomenal what Kwanza and the merchants have accomplished in such a short time. Ms. Velez continued that she thinks this area is overdue for revitalization and NHEMA is the spark it needs.

Ms. Velez also explained that her organization has also collaborated with DOT, MTA, Department of Homeless Services, the 25th Precinct and some other organizations.

Mr. Eaton stated that at the last meeting of the Board, the idea of this project was discussed and the Board requested that NEHMA members come to a meeting and present the project. Mr. Eaton explained that his reason for asking about the name is because he is very familiar with different stakeholders who come and go and since the name is very similar to the

well established Harlem East organization he was cautious about any name that may cause controversy for people who have been in the community for years.

There being no further discussion, upon motion duly made and seconded, the following resolution for a grant of \$37,500 from the Community and Economic Revitalization Support Program to partially finance implementation of New East Harlem Merchants Association, Inc, East Harlem Economic Development Program was approved.

Community and economic revitalization support Program – Request for a Grant of \$37,500 (Thirty Seven Thousand Five Hundred Dollars) to partially finance implementation of New Harlem East Merchants Association, Inc.’s East Harlem Economic Development Program (the “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 \$37,500 (Thirty Seven Thousand Five Hundred Dollars) (the “Grant”) from the Community and Economic Revitalization Support Program (“CERSP”) to partially finance implementation of New Harlem East Merchants Association, Inc.’s East Harlem Economic Development Program, 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 his designee(s) may deem appropriate; and be it further

RESOLVED, that the Directors find that a grant to partially fund the implementation of New Harlem East Merchants Association, Inc.’s East Harlem Economic Development Program 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 she or he may deem necessary or appropriate in the administration of the grant; and be it further

RESOLVED, that the provision of CERSP financial assistance is expressly contingent upon and 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.

The next item on the agenda was a request for a grant of \$25,000 from the Community and Economic Revitalization Support Program to partially fund the establishment of a satellite office in West Harlem by the Washington Heights and Inwood Development Corporation ("WHIDC").

Mr. Benjamin stated that WHIDC is a not-for-profit established in 1978 and provides business services to residents and businesses in upper Manhattan. He stated that although it is physically located in Washington Heights, at least 16 percent of its business is in West Harlem, and for this year, close to 20 percent of its business is in West Harlem. Mr. Benjamin stated that WHIDC runs a couple of programs; one that is particularly important to both under-employed and unemployed residents is the Child Care Development Program. The program trains individuals on how to operate a legal child care service program out of their home. The average graduate from the program will increase their income from approximately \$18,000 to between \$30,000 and \$50,000 within a year. WHIDC also has a micro-lending program, the "Boss Program", which is vital to small businesses.

Mr. Benjamin further explained that, while there are various organizations that offer micro-lending with underwriting standards that are close to that of SBA, the Boss Program will provide loans for up to \$50,000 to start-ups or street vendors. It can provide loans to

businesses that cannot get traditional financing. He continued that, given the amount of business it is doing in West Harlem, WHIDC feels this is the right time for it to have a physical presence in West Harlem.

Mr. Rosa spoke on behalf of Councilmember Robert Jackson, who has known Dennis Reeder and has been familiar with WHIDC before he was in the City Council and is extremely supportive of this program. He went on to invite all the members to WHIDC's signature event, the Medieval Festival, which will be held on September 20, 2014. He stated that families come from all over the City and the tri-state area, and the Councilmember is very supportive of WHIDC in general.

Mr. Eaton stated that he became familiar with WHIDC through the late Councilman Stanley Michaels and attended his first Medieval Festival in 1991. He stated that the West Harlem Development Corporation allocated \$37,000 to WHIDC for direct services to the people in Community Board 9. He further stated that in conjunction with the CBA agreement from the Columbia/Manhattanville expansion and having a space physically in West Harlem now will help them reach that vision.

There being no further discussion, upon motion duly made and seconded, the following request for a Grant of \$25,000 (Twenty Five Thousand Dollars) to partially fund the establishment of a satellite office in West Harlem by the Washington Heights and Inwood Development Corporation was approved.

Community and economic revitalization support Program – Request for a Grant of \$25,000 (Twenty Five Thousand Dollars) to partially fund the establishment of a satellite office in West Harlem by the Washington Heights and Inwood Development Corporation; 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 \$25,000 (Twenty Five Thousand Dollars) (the "Grant") from the Community and Economic Revitalization Support Program ("CERSP") to partially fund the establishment of a satellite office in West Harlem by the Washington Heights and Inwood Development Corporation, 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 his designee(s) may deem appropriate; and be it further

RESOLVED, that the Directors find that a grant to partially fund the establishment of a satellite office in West Harlem by the Washington Heights and Inwood Development Corporation is in compliance with the eligibility criteria established under the guidelines for the Community and Economic Revitalization Support Program; 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 expressly contingent upon receipt and 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.

In new business, Mr. Lunke introduced Roger Covin, a new Planning and Development intern.

The Chairman stated that Harlem CDC is doing some great work and he would like to talk about getting a communications person on board to get the work out about the work that the Corporation is doing.

Mr. Rosa stated that Councilmember Jackson will finish his term in a few days and he took the opportunity to say thank you, on behalf of the Councilmember, to the Board for the wonderful work they do and particularly to the staff for their continued professionalism, diligence and intelligence.

Mr. Placide asked if there were any activities planned before the Holiday's through which they could individually support children's programs, the homeless or seniors. Mr. Archer said he would send any information that he could find.

There being no further business, upon motion duly made and seconded, the Harlem CDC Board meeting was adjourned at 10:48 A.M.

Respectfully Submitted by,

Rose Jeffrey
Corporate Secretary



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FOR CONSIDERATION

March 28, 2014

TO: The Directors

FROM: Curtis L. Archer, President

SUBJECT: Harlem CDC Operating Budget FY 2014/2015

REQUEST FOR: Harlem Community Development Corporation (“Harlem CDC”) – Approval of Harlem CDC’s FY 2014/2015 Operating and Capital Budgets and Contract Summary; Authorization to Take Related Actions

I. Requested Action

It is requested that the directors (the “Directors”) of Harlem Community Development Corporation (the “Corporation” or Harlem CDC) approve Harlem CDC’s Operating and Capital budget and the Contract Summary for fiscal year 2014/2015 subject to the availability of funds.

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 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. Accomplishments for FY 2013/2014

- Victoria Theatre Redevelopment Project: Completed the Project’s environmental review process, holding a public hearing to obtain comments on the draft Environmental Impact statement (DEIS) and preparing the final Environmental Impact Statement (FEIS). Also obtained approval of the modified General Project Plan, Environmental Findings and related action the Harlem CDC and ESD Directors.
- 1800 Park Avenue: Negotiated an agreement to provide consulting services to promote and manage the lottery process for the affordable units to be developed in a 600-unit

mixed-use development at East 125th Street and Park Avenue. Harlem CDC expects to execute in 2014.

- Community Economic Revitalization Support Program (CERSP): Established a new Harlem CDC program to finance community and economic development initiatives within Harlem CDC's service area. CERSP is funded by the payments received by Harlem CDC from Columbia University in connection with its "Manhattanville" Project.
- Washington Heights BID – "Explora" Project: Provided the Washington Heights BID with a \$50,000 grant to partially support "Explora", a 12-month marketing and promotion initiative.
- Washington Heights and Inwood Development Corp. – West Harlem Expansion: Provided a \$25,000 grant to the Washington Heights and Inwood Development Corporation to partially fund its establishment of a West Harlem satellite office.
- New East Harlem Merchants Association – East Harlem Economic Development Project: Provided a \$37,500 grant to the partially fund expenses associated with launching a street-cleaning crew and purchasing high-capacity trash receptacles for the East 125th Street commercial corridor to enhance its appeal as a destination for shopping.
- First-Time Home Buyer Seminars and Housing Expo: Presented, in collaboration with Chase Bank, a four-part financial literacy and first-time home buyer seminar series that was offered three times in 2013 and also co-sponsored with Chase an all-day Housing Expo that featured three parallel seminar series. The Home Buyer seminars and the Housing Expo were attended by approximately 100 people.
- Counseling: Provided, as a HUD-Certified housing counseling agency, one-on-one housing counseling services to over 300 individuals.
- Small Business Seminars: Hosted small business seminars and workshops in conjunction with SBA, Project Enterprise, WIBO, Harlem Business Alliance and Citibank.
- A Home for Harlem Dowling: Extended the term of the \$100,000 predevelopment loan to Harlem Dowling-West Side Center for its new mixed-use development project on West 127th Street to accommodate the ULURP process to rezone the site and the reschedule closing on project financing.
- Boys and Girls Club of Harlem: Extended the term of the \$100,000 predevelopment loan to the Boys and Girls Club of Harlem for its mixed-use renovation of a former public school on West 145th Street to accommodate the rescheduled closing on project financing.
- Cecil Hotel – Ground Floor Retail Space: Facilitated ribbon cutting and opening events for Minton's Jazz Supper Club and Cecil's Brasserie, two new dining and entertainment establishments that are tenants in the Cecil Hotel's ground floor retail space. The two venues created 122 new jobs, 70% of which are held by local residents.
- PS 109: Continued coordination with ArtSpace Projects, Inc. and El Barrio Operation Fightback concerning how Harlem CDC might assist with the redevelopment of the former PS 109, a landmark-quality century old former public school in East Harlem, as a mixed used development that includes 90 units of affordable housing, 10,000 square feet of community/cultural space, a community garden, a community kitchen and a green market.

- Harlem Business Alliance – Back Office Support Services Initiative: Approved a requested increase to the \$45,000 predevelopment grant awarded to the Harlem Business Alliance for its Back Office Support Service program to \$74,460 to partially fund additional work required to complete the project.
- Caribbean Cultural Center – Youth Apps Academy: Provided the Caribbean Cultural Center with a \$75,000 CIP grant to partially fund the youth entrepreneurial component of a multi-disciplinary project that will create a virtual museum connected to the opening of the Caribbean Cultural Center’s new home. The academy will initially train 20 young adults in the development of mobile phone apps and the job opportunities that they can access as they continue to develop skills in the new computer technologies.
- Harlem Cultural Tourism Collaborative: Participated in strategic planning meetings sponsored by the West Harlem Community Preservation Organization focused on strengthening West Harlem as a destination for domestic and international tourists. The initiative is funded in part by the West Harlem Development Corporation.
- Upper Manhattan Tourism Initiative: Initiated a strategic partnership with NYC & Company to explore and implement initiatives to more thoroughly promote tourism as part of the economic and job development engine of Upper Manhattan.
- La Marqueta Mile: Assembled 26 letters of support from elected officials, city agencies, real estate developers, property managers, local businesses and resident organizations to study the creation of an East Harlem public market under the Metro-North railroad viaduct with the potential for 4,000 new jobs. Sought a feasibility study matching grant of \$200,000 through the NYC Regional Economic Development Council.
- Harlem River Park Task Force: Led 45 task force member organizations (including hundreds of volunteers), in partnership with seven elected officials and the NYC Parks Department, in designing and implementing new programming and maintenance plans for Harlem River Park. Focused regional attention on and sought \$5 million in federal resiliency funding for expanding the riverfront park southward seven blocks linking it to existing parklands. Partnered with Esplanade Gardens seeking funding to expand the park northward five blocks and connect it to an existing park. Assisted regional organizations in drafting a waterfront greenway access plan.
- Under the Viaduct: Bradhurst Neighborhood Plan: Engaged the local community in envisioning the future of Bradhurst, attracting a \$369,147 Brownfields Opportunity Area grant for use in the next phase of planning. Partnered with NYCHA, District Attorney’s Office of New York, and Polo Grounds Towers residents and developed a revitalization and safety plan for the site with a \$10,000 grant from HIDTA. Partnered with HCCI, BMA, HFM and NYCDOT and created a plan for a central plaza on FD Boulevard at Macombs Place to improve this 10-block long commercial corridor.
- Montefiore Park Expansion: In partnership with NYCDOT, NYCDPR, NYCDDC, HHH, and MPNA, led a successful community design and engagement process with 50 participants that culminated in CB9 endorsing the doubling in size of this park and creating a new \$6 million destination on busy Broadway at West 137th Street.

- Mother Clara Hale Bus Depot Reconstruction: Provided urban planning and other technical assistance to the Mother Clara Hale Community Task Force and the MTA, including M/WBE and localized workforce initiatives, green technology, environmental monitoring, and culturally sensitive design with locally designed large-scale art panels for this new \$250 million bus depot in Harlem.
- Franco the Great Gate Murals: Forged a partnership with Forest City Ratner and Team Franco/Save the Gates of Harlem to acquire the historically important corrugated steel security gate murals and relocate them to East River Plaza for preservation and display to attract tourism. Assisted TF/SGH in the development of its by-laws.
- African Square at Adam Clayton Powell, Jr. State Office Building: Provided site planning and other technical assistance to ESD and the governor's "Fresh Connect" market manager, leading to another successful season of healthy foods, exercise and localized art and cultural vending on the plaza.
- Harlem African Burial Ground Task Force: Provided technical assistance and guidance to the task force, Community Board 11, the MTA and NYCDOT on preserving and commemorating this 1660 colonial burial ground and founding place of Harlem. Created and submitted a State and National Register site designation packet to SHPO. Worked with MTA on a \$3 million RFK Bridge ramp redesign so as not to impact this historic site.
- Rafael Viñoly Architects: Assisted RVA in its search of sites to build a new signature multi-million dollar mixed-use development that will house its headquarter offices.
- Harlem CDC Website Redesign & Re-launch: Worked with ESD and completed the redesign of Harlem CDC's website and re-launched it. The new website has received rave reviews from community partners for its clarity and content.
- Harlem CDC Social Media Outreach: Worked with ESD and activated Harlem CDC's Facebook, Twitter, Flickr and YouTube accounts to share our plan, events and accomplishments with the larger community.
- Presentation Material for Real Estate Investors: Created presentation material highlighting recent real estate, urban planning and economic development initiatives in greater Harlem for real estate investors to use in attracting EB5 funding for two new multi-\$100 million projects within our service area.
- Educational Training for Students: Met with five college and graduate school student groups and provided an overview of Harlem CDC's urban planning and economic development initiatives, giving context to how these initiatives get started and implemented.
- Weatherization: Although the agency was subjected to a budget cut for the 2013/2014 program year, Harlem CDC will successfully meet its Weatherization Program Assistance contract goal of 272 units utilizing \$1,060,781 in funding. This year Weatherization participated in the Summer Cooling Program and was able to install 32 air conditioners and one fan in homes of seniors and the sick in the Harlem community.
- Weatherization was able to provide training to most of the staff in the areas of energy auditing, heating systems and general Building Performance Institute Professional requirements which assisted the agency with its goal of becoming self auditing. Harlem

CDC successfully opened its bid list to include many more contractors, including WMBE contractors, and awarded three contracts under the WAP. There are currently five buildings, representing 272 units in total, for the WAP 2013/2014 Program Year. Building Audits were completed on all buildings, work scopes have been developed, Owner's Agreements have been negotiated and executed for all of these buildings and all 272 units are currently in production. All units will be completed by March 31, 2014.

IV. Goals for FY 2014/2015

- Conclude the State approval process for the Victoria Theater Redevelopment Project and commence work on the project agreements and related actions needed to advance the project to closing.
- 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 additional financial resources to small business loan programs that serve business and entrepreneurs in Harlem CDC's catchment area.
- Continue to work with the New Harlem East Merchants Association (NHEMA) and other stakeholders on East 125th Street to advance initiatives, programs and policies that will strengthen East 125th Street as a location for small businesses.
- Consider providing a matching \$25,500 grant to Harlem Congregations for Community Improvement (HCCI) for its Bradhurst Business Attraction Project.
- Participate, as a strategic partner and potential funding source, in the West Harlem Cultural Tourism Collaborative, helping to shape its mission and vision and to formulate and implement strategies for raising the visibility of West Harlem as a destination for tourism.
- Consider providing a \$75,000 matching grant to the Marcus Garvey Park Alliance to assist with architectural and engineering costs to be incurred by the NYC Department of Parks and Recreation in connection with the Mount Morris Fire Watch Tower Restoration Project.
- Plan and present, in partnership with SBA, lending institutions and other community revitalization partners, workshops and forums that will assist small businesses located within Harlem CDC's catchment area as well as to promote entrepreneurship and small business development within our catchment area.
- Explore options for partnering with Operation Hope on community and economic development initiatives in East Harlem.
- Consider providing a CERSP grant of up to \$500,000 over three years to the Union Food Lab to support its culinary training program for Harlem residents.

- Consider providing a CIP grant of up to \$75,000 ArtSpace/El Barrio Operation Fight-Back's mixed-use PS 109 redevelopment project in East Harlem to support its community facility component.
- Consider providing a grant to Harlem RBI to assist with the community facility component to its mixed-used (affordable housing, community facility space, renovation of an adjacent park and charter school) development project, located in East Harlem.
- Present, in partnership with lending institutions and other community revitalization partners, home buyer and financial literacy seminars and workshops.
- To promote participation by Harlem-based organizations, and wherever possible ownership, in projects that receive financial assistance from New York State.
- Provide technical assistance and co-sponsorship, where appropriate, to Business Improvement Districts, Local Development Corporation and related entities within Harlem CDC's catchment area to advance new economic development initiatives.
- Provide technical assistance to the Caribbean Cultural Center African Diaspora Institute once construction activities begin on the East 125th Street de-commissioned fire house that will be renovated to serve as its new headquarters.
- Will work with the Harlem River Park Task Force in programming the 13-block long waterfront park and continue planning future expansion phases to the north and south, connecting the park to an existing park network. Engaging the community in storm resiliency planning. Coordinate various agencies in addressing problem populations in the park.
- Implement several initiatives outlined in the "Under the Viaduct: Bradhurst Neighborhood Plan," including guiding consultants in the Step 2 Supplemental Brownfields Opportunity Area analysis of selected sites, create the Bradhurst pedestrian plaza, and build a "Pitch Book" with residents and agency partners highlighting design and programming ideas for improving Polo Grounds Towers and Ralph J. Rangel Houses.
- Create a promotional video on the history and activities of Harlem CDC, highlighting our positive contributions to the renewal of upper Manhattan. The video will be distributed via social media and on our website.
- Create a La Marqueta Mile Task Force to further engage community stakeholders in the planning and development of a proposed public market under the Metro-North Park Avenue railroad viaduct from East 111th to East 133rd streets – housing 4,000 jobs. Issue a Request for Proposals for a feasibility study of the plan in collaboration with East Harlem Business Capital Corporation, Community Board 11 and others.
- Work with ESD and the Governor's office to expand the "Fresh Connect" healthy food program on the plaza and seek additional sites for farmers' markets throughout Harlem.
- In partnership with the City, not-for-profits and the local community, create additional large-scale murals throughout El Barrio/East Harlem, Central Harlem and West Harlem to promote local culture and attract tourism.
- Continue providing urban planning and other technical assistance to the Mother Clara Hale Community Task Force and the MTA in the redevelopment and operation of the new LEED-certified bus depot.

- Re-launch the Harlem Green X:change project in partnership with NYCDOT and Harlem Park to Park and create a new town square at intersection of West 116th Street, St. Nicholas Avenue and Adam Clayton Powell, Jr. Boulevard.
- Work with Team Franco/Save the Gates of Harlem and Forest City Ratner to collect, preserve and relocate 10 of 26 historically important corrugated steel security gate murals, drawn by Franco the Great, to East River Plaza and create a tourist destination.
- Continue to provide technical and urban planning assistance and guidance to the Harlem African Burial Ground Task Force in developing a strategy for preserving and maintaining this historic burial ground and the 1660 founding site of Harlem.
- In partnership with NYCDOT and neighborhood groups, refine draft designs and expand Montefiore Park in West Harlem to create a cultural destination and focal point for the burgeoning Hamilton Heights/Broadway/City College area. Provide capacity building technical assistance to the Montefiore Park Neighborhood Association.
- In partnership with NYCDOT and neighborhood groups, improve pedestrian and vehicular safety along major corridors and intersections throughout upper Manhattan.
- Continue partnerships with various community-based and regional organizations on sustainability issues, such as climate change, local ecology, healthy food access, and air and water quality improvement, thereby attracting further localized investment.
- Launch Harlem CDC's new and improved website. Continue expanding our social media presence, highlighting our contributions to the planning, development and history of upper Manhattan.
- The weatherization division will continue to maximize the benefits available through the Weatherization Assistance Program ("WAP") to promote the health and safety and well-being of low-income residents of multi-family rental and co-operative buildings.
 - Complete and issue RFP's for all buildings in the WAP pipeline. Complete workscopes and award contracts to ensure completion of 272 units.
 - Complete all work and get HCR certification on all units for this contract year.
 - Continue to provide staff with training to ensure contract renewal and become a self auditing weatherization agency.
 - Complete our Pilot Solar Project utilizing solar PV technology.
 - Respond to RFPs for HOME and RESTORE grants to diversify the department and bring in much needed additional funds.

V. Budget

Pursuant to State Finance Law, Harlem CDC's budget must be approved by its Board of Directors. A copy of Harlem CDC's proposed FY 2014/2015 budget is attached as Attachment A. Of the total \$2,694,697 operating budget as set forth in Attachment A, \$1,370,028 is being directly funded by Empire State Development ("ESD"), and \$1,324,669 is federally funded through HCR for the Weatherization program and other HCDC grants.

Harlem CDC's proposed capital budget of \$150,000 for FY 2014/2015 in Attachment B consists of pre-development costs, specifically legal fees (Phillips Lytle, the Gibson Firm and Sive

Page), for the Victoria Theater project. All pre-development costs are paid from an imprest account paid into the Corporation and funded by the designated developer.

Additionally, in Section 11.2(d) of the ESD Procurement Guidelines it is also required that the Directors approve Harlem CDC's contracts for any amount which involves services to be rendered for more than one year or for contracts in amounts of \$50,000 and over. (See Exhibit A)

VI. Recommendation

It is recommended that the Directors approve the Harlem CDC budget for Fiscal Year 2014/2015.

VII. Attachments

Resolution

Attachment A – Harlem CDC's FY2014/2015 Operating

Attachment B –Harlem CDC's Capital Budget FY2014-2015

Exhibit A – Contract Summary/Status Report



**Harlem
Community
Development
Corporation**
163 West 125th Street
New York, NY 10027
212-961-4100
212-961-4143 fax
www.harlemcdc.com

Resolution No:

March 28, 2014

Harlem Community Development Corporation – Approval of Harlem CDC’s FY 2014/2015 Operating and Capital Budgets and Contract Summary; 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 Operating and Capital FY 2014/2015 Budget, and Contract Summary 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 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 (HCDC)
FY 2014/2015 Operating Budget - Corporate & Weatherization

	Actual Expense FYE 2013	Spending Plan FYE 2014	Projected Expense FYE 2014	Spending Plan FYE 2015
PERSONAL SERVICES				
Salaries	\$646,884	\$695,875	\$800,150	\$800,199
Salaries WAP	552,751	488,092	488,092	511,492
Fringe Benefits	267,908	243,556	324,896	324,896
Fringe Benefits WAP	313,385	170,832	198,763	198,763
Headcount	21	19	19	19
TOTAL PERSONAL SERVICES	\$1,780,928	\$1,598,355	\$1,811,901	\$1,835,350
Legal Fees	\$1,925	\$35,000	\$18,484	\$50,000
Consultant Fees	0	25,000	2,667	9,000
Accounting / Audit Fees	<u>13,000</u>	<u>17,500</u>	<u>13,500</u>	<u>18,500</u>
TOTAL PROFESSIONAL FEES	\$14,925	\$77,500	\$34,651	\$77,500
Wea. - Outside Labor & Materials	\$1,898,124	\$608,551	\$408,279	\$465,258
Weatherization - Other Expense	74,521	216,619	74,325	149,156
Victoria Theatre	0	0	0	0
Employee Travel & Meals	5,042	6,500	2,879	6,500
Seminars & Conferences	0	2,000	0	2,000
Dues & Memberships	0	3,000	0	3,000
Subscriptions & On-Line Services	3,277	3,600	435	3,500
Office Occupancy Expenses	1,219	34,200	0	17,000
Insurance	56,634	52,303	52,303	57,533
Agency Temps	0	0	0	0
Telephone/Fax/Internet	18,625	12,500	17,766	22,000
Postage/Express Mail/Messenger	1,716	2,500	1,236	2,000
Office Supplies	4,717	6,500	2,432	6,500
Advertising/Promotion	46,188	15,000	5,173	15,000
Printing & Reproduction	4,826	7,500	3,072	6,500
Computers/Software/Equipment	6,074	2,500	1,788	5,500
Other Outside Service	253	218	3,903	300
Property Management Expense	525	30,000	0	10,000
Repairs & Maintenance	695	4,000	684	2,500
Other Expenses	7,367	6,000	7,264	7,600
Government Assessment Fee	0	0	0	0
Total Other Non Personal Services	2,129,802	1,013,491	581,539	781,847
Total Non-Personal Services	2,144,727	\$1,090,991	\$616,190	\$859,347
TOTAL PS & NPS	\$3,925,655	\$2,689,346	\$2,428,091	\$2,694,697
FUNDING SOURCES				
ESDC Corporate Support	\$1,086,874	\$1,205,252	\$1,258,632	\$1,370,028
Weatherization Grants & Other	2,838,781	1,484,094	1,169,459	1,324,669
Real Estate Revenue	-	-	-	-
TOTAL FUNDING	\$3,925,655	\$2,689,346	\$2,428,091	\$2,694,697

Empire State Development
Harlem Community Development Corp
Capital Budget FY 2014-15

	Actual Expense FYE 2013	Spending Plan FYE 2014	Projected Expense FYE 2014	Spending Plan FYE 2015
Acquisition Costs	0	0	0	0
Design & Other Soft Costs	1,250	0	0	0
Legal Costs	145,624	150,000	46,794	150,000
Property Management/Maintenance Costs	0	0	0	0
Insurance	0	0	0	0
Demolition & Site Clearance	0	0	0	0
Construction Costs	0	0	0	0
Other Misc. Costs	0	0	0	0
Total Capital	146,874	150,000	46,794	150,000

EXHIBIT: A

CONTRACT SUMMARY/CONTRACT STATUS REPORT
OPERATING/CAPITAL SPENDING BY CONTRACT
HARLEM COMMUNITY DEVELOPMENT CORPORATION (HCDC)

Vendor Name	Contract Amount	Spent thru 12/31/13	12/31/2013 Balance	Spending Plan FY 2014-2015		Scope of Work	Execution Date	Anticipated Completion Date	Justification of Continuation	Funding Source & Status
				Operating \$	Capital \$					
ACTIVE MULTI-YEAR CONTRACTS TO BE CONTINUED IN FY 14/15:										
The Gibson Law Firm	300,000	224,480	75,520		25,000.00	Provide legal services to Harlem Community Development Corporation and act as co-counsel with Phillips Lytle with respect to redevelopment of the Victoria Theater.	5/22/2007	3/31/2015	Need for legal services with respect to the redevelopment of the Victoria Theater.	Developer Funds
Bryant Rabbino LLP	150,000	13,290	136,710		40,000.00	Provide real estate & tax legal services to HCDC In connection with the corporation ownership interest in 5 low-income housing tax credit development properties.	6/24/2013	6/30/2015	Need for legal, real estate and tax services with respect to the HCDC low income tax credit properties.	Capital Funds
Konica Minolta Business Solutions	31,069	11,912	19,157	6,000.00		Lease of Copiers for HCDC Office Use.	7/22/2011	10/31/2016	Provide printing and copier services for HCDC Office.	Operating Funds
Phillyps, Lytle, Hitchcock, Blaine	500,000	410,729	89,271		50,000.00	Provide legal services in connection with the redevelopment of the Victoria Theater.	2/9/2006	3/31/2015	Need for legal services with respect to the redevelopment of the Victoria Theater.	Developer Funds
Sive Paget	350,000	322,554	27,446		25,000.00	Provide legal services in connection with the redevelopment of the Victoria Theater.	7/27/2008	3/31/2015	Need for legal services with respect to the redevelopment of the Victoria Theater.	Developer Funds
Sub-Total Active Contracts	1,331,069	982,964	348,105	6,000.00	140,000.00					
WEATHERIZATION NEW CONTRACTS AND AMENDMENTS:										
Sub-Total Weatherization Contracts	0.00	0.00	0.00	0.00	0.00					
ANTICIPATED NEW CONTRACTS AND AMENDMENTS IN FY 14/15:										
Sub-Total Anticipated Contracts	0.00	0.00	0.00	0.00	0.00					
Grand Total	1,331,069	982,964	348,105	6,000	140,000					

I attest that all the contracts above have been evaluated and confirmed as necessary and cannot be deferred, eliminated, reduced or conducted by ESDC staff at this time.



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212-961-4143 fax
www.harlemcdc.com

FOR CONSIDERATION

March 28, 2014

TO: The Directors

FROM: Curtis L. Archer

SUBJECT: HCDC Procurements Guidelines

REQUEST FOR: HARLEM COMMUNITY DEVELOPMENT CORPORATION – Procurement Guidelines - Adoption of Revised Guidelines for the Use, Awarding, Monitoring and Reporting of Procurement Contracts

I. BACKGROUND

At its December 3, 2010 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”). Since then, there have been a number of changes to relevant laws and regulations. Accordingly, the ESD Procurement Manager and staff from the Legal Department, supported by representatives of the Contracts Administration and Finance Departments, have engaged in a revision of the Guidelines. A copy of the revised Guidelines is attached.

On March 28, 2014, the ESD Board will be asked to adopt the revised Guidelines (the “2014 Guidelines”), which are designed to govern procurements by ESD subsidiaries such as HCDC. Because the ESD Board meeting for March is being held on the same day as HCDC Board meeting, the directors are asked to approve the 2014 Guidelines in their current form, subject to any amendments that the ESD Board may require, which amendments would be added to the 2014 Guidelines as if adopted nunc pro tunc by the HCDC Board. Accordingly, approval is sought for the adoption of the 2014 Guidelines by the Board as and if amended by the ESD Board.

II. PROCUREMENT CONTRACTS GUIDELINES SUMMARY

The 2014 Guidelines attached to this memorandum set forth the policies and procedures to be followed by HCDC when seeking to contract for goods or services. It should be noted that these Guidelines do not have the force of law, and are intended as a statement of best practices and procedures. No contract is invalid merely because the guidelines have not been followed.

The 2014 Guidelines define the universe of procurement transactions which are subject to the policies and procedures. Generally, all procurements by HCDC must be competitive, except where State law provides for non-competitive sourcing (e.g., goods purchased from approved non-profit agencies for the blind, and procurements from the Office of General Services Centralized Contracts List). Based on the expected cost of procured goods and/or services, procurement contracts must be obtained after advertisement in the NYS Contract Reporter, except in limited instances where an exemption is obtained, generally for sole or single source procurements when only one vendor offers the desired goods or services or when a single vendor has unique qualities or experience that obviate a competitive process. The proposed Guidelines explain the various means of obtaining goods and services in an open, accountable and transparent manner, including incorporation of the ESD Bid Opening Guidelines and the compilation of a Procurements Record for every covered Procurement Contract.

The 2014 Guidelines comply with the applicable provisions of the Public Authorities Law, the State Finance Law and the State Tax Law. They are consistent with the State Procurement Council's Guidelines and with the Governor's directive that all state agencies and public authorities make responsible spending decisions, and that they be accountable for sufficient monitoring of their spending to ensure the highest level of fairness, non-discrimination, openness and transparency.

The 2014 Guidelines are intended to be user-friendly and are set forth in a logical and coherent fashion that will assist staff in understanding the procedures to be followed and the substantive rules that govern procurements. Many sources of help and information are included as clickable links, and virtually all required forms and ESD policy and procedure documents can also be accessed from within the document by hyperlinks. For obvious reasons, the hard copy of the proposed Guidelines presented to the Directors for approval cannot contain these links, but they are shown in highlight form.

Proposed substantive and procedural changes to the 2010 Guidelines are as follows:

1. Service contracts that last for more than one year do not automatically require Board approval. For example, equipment warranty and product maintenance/support/lease contracts (including but not limited to auto leases) that last for more than one year do not require approval by the Board unless the amount of such contract is over \$100,000 in aggregate through the life of the contract. This change will allow the Corporation to speedily enter into such contracts, which generally are significantly cheaper than single-year contracts that must be renewed annually.
2. In connection with certain of its projects, ESD may need to obtain a license from a governmental agency, authority, or company or a public utility in order to enter the licensor's premises and perform work. As a precondition to receiving the license, ESD can

be required to enter into agreements with the licensor that prescribe conditions for work to be performed on the site, including work and/or oversight of work which must be performed by the licensor's personnel or contractors, as well as payment of licensor costs by ESD. Examples include licenses for work on rail and utility facilities. Agreements of this kind, often referred to as "forced contracts," are not covered by the competitive solicitation requirements of these Guidelines because ESD has no discretion or authority with respect to the work to be performed by the licensor's personnel and contractors. However, appropriate approval(s) as set out in these Guidelines (including Board approval based on the amount and/or duration of the agreement) would apply.

3. Changes to the MWBE requirements of Executive Law Article 15 are incorporated.
4. Compliance with Iran Divestment Act of 2012 is required. This legislation, recently made applicable to public authorities, mandates that all vendors contracting with public authorities such as ESD must certify that they do not have investments in Iran.
5. Compliance with Project Sunlight is required. This is a Governor's initiative that requires (among other things) public authorities to report on an Office of General Services database communications from representatives of parties seeking procurement contracts which are intended to influence the award of such contracts.
6. To more efficiently handle small procurements of goods that do not require Board approval, the dollar limit for Purchase Orders has been raised from \$15,000 to \$50,000. Purchase Orders are simpler than ESD's Short Form Contract for goods or services, thus reducing negotiation time and expense. Purchase Orders require approval by the relevant Department Head, Procurement Department, Controller's Office and Contracts Administration. Contracts for services of less than one year continue to require the Short Form Contract and approval by the Chief Financial Officer or designee. Contracts over \$50,000, or for services in any amount for more than one year, continue to require Board approval.
7. Following a recent directive from the Secretary to the Governor, all vendors of goods and services shall be encouraged to use New York suppliers and sub-contractors to the maximum extent possible. It should be noted that this is not a contractual requirement, and is not intended to discriminate against other states, but is rather a matter of encouragement to vendors to make use of New York's vibrant and first-class businesses.
8. In connection with certain real estate re-purposing projects, ESD subsidiaries such as HCDC may undertake a form of procurement advertising not specifically authorized in the 2010 Guidelines, the Request for Expressions of Interest ("RFEI"). This solicitation is intended to provide interested parties to propose options for development or re-development of (generally but not exclusively) real estate projects. After the responses are received, ESD and its subsidiaries may proceed with an RFP for one or a number of

the visions submitted for the project in question.

9. Significant changes have been made to the section on lobbying during the procurement period, to make the section easier to understand and to highlight the most important elements of the lobbying law (State Finance law s. 139).
10. Public bid openings are required for construction contracts, in accordance with State Finance Laws. 144.
11. Vendors are required to be “responsible” (i.e., to demonstrate integrity and continuing financial and other ability to carry out the contract) throughout the term of the contract.
12. The proposed Guidelines incorporate by reference a schedule of the officers whose approval is needed for various procurement actions. This schedule can readily be updated to reflect changes in management structure.
13. Submission of the State Controller’s Vendrep vendor responsibility form is required for all contracts to be approved by the Board, and encouraged for all contracts.

III. RECOMMENDATION AND REQUESTED ACTION

The Directors are requested to adopt the 2014 Guidelines for the Use, Awarding, Monitoring and Reporting of Procurement Contracts, effective as of the date of approval, subject to amendments, if any, of the corresponding Guidelines by the ESD Board.

Attachments

Resolution

Proposed Guidelines for the Use, Awarding, Monitoring and Reporting of Procurement Contracts



Harlem
Community
Development
Corporation

163 West 125th Street
New York, NY 10027
212-961-4100
212-961-4143 fax
www.harlemcdc.com

March 28, 2014

HARLEM COMMUNITY DEVELOPMENT CORPORATION – Procurements Guidelines - 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 2014 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, 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; and be it further

RESOLVED, that in the event that the proposed 2014 Guidelines are amended by the ESD Board at its meeting to be held on March 28, 2014, the Guidelines so amended shall be substituted nunc pro tunc for the adopted 2014 Guidelines attached to the attached Board materials, a copy of which is hereby ordered to be filed with the records of the Corporation.



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FOR CONSIDERATION

March 28, 2014

TO: The Directors

FROM: Curtis L. Archer

REQUEST FOR: **COMMUNITY INITIATIVES PROGRAM** – Request for a Grant of \$25,500 (Twenty Five Thousand Five Hundred Dollars) to partially fund Harlem Congregations for Community Improvement’s Bradhurst Business Attraction Project; Authorization to Take Related Actions.

I. Requested Action

It is requested that the directors (the “Directors”) of Harlem Community Development Corporation (the “Corporation”) authorize the Corporation to provide a grant of up to \$25,500 (Twenty Five Thousand Five Hundred Dollars) from the Community Initiatives Program (“CIP”) to partially fund Consultant, Project Management, Promotional Material and related costs associated with Harlem Congregations for Community Improvement’s Bradhurst Business Attraction project (the “Project”). It is also requested that the Directors authorize the President to take such additional actions as are necessary in connection with the requested action.

II. Project Summary

Grantee: Harlem Congregations for Community Improvement, Inc.
2854 Frederick Douglass, Jr. Boulevard, New York, NY 10031
Telephone: (212) 281-4877 x. 213 / Fax: (212) 281-2194
Contact: Malcolm Punter, Executive Vice President; mpunter@hcci.org

Project Description: A business attraction project for the commercial corridors of the Bradhurst section of Central Harlem intended to reduce its vacancy the commercial rate, enhance marketing and promotion activities, and to encourage a more diverse mix of businesses.

Project Site: West 140th Street to West 155th Street; Bradhurst Avenue, Frederick Douglass Boulevard and Adam Clayton Powell, Jr. Boulevard.

Funding Source: The Community Initiatives Program was established by the Directors in June 2001 for the purpose of making loans and grants to community-based organizations. The criteria for determining eligibility for financial assistance under the program’s guidelines are set out in Appendix I.

CIP Assistance: A grant of up to \$25,500 (Twenty Five Thousand Five Hundred Dollars).

Use of Funds: Consultant, Project Management, Promotional Material and related costs associated with the Bradhurst Business Attraction project.

Project Team:	Harlem CDC	Wayne Benjamin
		Francisco Guzman
	ESD Legal	Eunice Jackson
	ESD Contractor Diversity	Vikas Gera
	ESD Finance	John Bozak

III. Project Description

A. Background

Founded in 1986, Harlem Congregations for Community Improvement, Inc. (HCCI), a not-for-profit, 501(c)(3) corporation, is a coalition of more than 90 inter-faith congregations that has implemented a comprehensive portfolio of programs to provide affordable housing and safe streets; offer opportunities for individuals and groups to: (i) become and remain economically independent; (ii) increase understanding of and access to health care; and (iii) provide substantive educational programs for adults and young people. Through alliances with other community organizations, elected officials and local residents, HCCI has also helped reduce crime in the community, improve sanitation, and preserve and transform open space.

HCCI’s mission is to serve the entire Harlem community, with a specific focus on the Bradhurst section of Central Harlem (“Bradhurst”), from 140th Street to 155th Street, and from Adam Clayton Powell, Jr. Boulevard to Edgecombe and Bradhurst Avenues.

Over the past twenty eight years HCCI has transformed blighted areas into vibrant communities by developing new residential structures and expanding commercial businesses which in turn has increased job opportunities for local residents. HCCI believes that vibrant housing and business development programs, working together, increase a community’s economic stability.

Leveraging more than \$240 million in support from federal, state, and city agencies, HCCI’s real estate office has developed more than 2,000 units of low, moderate and middle-income housing and nearly 40 commercial spaces including a 45,000 square foot Pathmark supermarket. HCCI’s health office provides scattered-site housing for 60 families and individuals living with HIV/AIDS and its education programs include employment skills, literacy training (in conjunction with Literacy Partners), and computer software training--all linked to job placement. HCCI has placed more than 1,500 residents in employment opportunities.

In 2005 HCCI sponsored the creation of the Bradhurst Merchants Association (BMA), a 501 c (6) not-profit, to provide local business with platform to improve the viability of the local business district and to plan for the establishment of a Bradhurst Business Improvement District (the “Bradhurst BID”). BMA membership is comprised of local business owners who conduct business in or provide services to businesses in Bradhurst. The current President of BMA is LaChena Clark, owner of Sudsy Waters Laundry, a chain of businesses located in NY. HCCI embarked on the Project to support of BMA and to continue its own commercial and economic revitalization efforts in Harlem.

In 2010 HCCI hired the JGSC Group, LLC (“JSGC”), a retail consulting firm, to prepare a district market study and plan. The study indicates that there is unmet demand for a more diverse mix

of businesses to better serve the broader community and that, while Bradhurst has experienced significant revitalization, characterized most notably by new mid-rise mixed-use development on and near West 145th Street, the area continues to be affected by high retail vacancy rates. A contributing factor is that the median income in this area is still the lowest in Central Harlem. Although the demand for goods and services in Bradhurst is high, the study notes that the marketplace is inhibited by the perception that the area will not support new businesses.

Further, there was a major fire in November 2013 that devastated four businesses and caused a building to be demolished. This event has created a blighted condition in the area and placed several businesses at a disadvantage, requiring them to relocate or re-market their goods and services.

Also, while new businesses are being attracted to Bradhurst, existing businesses continue to close, therefore the area's vacancy rate remains stagnant. The retail successes in the area are generally characterized by businesses catering to new residents to Bradhurst with higher household incomes.

B. The Project

The Bradhurst Business Attraction Project (the "Project") is a comprehensive retail planning and marketing initiative through which local stakeholders will work to enhance the economic vitality of Bradhurst by creating jobs, allowing area residents to satisfy a greater percentage of their consumer needs locally and enabling local small businesses to capture a greater percentage of the area's economic potential derived from the demand of local residents for goods and services. HCCI has undertaken the Project to increase the number of viable businesses within Bradhurst, decrease the number of vacancies in the area, market the area as a vibrant destination for businesses and improve the mix of retail establishments.

The scope of the Project includes the following tasks, deliverables and activities.

- Creating and maintaining a vacancy data base for Bradhurst
- Undertaking a feasibility study to determine the practicality of establishing a Bradhurst BID
- Creating a comprehensive marketing strategy and implementing a coordinated retail program
- Creating and distributing promotional marketing materials
- Coordinating meetings and events with local partners, the real estate community and property owners to increase awareness of area retail needs and leasing opportunities
- Hosting a real estate event and symposium
- Coordinating with local real estate brokers, commercial property investors and area bankers to publicize available properties and recruit business prospects.

The measurable outcomes and results that HCCI expects to achieved through the Project include a reduction in chronically-high vacancy rates, a more diverse mix of quality clothing stores for men, women and children, a increase in the number of full-service restaurants and specialty food stores and an increase in affordable office space for small businesses.

Since 2003, through similar efforts, HCCI has succeeded in attracting approximately 20 new businesses to Bradhurst, anchored by the 145th Street Pathmark supermarket.

As part of the Project, JSCG will formulate an updated marketing strategy and retail program that will utilize, among other sources, 2010 Bureau of Labor Statistics and census data; its aforementioned 2010 study and the referenced 2000 census data.

In July 2013 HCCI received a \$25,000 grant by the NYS Department of Small Business Services ("SBS"), under its NYC Avenue program, to support the Project. The Project is underway and HCCI is working to advance all of the aforementioned deliverables. The \$25,500 grant requested from Harlem CDC will allow HCCI to advance the Project, outreaching to additional property owners and potential businesses and to extend its duration beyond the June 30, 2014 term of the SBS grant.

HCCI is committed to using MWBE firms and vendors in the course the Project's marketing and promotion activities.

C. Consultants

Business Development:	PR City Company, Patreinnah Acosta-Pelle, Principal
Retail and Marketing:	The JGSC Group, LLC

PR CITY COMPANY:

PR City Company ("PR City") provides business development consultant services. It is a New York City-certified MWBE firm, its New York State MWBE certification is pending. Patreinnah Acosta-Pelle is PR City's principal and sole proprietor. Ms. Acosta-Pelle has over 15 years of experience in the public relations and event planning industry and has worked on projects ranging from a United Nations International forum to grassroots organizing. She manages and oversees the BMA project for HCCI, facilitating its day-to-day operations, representing it at meetings, workshops and coordinating grant writing activities and is HCCI's project manager for the Project.

JGSC GROUP, LLC:

The JGSC Group, LLC (JSGC) is a consulting firm that provides strategic solutions including downtown revitalization strategies, research, consumer marketing and retail development to help public and private sector clients to better understand and serve their customers and constituents. JGSC serves as advisors to Main Street New Jersey and the 26 designated Main Street communities throughout the state. In this capacity, it provides counseling on economic restructuring as well as guidance and direction through the revitalization process. JGSC Group is a member of the National Trust for Historic Preservation and the National Main Streets Center.

In 2007 the Local Initiative Support Corporation (LISC) designated JGSC a preferred consultant to work in conjunction with or on behalf of LISC's Commercial Markets Advisory Services, a national program which provides guidance and targeted technical assistance to LISC local offices around the country in support of their commercial corridor revitalization and commercial/ mixed-use development goals.

In 2009, JGCS conducted the "Creating Retail Diversity and Enhancing Relationships" forum as part of the Commercial Corridor Manager Training series provided by the City of Philadelphia and LISC Philadelphia.

D. Schedule

With the award of the SBS grant, HCCI commenced work on the Project in July 2013 and anticipates achieving substantial completion of the Project's benchmarks and deliverables by June 30, 2014, the end-date for the SBS funding. As of year-end 2013 three out of a target total of five new businesses have been attracted to the Bradhurst area, including a pharmacy, a restaurant and a mobile phone store. The Harlem CDC grant will facilitate the continuation of Project activities through year-end 2014 or beyond.

E. Project Budget and Funding

Total cost for the Project is \$121,915. See the table below for a description of the proposed funding sources and uses. HCCI will contribute \$71,415 and has secured a grant from SBS for \$25,000. It has requested a \$25,500 grant from Harlem CDC to close the Project's funding gap.

USE OF FUNDS	TOTAL	SOURCE OF FUNDS	SOURCE OF FUNDS	SOURCE OF FUNDS
		HARLEM CDC	HCCI	NYC SBS
PROJECT MANAGEMENT	\$75,000	\$2,550	\$64,950	\$7,500
CONSULTANTS	\$30,000	\$17,000	\$1,138	\$11,862
PROMOTIONAL MATERIALS :	\$15,375	\$5,950	\$4,300	\$5,125
GENERAL OFFICE SUPPLIES	\$1,540	\$0	\$1,027	\$513
	\$	\$		
TOTAL	\$121,915	\$25,500	\$71,415	\$25,000

F. Financial Condition

HCCI is a not-for-profit corporation formed in 1986 to promote community and economic development activity in Harlem. It has experienced a cumulative positive change in net asset over the three year historical period from 2011 through 2013. HCCI's revenues in 2013 were down compared to 2012, but it had anticipated \$700,000 in grant income from government agencies and foundations, as well as rent receivables of \$140,000 that HCCI now expects to receive in fiscal year 2014. HCCI has an ESD credit rating score of Very Good and a strong debt coverage ratio. It has minimal long-term debt and maintains a \$100,000 unsecured line of credit. HCCI's revenues include grants (54%), fee income (30%) and other sources (16%).

IV 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 Minority and Women Business Enterprise

("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 20% related to the total value of Harlem CDC's funding. As such, the goal MWBE utilization shall be no less than \$5,100.

V. Harlem CDC Financial Assistance Subject to Availability of Funds

The provision of Harlem CDC's financial assistance is contingent upon the availability of funds.

VI. Program Criteria

The proposed Project complies with the Community Initiatives Program eligibility criteria for grants including:

1. The Community Initiatives Program Fund (the "Program") is intended to fund initiatives by community-based organizations and other successful applicants within the Corporation's service area that will enhance stability and contribute to the future economic development of the community. In general, financial assistance shall be available for feasibility, planning and/or design studies related to future economic development projects, including studies designed to ensure optimal utilization of privately and publicly owned properties. Planning activities that encourage broad community participation are preferred.

The Project will enhance the economic vitality of the Bradhurst section of Central Harlem, reducing retail vacancies, attracting new businesses, creating jobs and enhancing the mix of goods and services conveniently available to local residents.

2. A project must demonstrate the potential to result in a specific community benefit within the next 18-24 months.

The Project is currently under way; the creation of a vacancy data base, formulation of a marketing strategy and marketing activities are ongoing. It is anticipated that HCCI will achieve the goal of attracting at least five new businesses to the area by year-end 2014; it has already attracted three new businesses.

3. Grants shall not exceed one-half of total project cost or \$75,000, whichever is less.

The requested \$25,500 grant represents 20.9% of Project costs.

4. Where appropriate, the Directors may authorize Harlem CDC to assist in administration of a project by entering into a contract with consultants selected by the applicant to perform specific aspects of a project.

If requested by HCCI, Harlem CDC will consider entering into contracts with the selected consultants or vendors to advance aspects of the Project.

VII. Recommendation

It is recommended that the Directors authorize a grant of \$25,500 for the purposes stated.

VIII. Additional Submission(s) to Directors

Resolution



**Harlem
Community
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Corporation**

163 West 125th Street
New York, NY 10027
212-961-4100
212-961-4143 fax
www.harlemcdc.com

March 28, 2014

COMMUNITY INITIATIVES PROGRAM – Request for a Grant \$25,500 (Twenty Five Thousand Five Hundred Dollars) to partially fund Harlem Congregations for Community Improvement’s Bradhurst Business Attraction Project; 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 corporate records, the Corporation be authorized to make a grant of up to \$25,500 (Twenty Five Thousand Five Hundred Dollars) (the “Grant”) from the Community Initiatives Program (“CIP”) to partially fund Consultant, Project Management, Promotional Material and related costs associated with Harlem Congregations for Community Improvement’s Bradhurst Business Attraction Project (the “ 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 his designee(s) may deem appropriate; and be it further

RESOLVED, that the Directors find that a grant to partially fund soft cost related to Harlem Congregations for Community Improvement’s Bradhurst Business Attraction Project is in compliance with the eligibility criteria established under the regulations for the Community Initiatives Program; 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 may deem necessary or appropriate in the administration of the grant; and be it further

RESOLVED, that the provision of CIP financial assistance is expressly contingent upon and 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 may deem necessary or appropriate in connection with the foregoing resolutions.

APPENDIX I

The Community Initiatives Program Fund (the "Program") is intended to fund initiatives by community-based organizations and other successful applicants within the Corporation's service area that will enhance stability and contribute to the future economic development of the community. The Program is further intended to promote projects which will facilitate planning, increase development and related economic activity, or contribute to the planning or enhancement of vital community resources, including cultural facilities.

In general, financial assistance under the Program shall be made subject to the following guidelines:

1. Financial assistance shall be made available for feasibility, planning and/or design studies related to future economic development projects, including studies designed to ensure optimal utilization of privately and publicly owned properties. Planning activities that encourage board community participation are preferred.
2. A project must demonstrate the potential to result in a specific community benefit within the next 18-24 months.
3. Loans shall not exceed one-third of total project cost or \$100,000, whichever is less, and shall be for a term not exceeding 18 months from disbursement.
4. Grants shall not exceed one-half of the total project cost or \$75,000, whichever is less.
5. Loans shall be available for economic stabilization activities when the applicants can demonstrate a source of repayment over the next 18 months. Economic stabilization activities may include emergency repairs as well as the re-use and redevelopment of deteriorated or underutilized properties.
6. Applicants for loans must own or have been formally designated to develop the site of a proposed project.
7. Applicants for loans must demonstrate that alternative sources of funds have been sought and that none is readily available.
8. Where appropriate, the Directors may authorize Harlem CDC to assist in administration of a project by entering into a contract with consultants selected by the applicant to perform specific aspects of a project.



NYC Parks

William Castro
Borough Commissioner
Manhattan

T 212.408.0100
F 212.408.0202

E william.castro@parks.nyc.gov

City of New York
Parks & Recreation

Arsenal West
24 West 61 Street
New York, NY 10023
www.nyc.gov/parks

March 4, 2014

Mr. Curtis Archer
Executive Director
Harlem Community Development Corp.
163 W. 125th St.
New York, NY 10027

Dear Curtis:

I am writing to confirm that there is approximately \$4 million in the Parks Department's capital budget for the reconstruction and restoration of the Mt. Morris Fire Watchtower in Marcus Garvey Park.

As the enclosed extract from our capital budget indicates, the funding is broken down as follows:

\$1,750,000 from the City Council, obtained by Council Member Inez Dickens
\$1,179,000 from the Mayor's Office
\$1,000,000 from former Borough President Scott Stringer
\$75,000 from MTA mitigation funds in connection with the Second Avenue Subway project

The Community Initiatives Program grant would help pay for architectural and related services that are not covered by the City's capital funds. We are actively seeking a donation from a private entity to provide us with additional funds so that we will have the full \$200,000 needed for this purpose.

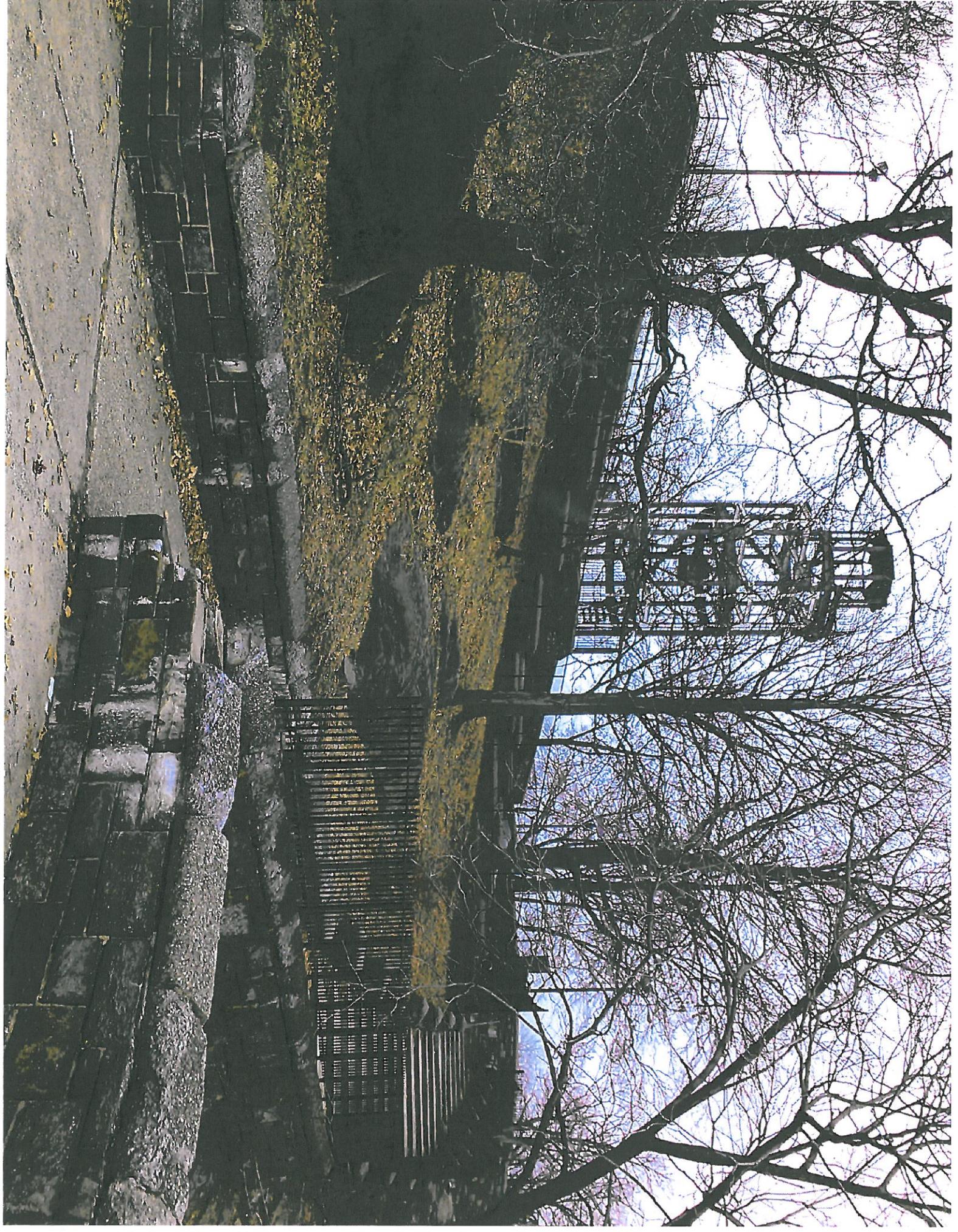
Thank you for your consideration of this request.

Sincerely,

William Castro

Enc.

FMS ID	Project Description	Budget Line	Funds %	Agency	FY14	FY15	FY16
846 P-308MHM2	MERCHANT HOUSE MUSEUM- EAST FACADE & SHUTTER RESTO M318	P D018	CC	DPR	\$ 300	\$ -	\$ -
846 P-308MHMR	MERCHANT HOUSE MUSEUM RESTORATION M318-109M	P D018	CC	DPR	\$ 50	\$ -	\$ -
846 P-308PIER	EAST 90TH ST PIER EXPANSION	P 0245M	NC	DPR	\$ 1,000	\$ -	\$ -
846 P-308SPCS	24 Sycamores Park C/S Renovation	P D018	CC	DPR	\$ 1,700	\$ -	\$ -
846 P-309BDM2	BROADWAY MALLS-W.145th to W.153rd - M095-109MA	P M245	BP	DPR	\$ 211	\$ -	\$ -
846 P-309CARM	Carmansville Playground	P D018	CC	DPR	\$ 1,400	\$ -	\$ -
846 P-309M123	MORNINGSIDE PARK 116TH STREET PLGD RECON M056-106M	P D018	CC	DPR	\$ 83	\$ -	\$ -
846 P-309MOR2	MORNINGSIDE PARK 123RD ST PLGD PHASE 2 M056	P D018	CC	DPR	\$ 895	\$ -	\$ -
846 P-309MPSC	Morningside Park Security Cameras	P M245	BP	DPR	\$ 40	\$ -	\$ -
846 P-309P123	MORNINGSIDE PARK 123RD ST PLAYGROUND M056-110M	P D018	CC	DPR	\$ 1,956	\$ -	\$ -
846 P-309P125	P.S. 125 PLAYGROUND BASKETBALL COURTS	P M245	BP	DPR	\$ 300	\$ -	\$ -
846 P-309RBUS	RVSD DR -TIEMANN PL TO 97TH ST	P M245	BP	DPR	\$ 54	\$ -	\$ -
846 P-309RBUS	RVSD DR -TIEMANN PL TO 97TH ST	P 0380	M	DPR	\$ 106	\$ -	\$ -
846 P-309RBUS	RVSD DR -TIEMANN PL TO 97TH ST	P 0245M	NC	DPR	\$ 1,500	\$ -	\$ -
846 P-309RTIE	RVSD - TIEMAN PL TO 120TH STAIRS & SDWKS M071	P D018	CC	DPR	\$ 300	\$ -	\$ -
846 P-309RVSC	RVSD PK - ST CLAIRS PL STAIRS RECON	P M245	BP	DPR	\$ 250	\$ -	\$ -
846 P-3095TNC	ST NICHOLAS NORTH COMFORT STATION M211-110M	P D018	CC	DPR	\$ 1,138	\$ -	\$ -
846 P-310CCYB	COLONEL CHARLES YOUNG PK - BASEBALL FLDS RENOVATION M186	P D018	CC	DPR	\$ 751	\$ -	\$ -
846 P-310FJTC	FRED JOHNSON TENNIS COURTS RENOVATION M159-111M	P M245	BP	DPR	\$ 78	\$ -	\$ -
846 P-310FJTC	FRED JOHNSON TENNIS COURTS RENOVATION M159-111M	P D018	CC	DPR	\$ 100	\$ -	\$ -
846 P-310HFT	HANSBORO RC CTR REFURB GYM FL & TRACK SURFACE M131	P D018	CC	DPR	\$ 500	\$ -	\$ -
846 P-310HRL	HANSBOROUGH RECR CTR - MEN & LADIES LOCKER RM PH 1 M131-110M	P D018	CC	DPR	\$ 392	\$ -	\$ -
846 P-310JRPB	JACKIE ROBINSON PK BANDSHELL & GROUNDS RECON M014-107M/307M	P D018	CC	DPR	\$ 200	\$ -	\$ -
846 P-311BIKE	HARLEM RIVER BIKEWAY PH II M208-104MA1	P 0245M	M	DPR	\$ 96	\$ -	\$ -
846 P-311G137	HARLEM RVR PK HIGH PERFORMANCE COMFORT STATION	P 0245M	NC	DPR	\$ 800	\$ -	\$ -
846 P-311HFWT	MARCUS GARVEY PK FIRE WATCHTOWER RECON M058-108M	P 1018	NC	DPR	\$ 75	\$ -	\$ -
846 P-311HFWT	MARCUS GARVEY PK FIRE WATCHTOWER RECON M058-108M	P 1018	M	DPR	\$ 179	\$ -	\$ -
846 P-311HFWT	MARCUS GARVEY PK FIRE WATCHTOWER RECON M058-108M	P M245	BP	DPR	\$ 1,000	\$ -	\$ -
846 P-311HFWT	MARCUS GARVEY PK FIRE WATCHTOWER RECON M058-108M	P D018	CC	DPR	\$ 1,750	\$ -	\$ -
846 P-311HFWT	MARCUS GARVEY PK FIRE WATCHTOWER RECON M058-108M	P 0890	M	DPR	\$ -	\$ 150	\$ 850
846 P-311HRBF	HARLEM RIVER BASEBALL FIELDS M208-206M & 406M-OMBP	P 0245M	NC	DPR	\$ 60	\$ -	\$ -
846 P-311HWTR	HIGHBRIDGE AQUEDUCT WATER TOWER RESTORATION M037	PU0026	M	DCAS	\$ 26	\$ -	\$ -
846 P-311HWTR	HIGHBRIDGE AQUEDUCT WATER TOWER RESTORATION M037	P D018	CC	DPR	\$ 1,213	\$ -	\$ -
846 P-311MGLL	MARCUS GARVEY LITTLE LEAGUE BLDG M058-107M	P 0245M	NC	DPR	\$ 94	\$ -	\$ -
846 P-311MGMP	PELHAM FRITZ REC CTR BANDSHELL & AMPHITHEATER M058-109/209M	P D018	CC	DPR	\$ 324	\$ -	\$ -
846 P-311RIFW	RANDALL'S ISLAND FRESHWATER WETLANDS PATHWAY M104	P X245	BP	DPR	\$ 140	\$ -	\$ -
846 P-311RIFW	RANDALL'S ISLAND FRESHWATER WETLANDS PATHWAY M104	P 0245M	NC	DPR	\$ 2,208	\$ -	\$ -
846 P-311RILS	RANDALL'S ISLAND LIVING SHORELINE M104-110M	P 1018	NC	DPR	\$ 1,332	\$ -	\$ -
846 P-311RPKP	RVSD PK - KAYAK LAUNCH WATER FRONT ACCESS PROJECT	P 1246	NC	DPR	\$ 5	\$ -	\$ -
846 P-311TJHV	THOMAS JEFFERSON PARK REC CTR HVAC M047-109M	P 0245M	NC	DPR	\$ 218	\$ -	\$ -
846 P-311WATT	RANDALLS/AWARDS ISLAND WIND, TIDAL & SOLAR PROJECT M107-107M	P 1018	M	DPR	\$ 119	\$ -	\$ -
846 P-311WITE	WHITE PLGD REDESIGN & RECONS M148-111M	P M245	BP	DPR	\$ 750	\$ -	\$ -















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Corporation**

163 West 125th Street
New York, NY 10027
212-961-4100
212-961-4143 fax
www.harlemcdc.com

FOR CONSIDERATION

March 28, 2014

TO: The Directors

FROM: Curtis L. Archer

REQUEST FOR: WEATHERIZATION ASSISTANCE PROGRAM — Authorization to transfer an amount Not to Exceed \$308,000 (Three Hundred and Eight Thousand Dollars) from Harlem CDC's Community and Economic Revitalization Support Program ("CERSP") to Harlem CDC's New Projects Fund in order to continue the Solar Pilot Project for the 2014/2015 Program Year; and Authorization to Take Related Actions

I. Requested Action

It is requested that the Directors authorize the President to transfer an amount not to exceed \$308,000 (Three Hundred and Eight Thousand Dollars) from Harlem CDC's Community and Economic Revitalization Support Program ("CERSP") to Harlem CDC's New Projects Fund in order to continue the "Pilot Solar Project" for the fiscal year 2014/2015. The CERSP account currently has a balance of \$1,484,081. HCDC proposes to continue the solar project utilizing at least two properties located within HCDC's catchment area. This would include the development and installation of at least two Solar Photovoltaic (PV) systems (Solar Electric) that will convert energy from the sun into electricity that is sent to each building's electrical system for use by the building and its tenants. This project will be funded by Harlem CDC and Green Venture Corporation with assistance from Con Edison and New York State Energy Research Development Authority (NYSERDA) and the property owners. It is also requested that the Directors authorize the President to take such actions as are necessary to effectuate the requested action.

II. Project Description

HCDC is currently in discussions with several large scale residential properties and small homes (1-4 units) in the HCDC catchment area. Low income and affordable multifamily properties that are income eligible according to HUD guidelines, verified through certification documentation will receive funding from HCDC to assist in offsetting the cost of the system. The goal of the project is to utilize the renewal energy produced

by the solar panels to reduce the consumption of electricity purchased from the utility company thus keeping costs low and in turn keeping these units affordable.

Two of the potential properties in which HCDC anticipates implementing a solar project for the 2014/2015 fiscal year are: Heritage Health and Housing, Inc. 1649 Amsterdam Avenue, and Coltown Properties, 410 St. Nicholas Avenue. Both of these properties have been previously weatherized. Harlem CDC will verify that the certification documentation for these buildings has been updated. Installation labor on these projects will be provided by HCDC's weatherization field staff.

HCDC will also recruit market rate developments, but these projects would be completed as fee for service projects. Small homes would also be done as fee for service projects.

III. Background

Harlem CDC's Pilot Solar Program was launched last summer, and a part-time temporary project manager position was created for that project and added to the Weatherization Department. So far we have signed two properties. Both were previously weatherized by Harlem CDC and are mastered metered.

Project 1:

Owner: CRP West 141st Street
Location: 148 West 141st Street (30 units)
System size: 14 kW grid tied system
Cost: \$70,000
Harlem CDC contribution: \$22,977

Project 2:

Owner: Vivid Realty
Location: 269-273 West 113th Street (46 units)
System size: 33 kW grid tied system
Cost: \$140,000
Harlem CDC Contribution: \$83,856

Both projects are currently in the NYSERDA application approval pipeline. Due to a backlog of applications, their approval process has taken longer than anticipated. We estimate receiving approval by the end of April, at which time the project plan will be submitted to Department of Buildings and Fire Department of NY for approval. Solar system installation will most likely begin in June.

The weatherization staff will make up part of the installation crews. Training began this month. We also want to develop a training program that is open to local residents, veterans, job seekers, etc. Our objective is to have part of the labor for each

solar project performed by weatherization staff and/or those who have passed our training program. We are seeking to partner with organizations that have job placement expertise.

Looking towards FY2014, we are already in discussion with several large scale residential properties and small homes. Multi-family properties that are income eligible (owner to provide copies of certification documentation) will receive funding from Harlem CDC to help offset the cost of the system. Small homes would be done as a fee for service project.

IV. Schedule

The Pilot Solar Project would be continued with anticipated project completion during the FY2014-2015 Program Year.

V. The Project Budget

Use of Funds	Harlem CDC New Projects Fund	Property Owners	Total
Hard Costs	\$		
Material	\$ 80,000	\$ 160,000	\$240,000
Labor	\$210,000	\$ 30,000	\$240,000
Total Hard Cost	\$290,000	\$190,000	\$480,000
Soft Costs	\$		
Engineering Fees	0	\$ 24,000	\$ 24,000
DOB Filing fees	0	\$ 16,000	\$ 16,000
Trainer's Fees	\$ 9,000	0	\$ 9,000
Equipment	\$ 4,000	0	\$ 4,000
Marketing	\$ 5,000		\$5,000
Total Soft Cost	\$18,000	\$40,000	\$58,000
Total Development Costs	\$308,000	\$230,000	\$538,000

This project will substantially be funded through Harlem CDC's Community and Economic Revitalization Support Program (CERSP), in the amount of \$308,000, and building owner contributions in the amount of \$230,000. The total cost of the Pilot Solar Project is projected to be \$538,000.

VI Non-Discrimination & Contractor and Supplier Diversity

Harlem CDC's Non-Discrimination & Contractor and Supplier Diversity policies will

apply to this Project. Harlem CDC and the selected Contractor(s) shall be required to include minorities and women in any job opportunities created, to solicit and utilize certified Minority and Women 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 35%. The overall goal shall include a Minority Business Enterprise (“MBE”) Participation Goal of 20% and a Women Business Enterprise (“WBE”) Participation Goal of 15% related to the total value of Harlem CDC’s funding.

VII. Recommendation

It is recommended that the Directors approve the project as requested above.

VIII. Additional Submissions to Directors

Resolution



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March 28, 2014

WEATHERIZATION ASSISTANCE PROGRAM — Authorization to transfer an amount Not to Exceed \$308,000 (Three Hundred and Eight Thousand Dollars) from Harlem CDC's Community and Economic Revitalization Support Program ("CERSP") to Harlem CDC's New Projects Fund in order to continue the Solar Pilot Project for the 2014/2015 Program Year and 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 hereby authorizes the President to continue a Pilot Solar Project.

RESOLVED, that the President or his designee is authorized to transfer an amount not to exceed \$308,000 (Three Hundred and Eight Thousand Dollars) from Harlem CDC's Community and Economic Revitalization Support Program ("CERSP") to Harlem CDC's New Projects Fund to continue the Solar Pilot Project for the 2014/2015); and be it further

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