

**CITY OF BUFFALO URBAN RENEWAL AGENCY
BOARD MEETING MINUTES
September 23, 2021**

Via WebEx Video

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or

Via WebEx Conference Call

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MEETING DATE: September 23, 2021

MEMBERS PRESENT: Brendan R. Mehaffy, BURA Vice Chairman
Commissioner Donna Estrich
Timothy Ball, Corporation Counsel
Council Member Joseph Golombek
Council Member Christopher Scanlon

MEMBERS EXCUSED: Mayor Byron Brown
Council President Darius Pridgen

SECRETARY: Scott C. Billman

OTHERS PRESENT: Yvonne McCray, BURA Director of Housing, Jenna Bichler, BURA Director of Operations, Tracy Cooley, BURA Deputy Director of FCA, Jessica Brown, Director of Administration & Finance, Dana Harris, Maria Melchiorre, Christine Marino, Tony Chestnut, Leslie Vishwanath, Pam Walker-Jarmon, Evelyn Rodriguez, Gina Granville, Julia Dutka, Bryce Link-BFSA

1. Mr. Mehaffy called the meeting to order at 9:40 am.
2. Mr. Ball made the motion to waive the reading of the minutes of the July 22, 2021 meeting, seconded by Council Member Golombek and carried unanimously.
3. **FINANCIAL CONTROL OF AGENCIES (Informational)**
 - 3a. Ms. Cooley, Director of FCA (Financial Control of Agencies) provided a fiscal update to the Board.
4. **RENT ASSISTANCE/ EVICTION PREVENTION PROGRAM**
 - 4a. **Permission for the Buffalo Urban Renewal Agency to enter into a modification of the previous City/ BURA ERAP Agreement for additional allocation of funds.**

Agency Members approved a request to enter into a contract modification with the City of Buffalo to administer U.S. Department of the Treasury Emergency Rental Assistance additional funds. The City is entering into a contract modification with New York State, Office of Temporary and Disability Assistance and the second allocation of the Emergency Rental Assistance Program funds will enable the City of Buffalo and the Buffalo Urban Renewal Agency to provide expanded outreach, financial assistance processing, and housing stability services to eligible households impacted by the COVID-19 pandemic. New York State, Office of Temporary and Disability Assistance will administer the program, under the same terms and conditions as the existing Emergency Rental Assistance Program agreement,

including the management of the application portal, eligibility determinations, and payment issuance. Office of Temporary and Disability Assistance will continue to administer the funds allocated to the City of Buffalo, in addition to layering in resources made available directly to the State of New York by Treasury. Emergency Rental Assistance Program will provide significant economic relief to help low and moderate-income households at risk of experiencing homelessness or housing instability by providing rental arrears, temporary rental assistance, and utility arrears assistance. The City of Buffalo will receive ten percent (10%) of the United States Department of the Treasury ERAP 2 funds allocated to the City of Buffalo, managed by OTDA, in an amount not to exceed \$1,118,416.45.

Motion made by Commissioner Estrich to approve Item 4a, seconded by Mr. Ball and carried unanimously.

5. HUD OFFICE OF LEAD HAZARD CONTROL GRANT

5a. HUD Lead Grant Funded Business Consultant to Increase Local Contractor Capacity to Support Housing Rehab Activities

Agency members approved a request to enter into a contract with Mercantile, LLC for an amount not to exceed \$75,000 for a business consultant to increase local contractor capacity which will support housing rehab activities. A review committee with representatives from the City and BURA evaluated six responses to the Request for proposal (RFP). The RFP was released on July 23, 2021, and circulated to a wide range of small business consultants, with a focus on agencies that operate locally and/or MWBE certified. Mercantile, LLC was selected as the strongest respondent demonstrating the capacity, capability and expertise to complete this work.

Motion made by Council Member Scanlon to approve Item 5a, seconded by Commissioner Estrich and carried unanimously.

6. OPERATIONS UPDATE (Information)

6a. BURA Operational Update

Jenna Bichler, Director of Operations, provided an update to the Board.

7. PROGRAM UPDATES (Information)

7a. General Program Update

Leslie Vishwanath, Director of Program Management, provided an update to the Board.

8. ADJOURNMENT

There being no further business to discuss, Mr. Ball made the motion to adjourn the meeting, seconded by Commissioner Estrich and carried unanimously. The meeting was adjourned at 10:00 am.


Scott C. Billman, BURA Secretary

Reported By: Risë Geller