

**MINUTES OF MEETING
OF THE
BOARD OF COMMISSIONERS**

A regular meeting of the Rhode Island Housing and Mortgage Finance Corporation Board of Commissioners was held on Thursday, June 25, 2009 at 8:30 a.m. at the Offices of the Corporation, 44 Washington Street, Providence, RI.

Commissioners in attendance were: Chairman Anthony Marouchoc; Vice Chairwoman Denise Barge; General Treasurer Frank T. Caprio; Michael Marques, Director of Department of Business Regulation; Kevin Flynn, designee for Gary Sasse, Director of Department of Administration; and Jose Monteiro. Perry Clough was absent.

Also in attendance were: Richard H. Godfrey, Jr., Executive Director; Susan Bodington, Deputy Director; John Gordon, Director of Asset Management; Cathleen Paniccia, Director of Homeownership and Administration; Leslie McKnight, Director of Servicing; Michael V. Milito, Corporation Counsel and Jo-Ann Ryan Communications Director.

Brian Gallogly, Counsel to the Corporation was also present, as were members of the public.

Pursuant to Chapter 46 of Title 42 of the General Laws of Rhode Island, notice of the meeting of the Board of Commissioners was posted in the Offices of the Corporation and at the first floor bulletin board in the State House.

Chairman Marouchoc called the meeting to order at approximately 8:30 a.m.

Approval of Minutes of Board Meeting Held on May 21, 2009

Upon a motion made by Commissioner Caprio and seconded by Commissioner Barge the following was unanimously adopted:

VOTED: That the Minutes of the Board Meeting held on May 21, 2009 hereby are approved.

Chairman's Report

Chairman Marouchoc announced that this meeting was his last as Chairman of the Board and stressed that he was honored to have associated with such an outstanding organization as Rhode Island Housing. He also expressed his gratitude to Governor Carcieri for appointing him as Chair of Rhode Island Housing. Mr. Marouchoc stated that his tenure as Chairman has been enlightening and he is immensely proud to have been associated with the Agency.

Chairman Marouchoc then introduced and extended a warm welcome to Mark Noble; the Governor's nominee for Rhode Island Housing's new Chair and wished him success on his appointment.

Committee Reports

There were no committee meetings during the month of June.

Executive Director's Report

Mr. Godfrey extended Rhode Island Housing's Board and staff's profound gratitude to Chairman Marouchoc for his unending support to Rhode Island Housing's goals and mission. In appreciation and dedication of his years of service as Chairman of the Board of Rhode Island Housing, Mr. Godfrey presented Chairman Marouchoc with a plaque recognizing and commending him as a leader and honoring him for his work in making Rhode Island a better state for all. Mr. Godfrey relayed Commissioner Clough's regrets that he could not attend the meeting and passed on his best wishes to Chairman Marouchoc.

Mr. Godfrey extended an invitation to the Commissioners and guests to participate in a small get together being held at 10:00 AM that morning to recognize Chairman Marouchoc's contributions to Rhode Island Housing.

Mr. Godfrey then commented on several topics in the written Executive Director's report previously distributed to the Commissioners.

Mr. Godfrey stated the Rhode Island Housing borrowed the remaining funds to pay the balance of the \$26 million called for by the Rhode Island General Assembly as part of the 2008 supplemental budget last June and sent the State the last \$10 million portion earlier this month. No additional funds are due. Rhode Island Housing will have to pay back the borrowing over time.

Mr. Godfrey informed the Board that an act introduced in the General Assembly relating to Rhode Island Housing would provide that the appointment of the Executive Director would be subject to the advice and consent of the Senate. Senate Bill 0974 has passed the Senate and been referred to the House Corporations Committee for consideration; as of yet, no House hearing has been scheduled. Mr. Godfrey, along with housing partners, has shared his concern over the impact of this bill on the operations with members of the General Assembly and the House Corporations Committee.

In an effort to more fully evaluate the impact and extent of foreclosures throughout the state, Rhode Island Housing had greatly expanded the research, analysis and reporting of foreclosure initiations. Based on the expanded information, during April 2009, foreclosure initiations in Rhode Island totaled 1,078 listings. Cities in Rhode Island's urban core accounted for over 82% of all foreclosure initiations in April 2009. With the additional information obtained through the *Kent County Daily Times*, Warwick now ranks second behind Providence in the percent of foreclosure initiations. This more extensive review of data also provides additional insight into the types of homes that are being foreclosed upon, including age of housing stock, type of mortgage used to obtain the home, date of purchase, etc. The information will aid policy

makers and housing advocates with the information we need to address the growing problem of foreclosures within the state.

A new report released by Rhode Island Legal Services highlights the extent of evictions caused by foreclosure. The report, 'Move Out Rhode Island: An Analysis of 2008 Foreclosure Related Evictions,' provides a detailed picture of the impact of the foreclosure crisis in Rhode Island. According to the report, in 2008, a total of 2,338 evictions were filed by financial institutions, post foreclosure, statewide. Using the average household size reported for each city and town in the 2000 Census, it is estimated that a total of 5,887 Rhode Islanders were forced to move in 2008 by foreclosing financial institutions.

Rhode Island Housing held a press conference on June 22nd to help homeowners learn what they need to know to protect themselves from predators. Mr. Godfrey was joined by U.S. Congressman Jim Langevin, State Senator Juan M. Pichardo, Providence Mayor David Cicilline, and representatives of the Rhode Island Attorney General's Office, U.S. Department of Housing and Development (HUD), R.I. Department of Business Regulation, Housing Action Coalition of Rhode Island, The Housing Network of Rhode Island, Rhode Island Legal Services, Money Management International, Urban League of Rhode Island and the NAACP Providence Branch. The press conference cautioned Rhode Islanders about this fraudulent activity, and provided helpful information on how to recognize scams and how to avoid them.

Mr. Godfrey distributed the 2009 Housing Works Fact Book which provides real-life facts and data to illustrate that affordable homes are an essential component of our state's economy. Weaving the real-life housing experiences of Rhode Islanders with data and facts from municipalities from all over the state, the report provides a snapshot of the status of housing in Rhode Island. The report debunks the myth that due to falling home prices, there is no longer a shortage of affordable homes. While home prices have declined following years of rapid acceleration, the fact remains that Rhode Island entered the housing bubble with an undersupply of homes and although the bubble has burst, Rhode Island still lacks quality, affordable housing options for homebuyers and renters alike.

A new program under American Reinvestment and Recovery Act (ARRA) is the Tax Credit Assistance Program ("TCAP"), which provides financing to developments that have been awarded housing tax credits but are unable to raise sufficient equity from the sale of the credits to achieve financial feasibility. The downturn in the economy has dramatically reduced the number of investors in the Housing Tax Credit market and more specifically, the number of investors in Rhode Island, resulting in a standstill in production of new multi-family housing. Rhode Island Housing expects that the ARRA resources will help alleviate some of the production decline. Rhode Island Housing will receive \$11,933,403 in TCAP funding, which will be awarded expeditiously to eligible projects.

Also, the Treasury Department recently announced \$135 million in ARRA funding to spur the development of affordable housing units in five states, including Rhode Island as part of its Tax credit Exchange Program. This program is intended to help to spur construction and development, create much needed jobs, and increase the availability of affordable housing for families around the country. These states have elected to exchange a portion of their unutilized allocation of low-income housing tax credits (LIHTCs) for direct cash assistance, which will

then be provided to developers in support of affordable housing. Rhode Island will receive \$36 million to help jumpstart production of new homes, as well as provide critically-needed construction-related jobs

Approval of Transfer of Assets (TPA) for Centerdale Manor

Mr. Godfrey presented this proposal.

Centerdale Manor Apartments is an affordable elderly housing development located at 2074 Smith Street in North Providence. The development contains 122 housing units in a single eight-story high-rise building. Centerdale Manor was originally constructed in 1982 utilizing financing from Rhode Island Housing, and was refinanced in 2007 under Rhode Island Housing's Preservation Program. The refinance extended the affordability of the development, and enabled capital improvements including a new roof, exterior re-pointing and waterproofing, replacement flooring and painting in the hallways and common areas, and security, elevator and HVAC upgrades. Cabinet and appliance updates were made to several units. Total cost of repairs and upgrades was around \$1.2 million. Terms of the refinance also required the owner to establish a reserve sufficient to cover the costs of necessary upgrades and improvements forecasted in future years.

The owner of the development is Centerdale Manor Associates, L.P. The current co-general partners of Centerdale Manor Associates are Centerdale Associates and C/S Housing Associates L.P., which collectively hold a 1.7% interest in Centerdale Manor Associates. The current investor limited partner in Centerdale Manor Associates is Smith Street L.P., which holds a 97.99% limited partner interest. Special limited partner WFC Realty Co., Inc., and substitute limited partner Mr. Bernard Hodess hold a combined .31% interest.

This request for approval of transfer involves two changes: 1) the withdrawal of the original investor limited partner and the introduction of a new limited partner into the partnership, and 2) the withdrawal of one of the original co-general partners.

Smith Street L.P. and Bernard Hodess seek to withdraw from the limited partnership and transfer their interests to Centerdale Holdings LLC, a Massachusetts limited liability company. The members of Centerdale Holdings are Equity Resource Milton Fund LLC, Equity Resource Plymouth Fund LLC, Evans Family Limited Partnership and Tryder Family Limited Partnership. Principals in the Equity Resource entities are Eggert Dagbjartsson, ERF Manager LLC and Equity Resource Investments, LLC, all of which are presently involved in Smith Street. Robert Evans is the principal in the Evans Family partnership and Paul Tryder is the principal in the Tryder Family partnership. Both Robert Evans and Paul Tryder are principals in Cornerstone Corporation, the current management agent for Centerdale Manor Apartments, and both are also principals in the corporate general partner of the partnership. Smith Street has applied to Rhode Island Housing for approval of the transfer to Centre dale Holdings LLC.

Additionally, one of the current co-general partners, Centerdale Associates, is a so-called "second tier" general partner which originally had only very limited control in the operation of the partnership. Since the refinance of the development in 2007, Centerdale Associates has had

no control over the operation of the partnership. Therefore, Centerdale Associates seeks to withdraw as co-general partner.

Staff has reviewed the request under the Rules and Regulations Governing Proposed Prepayments or Transfers and has determined that the proposed transaction complies with these requirements. The Loan Servicing division has determined that the development has no outstanding capital improvement needs and has adequate reserves on hand to meet anticipated future maintenance needs. The management team for the property remains unchanged. Finally, since the loan documents and regulatory agreements associated with the recent preservation refinance will remain in place, the development will continue to be affordable to low and moderate-income persons as originally structured.

Jim O'Leary was introduced and thanked the board and staff.

Upon a motion made by Commissioner Marques and seconded by Commissioner Barge the following resolution was unanimously adopted:

**Resolution of the Board of Commissioners
of Rhode Island Housing and Mortgage Finance Corporation**

RESOLVED: That the transfer of the limited partner interest in Centerdale Manor Associates Limited Partnership by Smith Street Limited Partnership, to Centerdale Holdings LLC, and the withdrawal of Centerdale Associates from the Centerdale Manor Associates Limited Partnership as Co-General partner, be, and hereby is, approved, subject to the following terms and conditions:

1. Receipt by the Corporation of all application materials required in Phases 2 and 3 of the Regulations Governing Proposed Prepayments and Transfers, with the exception of such requirements as may be waived or modified by the Executive Director, consistent with the nature of this transaction and the protection of the interests of the Corporation.
2. Final approval by HUD of an executed HUD-2530 Previous Participation form for each of the principals in the new Limited Partnership.
3. Satisfaction of any additional requirements that the Executive Director believes to be necessary or advisable to protect the interests of the Corporation with respect to the Housing Development.

RESOLVED: That the Executive Director, and any Deputy Director, each acting singly, be and hereby is authorized to execute and deliver on behalf of the Corporation all documents necessary or advisable to consummate such transfer and to take such further actions as he or she shall deem necessary or advisable in connection therewith.

Firm Approval of Financing for Trinity Place

Susan Bodington, Deputy Director and Carol Ventura, Director of Development, made this presentation. In accordance with an Advisory Opinion from the Ethics Commission, Mr. Godfrey did not participate in the review and recommendation of the proposal since SWAP's Executive Director is Mr. Godfrey's wife.

This Request for Action (RFA) is for firm commitment of first mortgage and targeted loan financing for Trinity Place, a 41 unit development in Providence. The development is sponsored by SWAP, an established and capable non-profit organization with a solid track record.

At its December 4, 2008 meeting, the board reserved \$623,040 of 2008 and 2009 Housing Tax Credits ("HTC") for the development, which were expected to generate \$4,797,289 in equity. Despite a good faith effort, SWAP was unable to engage a syndicator for the tax credits. On May 29, 2009, SWAP voluntarily returned their allocation of HTC.

On February 17, 2009, the President signed the American Recovery and Reinvestment Act of 2009 ("ARRA") in an effort to combat the recession and stimulate the economy. The funding programs from ARRA provide Rhode Island Housing with resources to address the diminished interest in the Housing Tax Credit Program which has been the primary production program for affordable rental housing since 1986. Under Section 1602 of the ARRA, Rhode Island Housing has received a grant in lieu of housing tax credits under the Tax Credit Exchange Program (the "Exchange Program"). SWAP has submitted an application for an award of Exchange Program funds in an amount equal to the equity it expected to generate through the sale of the HTCs.

SWAP's proposal is designed to continue the work that has been completed to date along the Elmwood Avenue and Broad Street corridor areas of lower South Providence. Recent projects such as Southside Gateways, Pearl Street Lofts, Wiggins Village Shops and Broad Street Revitalization which is scheduled to close later this year are reestablishing the commercial corridors and bringing underdeveloped parcels back to life. Trinity Place will maintain this progress.

Trinity Place is comprised of three components, 22 new units at the site of the former Trinity Auto, 6 units at 1040 Broad Street and the preservation of 13 units at Princeton Place, an existing Tax Credit development owned by a SWAP affiliate that has completed its initial 15 year compliance period.

1040 Broad Street will revitalize a 17,000 square foot vacant lot that is currently owned by the Providence Redevelopment Authority ("PRA"). Dash Development was designated the developer by the PRA in 2005 and was awarded HOME Funds from both Rhode Island Housing and Providence, and BBC funds from the HRC in 2005/06. SWAP and Dash Development executed a Memorandum of Understanding to add 1040 Broad into the Trinity Place development. When completed, 1040 Broad will contain 6 two-bedroom apartments, 2,000 square feet of commercial space and 2,400 square feet of community service facility space. It will include a solar component to offset some of the electric costs for the site. The community service space is expected to provide offices for community based businesses as a

business incubator. It will include small office spaces, common area conference rooms, copy facilities and similar services.

The total amount of commercial space at the two sites has been reduced since the original approvals. This is due to the current economic market and the slowdown in commercial development on Broad Street. The development of incubator space as an alternative is a response to the needs of the community. There has been interest in these types of spaces from a burgeoning number of new entrepreneurs starting businesses. The current inventory of incubator space on Gordon Avenue and in the Valley Street neighborhood is occupied. The commercial financing is coming from the Providence Economic Development Program (“PEDP”).

The last component is the preservation of units at Princeton Place Cooperative, an existing 13 unit development at the corner of Elmwood Avenue and Princeton Place. The site is 10 blocks south of the Trinity site. Princeton Place is at the end of its initial tax credit compliance period and needs some moderate rehabilitation to sustain it for the next 15 years. Rolling Princeton Place into this development makes financial sense since it was difficult financially to sustain a 13 unit rental development. It also helps to increase the efficiency of Trinity Place by increasing the overall unit count to 41.

All of the rents will be set at the 50% tax credit rents. Two units will be designated as Special Needs Rental Production (SNRP) units and will provide housing for individuals or families whose income is 40% of Area Median Income with rent payments at that reduced level. NOP operating subsidy will bring the rents on those units up to the 50% rents to ensure adequate operating revenue.

SWAP is prepared to move to closing pending this firm approval. The plans and specifications are complete. The General Contractor has been selected and will hold its pricing until October. The Comprehensive Permit was approved and all other sources of funds have been committed.

This Request for Action is for Firm Approval of a first mortgage of \$165,000, a Targeted Loan of \$1,000,000 and \$623,040, subject to the conditions set forth below.

Marilyn Carlson, representing SWAP, was introduced and thanked the board and staff for their consideration.

Upon a motion made by Commissioner Flynn and seconded by Commissioner Monteiro the following resolution was unanimously adopted:

**Resolution of the Board of Commissioners
of Rhode Island Housing and Mortgage Finance Corporation**

Whereas, Rhode Island Housing and Mortgage Finance Corporation (“Rhode Island Housing”) is authorized to make loans to mortgagors or sponsors for such developments as in the judgment of the Corporation have promise of supplying well-planned, well-designed apartment units which will provide housing for low

and moderate-income persons or families, or the elderly, or others in locations where there is a need for such housing;

Whereas, staff for Rhode Island Housing has determined that the Applicant ("Applicant") listed below is eligible for the Program under the laws of the State of Rhode Island and the Federal Tax Code; and

Whereas, the Applicant has submitted an application to Rhode Island Housing for Exchange Funds as follows:

Applicant	Development	1 st Mortgage	Targeted Loan
SWAP, Inc.	Trinity Place	\$165,000	\$1,000,000

Whereas, Rhode Island Housing staff has reviewed the submission, inspected the site, and determined that this development may qualify for financing under Rhode Island Housing’s enabling legislation, regulations, guidelines and policies;

NOW, THEREFORE, IT IS HEREBY:

Resolved, That, subject to the special conditions listed below, Rhode Island Housing hereby approves financing for a taxable first mortgage loan to SWAP, Inc., or an affiliated partnership (the “Borrower”) in an amount not to exceed \$165,000 (the “Loan”) for family housing located in Providence, Rhode Island.

Resolved: That Rhode Island Housing hereby reserves up to \$1,000,000 of Targeted Loan Funds for the Borrower.

Resolved, That, the foregoing resolutions are subject to the following conditions:

1. Evidence of HOME Program funds, BHRI Funds, Neighborhood Stabilization Program Funds, Lead Funds, SNRP funds and a Rhode Island Energy Grant in amounts sufficient to achieve project feasibility or the availability of alternative equity satisfactory to Rhode Island Housing.
2. Syndication equity from the sale of HTC or the availability of alternative equity up to \$4,797,289, or such other amount as Rhode Island Housing determines is necessary to achieve project feasibility, in a form satisfactory to Rhode Island Housing.
3. Approval of Providence Economic Development Program (PEDP) funds for the development of the commercial units or the availability of alternative equity satisfactory to Rhode Island Housing.
4. Acceptable final appraisal and market study by independent appraiser demonstrating that the loans do not exceed 90% of the as-stabilized value of the property and that sufficient demand exists for the proposed residential and commercial units.
5. Final Approval of plans, specifications and construction documentation.

6. Completion of all items required for firm commitment and closing in accordance with normal underwriting and processing requirements with mutually acceptable documentation.

Resolved: That either Deputy Director or the Director of Development each acting singly, shall take any and all actions they deem necessary to carry out the forgoing Resolutions.

Firm Approval of Financing for Kingstown Crossing

Mr. Godfrey briefed the Board on this request.

This Request for Action (“RFA”) is for firm approval of tax-exempt bond financing for the Kingstown Crossings I project which will replace 58 existing housing units with 58 new permanent supportive family housing units. The site, currently known as “Navy Drive”, is operated by Crossroads Rhode Island (“Crossroads”).

Located in North Kingstown, the existing Navy Drive site consists of obsolete military housing, retrofitted for civilian use. The proposed project, including planned future phases, will replace a blighted group of duplexes, monotonous in appearance, with a more vibrant “village” neighborhood environment. The site has been operated by Crossroads since the 1980s.

The sponsor obtained Masterplan Comprehensive Permit approval for redevelopment of the entire site (including a currently undeveloped portion) from the Town of North Kingstown in August 2007. The sponsor will begin the process to transfer ownership from the U.S. Department of Health and Human Services as soon as all financing for this phase of new development is in place. The development of the phase I project is necessary to free up land occupied by the existing Navy Drive housing which will be demolished. Such land will then be available for the development of two additional phases, the second of which, known as Kingstown Crossings II, will create 46 additional affordable units resulting in a total of 104 affordable units on the site. Second phase plans also call for the development of a property management building with individual offices for case managers. A Phase III project is contemplated which will include an active playground/play area, basketball court, daycare center, community building with conference room and additional parking.

All of the existing units are currently subsidized with Section 8 project-based vouchers administered by Rhode Island Housing. The project will be sequenced so that existing tenants will not be relocated until replacement units have been completed to house them.

Crossroads received a subsidy and grant award (the “Subsidized Advance”) from the Federal Home Loan Bank of Boston (“FHLBB”) for Kingstown Crossing I. The Subsidized Advance will pass through Citizens Bank, which is a FHLBB member bank, to Rhode Island Housing, which will in turn fund the first mortgage loan to the development. The cost of the Subsidized Advance is less than Rhode Island Housing’s usual cost of capital and allows for a mortgage at a reduced interest rate. The loan from Citizens Bank to Rhode Island Housing will be non-recourse, and will be secured by a pledge of the loan documents from Rhode Island Housing to the new Limited Partnership.

Since Preliminary Approval in August of 2008, Crossroads has completed all plans and specifications for the project and engaged in a construction bidding process. TRAC Builders, Inc., the selected general contractor, is prepared to begin construction immediately upon closing. A building permit for the project is anticipated during the first week of August 2009.

This Request for Action is for Firm Approval of tax-exempt bond financing of up to \$6,200,000 for construction financing; and Firm Approval to borrow \$3,600,000 from Citizens Bank in order to fund Rhode Island Housing’s first mortgage financing to Kingstown Crossing I.

Crossroads has requested tax exempt financing in order to generate the 4% low income housing tax credits. Since the FHLBB Subsidized Advance to Citizens Bank is based on taxable financing, the tax exempt loan will be used as construction financing. The tax exempt loan will be paid in full at completion.

Michelle Wilcox, from Crossroads, was present and available to respond to questions from the Commissioners.

Upon a motion made by Commissioner Marques and seconded by Commissioner Barge the following resolution was unanimously adopted:

**Resolution of the Board of Commissioners
of Rhode Island Housing and Mortgage Finance Corporation**

Whereas, Rhode Island Housing and Mortgage Finance Corporation (“Rhode Island Housing”) is authorized to make loans to mortgagors or sponsors for such developments as in the judgment of Rhode Island Housing have promise of supplying well-planned, well-designed apartment units which will provide housing for low- and moderate-income persons or families, or the elderly, or others in locations where there is a need for such housing;

Whereas, Rhode Island Housing intends to issue tax-exempt bonds for the purpose of financing qualified housing developments throughout the state;

Whereas, said bonds shall have a term not to exceed forty (40) years and shall be in the approximate amount sufficient to finance the mortgage, pay the costs of issuance, fund a capital reserve fund and to provide the capitalized interest if determined to be necessary;

Whereas, the applicant (“Applicant”) listed below has presented an application to Rhode Island Housing requesting tax-exempt financing to construct affordable housing on the existing Navy Drive property as set forth below:

<u>Development</u>	<u>Applicant</u>	<u>Tax-Exempt Mortgage</u>	<u>Permanent Taxable Loan</u>
Kingstown Crossings I	Crossroads Rhode Island	\$6,200,000	\$3,600,000

Whereas, Rhode Island Housing staff has reviewed the submission and determined that this development may qualify for non-recourse financing under Rhode Island Housing’s enabling legislation, regulations, guidelines and policies.

NOW, THEREFORE, IT IS HEREBY:

Resolved, That, subject to the special conditions listed below, Rhode Island Housing hereby provides firm approval of a tax-exempt first mortgage loan to Crossroads Rhode Island, or an affiliated entity (the “Borrower”) in an amount not to exceed \$6,200,000 for rental housing to be located in North Kingstown, Rhode Island and, to be known as Kingstown Crossings I.

Resolved: That Rhode Island Housing hereby declares that the firm approval of financing for the Borrower constitutes the affirmative official act of Rhode Island Housing of its intention to issue bonds to finance up to \$6,200,000 in construction funds and the related costs of issuance for the bond issue for the above-referenced Development pursuant to the Internal Revenue Code of 1986, as amended, and any regulations promulgated thereunder. This resolution shall take effect immediately upon adoption.

Resolved, That, in order to fund Rhode Island Housing’s permanent loan to Crossroads with respect to Kingstown Crossing I, North Kingstown, Rhode Island, Rhode Island Housing may enter into a \$3,600,000.00 loan arrangement (the “Loan”) with Citizens Bank (the “Bank”).

Resolved, That the foregoing resolutions are subject to the following conditions:

- Approval by bond underwriter and bond counsel that the tax-exempt loan will satisfy all required bond provisions for the bond issue as well as assurance that the HTC investors will not also be involved in the transaction as purchasers of the Rhode Island Housing bonds used to fund the loan.
- Syndication equity from the sale of housing tax credits or equivalent source of funding in an amount sufficient to achieve project feasibility.
- The award of Affordable Housing Trust funds in an amount sufficient to achieve project feasibility
- Final approval by Rhode Island Housing of the projected operating budget.
- Final approval by Rhode Island Housing of construction plans, specifications, and supporting construction documentation.
- Acceptable final appraisal and market study by independent appraiser demonstrating that the loan will not exceed 90% of the as-stabilized value of the property.
- Approval by Rhode Island Housing of all management-related issues.
- Execution and delivery by the Developer of a Construction Completion Guaranty in form and scope satisfactory to Rhode Island Housing.
- FHA Risk-Sharing approval for 50% of the permanent first mortgage.

- Approval by the United States Department of Health and Human Services of the transfer of the property to the Sponsor.
- An extension of the award of AHP/Federal Home Loan Bank grant and interest subsidy funding for a timeframe sufficient to achieve closing or the availability of alternative debt or equity satisfactory to Rhode Island Housing;
- Approval of a satisfactory arrangement with the Federal Home Loan Bank participating lender regarding the terms and servicing of the first mortgage.
- Approval of the transfer of the existing project based Section 8 vouchers from the Navy Drive units to the new Kingstown Crossings I units.
- Completion of all items required for closing in accordance with Rhode Island Housing normal underwriting and processing requirements.

Resolved, That the Executive Director, either Deputy Director, and the Director of Development, each acting singly, shall take any and all actions they deem necessary to carry out the foregoing Resolutions.

Revised Firm Approval of Stillwater Mill

Mr. Godfrey gave this presentation.

This Request for Action (“RFA”) is for a revised firm commitment of first mortgage and targeted loan financing as well as equity from the sale of Housing Tax Credits in the amount of or equivalent financing satisfactory to Rhode Island Housing, equity in the amount of \$7,827,761 for Stillwater Mill development in Burrillville. The developer is NeighborWorks Blackstone River Valley (NBRV).

In October 2008, Stillwater Mill received a firm board reservation of \$815,362 of 2007 and 2008 Housing Tax Credits (“HTC”), which was expected to generate \$815,362 in equity for the project through syndication by the National Equity Fund (“NEF”). However, as the tax credit investment market deteriorated before the close of 2008 NEF was unable to find investors for the pool of funds identified for this project. NEF withdrew its offer of syndication in January of 2009. NBRV was unable to identify a substitute syndicator. Despite its good faith efforts, NBRV has been unable to engage another syndicator for the HTCs. On May 29, 2009 NBRV voluntarily returned their allocation of tax credits.

On February 17, 2009, the President signed the American Recovery and Reinvestment Act of 2009 (“ARRA”) in an effort to combat the recession and stimulate the economy. The funding programs from ARRA provide Rhode Island Housing with resources to address the diminished interest in the Housing Tax Credit Program which has been the primary production program for affordable rental housing since 1986. Under Section 1602 of the ARRA, Rhode Island Housing has received a grant in lieu of housing tax credits under the Tax Credit Exchange Program (the “Exchange Program”). NBRV has submitted an application for Exchange Program funds.

The total development cost in this revised commitment is less than the amount requested in the most recent approval; however the anticipated equity has increased as a result of a drop in

pricing for federal historic credits and a reduction in depreciable basis for both state and federal historic funding.

Due to delays in getting the project started, NRBV and the original General Contractor terminated their contract. NRBV has selected Nationwide Construction Inc. as the new GC at a slightly reduced price. Required zoning, permits, and approvals from regulatory agencies are in place to enable a quick closing and construction start pending approval of Exchange Funds.

Stillwater Mill will provide 47 apartments. Eleven (11) apartments will be market rate with thirty-six (36) affordable. The unit configuration includes thirteen (13) one-bedroom units, twenty-six (26) two-bedroom units, and eight (8) three-bedroom units in one building. The two and three bedroom units are a mix of flats and townhouse style units. The one bedroom units are all flats. The total number of rental units has remained the same since the October Board action. The first mortgage has been increased.

Commissioner Monteiro announced that he would not participate in the discussion, consideration or vote on this matter due to fact that he is an associate of Bank of America, which will be providing funding for the project.

Upon a motion made by Commissioner Flynn and seconded by Commissioner Barge the following resolution was unanimously adopted by the voting members. Commissioner Monteiro did not participate in the discussion, consideration or vote on this resolution:

**Resolution of the Board of Commissioners
of Rhode Island Housing and Mortgage Finance Corporation**

Whereas, Rhode Island Housing and Mortgage Finance Corporation ("Rhode Island Housing") is authorized to make loans to mortgagors or sponsors for such developments as in the judgment of Rhode Island Housing have promise of supplying well-planned, well-designed apartment units which will provide housing for low and moderate-income persons or families, or the elderly, or others in locations where there is a need for such housing;

Whereas, the Applicant listed below has presented an application to Rhode Island Housing requesting an allocation of tax credits to acquire and rehabilitate a residential housing development as follows:

Whereas, the Applicant has submitted an application to Rhode Island Housing for financing as follows:

Applicant	Development	First Mortgage	Targeted Loan
NeighborWorks Blackstone River Valley	Stillwater Mill	\$250,000	\$653,600

Whereas, Rhode Island Housing staff has reviewed the submission, inspected the site, and determined that this development may qualify for financing under Rhode Island Housing’s enabling legislation, regulations, guidelines and policies;

NOW, THEREFORE, IT IS HEREBY:

Resolved, That, subject to the special conditions listed below, Rhode Island Housing hereby approves financing for a taxable first mortgage loan to NeighborWorks Blackstone River Valley, or an affiliated partnership (the “Borrower”) in an amount not to exceed \$250,000 (the “Loan”) for family housing located in Burrillville, Rhode Island.

Resolved: That Rhode Island Housing hereby reserves up to \$653,600 of Targeted Loan Funds for the Borrower.

Resolved, That, the foregoing resolutions are subject to the following conditions:

- Evidence of Building Homes Rhode Island funding, HUD Hope VI funds, HUD Brownfields grant, NeighborWorks America funding, and Bank of America AHP grant financing in an amount sufficient to achieve project feasibility or the availability of alternative equity satisfactory to Rhode Island Housing;
- Syndication equity up to \$7,827,761, or such other amount as Rhode Island Housing determines is necessary to achieve project feasibility, in a form satisfactory to Rhode Island Housing;
- Syndication equity from the sale of federal and state historic tax credit equity in an amount sufficient to achieve project feasibility;
- Approval of construction loan terms and conditions;
- Final approval of plans, specifications and construction documentation;
- Approval by Rhode Island Housing of all management related issues;
- Completion of all items required for firm commitment and closing in accordance with normal underwriting and processing requirements with mutually acceptable documentation

Resolved, That any Deputy Director and the Director of Development, each acting singly, is authorized and shall take any and all actions they deem necessary to carry out the foregoing Resolutions.

Approval of Award of Tax Credit Exchange Funding

Susan Bodington, Deputy Director, made this presentation.

In accordance with an Advisory Opinion from the Ethics Commission, Mr. Godfrey did not participate in the review and recommendation of the proposal since SWAP's Executive Director is Mr. Godfrey's wife. Commissioner Barge represented the board during the review of proposals for both the Tax Credit Exchange Funding and Tax Credit Assistance Funding programs.

On February 17, 2009, the President signed the American Recovery and Reinvestment Act of 2009 ("ARRA") in an effort to combat the recession and stimulate the economy. The funding programs from ARRA provide Rhode Island Housing with resources to address the diminished demand for housing tax credits which has been the primary production program for affordable rental housing since 1986.

Under Section 1602 of the ARRA, Rhode Island Housing is eligible to receive a Section 1602 grant in lieu of housing tax credits. The purpose of the Exchange Program is to preserve and create jobs and promote economic recovery in the near term and to invest in infrastructure that will provide long-term economic benefits.

Under the Exchange Program, Rhode Island Housing is permitted to return all unused 2008 housing tax credits and up to 40% of unused 2009 housing tax credits in exchange for a grant from the Treasury equal to 85% of the ten year value of the housing tax credits returned.

Rhode Island Housing informed sponsors who had previously received reservation of 2008 or 2009 housing credits that they could voluntarily return credits if they had been unable to identify a syndicator or investor. In May, five developers filed their intent to surrender 2008 tax credits. These developers include:

- SWAP, Inc., Trinity Place
- Community Works Rhode Island, Broad Street Revitalization
- Church Community Housing Corporation, Sandywoods Farm
- Neighborworks Blackstone River Valley, Stillwater Mill
- EA Fish, Bourne Mill

The 2008 housing tax credits returned by Rhode Island Housing have generated \$27,750,103 in Exchange Program funding. Rhode Island Housing has also exchanged 40% of its 2009 annual allocation, which has generated an additional \$9,061,000 in Exchange Program funding. In May, Rhode Island Housing filed an application with the United States Department of Treasury, which was approved. Rhode Island Housing was awarded Exchange funds totaling \$36,811,103 to allocate to eligible projects

The Program Bulletin announcing the availability of funds was posted on Rhode Island Housing's website in May. The Program Bulletin sets forth Rhode Island Housing's priorities and policies to be used to make funding awards under the Exchange Program.

A copy of the Program Bulletin is included as Attachment B. As required by the Exchange Program statute, Rhode Island Housing will make awards of Exchange Program funding consistent with the priorities outlined in the state's current Qualified Allocation Plan (the "QAP") and the Program Bulletin.

Rhode Island Housing adopted a competitive process for awarding the resources from the returned credits to eligible projects. In an effort to expedite the allocation of these stimulus funds, applications for Exchange Funds were due June 8th. The applications were reviewed based on the criteria in the Bulletin and priority is given to projects immediately ready to move to closing and construction.

Staff reviewed and scored the applications based on the threshold criteria and the stated priorities, with particular focus on those developments that are immediately ready to move to closing and construction. On June 18th, development staff met with Deputy Directors, Loan Servicing and Policy Division Directors, in house General Counsel and Denise Barge from the Board of Commissioners to review the proposals and make recommendations for funding.

The developments set forth below were recommended for Exchange Program funding. Each of these developments had previously received form financing approval from the Board, and the amount of Exchange Program funding recommended for each project does not to exceed the amounts of low income housing tax credit equity which was expected to be generated in the previously approved board actions.

The committee recommends that Exchange Program funding be awarded in amounts not exceed the following

Trinity Place:	\$4,797,290
Broad Street Revitalization:	\$6,954,630
Sandywoods Farm	\$8,318,580
Stillwater Mill	\$7,827,760
Bourne Mill	\$7,215,000
TOTAL:	\$35,113,260

Each of these projects previously received a reservation of housing tax credits in 2007 or 2008, and are either underway or are ready to move to closing and commence construction within 90 days.

Representatives from each of the proposed recipients were present and available to respond to questions from the Commissioners.

Upon a motion made by Commissioner Marques and seconded by Commissioner Monteiro the following resolution was unanimously adopted:

**Resolution of the Board of Commissioners
of Rhode Island Housing and Mortgage Finance Corporation**

Whereas: The United States Treasury Department (Treasury) has issued regulations, terms and conditions for implementing the Tax Credit Exchange Program established by Section 1602 of the American Recovery and Reinvestment Act of 2009 (“ARRA”) (the “Exchange Program”); and

Whereas: Rhode Island Housing has filed an application with Treasury and has been awarded a cash grant of \$36,811,103 in Exchange Program funding; and

Whereas, Rhode Island Housing has been designated the Administrator of the Exchange Program in the State of Rhode Island; and

Whereas: Rhode Island Housing has published a Program Bulletin applicable to the Tax Credit Exchange Program;

Whereas, The Applicants listed below (“Applicants”) have submitted applications to Rhode Island Housing for Exchange Program funds; and

Whereas, Staff for Rhode Island Housing has determined that the Applicants are eligible for the funding under the Exchange Program under the laws of the State of Rhode Island, ARRA and the Federal Tax Code; and

Whereas, Rhode Island Housing is authorized to make loans to mortgagors or sponsors for such developments as in the judgment of Rhode Island Housing have promise of supplying well-planned, well-designed apartment units which will provide housing for low and moderate-income persons or families, or the elderly, or others in locations where there is a need for such housing, and

Whereas: Staff recommends that the Board of Commissioners authorize the Exchange Program and approval of Exchange Program funding up to \$35,113,260 for SWAP, Inc. for Trinity Place, Community Works Rhode Island for Broad Street Revitalization, Church Community Housing Corporation for Sandywoods Farm, Neighborworks Blackstone River Valley for Stillwater Mill, and EA Fish for Bourne Mill..

NOW THEREFORE, IT IS HEREBY:

Resolved: Staff is authorized to award funding to eligible projects, under such terms and conditions as staff determines are consistent with the requirements of the Exchange Program and in the best interests of Rhode Island Housing, in an amount not to exceed the tax credit equity approved in the firm approval as follows:

Trinity Place:	\$4,797,290
Broad Street Revitalization:	\$6,954,630

Sandywoods Farm	\$8,318,580
Stillwater Mill.	\$7,827,760
Bourne Mill	\$7,215,000

Resolved, That, the foregoing resolutions are subject to the following conditions:

- Approval of each Development Exchange Program application and budget demonstrating to Rhode Island Housing’s satisfaction that the amount of Exchange Funds awarded does not exceed the minimum amount necessary to achieve project feasibility.
- The total allocation of Exchange Funds for each development shall not exceed the estimated tax credit yield in the most recent firm financing approval for the development by the Board of Commissioners.
- Satisfactory and timely performance in accordance with the schedule established by Rhode Island Housing staff and the sponsor.
- Compliance by the Applicant to the satisfaction of Rhode Island Housing with the requirements of ARRA and its implementing regulations, the Federal Tax Code and the Program Bulletin.

Resolved: That any Deputy Director and the Director of Development, each singly be, and hereby is, authorized and empowered to take any and all actions necessary or desirable to carry out the foregoing resolutions.

Approval of Award of Tax Credit Assistance Program (TCAP) Funding

Susan Bodington, deputy director, presented this request.

Mr. Godfrey was not involved in the consideration or recommendation regarding this matter since his wife is the Executive Director of SWAP, one of the applicants for funding under the new TCAP program. Commissioner Barge represented the board during the review of proposals for both the Tax Credit Exchange Funding and Tax Credit Assistance Funding programs.

On February 17, 2009, the President signed the American Recovery and Reinvestment Act of 2009 (“ARRA”) in an effort to combat the recession and stimulate the economy. The funding programs from ARRA provide Rhode Island Housing with resources to address the diminished demand for housing tax credits which has been the primary production program for affordable rental housing since 1986. One of the new programs under ARRA is the Tax Credit Assistance Program (“TCAP”). The purpose of TCAP is to provide financing to developments that have been awarded housing tax credits but are unable to raise sufficient equity from the sale of the credits to achieve financial feasibility. Rhode Island Housing will receive \$11,933,403 in TCAP funding.

Rhode Island Housing values the public/private partnerships that have resulted from the past successful implementation of the Housing Tax Credit program. Together with our partners, thousands of affordable homes have been produced for Rhode Islanders. However, the downturn in the economy has dramatically reduced the number of investors in the Housing Tax

Credit market and more specifically, the number of investors in Rhode Island resulting in a standstill in production of new multi-family housing. Rhode Island Housing expects that the ARRA resources will help alleviate some of the production decline.

On May 4, 2009 the Department of Housing and Urban Development (“HUD”) issued guidance on the implementation of the TCAP. In June, application was filed with HUD for the \$11,933,403 in funding. The Program Bulletin announcing the availability of TCAP funds was posted on Rhode Island Housing’s website in May. The Program Bulletin sets forth Rhode Island Housing’s priorities and policies to be used to make funding awards under TCAP. Rhode Island Housing intends to award the resources under TCAP expeditiously to eligible projects. Funding priority was given to projects immediately ready to move to closing and construction. The Program Bulletin is at Attachment B. Sixteen applications for TCAP funding were received by the deadline.

Staff reviewed and scored the applications based on the threshold criteria and the priorities established in the Program Bulletin. Two of the projects did not meet the threshold criteria and were not scored. On June 18th, development staff met with both Deputy Directors, Loan Servicing and Policy Division Directors, in house General Counsel and Denise Barge from the Board of Commissioners to review the scoring and make recommendations for funding. Each recommendation was based on project costs being equal to the amounts approved under the previous authorization with an adjustment for the increased labor cost under Davis Bacon.

The committee recommends that TCAP funding be awarded in amounts not to exceed the amount specified to each of the following projects:

Coddington Point:	\$1,766,990
Medina Village:	\$1,625,000
Carlton Westside:	\$2,048,100
Kingstown Crossing I:	\$4,746,900
TOTAL:	\$10,186,990

Ms. Bodington introduced representatives from each of the recipients who expressed their appreciation to the Board.

Commissioner Monteiro stated that he would not participate in the discussion, consideration or vote on this matter due to fact that he is an associate of Bank of America, which will be providing financing for one of the proposed developments.

Upon a motion made by Commissioner Flynn and seconded by Commissioner Barge the following resolution was unanimously adopted:

**Resolution of the Board of Commissioners
of Rhode Island Housing and Mortgage Finance Corporation**

Whereas: The United States Department of Housing and Urban Development (“HUD”) has issued regulations, terms and conditions for implementing the Tax Credit

Assistance Program (“TCAP”) established by the American Recovery and Reinvestment Act of 2009 (“ARRA”); and

Whereas: Rhode Island Housing has filed application to receive \$11,933,433 in TCAP funding, which was approved by HUD; and

Whereas, Rhode Island Housing has published a Program Bulletin applicable to TCAP; and

Whereas, The Applicants listed below (“Applicants”) have submitted applications to Rhode Island Housing for TCAP assistance; and

Whereas, Staff for Rhode Island Housing has determined that the Applicants are eligible for TCAP funding under the laws of the State of Rhode Island, ARRA and applicable HUD regulations; and

Whereas: Staff recommends that the Board of Commissioners authorize the Tax Credit Assistance Program and approval of TCAP funding up to \$10,186,990 for Coddington Point, Medina Village, Carlton Westside and Kingstown Crossing I.

NOW THEREFORE, IT IS HEREBY:

Resolved: Staff is authorized to award funding to eligible projects, under such terms and conditions as staff determines are consistent with the requirements of TCAP and in the best interests of Rhode Island Housing, and in an amount not to exceed the tax credit equity authorized in the firm approval adjusted for costs incurred by the implementation of Davis Bacon Prevailing Wages as follows:

Coddington Point:	\$1,766,990
Medina Village:	\$1,625,000
Carlton Westside:	\$2,048,100
Kingstown Crossing I:	\$4,746,900

Resolved, That, the foregoing resolution is subject to the following conditions:

- Final, fully-executed grant agreement between Rhode Island Housing and HUD governing use of TCAP funds.
- Approval of each Development TCAP application and budget demonstrating to Rhode Island Housing’s satisfaction that the amount of TCAP Funds awarded does not exceed the minimum amount necessary to achieve project feasibility.
- The total allocation of TCAP Funds for each development shall not exceed the estimated tax credit yield in the most recent firm financing approval for the development by the Board of Commissioners.
- Satisfactory and timely performance in accordance with the schedule established by Rhode Island Housing staff and the sponsor.
- Sale of housing tax credits for the development in an amount and at a price acceptable to Rhode Island Housing.

- Compliance by the Applicant to the satisfaction of Rhode Island Housing with the requirements of ARRA and its implementing regulations and the Program Bulletin.

Resolved: That any Deputy Director and the Director of Development, each singly be, and hereby is, authorized and empowered to take any and all actions necessary or desirable to carry out the foregoing resolution.

Approval of Fair Housing Policy Statement

Mr. Godfrey presented this request.

Rhode Island Housing and the State of Rhode Island Office of Housing and Community Development are committed to achieving equitable access to affordable homes for all eligible Rhode Islanders. The promotion and exercise of fair housing requires freedom from the impediments of discriminatory rental, sales, lending and insurance practices, exclusionary zoning and land use practices, and other forms of barriers to housing choice and residence in communities of opportunity. The effects of these barriers tend to perpetuate persistent patterns of racial and economic divisions across our state. Long-standing, divided settlement patterns tend to restrict access to employment, quality schools, and safe neighborhoods for those who are protected by the fair housing laws.

Under federal law, individuals seeking housing may not be discriminated against based on their race, color, religion, sex, ancestral origin, familial status or disability. State fair housing laws further extend protections against housing discrimination on the basis of marital status, sexual orientation, age, gender identity or expression and status as a victim of domestic abuse, or by reason of association with members of any of these protected classes. Under federal law, states and municipalities not only have the general duty not to discriminate, but also have an obligation to affirmatively further fair housing.

Municipalities, for-profit and non-profit developers that are engaged in developing or subsidizing the development of affordable homes are not always aware of their responsibilities under federal and state fair housing laws. The attached Statement of Fair Housing Policy was developed by staff of Rhode Island Housing and the Office of Housing and Community Development to clarify that in order to receive assistance from the state or Rhode Island Housing or to qualify as Low and Moderate Income Housing and count toward a community's 10% affordable housing goal, all subsidized units must be available to the general public and must be marketed pursuant to an approved affirmative fair marketing plan.

Staff recommends that the attached Resolution, approving the Statement of Policy on Affirmative Fair Housing For Subsidized Low And Moderate Income Housing in Rhode Island, be adopted.

Commissioner Caprio stepped out at this point.

Upon a motion made by Commissioner Marques and seconded by Commissioner Barge the following resolution was adopted. Commissioner Caprio did not vote on this motion.

**Resolution of the Board of Commissioners
of Rhode Island Housing and Mortgage Finance Corporation**

- WHEREAS,** Rhode Island Housing and the State of Rhode Island Office of Housing and Community Development are committed to achieving equitable access to affordable homes for all eligible Rhode Islanders.
- WHEREAS,** Under federal law, states and municipalities not only have the general duty not to discriminate, but also have an obligation to affirmatively further fair housing.
- WHEREAS,** Government sponsored low- and moderate-income housing is a public good, and should be made available to qualified residents through an open and fair process that furthers affirmative fair housing.

NOW THEREFORE IT IS HEREBY:

- RESOLVED,** The Corporation hereby approves the Statement of Policy on Affirmative Fair Housing for Subsidized Low and Moderate Income Housing in Rhode Island.
- RESOLVED,** That the Executive Director and any Deputy Director or Director, each acting singly, be and hereby is authorized and directed to undertake any and all actions reasonably necessary to carry out the foregoing resolution.

Final Approval of 2010 Qualified Allocation Plan

Mr. Godfrey presented this request.

Commissioner Caprio joined the meeting at this time.

At the April 16, 2009 meeting, the Rhode Island Housing Board of Commissioners preliminarily approved and authorized publication of Rhode Island Housing's intent to adopt the 2010 Qualified Allocation Plan (the "Plan") governing the allocation of low income housing tax credits. Rhode Island Housing published notices of the public hearing and availability of the Plan on Friday, April 24, 2009 in the Providence En Espanol, Monday, May 4, 2009 in the Providence Journal and Thursday, May 14, 2009 in the Providence American.

The public hearing was held at the offices of Rhode Island Housing on Thursday, June 4, 2009. Brenda Clement, Executive Director of Housing Action Coalition of Rhode Island, attended the hearing. She did not offer any substantial comments or suggest changes regarding the QAP. No other comments were received.

The Plan will become effective after (1) the Rhode Island Housing Board of Commissioners has voted final approval of the Plan; and (2) the Governor has signed the Plan.

Upon a motion made by Commissioner Barge and seconded by Commissioner Monteiro the following resolution was unanimously adopted:

**Resolution of the Board of Commissioners
of Rhode Island Housing and Mortgage Finance Corporation**

WHEREAS, Rhode Island Housing and Mortgage Finance Corporation (“Rhode Island Housing”) has been designated by the Governor as the Principal Housing Agency and Tax Credit Allocation Agency for the State of Rhode Island (the “State”);

WHEREAS, The Revenue Reconciliation Act of 1989, as amended, requires tax credit allocating agencies to allocate low-income housing tax credits according to a Qualified Allocation Plan (the “Plan”);

WHEREAS, The Plan must establish priorities and criteria for allocating the tax credits that best meet the housing needs and must be adopted pursuant to a public hearing and comment period; and

WHEREAS, Housing needs for the State of Rhode Island have been established pursuant to The Rhode Island Five Year Strategic Housing Plan: 2006 - 2010.

NOW, THEREFORE, BE IT:

RESOLVED: That Rhode Island Housing adopt the attached 2010 Qualified Allocation Plan for the State of Rhode Island, and hereby recommends the Plan be approved and endorsed by the Governor of the State of Rhode Island and Providence Plantations.

RESOLVED: That Rhode Island Housing develop and distribute a Request for Proposals (RFP) soliciting applications for 2010 tax credits pursuant to the Plan.

Approval of Acquisition of Computer Software

Mr. Godfrey made this presentation. Mr. Hogg, deputy director, introduced Susan Smith, IT Director, who briefly commented on the selection process for the software acquisition.

Rhode Island Housing’s website (rhodeislandhousing.org) is a primary component of our communication efforts. The site has been in existence for many years but was completely updated, redesigned and reformatted a year ago to better serve all ten of our constituency groups. The redesign incorporated suggestions from all departments and received extensive assistance from an external consulting firm. To continue its usefulness, the site will be constantly updated for changes to our programs as well as providing information and referrals to anyone seeking housing related information.

In addition to its home site, Rhode Island Housing manages other web-based information sites which provide similar but more specific information about housing matters that are very topical and or significant enough to warrant their own site. This multi-site approach allows quicker access to needed information for those seeking it through web browsers, as well as providing a more streamlined and less complicated home site.

The current system used to manage and host these sites is limited in its capacity to provide additional information that would be useful to all of these constituencies. For example, calendar/appointment scheduling is not available with the current system.

Software that provides this kind of website management is termed a content management system (CMS) in the information technology industry. CMS allows constant improvements to a website, with such changes made by internal staff.

Staff has undertaken a Request for Proposals for such a CMS and, through a competitive bidding and qualification process, chosen a well known and widely used system. The cost for the use of this software will be approximately \$35,000 in the first year with annual maintenance and upgrade fees of an additional \$7,000 thereafter.

Upon a motion made by Commissioner Flynn and seconded by Commissioner Marques the following resolution was unanimously adopted:

**Resolution of the Board of Commissioners
of Rhode Island Housing and Mortgage Finance Corporation**

Resolved: That Rhode Island Housing is authorized to enter into an agreement with Ektron, Inc. to provide hosting services and licensing and usage rights for a website content management system for various websites managed by Rhode Island Housing.

Resolved: That the Executive Director and the Deputy Director – Finance, each acting singly, be and are hereby authorized to take any and all actions, including specifically the authority to negotiate terms, fees, and specifications of this agreement as they may determine are in the best interests of Rhode Island Housing, and to execute any and all agreements and to take such further actions as the deem necessary to carry out the above resolutions.

There being no further business to discuss, a motion was duly made by Commissioner Marques and seconded by Commissioner Caprio to adjourn the open meeting at approximately at 9:30 a.m.

Respectfully submitted,

Richard H. Godfrey, Jr.
Secretary and Executive Director