



NEW YORK STATE  
DIVISION OF HOUSING &  
COMMUNITY RENEWAL

HOUSING  
TRUST FUND  
CORPORATION

STATE OF  
NEW YORK MORTGAGE  
AGENCY

NEW YORK STATE  
HOUSING FINANCE  
AGENCY

NEW YORK STATE  
AFFORDABLE HOUSING  
CORPORATION

STATE OF  
NEW YORK MUNICIPAL  
BOND BANK AGENCY

TOBACCO SETTLEMENT  
FINANCING  
CORPORATION

ANDREW M. CUOMO  
GOVERNOR

BRIAN E. LAWLOR  
COMMISSIONER/CEO

## HOUSING MANAGEMENT BUREAU MEMORANDUM # 2011-C-02

**To:** All HCR Grant Program Recipients  
All Housing Authority Executive Directors/Chairpersons;  
All Housing Company Owners, Managing Agents & Site Managers

**From:** Wanda Graham, Director  
Office of Fair Housing and Equal Opportunity  
Robert Damico, Director  
Office of Housing Management

**Date:** April 1, 2011

**Subject:** Minority and Women-Owned Business Enterprise  
Grant Program Utilization and Reporting Requirements

---

As a recipient of a grant through HCR, you have a few additional reporting requirements that have been updated by the Office of Fair Housing and Equal Opportunity (OFHEO). OFHEO is committed to assisting your organization in satisfying the terms and conditions of your funding commitment.

For your convenience, updated OFHEO forms are available on HCR's website at <http://www.nysdhcr.gov/Forms/FairHousing/>. Each grantee must submit the M/WBE Utilization Form, Affirmation of Payment and Cumulative Payment Statement forms. Please submit the completed forms electronically to Ms. Flanders at [VMFlanders@nyshcr.org](mailto:VMFlanders@nyshcr.org) by April 10<sup>th</sup>.

For questions related to these new requirements please contact your OFHEO representative, Ms. Veronica Flanders, at (212) 872-0695. We thank you for your cooperation and look forward to your successful administration of grant funding.

Wanda Graham

Robert Damico