

**Records in the Possession of  
The New York State Division of Housing and Community Renewal and  
the Housing Trust Fund Corporation  
As of February 1, 2019**

1. **Community Development Program Documents**

**Capital Programs** - (Includes Low-Income Housing Trust Fund Program; Turnkey Enhanced Low-Income Housing Trust Fund Program; Housing Development Fund Program; HOME Program; Homes for Working Families Program; Rental Rehab Program; Infrastructure Development Demonstration Program; Low-Income Housing Credit Program; New York State Low-Income Housing Tax Credit Program; RESTORE Program; Rural Area Revitalization Program; Urban Initiatives Program; Weatherization Assistance Program; Special Needs Housing Demonstration Program; Farmworker Housing Program; Legislative Member Item Program; Rural Rental Assistance Program; NYS TCAP; Access to Home Program; Greater Catskills Flood Remediation Program; National Foreclosure Mitigation Counseling; Neighborhood Preservation Companies Program; Rural Preservation Companies Program; New York Main Street; NYS Community Development Block Grant (CDBG); New York State Community Development Block Grant Disaster Recovery (CDBG-DR) Program; Manufactured Home Replacement Initiative; Urban Homeownership Assistance Program;)

Funding Applications and related Documents  
Application Review Documents  
Award Documents  
Loan Transaction  
Documents Grant  
Transaction Documents  
Project Monitoring  
Documents Program  
Monitoring Documents  
Housing Trust Fund Corporation records  
Neighborhood Redevelopment Demonstration  
Program Construction Progress Materials  
Payment Request Documents  
Incorporation Documents for State supervised Housing Development Fund  
Companies/Corporations  
Work Assignment Documents

**Services Programs** - (Rural Preservation Program; Neighborhood Preservation Program; Technical Assistance Program; Anti-Drug Program; Assets for Independence (AFI) Program; Asset Management; Manufactured Home Park Program; Mitchell-Lama Housing Program; Modernization Program; Nursing Home Transition and Diversion Housing Subsidy Program; Public Housing; Section 8 Housing Choice Voucher Program; Section 8 Project-Based Contract Administration)

Funding Applications & related Documents  
Application Review Materials  
Program Contracts  
Program Monitoring Documents  
Vouchers  
Audit Documents Payment Documents  
Marketing Files  
Work Assignment Documents

**Housing Development Fund Company Documents** - Incorporation document files for DHCR supervised Housing Development Fund Companies and Housing Development Fund Corporations

2. **Office of Rent Administration Documents Applications, File content and Orders for:**

Major Capital Improvements  
Tax Abatements Modification of Services  
Termination of Electric Inclusion or Sub-Metering Hardship  
Service Reductions - Building-wide  
Service Reductions - Individual apartments  
Heat and/or Hot Water Services  
Rent Restorations  
Non- Compliance Harassment  
High Rent High Income Deregulation  
Decontrol for Rent Control Vacancy  
Rent Overcharge  
Fair Market Rent Appeal  
Administrative Determination  
Lease Renewal  
Lease Mediation Demolition  
NYC Rent Control Maximum Base Rent  
NYC Rent Control Fuel Cost Reports and Challenges  
NYC Rent Control Owner Individual Rent Increases  
NYS Rent Control 60 Day Notice of Rent Increase  
ETPA Senior Citizen and Disabled Rent Increase Exemptions- SCRIE/DRIE  
Building/Apartment Exemption  
NYC and NYS Rent Control Eviction  
Petitions for Administrative Review

**Documents for:**

ETPA Property Maintenance and Operations Cost  
Surveys Proposed Revisions to Regulations  
ETPA Rent Guideline Board Orders  
NYC Maximum Base Rent Standard Adjustment  
Factor NYC Fuel Cost Annual Price Adjustments

3. **Housing Management Documents**
  - Reviews of management companies
  - Contracts with management companies
  - Contracts with outside vendors
  - Final review sheets
  - Manufactured Housing Park Registration Documents
  - Section 8 contract documents
  - Work Assignment Documents
4. **Mitchell Lama program documents**
  - Management Contracts Documents
  - Buy-out agreement Documents
  - Tenant Selection Materials
  - Project Audit Materials
  - Service Contract Documents
  - Applicant Appeal Documents
5. **General Litigation Documents**
  - Subpoena & related Documents
  - Article 78 Proceeding Documents
6. **Personnel Documents**
  - Time sheets Salary history
  - Training Documents
  - Purchasing Contract Documents
  - Labor/Management Policy Documents
  - Employee rights and responsibilities materials
7. **Agency-Let Contract Documents**
8. **Disaster Relief Initiative Program Documents**
9. **Statewide Housing Activity Reporting System (SHARS)**
  - Periodic SHARS Reports regarding Housing Developed with DHCR Administered Assistance
10. **Historical Update and Tracking System (HUTS)**
  - Office of Rent Administration Case Tracking Data and Processing Data
  - NYC Building Code Violation Data
  - NYC Rent Rolls
  - Building and Apartment Registration Data
11. **Office of Legal Affairs**
  - Litigation Proceeding Documents
  - Office of Rent Control Documents

Conciliation and Appeals Board Documents  
Certificate of Eviction Documents  
Legislative Matters Documents  
Loan/Grant Closing Documents  
Mitchell-Lama Project Documents  
Housing Authority Documents  
Urban Renewal Documents  
Resource Management Documents  
Work Assignment Documents

12. **Tenant Protection Unit Documents**

Inspection Reports Audit  
Case Files Registration  
Case Files Legal  
Investigation Files  
Subpoena & Related Documents  
TPU Rent Overcharge complaint documents  
FOIL Request documents