



ANDREW M. CUOMO
Governor

RUTHANNE VISNAUSKAS
Commissioner/CEO

OFFICE OF INTEGRATED HOUSING MANAGEMENT MEMORANDUM #2020 – B – 2

To: All Housing Company Owners, Managing Agents & Site Managers

From: Alfred Walcott, Director
Office of Integrated Housing Management

Date: March 16, 2020

Subject: Revised Procedures for Mitchell-Lama Projects re: COVID-19

New York State Homes & Community Renewal (HCR) is currently open and continuing all business activities.

HCR is also committed to the health and well-being of all New Yorkers. In response to certain concerns raised regarding our Mitchell-Lama program's requirements and the spread of the novel coronavirus (COVID-19), we are issuing the following temporary directives:

Annual Income Affidavit Process

- All deadlines for the Income Affidavit Process are hereby extended by thirty (30) days.
- We will be re-examining the need to further extend these deadlines, as the situation evolves.
- In an effort to reduce the need for in-office assistance for residents by the property manager:
 - this year's Annual Income Affidavits do NOT need to be notarized. Signed affidavits, without notary acknowledgement, are acceptable.
 - A housing company can accept signed, completed and scanned Income Affidavits, submitted electronically. A "wet" signature will not be required. Housing companies adopting electronic submission of Income Affidavits must first ensure that their method of receipt is encrypted, to protect the privacy of their residents.

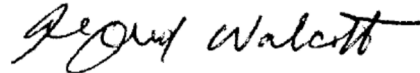
BRD Rent/Maintenance Conferences

In order to minimize the risk of in-person contamination, all pending or upcoming BRD rent/maintenance conferences will be rescheduled and/or recharacterized, on a case-by-case basis. If you have any such hearing scheduled, we will be contacting you separately.

Annual Shareholder Meetings & Co-op Board Meetings

Re: annual shareholder meetings or ML co-op board meetings, we encourage you to consult with the Housing Company's legal counsel to determine whether these can be delayed, rescheduled and/or conducted electronically, by phone or email. Any questions can be directed to HCR's Office of Legal Affairs to Mark Palomino at Mark.Palomino@nyshcr.org.

Very truly yours,

A handwritten signature in black ink, appearing to read "Alfred Walcott". The signature is fluid and cursive, with a long horizontal stroke at the end.

Alfred Walcott, Director