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,

Alfred Walcott, Director