



ANDREW M. CUOMO
Governor

RUTHANNE VISNAUSKAS
Commissioner/CEO

OFFICE OF INTEGRATED HOUSING MANAGEMENT MEMORANDUM #2020 – B – 4

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

From: Alfred Walcott, Director
Office of Integrated Housing Management

Date: April 1, 2020

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

This memorandum amends the earlier issued memorandum #2020-B-1 with respect to the due date for resident submission of Calendar year 2019 Income Affidavits. It also provides a revised timetable for the income review and surcharge tabulation process.

Annual Income Affidavit Process

- The deadline for Tenants/Cooperators to return Calendar Year 2019 Income Affidavits to the Housing Company is hereby extended to **July 31, 2020**.
- **New Timetable for Income Review Procedure**

July Tenants/Cooperators **MUST** complete and return income affidavits to housing company by **July 31, 2020**.

Aug Review income affidavits, complete Section D, and prepare Surcharge Information Tabulation Sheets.

Send follow-up letters to tenants who have not returned a completed income affidavit or required documentation.

Notify tenants of surcharges resulting from this income review by **August 31, 2020**.

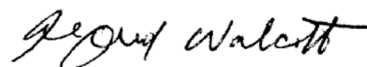
Sept Assess surcharges effective **October 1, 2020**

Complete Surcharge Tabulation Sheets

Oct-Nov Prepare Housing Company Summary Sheet and submit with income affidavits to the Division by **Monday, December 14, 2020.**

New York State Homes & Community Renewal (HCR) is currently continuing all business activities with its staff working remotely from home. We remain committed to the health and well-being of all New Yorkers.

Very truly yours,



Alfred Walcott, Director

cc: M. Colon, D. Murphy, M. Stratos, J. Francois, R. Landy, V. Ramos