



ANDREW M. CUOMO
Governor

RUTHANNE VISNAUSKAS
Commissioner/CEO

OFFICE OF INTEGRATED HOUSING MANAGEMENT MEMORANDUM #2020 – C – 1

To: All Housing Authority Chairpersons and Executive Directors
All Housing Company Owners, Managing Agents & Site Managers

From: Alfred Walcott, Director
Office of Integrated Housing Management

Date: March 25, 2020

Subject: Additional Revised Procedures for Ongoing Operations During COVID-19

Thank you for playing your part in the fight to limit the community spread of COVID-19. This is the second in a series of temporary memos, issued to ensure that we continue to assist our portfolio of developments and their managers to maintain housing for the residents and families that they serve (see OIHM Memo #2020 – B – 2, issued March 16, 2020).

NYS HCR remains open and is continuing all business activities. However, except for a limited number of essential employees, HCR's staff is working remotely. This is consistent with the directives from Governor Cuomo, State and local health authorities, the Federal government and the CDC.

Given these unusual circumstances, we are now issuing the following additional modifications to our regulations and procedures, effective as of the date hereof, until further notice.

Special Provisions for Accessing Operating Escrow Fund (M-L Housing Companies Only)

Due to our limited access to our offices, it will not be possible to: (i) maintain the timely review and approval of OEF disbursement requests; and/or (ii) have an HCR representative co-sign each disbursement check.

As such, to ensure that housing companies are able to meet the relevant payments as they become due, we are asking housing companies to submit –

- a budget and a check (payable to the housing company operating account) to cover 75% of outstanding contracts and all anticipated expenses payable from the OEF account (insurance, water & sewer, Real Estate Taxes, etc.) for the months ending June 30, 2020.
- Management must account for all disbursements and submit all supporting documentation to HCR for review and approval.

We are requesting that housing companies submit their requests no later than Monday, March 30, 2020.

Informational Correspondence, Requests for Approvals and Supporting Documentation: All Types, Submission of Documents

Please note that all requests and communication must be sent to HCR electronically using the following drop box instructions:

All Housing Companies/Authorities must use the **MySend** Dropbox application to submit scanned files for our review.

- To register to upload to the dropbox, Click the following link and enter your e-mail address: <https://mysend.ny.gov:443/nys/send/to/dropbox/oihm-field-unit-contracts>
- You will be sent a link to upload to the Dropbox. Once you click on that link you will be prompted with a download and install of Aspera Connect which includes a mandatory plugin that **MUST** be installed in order to upload files to HCR.
- Upon installation completion, Housing Companies/Authorities will have immediate capability to upload files to HCR.
- The file(s) must be uploaded to **MySend via the Contents*** button

Sending Files

- **Must fill in title or subject of drop box submission as shown below:**
 - **Title/Subject Format: (Housing Company/Authority Name – DHCR# – Document Type**
 - **ABCD Apartments – H001 – HM-180, Plans & Specs, Roof Replacement**

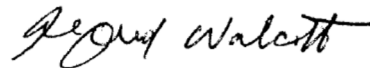
Send to Dropbox: *OIHM Field Unit Contracts

The screenshot shows the MySend Dropbox application interface. It includes the following elements:

- Title*:** A text input field with a maximum length of 245 characters.
- Note:** An optional text input field with a maximum length of 8000 characters.
- Release Policy:** A dropdown menu currently set to "Release Now".
- Encryption:** A checkbox labeled "Use encryption-at-rest" which is currently unchecked.
- Contents*:** Two buttons: "Browse for files..." and "Browse for folders...".
- Drop Files and Folders Here:** A large area with a cardboard box icon and an upward arrow, indicating where to drop files.
- Terms of Service:** A checkbox labeled "I accept the [Terms of Service](#)" which is currently unchecked.
- Send Package:** A button at the bottom of the form.

- **Attachment(s) must be labeled or saved same as title/subject:**
- Housing Authority/Company Name – DHCR# – Document Type
- **PLEASE NOTE: If title of dropbox submission and attachment is not as instructed, processing of your files will be delayed.**
- **Click check box* to accept Terms of Service [Click to* Send Package](#).**
- ❖ Note: The dropbox link provided above is different from the dropbox link for **Income Affidavits** and **Applications for Tenant Selection Unit**. The downloading/uploading process is the same. Please do not confuse as different individuals will be monitoring these drop boxes separately.
- ❖ Should you have any questions on this procedure, please email Mohammed Siddiqui at Mohammed.Siddiqui@nyshcr.org. For any other questions, please contact your current Housing Management Representative.

Very truly yours,



Alfred Walcott, Director

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