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, 2021

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; Covid-19 Rent Relief Program; Lake Ontario Flood Program; 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

12. **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

13. **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