

**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