



**Homes and
Community Renewal**

**Housing
Trust Fund
Corporation**

KATHY HOCHUL
Governor

RUTHANNE VISNAUSKAS
Commissioner/CEO

MEMORANDUM

To: Members of the Corporation

From: Stacey C. Mickle, Treasurer

Date: June 16, 2023

Subject: ANNUAL REPORT ON PROPERTY DISPOSAL GUIDELINES

Pursuant to Sections 2895 through 2897 of the Public Authorities Law and Section 601 of the Corporation's Procurement Contracts Guidelines, the Corporation must prepare and approve an Annual Report on Property Disposal Guidelines. After approval, the report will be submitted to the Office of the State Comptroller, the Director of the Budget, and the Commissioner of General Services, and uploaded to the PARIS reporting system maintained by the Authorities Budget Office.

A copy of the Report, together with a resolution approving it and the Property Disposal Guidelines, is attached. No changes to the Guidelines or the Corporation's Contracting Officer are proposed. Approval of the resolution is hereby recommended.



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KATHY HOCHUL
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Commissioner/CEO

PROPERTY DISPOSAL REPORT

For the Fiscal Year Ending March 31, 2022

Housing Trust Fund Corporation
Annual Property Report
For the Fiscal Year Ended March 31, 2023

- I. Contracting Officer:
Stacey C. Mickle, Treasurer
Housing Trust Fund Corporation
38-40 State Street
Albany, NY 12207
(518) 486-5510
stacey.mickle@hcr.ny.gov

- II. A copy of the Corporation's *Guidelines Regarding the Use, Awarding, Monitoring and Reporting of Contracts for the Disposal of Its Property* is posted at <http://www.nyshcr.org/Agencies/HTFC/Publications>.

- III. Real Property Acquisition – No real property was acquired by the Corporation during fiscal year ending March 31, 2023.

- IV. Real Property Disposition – During fiscal year ending March 31, 2023, the Governor's Office of Storm Recovery (GOSR)/Office of Resilient Homes and Communities (RHC) disposed of 66 properties related to both the Buyout and the Acquisition Programs. Of these, 8 were sold for amounts ranging from \$10,000 to \$36,000. The remaining were transferred to municipalities or other entities. The real property disposition list is attached.

- V. Real Property Inventory – As of March 31, 2023, the Corporation, through GOSR/RHC retained a total of 219 properties that were purchased through either the Buyout or Acquisition Programs. All of the properties were purchased prior to the current fiscal year, but as of March 31, 2023, they were still held by the Corporation. A listing of properties held is attached.

- VI. Personal Property – The Corporation disposed of no personal property valued at \$5,000 or more during the fiscal year ended March 31, 2023 which would be required to be reported under the Law or the Corporation's Guidelines.

Governor's Office of Storm Recovery - Housing Trust Fund Corporation
Real Property Report
Property Disposition 4/1/22 through 3/31/23

Property ID	Address				County	Disposition Date	Sales Price	Disposition Detail
SI-000454-AFR	993 Olympia Blvd	Staten Island	NY	10306	Richmond	5/18/2022	\$17,500.00	Part of the Lot Next Door Program
OBZ-117-BA	711 Liberty Ave	Staten Island	NY	10305	Richmond	5/24/2022	\$36,000.00	Part of the Lot Next Door Program
GRB-029-BA	0 Slater Blvd	Staten Island	NY	10305	Richmond	6/28/2022	\$10,000.00	Part of the Lot Next Door Program
GRB-032-BA	669 Seaver Ave	Staten Island	NY	10305	Richmond	6/28/2022	\$10,000.00	Part of the Lot Next Door Program
GRB-279-BA	659 Seaver Ave	Staten Island	NY	10305	Richmond	6/28/2022	\$10,000.00	Part of the Lot Next Door Program
OBZ-108-BA	577 Quincy Ave	Staten Island	NY	10305	Richmond	6/30/2022	\$15,000.00	Part of the Lot Next Door Program
OBZ-109-BA	575 Quincy Ave	Staten Island	NY	10305	Richmond	6/30/2022	\$15,000.00	Part of the Lot Next Door Program
OBZ-110-BA	569 Quincy Ave	Staten Island	NY	10305	Richmond	6/30/2022	\$15,000.00	Part of the Lot Next Door Program
FW-112g-BA	25 Loneran Dr	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-127o-BA	14 Temple Lane	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-130p-BA	44 Temple Lane	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-133q-BA	19 Loneran Drive	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-142v-BA	111 Loneran Dr	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-143v-BA	109 Loneran Dr	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-158dd-BA	90 Loneran Drive	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-159dd-BA	92 Loneran Dr	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-166hh-BA	29 Temple Ln	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-167hh-BA	31 Temple Ln	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-168ii-BA	38 Temple Ln	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-169ii-BA	40 Temple Ln	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-174r-BA	3 Loneran Dr	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-009-BA	112 Loneran Dr	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-103b-BA	12 Loneran Dr	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-106d-BA	18 Loneran Dr	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-107d-BA	20 Loneran Dr	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-109e-BA	23 Loneran Dr	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-111f-BA	24 Loneran Dr	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-114h-BA	34 Loneran Drive	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-118j-BA	65 Loneran Drive	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-119j-BA	67 Loneran Drive	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-122l-BA	69 Loneran Drive	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-123l-BA	71 Loneran Dr	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-126n-BA	12 Temple Ln	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-132q-BA	13 Loneran Dr	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-136s-BA	98 Loneran Drive	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-147x-BA	7 Loneran Drive	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-170jj-BA	46 Temple Lane	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-101a-BA	11 Loneran Drive	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-102b-BA	10 Loneran Dr	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-110f-BA	22 Loneran Dr	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-115h-BA	36 Loneran Drive	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-121k-BA	68 Loneran Drive	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-137s-BA	100 Loneran Drive	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-138t-BA	102 Loneran Dr	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-140u-BA	108 Loneran Dr	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-144w-BA	2 Loneran Drive	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-145w-BA	4 Loneran Dr	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-146x-BA	5 Loneran Drive	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-160ee-BA	93 Loneran Dr	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-171jj-BA	48 Temple Lane	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-004-BA	110 Loneran Dr	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-100a-BA	9 Loneran Drive	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-104c-BA	14 Loneran Drive	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-105c-BA	16 Loneran Dr	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-108e-BA	21 Loneran Dr	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-113g-BA	27 Loneran Drive	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-120k-BA	66 Loneran Drive	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-125n-BA	10 Temple Lane	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-128o-BA	16 Temple Lane	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-129p-BA	42 Temple Lane	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-134r-BA	1 Loneran Dr	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-139t-BA	104 Loneran Drive	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-141u-BA	106 Loneran Drive	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-156cc-BA	85 Loneran Dr	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality

Property ID	Address				County	Disposition Date	Sales Price	Disposition Detail
FW-157cc-BA	87 Lonergan Dr	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality
FW-161ee-BA	95 Lonergan Dr	Suffern	NY	10901	Rockland	9/2/2022	0	Property transferred to municipality

Governor's Office of Storm Recovery - Housing Trust Fund Corporation Real Property Report

**Real Property Report
Properties Held as of 3/31/2023**

Property ID	Address			Zip	County	Purchase Price	Program
EF-273-AQ	295 Arthur St	Freeport	NY	11520	Nassau	226,738.00	Nassau Acquisition
EF-542-AQ	41 W 4th St	Freeport	NY	11520	Nassau	398,550.43	Nassau Acquisition
EF-610-AQ	9 Marjorie Ln	East Rockaway	NY	11518	Nassau	314,927.13	Nassau Acquisition
EF-742-AQ	467 Smith Ave	Islip	NY	11751	Suffolk	304,982.59	Suffolk Acquisition
EF-761-AQ	23 Lee Pl	Amityville	NY	11701	Suffolk	409,334.01	Suffolk Acquisition
GRB-003a-BA	45 Iona St	Staten Island	NY	10305	Richmond	524,512.82	Graham Beach Buyout
GRB-016-BA	790 Olympia Blvd	Staten Island	NY	10305	Richmond	561,355.48	Graham Beach Buyout
GRB-037-BA	0 Jay St	Staten Island	NY	10305	Richmond	412,714.06	Graham Beach Buyout
GRB-059-BA	280 Slater Blvd	Staten Island	NY	10305	Richmond	448,896.75	Graham Beach Buyout
GRB-102-BA	784 Olympia Blvd	Staten Island	NY	10305	Richmond	516,954.49	Graham Beach Buyout
GRB-112a-BA	23 Cherokee St	Staten Island	NY	10305	Richmond	487,934.00	Graham Beach Buyout
GRB-113-BA	28 Iona St	Staten Island	NY	10305	Richmond	279,623.79	Graham Beach Buyout
GRB-139-BA	893 Fr Capodanno Blvd	Staten Island	NY	10305	Richmond	411,171.77	Graham Beach Buyout
GRB-157-BA	792 Olympia Blvd	Staten Island	NY	10305	Richmond	587,149.00	Graham Beach Buyout
GRB-170-BA	57 Cherokee St	Staten Island	NY	10305	Richmond	191,899.12	Graham Beach Buyout
GRB-177-BA	0 Colony Ave	Staten Island	NY	10305	Richmond	211,532.00	Graham Beach Buyout
GRB-178-BA	0 Graham Blvd	Staten Island	NY	10305	Richmond	222,573.00	Graham Beach Buyout
GRB-179-BA	0 Graham Blvd	Staten Island	NY	10305	Richmond	277,777.00	Graham Beach Buyout
GRB-187-BA	891 Fr Capodanno Blvd	Staten Island	NY	10305	Richmond	432,760.06	Graham Beach Buyout
GRB-194-BA	788 Olympia Blvd	Staten Island	NY	10305	Richmond	592,899.06	Graham Beach Buyout
GRB-196-BA	895 Fr Capodanno Blvd	Staten Island	NY	10305	Richmond	415,322.15	Graham Beach Buyout
GRB-197-BA	799 Fr Capodanno Blvd	Staten Island	NY	10305	Richmond	581,948.33	Graham Beach Buyout
GRB-204a-BA	753 Quincy Ave	Staten Island	NY	10305	Richmond	526,627.00	Graham Beach Buyout
GRB-206-BA	778 Olympia Blvd	Staten Island	NY	10305	Richmond	448,735.89	Graham Beach Buyout
GRB-207-BA	43 Baden Pl	Staten Island	NY	10305	Richmond	598,426.74	Graham Beach Buyout
GRB-212-BA	786 Olympia Blvd	Staten Island	NY	10305	Richmond	495,729.40	Graham Beach Buyout
GRB-218-BA	3 Iroquois St	Staten Island	NY	10305	Richmond	403,579.93	Graham Beach Buyout
GRB-219-BA	780 Olympia Blvd	Staten Island	NY	10305	Richmond	471,109.35	Graham Beach Buyout
GRB-236-BA	675 Seaver Ave	Staten Island	NY	10305	Richmond	410,267.00	Graham Beach Buyout
GRB-275-BA	795 Fr Capodanno Blvd	Staten Island	NY	10305	Richmond	487,963.06	Graham Beach Buyout
GRB-296a-BA	0 Seaver Ave	Staten Island	NY	10305	Richmond	333,281.00	Graham Beach Buyout
GRB-299a-BA	42 Iona St	Staten Island	NY	10305	Richmond	429,486.70	Graham Beach Buyout
GRB-316a-BA	294 Slater Blvd	Staten Island	NY	10305	Richmond	454,430.00	Graham Beach Buyout
GRB-317-BA	292 Slater Blvd	Staten Island	NY	10305	Richmond	454,430.00	Graham Beach Buyout
GRB-324a-BA	100 Graham Blvd	Staten Island	NY	10305	Richmond	768,802.33	Graham Beach Buyout
GRB-335-BA	677 Seaver Ave	Staten Island	NY	10305	Richmond	398,857.17	Graham Beach Buyout
GRB-340-BA	797 Fr Capodanno Blvd	Staten Island	NY	10305	Richmond	506,064.68	Graham Beach Buyout
GRB-343-BA	0 Graham Blvd	Staten Island	NY	10305	Richmond	200,492.00	Graham Beach Buyout
GRB-347-BA	296 Slater Blvd	Staten Island	NY	10305	Richmond	473,254.39	Graham Beach Buyout
OBBO-002-BA	133 Foxbeach Ave	Staten Island	NY	10306	Richmond	473,295.01	Oakwood Beach Buyout
OBBO-003-BA	588 Mill Rd	Staten Island	NY	10306	Richmond	162,539.40	Oakwood Beach Buyout
OBBO-005a-BA	119 Foxbeach Ave	Staten Island	NY	10306	Richmond	299,359.73	Oakwood Beach Buyout
OBBO-006-BA	87 Foxbeach Ave	Staten Island	NY	10306	Richmond	222,649.00	Oakwood Beach Buyout
OBBO-007-BA	93 Foxbeach Ave	Staten Island	NY	10306	Richmond	316,250.00	Oakwood Beach Buyout
OBBO-008-BA	117 Foxbeach Ave	Staten Island	NY	10306	Richmond	326,838.32	Oakwood Beach Buyout
OBBO-009a-BA	137 Fox Beach Ave	Staten Island	NY	10306	Richmond	458,552.73	Oakwood Beach Buyout
OBBO-014-BA	134 Fox Ln	Staten Island	NY	10306	Richmond	498,602.00	Oakwood Beach Buyout
OBBO-015-BA	226 Fox Ln	Staten Island	NY	10306	Richmond	222,506.38	Oakwood Beach Buyout
OBBO-016-BA	465 Promenade Ave	Staten Island	NY	10306	Richmond	417,502.25	Oakwood Beach Buyout
OBBO-024-BA	495 Promenade Ave	Staten Island	NY	10306	Richmond	146,705.93	Oakwood Beach Buyout
OBBO-025a-BA	106 Fox Ln	Staten Island	NY	10306	Richmond	318,243.53	Oakwood Beach Buyout
OBBO-028-BA	97 Foxbeach Ave	Staten Island	NY	10306	Richmond	396,508.73	Oakwood Beach Buyout
OBBO-029-BA	586 Mill Rd	Staten Island	NY	10306	Richmond	215,763.36	Oakwood Beach Buyout
OBBO-033-BA	89 Foxbeach Ave	Staten Island	NY	10306	Richmond	161,225.34	Oakwood Beach Buyout

Property ID	Address			Zip	County	Purchase Price	Program
OBBO-035-BA	100 Fox Ln	Staten Island	NY	10306	Richmond	211,013.89	Oakwood Beach Buyout
OBBO-036-BA	112 Foxbeach Ave	Staten Island	NY	10306	Richmond	209,998.73	Oakwood Beach Buyout
OBBO-038-BA	98 Fox Ln	Staten Island	NY	10306	Richmond	201,352.54	Oakwood Beach Buyout
OBBO-040-BA	173 Foxbeach Ave	Staten Island	NY	10306	Richmond	294,240.00	Oakwood Beach Buyout
OBBO-041-BA	153 Foxbeach Ave	Staten Island	NY	10306	Richmond	360,463.00	Oakwood Beach Buyout
OBBO-043a-BA	128 Foxbeach Ave	Staten Island	NY	10306	Richmond	312,580.29	Oakwood Beach Buyout
OBBO-048-BA	477 Promenade Ave	Staten Island	NY	10306	Richmond	412,937.38	Oakwood Beach Buyout
OBBO-051-BA	154 Foxbeach Ave	Staten Island	NY	10306	Richmond	577,006.72	Oakwood Beach Buyout
OBBO-054-BA	239 Fox Ln	Staten Island	NY	10306	Richmond	333,157.00	Oakwood Beach Buyout
OBBO-058-BA	107 Foxbeach Ave	Staten Island	NY	10306	Richmond	203,832.89	Oakwood Beach Buyout
OBBO-059-BA	129 Foxbeach Ave	Staten Island	NY	10306	Richmond	405,174.99	Oakwood Beach Buyout
OBBO-060-BA	45 Tarlton St	Staten Island	NY	10306	Richmond	333,087.59	Oakwood Beach Buyout
OBBO-064-BA	221 Fox Ln	Staten Island	NY	10306	Richmond	260,383.33	Oakwood Beach Buyout
OBBO-066-BA	48 Tarlton St	Staten Island	NY	10306	Richmond	440,187.56	Oakwood Beach Buyout
OBBO-067-BA	46 Tarlton St	Staten Island	NY	10306	Richmond	448,272.58	Oakwood Beach Buyout
OBBO-068-BA	461 Promenade Ave	Staten Island	NY	10306	Richmond	437,840.29	Oakwood Beach Buyout
OBBO-069-BA	162 Foxbeach Ave	Staten Island	NY	10306	Richmond	159,465.51	Oakwood Beach Buyout
OBBO-071-BA	136 Foxbeach Ave	Staten Island	NY	10306	Richmond	273,737.92	Oakwood Beach Buyout
OBBO-072-BA	179 Foxbeach Ave	Staten Island	NY	10306	Richmond	277,690.18	Oakwood Beach Buyout
OBBO-073-BA	53 Tarlton St	Staten Island	NY	10306	Richmond	338,052.73	Oakwood Beach Buyout
OBBO-074-BA	73 Tarlton St	Staten Island	NY	10306	Richmond	443,707.86	Oakwood Beach Buyout
OBBO-077-BA	59 Tarlton St	Staten Island	NY	10306	Richmond	469,403.22	Oakwood Beach Buyout
OBBO-078-BA	52 Tarlton St	Staten Island	NY	10306	Richmond	469,422.38	Oakwood Beach Buyout
OBBO-079a-BA	222 Fox Ln	Staten Island	NY	10306	Richmond	261,570.11	Oakwood Beach Buyout
OBBO-080-BA	479 Promenade Ave	Staten Island	NY	10306	Richmond	389,697.72	Oakwood Beach Buyout
OBBO-081a-BA	175 Foxbeach Ave	Staten Island	NY	10306	Richmond	295,998.23	Oakwood Beach Buyout
OBBO-084-BA	42 Tarlton St	Staten Island	NY	10306	Richmond	339,690.91	Oakwood Beach Buyout
OBBO-085-BA	70 Tarlton St	Staten Island	NY	10306	Richmond	255,785.00	Oakwood Beach Buyout
OBBO-086-BA	86 Tarlton St	Staten Island	NY	10306	Richmond	454,565.00	Oakwood Beach Buyout
OBBO-087-BA	92 Tarlton St	Staten Island	NY	10306	Richmond	178,655.27	Oakwood Beach Buyout
OBBO-088-BA	169A Foxbeach Ave	Staten Island	NY	10306	Richmond	493,258.00	Oakwood Beach Buyout
OBBO-089-BA	62 Tarlton St	Staten Island	NY	10306	Richmond	164,967.88	Oakwood Beach Buyout
OBBO-091-BA	176 Foxbeach Ave	Staten Island	NY	10306	Richmond	258,231.62	Oakwood Beach Buyout
OBBO-092-BA	485 Promenade Ave	Staten Island	NY	10306	Richmond	343,389.00	Oakwood Beach Buyout
OBBO-096-BA	118 Foxbeach Ave	Staten Island	NY	10306	Richmond	515,157.00	Oakwood Beach Buyout
OBBO-097-BA	99 Foxbeach Ave	Staten Island	NY	10306	Richmond	284,888.09	Oakwood Beach Buyout
OBBO-098-BA	149 Foxbeach Ave	Staten Island	NY	10306	Richmond	460,305.71	Oakwood Beach Buyout
OBBO-099-BA	102 Tarlton St	Staten Island	NY	10306	Richmond	699,381.84	Oakwood Beach Buyout
OBBO-102-BA	475 Promenade Ave	Staten Island	NY	10306	Richmond	454,677.00	Oakwood Beach Buyout
OBBO-104-BA	47 Tarlton St	Staten Island	NY	10306	Richmond	378,913.21	Oakwood Beach Buyout
OBBO-105-BA	600 Mill Rd	Staten Island	NY	10306	Richmond	386,103.35	Oakwood Beach Buyout
OBBO-106-BA	140 Foxbeach Ave	Staten Island	NY	10306	Richmond	125,294.00	Oakwood Beach Buyout
OBBO-107-BA	85 Foxbeach Ave	Staten Island	NY	10306	Richmond	340,938.25	Oakwood Beach Buyout
OBBO-109-BA	54 Tarlton St	Staten Island	NY	10306	Richmond	450,023.79	Oakwood Beach Buyout
OBBO-110-BA	75 Tarlton St	Staten Island	NY	10306	Richmond	433,496.69	Oakwood Beach Buyout
OBBO-112-BA	165 Foxbeach Ave	Staten Island	NY	10306	Richmond	507,762.53	Oakwood Beach Buyout
OBBO-113-BA	233 Fox Ln	Staten Island	NY	10306	Richmond	283,609.75	Oakwood Beach Buyout
OBBO-117-BA	115 Foxbeach Ave	Staten Island	NY	10306	Richmond	366,653.21	Oakwood Beach Buyout
OBBO-118-BA	77 Foxbeach Ave	Staten Island	NY	10306	Richmond	169,728.32	Oakwood Beach Buyout
OBBO-121-BA	120 Foxbeach Ave	Staten Island	NY	10306	Richmond	316,534.70	Oakwood Beach Buyout
OBBO-122-BA	83 Foxbeach Ave	Staten Island	NY	10306	Richmond	154,250.00	Oakwood Beach Buyout
OBBO-124-BA	74 Tarlton St	Staten Island	NY	10306	Richmond	192,334.56	Oakwood Beach Buyout
OBBO-126-BA	163A Foxbeach Ave	Staten Island	NY	10306	Richmond	589,228.77	Oakwood Beach Buyout
OBBO-127-BA	63 Tarlton St	Staten Island	NY	10306	Richmond	468,840.85	Oakwood Beach Buyout
OBBO-128-BA	61 Tarlton St	Staten Island	NY	10306	Richmond	449,103.00	Oakwood Beach Buyout
OBBO-130-BA	66 Tarlton St	Staten Island	NY	10306	Richmond	360,437.19	Oakwood Beach Buyout
OBBO-131-BA	163B Foxbeach Ave	Staten Island	NY	10306	Richmond	461,882.31	Oakwood Beach Buyout
OBBO-133-BA	169B Foxbeach Ave	Staten Island	NY	10306	Richmond	522,857.25	Oakwood Beach Buyout
OBBO-134-BA	167 Foxbeach Ave	Staten Island	NY	10306	Richmond	524,656.87	Oakwood Beach Buyout

Property ID	Address			Zip	County	Purchase Price	Program
OBBO-135-BA	71 Tarlton Street	Staten Island	NY	10306	Richmond	272,142.75	Oakwood Beach Buyout
OBBO-136-BA	109 111 and 113 Foxbeach Ave	Staten Island	NY	10306	Richmond	461,589.54	Oakwood Beach Buyout
OBBO-139-BA	150 Foxbeach Ave	Staten Island	NY	10306	Richmond	474,473.91	Oakwood Beach Buyout
OBBO-143-BA	82 Tarlton St	Staten Island	NY	10306	Richmond	413,273.56	Oakwood Beach Buyout
OBBO-145-BA	138 Fox Ln	Staten Island	NY	10306	Richmond	372,812.77	Oakwood Beach Buyout
OBBO-146-BA	84 Tarlton St	Staten Island	NY	10306	Richmond	260,189.00	Oakwood Beach Buyout
OBBO-148-BA	108 Tarlton St	Staten Island	NY	10306	Richmond	260,497.30	Oakwood Beach Buyout
OBBO-151-BA	58 Tarlton St	Staten Island	NY	10306	Richmond	738,473.98	Oakwood Beach Buyout
OBBO-157-BA	592 Mill Rd	Staten Island	NY	10306	Richmond	487,389.00	Oakwood Beach Buyout
OBBO-158-BA	471 Promenade Ave	Staten Island	NY	10306	Richmond	432,562.01	Oakwood Beach Buyout
OBBO-161-BA	90 Tarlton St	Staten Island	NY	10306	Richmond	234,149.26	Oakwood Beach Buyout
OBBO-162-BA	79 Foxbeach Ave	Staten Island	NY	10306	Richmond	266,967.00	Oakwood Beach Buyout
OBBO-163-BA	106 Tarlton St	Staten Island	NY	10306	Richmond	452,134.62	Oakwood Beach Buyout
OBBO-168-BA	143 Foxbeach Ave	Staten Island	NY	10306	Richmond	233,487.22	Oakwood Beach Buyout
OBBO-171-BA	467 Promenade Ave	Staten Island	NY	10306	Richmond	421,851.00	Oakwood Beach Buyout
OBBO-173-BA	56 Tarlton St	Staten Island	NY	10306	Richmond	475,583.42	Oakwood Beach Buyout
OBBO-176-BA	76 Tarlton St	Staten Island	NY	10306	Richmond	377,018.00	Oakwood Beach Buyout
OBBO-179-BA	120 Fox Ln	Staten Island	NY	10306	Richmond	134,202.00	Oakwood Beach Buyout
OBBO-181-BA	96 Fox Ln	Staten Island	NY	10306	Richmond	170,573.35	Oakwood Beach Buyout
OBBO-182-BA	151 Foxbeach Ave	Staten Island	NY	10306	Richmond	598,034.00	Oakwood Beach Buyout
OBBO-221-BA	0 Delwit Ave	Staten Island	NY	10306	Richmond	45,840.00	Oakwood Beach Buyout
OBBO-228-BA	0 Delwit Ave	Staten Island	NY	10306	Richmond	29,312.00	Oakwood Beach Buyout
OBBO-237-BA	0 Tarlton St	Staten Island	NY	10306	Richmond	34,998.06	Oakwood Beach Buyout
OBBO-244-BA	0 Mill Rd	Staten Island	NY	10306	Richmond	277,685.00	Oakwood Beach Buyout
OBBO-273-BA	516 Merkel Pl	Staten Island	NY	10306	Richmond	421,602.45	Oakwood Beach Buyout
OBBO-274-BA	518 Merkel Pl	Staten Island	NY	10306	Richmond	403,493.58	Oakwood Beach Buyout
OBBO-275-BA	520 Merkel Pl	Staten Island	NY	10306	Richmond	438,578.17	Oakwood Beach Buyout
OBBO-294-BA	524 Merkel Pl	Staten Island	NY	10306	Richmond	471,955.39	Oakwood Beach Buyout
OBBO-307-BA	527 Merkel Pl	Staten Island	NY	10306	Richmond	498,427.00	Oakwood Beach Buyout
OBBO-327-BA	584 Riga St	Staten Island	NY	10306	Richmond	509,751.00	Oakwood Beach Buyout
OBBO-328-BA	582 Riga St	Staten Island	NY	10306	Richmond	523,436.67	Oakwood Beach Buyout
OBBO-342-BA	160 Aviston St	Staten Island	NY	10306	Richmond	412,007.22	Oakwood Beach Buyout
OBBO-402-BA	156 Foxbeach Ave	Staten Island	NY	10306	Richmond	360,572.53	Oakwood Beach Buyout
OBBO-432a-BA	112 Fox Ln	Staten Island	NY	10306	Richmond	228,887.46	Oakwood Beach Buyout
OBBO-446-BA	0 Fox Ln	Staten Island	NY	10306	Richmond	47,462.06	Oakwood Beach Buyout
OBBO-447a-BA	0 Fox Ln	Staten Island	NY	10306	Richmond	189,538.00	Oakwood Beach Buyout
OBBO-451-BA	508 Mill Rd	Staten Island	NY	10306	Richmond	492,908.00	Oakwood Beach Buyout
OBBO-452-BA	502 Mill Rd	Staten Island	NY	10306	Richmond	432,565.06	Oakwood Beach Buyout
OBBO-453-BA	496 Mill Rd	Staten Island	NY	10306	Richmond	421,167.00	Oakwood Beach Buyout
OBBO-454-BA	490 Mill Rd	Staten Island	NY	10306	Richmond	421,167.00	Oakwood Beach Buyout
OBBO-455-BA	484 Mill Rd	Staten Island	NY	10306	Richmond	421,617.00	Oakwood Beach Buyout
OBBO-456-BA	478 Mill Rd	Staten Island	NY	10306	Richmond	432,204.00	Oakwood Beach Buyout
OBBO-457-BA	474 Mill Rd	Staten Island	NY	10306	Richmond	503,945.00	Oakwood Beach Buyout
OBBO-459a-BA	0 Promenade Ave	Staten Island	NY	10306	Richmond	264,890.00	Oakwood Beach Buyout
OBBO-460-BA	0 Promenade Ave	Staten Island	NY	10306	Richmond	84,575.00	Oakwood Beach Buyout
OBBO-467-BA	0 Promenade Ave	Staten Island	NY	10306	Richmond	143,032.00	Oakwood Beach Buyout
OBBO-732a-BA	0 Promenade Ave	Staten Island	NY	10306	Richmond	305,427.00	Oakwood Beach Buyout
OBBO-743a-BA	0 Tarleton St	Staten Island	NY	10306	Richmond	228,531.06	Oakwood Beach Buyout
OBZ-002-BA	0 Quincy Ave	Staten Island	NY	10305	Richmond	23,812.00	Ocean Breeze Buyout
OBZ-009-BA	712 Naughton Ave	Staten Island	NY	10305	Richmond	551,490.75	Ocean Breeze Buyout
OBZ-010-BA	714 Naughton Ave	Staten Island	NY	10305	Richmond	520,501.00	Ocean Breeze Buyout
OBZ-011-BA	716 Naughton Ave	Staten Island	NY	10305	Richmond	602,929.83	Ocean Breeze Buyout
OBZ-012a-BA	720 Naughton Ave	Staten Island	NY	10305	Richmond	520,585.30	Ocean Breeze Buyout
OBZ-015-BA	728 Naughton Ave	Staten Island	NY	10305	Richmond	266,647.00	Ocean Breeze Buyout
OBZ-016-BA	730 Naughton Ave	Staten Island	NY	10305	Richmond	372,205.12	Ocean Breeze Buyout
OBZ-028-BA	662 Quincy Ave	Staten Island	NY	10305	Richmond	479,761.21	Ocean Breeze Buyout
OBZ-032a-BA	0 Naughton Ave	Staten Island	NY	10305	Richmond	322,083.00	Ocean Breeze Buyout
OBZ-034-BA	717 Naughton Ave	Staten Island	NY	10305	Richmond	472,685.60	Ocean Breeze Buyout
OBZ-035-BA	739 Oceanside Ave	Staten Island	NY	10305	Richmond	210,274.44	Ocean Breeze Buyout

Property ID	Address			Zip	County	Purchase Price	Program
OBZ-038-BA	729 Oceanside Ave	Staten Island	NY	10305	Richmond	647,399.00	Ocean Breeze Buyout
OBZ-039-BA	0 Oceanside Ave	Staten Island	NY	10305	Richmond	305,406.00	Ocean Breeze Buyout
OBZ-040a-BA	0 Oceanside Ave	Staten Island	NY	10305	Richmond	305,427.00	Ocean Breeze Buyout
OBZ-042-BA	632 Quincy Ave	Staten Island	NY	10305	Richmond	687,921.71	Ocean Breeze Buyout
OBZ-043-BA	628 Quincy Ave	Staten Island	NY	10305	Richmond	343,907.00	Ocean Breeze Buyout
OBZ-044-BA	622 Quincy Ave	Staten Island	NY	10305	Richmond	386,426.00	Ocean Breeze Buyout
OBZ-045-BA	620 Quincy Ave	Staten Island	NY	10305	Richmond	288,722.00	Ocean Breeze Buyout
OBZ-046-BA	0 Dongan Hills Ave	Staten Island	NY	10305	Richmond	34,812.00	Ocean Breeze Buyout
OBZ-050-BA	711 Oceanside Ave	Staten Island	NY	10305	Richmond	449,222.00	Ocean Breeze Buyout
OBZ-051-BA	707 Oceanside Ave	Staten Island	NY	10305	Richmond	378,529.44	Ocean Breeze Buyout
OBZ-064a-BA	714 Buel Ave	Staten Island	NY	10305	Richmond	487,346.36	Ocean Breeze Buyout
OBZ-067-BA	713 Buel Ave	Staten Island	NY	10305	Richmond	333,276.00	Ocean Breeze Buyout
OBZ-068-BA	715 Buel Ave	Staten Island	NY	10305	Richmond	328,966.12	Ocean Breeze Buyout
OBZ-069-BA	719 Buel Ave	Staten Island	NY	10305	Richmond	478,264.90	Ocean Breeze Buyout
OBZ-070-BA	721 Buel Ave	Staten Island	NY	10305	Richmond	505,063.92	Ocean Breeze Buyout
OBZ-071-BA	723 Buel Ave	Staten Island	NY	10305	Richmond	411,438.76	Ocean Breeze Buyout
OBZ-072-BA	725a Buel Ave	Staten Island	NY	10305	Richmond	364,902.82	Ocean Breeze Buyout
OBZ-073-BA	725b Buel Ave	Staten Island	NY	10305	Richmond	380,216.24	Ocean Breeze Buyout
OBZ-074-BA	725c Buel Ave	Staten Island	NY	10305	Richmond	367,800.96	Ocean Breeze Buyout
OBZ-086-BA	665 Oceanside Ave	Staten Island	NY	10305	Richmond	464,344.73	Ocean Breeze Buyout
OBZ-090-BA	732 Liberty Ave	Staten Island	NY	10305	Richmond	813,139.00	Ocean Breeze Buyout
OBZ-091-BA	728 Liberty Ave	Staten Island	NY	10305	Richmond	224,580.66	Ocean Breeze Buyout
OBZ-092-BA	726 Liberty Ave	Staten Island	NY	10305	Richmond	299,759.00	Ocean Breeze Buyout
OBZ-093-BA	724 Liberty Ave	Staten Island	NY	10305	Richmond	315,889.61	Ocean Breeze Buyout
OBZ-094-BA	722 Liberty Ave	Staten Island	NY	10305	Richmond	487,800.06	Ocean Breeze Buyout
OBZ-095-BA	720 Liberty Ave	Staten Island	NY	10305	Richmond	464,284.34	Ocean Breeze Buyout
OBZ-098-BA	714 Liberty Ave	Staten Island	NY	10305	Richmond	487,963.06	Ocean Breeze Buyout
OBZ-099-BA	712 Liberty Ave	Staten Island	NY	10305	Richmond	472,746.34	Ocean Breeze Buyout
OBZ-100-BA	708 Liberty Ave	Staten Island	NY	10305	Richmond	747,975.90	Ocean Breeze Buyout
OBZ-101-BA	596 Quincy Ave	Staten Island	NY	10305	Richmond	479,125.41	Ocean Breeze Buyout
OBZ-102-BA	600 Quincy Ave	Staten Island	NY	10305	Richmond	459,848.75	Ocean Breeze Buyout
OBZ-106-BA	610 Quincy Ave	Staten Island	NY	10305	Richmond	344,253.00	Ocean Breeze Buyout
OBZ-112-BA	565 Quincy Ave	Staten Island	NY	10305	Richmond	381,882.52	Ocean Breeze Buyout
OBZ-114-BA	561 Quincy Ave	Staten Island	NY	10305	Richmond	355,145.31	Ocean Breeze Buyout
OBZ-115-BA	694 Seaview Ave	Staten Island	NY	10305	Richmond	414,626.15	Ocean Breeze Buyout
OBZ-116-BA	696 Seaview Ave	Staten Island	NY	10305	Richmond	385,067.48	Ocean Breeze Buyout
OBZ-118-BA	715 Liberty Ave	Staten Island	NY	10305	Richmond	315,890.87	Ocean Breeze Buyout
OBZ-119-BA	717 Liberty Ave	Staten Island	NY	10305	Richmond	476,352.00	Ocean Breeze Buyout
OBZ-120-BA	719 Liberty Ave	Staten Island	NY	10305	Richmond	443,241.00	Ocean Breeze Buyout
OBZ-121-BA	721 Liberty Ave	Staten Island	NY	10305	Richmond	476,352.00	Ocean Breeze Buyout
OBZ-122-BA	723 Liberty Ave	Staten Island	NY	10305	Richmond	334,952.00	Ocean Breeze Buyout
OBZ-123-BA	725 Liberty Ave	Staten Island	NY	10305	Richmond	333,535.94	Ocean Breeze Buyout
OBZ-124-BA	727 Liberty Ave	Staten Island	NY	10305	Richmond	333,429.16	Ocean Breeze Buyout
OBZ-131-BA	647 Oceanside Ave	Staten Island	NY	10305	Richmond	340,549.52	Ocean Breeze Buyout
OBZ-132-BA	645 Oceanside Ave	Staten Island	NY	10305	Richmond	257,493.45	Ocean Breeze Buyout
QN-009081-AFR	99-72 Burlingham Ct	Queens	NY	11414	Queens	325,978.86	NYC AFR-QN
SI-002026-AFR	145 Moreland Street	Staten Island	NY	10306	Richmond	403,604.06	NYC AFR - SI



**Homes and
Community Renewal**

**Housing
Trust Fund
Corporation**

KATHY HOCHUL
Governor

RUTHANNE VISNAUSKAS
Commissioner/CEO

PROPERTY DISPOSAL GUIDELINES

For the Fiscal Year Ending March 31, 2022

HOUSING TRUST FUND CORPORATION

**GUIDELINES REGARDING THE USE, AWARDING,
MONITORING AND REPORTING OF CONTRACTS
FOR THE DISPOSAL OF PROPERTY**

Revised as of June 24, 2021

Last Review June 29, 2023

ARTICLE I

STATEMENT OF PURPOSE AND TITLE

101. These Guidelines are adopted pursuant to the provisions of Sections 2895 through 2897 of the Public Authorities Law and shall be reviewed and approved by the Members of the Corporation at least annually.
102. This document may be referred to as the Corporation's "Property Disposal Guidelines."

ARTICLE II

DEFINITION OF TERMS

201. Definitions. The following terms shall, for all purposes of these Guidelines, have the following meanings unless the context shall clearly indicate some other meaning:
 - 1) "Corporation" shall mean the Housing Trust Fund Corporation.
 - 2) "Board" shall mean the Members of the Corporation.
 - 3) "Contracting Officer" shall mean the officer, employee or agent of the Corporation who shall be appointed by resolution of the Board to be responsible for the disposition of property.
 - 4) "Dispose" or "Disposal" shall mean transfer of title or any other beneficial interest in personal or real property in accordance with Section 2897 of the Public Authorities Law.
 - 5) "Property" shall mean, with respect to the Corporation, personal property in excess of five thousand dollars in value, real property, and any inchoate or other interest in such property, to the extent that such interest may be conveyed to another person for any purpose, excluding real property owned and operated as housing accommodations for low income persons pursuant to a regulatory agreement with the Corporation, and excluding an interest securing a loan or other financial obligation of another party.

ARTICLE III
Authorization for Disposition of Property

301. These Guidelines shall be consistent with, and comply with, Section 2896 of the Public Authorities Law, Section 45a of the Private Housing Finance Law, and any other section of law governing the disposition of property by Public Benefit Corporations of the State of New York.
302. The Corporation shall, by resolution of the Board, designate an officer, employee or agent of the Corporation to be its Contracting Officer.
303. The Contracting Officer shall have supervision and direction over the disposition of all real and personal property of the Corporation.
304. When it shall be deemed advantageous to the State of New York, the Contracting Officer, on behalf of the Corporation, may enter into an agreement with the Commissioner of General Services under which such Commissioner may dispose of property of the Corporation under terms and conditions agreed to by the Corporation and the Commissioner of General Services. In disposing of any such property, the Commissioner of General Services shall be bound by the terms of this title and references to the Contracting Officer shall be deemed to refer to such Commissioner.
305. The Contracting Officer may, as necessary or convenient, consult with employees of the Division of Housing and Community Renewal, the Housing Finance Agency and its subsidiaries, the Office of General Services, or any other appropriate Agency or Public Authority of the State of New York, to obtain assistance or guidance in connection with the disposition of the Corporation's property.
306. The Contracting Officer shall assume custody and control of any property pending disposition and shall transfer such custody and control to the Commissioner of General Services pursuant to an agreement entered into in accordance with Article III, Section 304 of these Guidelines. The Contracting Officer may also transfer custody of such property to the Director of Support Services as may be necessary or convenient to effectuate the disposition of such property in an efficient and orderly manner.

ARTICLE IV
Policy for Disposal of Property

401. All real and personal property of the Corporation is subject to these guidelines regardless of whether such property was originally purchased or invoiced in the name of the Corporation or any of its Offices or Units.
402. All disposals of property under these Guidelines shall be accomplished in a manner which serves the best interests of the State of New York and the Corporation.

403. All disposals of property shall adhere to the methodology required by Section 2897 of the Public Authorities Law.
404. The Corporation may dispose of property for not less than the fair market value of such property by sale, exchange, or transfer, for cash, credit, or other property, with or without warranty, and upon such other terms and conditions as the Contracting Officer deems proper, and it may execute such documents for the transfer of title or other interest in property and take such other action as it deems necessary or proper to dispose of such property under the provisions of this Section. Provided, however, that no disposition of real property, any interest in real property, or any other property which because of its unique nature is not subject to fair market pricing shall be made unless an appraisal of the value of such property has been made by an independent appraiser and included in the record of the transaction.
405. Validity of deed, bill of sale, lease or other instrument. A deed, bill of sale, lease, or other instrument executed by or on behalf of the Corporation, purporting to transfer title or any other interest in property of the Corporation under these guidelines shall be conclusive evidence of compliance with the provisions of these Guidelines insofar as concerns title or other interest of any bona fide grantee or transferee who has given valuable consideration for such title or other interest and has not received actual or constructive notice of lack of such compliance prior to the closing.
406. Bids for disposal; advertising; procedure; disposal by negotiation; explanatory statement.
- 1) All disposals or contracts for disposal of property of the Corporation made or authorized by the Contracting Officer shall be made after publicly advertising for bids except as provided in paragraph 3) of this subdivision.
 - 2) Whenever public advertising for bids is required under paragraph 1) of this subdivision:
 - (a) the advertisement for bids shall be made at such time prior to the disposal or contract, through such methods, and on such terms and conditions as shall permit full and free competition consistent with the value and nature of the property;
 - (b) all bids shall be publicly disclosed at the time and place stated in the advertisement; and
 - (c) the award shall be made with reasonable promptness by notice to the responsible bidder whose bid, conforming to the invitation for bids, will be most advantageous to the State of New York, price and other factors considered, provided, that all bids may be rejected when it is in the public interest to do so.
 - 3) Disposals and contracts for disposal of property may be negotiated or made by public auction without regard to paragraphs 1) and 2) of this subdivision but subject to obtaining such competition as is feasible under the circumstances, if:

- (a) the personal property involved is of a nature and quantity which, if disposed of under paragraphs (a) and (b) of this subdivision, would adversely affect the state or local market for such property, and the estimated fair market value of such property and other satisfactory terms of disposal can be obtained by negotiation;
 - (b) the fair market value of the property does not exceed fifteen thousand dollars;
 - (c) bid prices after advertising therefore are not reasonable, either as to all or some part of the Property, or have not been independently arrived at in open competition;
 - (d) the disposal will be to the State of New York or any political subdivision, and the estimated fair market value of the property and other satisfactory terms of disposal are obtained by negotiation;
 - (e) the disposal is for an amount less than the estimated fair market value of the property, the terms of such disposal are obtained by public auction or negotiation, the disposal of the property is intended to further the public health, safety or welfare or an economic development interest of the State of New York or a political subdivision (to include but not limited to, the prevention or remediation of a substantial threat to public health or safety, the creation or retention of a substantial number of job opportunities, or the creation or retention of a substantial source of revenues, or where the Corporation's enabling legislation permits), the purpose and the terms of such disposal are documented in writing and approved by resolution of the Board; or
 - (f) such action is otherwise authorized by law.
- 4) (a) An explanatory statement shall be prepared of the circumstances of each disposal by negotiation of:
- (i) any personal property which has an estimated fair market value in excess of fifteen thousand dollars;
 - (ii) any real property that has an estimated fair market value in excess of one hundred thousand dollars, except that any real property disposed of by lease or exchange shall only be subject to clauses (iii) through (v) of this subparagraph;
 - (ii) any real property disposed of by lease for a term of five years or less, if the estimated fair annual rent is in excess of one hundred thousand dollars for any of such years;
 - (iv) any real property disposed of by lease for a term of more than five years, if the total estimated rent over the term of the lease is in excess of one hundred

thousand dollars; or

- (v) any real property or real and related personal property disposed of by exchange, regardless of value, or any property any part of the consideration for which is real property.
- (b) Each such statement shall be transmitted to the persons entitled to receive copies of the report required under Article VI of these Guidelines not less than ninety days in advance of such disposal, and a copy thereof shall be preserved in the files of the public authority making such disposal.

ARTICLE V

Duties of the Contracting Officer Regarding Property Disposition

- 501. The Contracting Officer shall supervise and direct the disposition of all real and personal property of the Corporation in accordance with these Guidelines.
- 502. The Contracting Officer shall assume custody and control of any Property pending disposition.
- 503. The Contracting Officer shall take such action as may be necessary, or as directed by the Board, to insure the integrity of the property disposition process. Such actions include, but are not limited to, taking, or causing, a full or partial inventory of any property, with or without notice to any Corporation Office or Unit; reviewing the results of any inventory of property which may have been taken previously by any officer, employee or agent of the Corporation, the Office of the State Comptroller, the Office of the State Inspector General or any other entity; or consulting with the Corporation's Internal Control Officer, the Director of Internal Audit of the Division of Housing and Community Renewal, or any other appropriate official.
- 504. The Contracting Officer shall maintain adequate inventory controls and accountability systems for all property of the Corporation.
- 505. The Contracting Officer shall periodically inventory such property to determine which property shall be disposed of.
- 506. The Contracting Officer shall produce and file such reports as are required in accordance with Article VI of these Guidelines.
- 507. The Contracting Officer shall transfer or dispose of property pending transfer or disposal as timely as possible in accordance with these Guidelines.

ARTICLE VI **REPORTS**

- 601. A copy of these Guidelines, as most recently reviewed and approved, shall be filed on or before ninety days after the end of each fiscal year with the State Comptroller, and shall include the name of the Contracting Officer. At the time of such filing, the Corporation shall also post such Guidelines on its internet website. Guidelines posted on the Corporation's internet website shall be maintained on such website at least until the Guidelines for the following year are posted on such website.
- 602. The Corporation shall publish, not less frequently than annually, a report listing all of its real property. Such report shall consist of a list and full description of all real and personal property disposed of during such period. The report shall contain the price received by the Corporation and the name of the purchaser for all such property sold by the Corporation during such period. Copies of such report shall be delivered to the State Comptroller, the Director of the Budget, the Commissioner of General Services, and the legislature.

ARTICLE VII
MISCELLANEOUS PROVISIONS

- 701. Powers of Amendment. Any modification or amendment of these Guidelines may be made by a supplemental resolution adopted at any duly constituted meeting of the Members; provided, however, that no such modification or amendment to these Guidelines shall abrogate the rights and duties of then existing Corporation contracts with third parties. The Chairperson of the Corporation may make non-material changes to these Guidelines.
- 702. No Recourse Under these Guidelines. No provision in these Guidelines shall be the basis of any claim against any Member, officer or employee of the Corporation in their individual or official capacity or against the Corporation itself. Members, officers, or employees of the Corporation shall be deemed to be acting within the Public Officers Law in the discharge of their duties pursuant to these Guidelines.