

**New York State Housing Finance Agency  
State of New York Mortgage Agency  
State of New York Municipal Bond Bank Agency  
Tobacco Settlement Financing Corporation**

*Procedures for Advice Regarding the Issuance of Municipal Securities, Municipal  
Financial Products or Investments  
Effective October 18, 2023*

The New York State Housing Finance Agency, State of New York Mortgage Agency, State of New York Municipal Bond Bank Agency and Tobacco Settlement Financing Corporation (collectively, the “Agencies”) are posting this information so that market participants receive and use it for purposes of the independent registered municipal advisor exemption to the SEC municipal advisor rule developed under the Dodd Frank Wall Street Reform and Consumer Protection Act. The procedures below outline the protocol for presenting financing and structuring ideas, requesting meetings with the Agencies, and documenting appointments to particular financings.

**General Presentation of Ideas**

All proposals which include strategies concerning either the issuance of municipal securities, municipal products, swaps or investments submitted to the Agencies should be submitted in writing and addressed to the appropriate individual listed below.

*For the issuance of municipal securities, swaps and related financial products:*

Mark Price  
Director of Capital Markets  
New York State Homes & Community Renewal  
641 Lexington Avenue  
New York, NY 10022  
Mark.Price@hcr.ny.gov

*For investments:*

Ted Podest  
Chief Financial Officer  
New York State Homes & Community Renewal  
641 Lexington Avenue  
New York, NY 10022  
Ted.Podest@hcr.ny.gov

The Agencies will forward proposals they wish to further consider to the appropriate financial advisory firm identified below.

In addition to the financial advisory firms listed below, the Agencies reserve the right to appoint municipal advisors with respect to pricing specific bond issues of the Agencies. Additionally, the Agencies may replace the municipal advisors listed below at their sole

discretion. Should the Agencies elect to effect such a change, the change will be reflected on the Agencies' web site.

**Independent Registered Municipal Advisor Protocol By Agency:**

**Concerning the State of New York Mortgage Agency's ("SONYMA") Single Family Program:**

SONYMA is currently represented by CSG Advisors, Inc. ("CSG") and will rely on the advice of (in the sense that it will seek and consider the advice, analysis and perspective of, before making a determination) CSG in considering strategies concerning either the issuance of municipal securities, municipal products or investments submitted to SONYMA as noted above (other than general information that does not involve a recommendation).

SONYMA's principal contacts at CSG are:

Timothy R. Rittenhouse  
2 Crampton Road, Bronxville, NY 10708  
[trittenhouse@csgadvisors.com](mailto:trittenhouse@csgadvisors.com)

Gene Slater  
One Post Street, Suite 2130  
San Francisco, CA 94014  
[gslater@csgadvisors.com](mailto:gslater@csgadvisors.com)

SONYMA has been informed by CSG that no "Associated Individual" (within the meaning of the SEC Staff's FAQ No. 3.6) at CSG was employed within the last two years as an Associated Individual by a broker dealer firm. CSG has agreed to inform SONYMA if the firm employs in the future any individual that qualifies as an Associated Individual with respect to a broker dealer firm.

**Concerning the New York State Housing Finance Agency ("HFA"):**

HFA is currently represented by Caine Mitter & Associates Incorporated ("Caine Mitter") and Acacia Financial Group, Inc. ("Acacia") and we will rely on the advice of (in the sense that it will seek and consider the advice, analysis and perspective of, before making a determination) Caine Mitter and Acacia in considering strategies concerning either the issuance of municipal securities, municipal products or investments submitted to HFA as noted above (other than general information that does not involve a recommendation).

HFA's principal contacts at Caine Mitter are:

Thomas Caine  
225 West 35<sup>th</sup> Street  
New York, NY 10018  
[tcaine@cainemitter.com](mailto:tcaine@cainemitter.com)

Ansel Caine  
225 West 35<sup>th</sup> Street  
New York, NY 10018  
[acaine@cainemitter.com](mailto:acaine@cainemitter.com)

HFA's principal contacts at Acacia are:

Noreen White  
1441 Broadway, 5<sup>th</sup> Floor, Suite 5014  
New York, NY 10018  
[nwhite@acaciafin.com](mailto:nwhite@acaciafin.com)

Rich Lopatin  
1441 Broadway, 5<sup>th</sup> Floor, Suite 5014  
New York, NY 10018  
[rlopatin@acaciafin.com](mailto:rlopatin@acaciafin.com)

HFA has been informed by Caine Mitter and Acacia that no "Associated Individual" (within the meaning of the SEC Staff's FAQ No. 3.6) at Caine Mitter and Acacia was employed within the last two years as an Associated Individual by a broker dealer firm. Caine Mitter and Acacia have agreed to inform HFA if the firm employs in the future any individual that qualifies as an Associated Individual with respect to a broker dealer firm.

**Concerning the State of New York Municipal Bond Bank Agency ("MBBA") and Tobacco Settlement Financing Corporation ("TSFC"):**

MBBA and TSFC are currently represented by Public Resources Advisory Group ("PRAG") and will rely on the advice of (in the sense that it will seek and consider the advice, analysis and perspective of, before making a determination) PRAG in considering strategies concerning either the issuance of municipal securities, municipal products or investments submitted to MBBA and TSFC as noted above (other than general information that does not involve a recommendation). MBBA and TSFC's principal contact at PRAG is:

Steven Peyser  
40 Rector Street Suite 1600  
New York, NY  
[speyser@pragny.com](mailto:speyser@pragny.com)

MBBA and TSFC have been informed by PRAG that no "Associated Individual" (within the meaning of the SEC Staff's FAQ No. 3.6) at PRAG was employed within the last two years as an Associated Individual by a broker dealer firm. PRAG has agreed to inform MBBA and TSFC if the firm employs in the future any individual that qualifies as an Associated Individual with respect to a broker dealer firm.

**Concerning Existing and New Swaps submitted to SONYMA and HFA:**

HFA and SONYMA are currently represented by Mohanty Gargiulo LLC and will rely on the advice of (in the sense that it will seek and consider the advice, analysis and perspective of, before making a determination) this firm in considering information provided to HFA and SONYMA regarding their respective existing swaps or hedges and contemplation of new swaps or hedges (other than general information that does not involve a recommendation).

HFA and SONYMA’s principal contact at Mohanty Gargiulo is:

Seema Mohanty  
Mohanty Gargiulo  
100 Park Avenue, Suite 1600  
New York, NY, 10017  
Seema@mohantyllc.com

HFA and SONYMA have been informed by Mohanty Gargiulo that no “Associated Individual” (within the meaning of the SEC Staff’s FAQ No. 3.6) at Mohanty Gargiulo was employed within the last two years as an Associated Individual by a broker dealer firm. Mohanty Gargiulo has agreed to inform HFA and SONYMA if the firm employs in the future any individual that qualifies as an Associated Individual with respect to a broker dealer firm.

**With Respect To Certain Specific Financings:**

Each of the Agencies may from time to time post a request for proposals (“RFP”) specific to any new or existing funding programs on the Agencies’ web site, [www.hcr.ny.gov](http://www.hcr.ny.gov), in advance of any bond issues for the respective entities. The Agencies will notify investment banking firms of the availability of RFPs via e-mail. Submission timelines and requirements for proposals will be detailed in the respective RFP.

**Meeting Requests:**

Investment banking firms seeking to schedule a meeting with the Agencies should contact Carmen Adorno ([carmen.adorno@hcr.ny.gov](mailto:carmen.adorno@hcr.ny.gov) and 212-872-0712). Your request should include the proposed topics for discussion and the firm personnel expected to be in attendance.

Firms must send any letters containing disclosures which will require Agency acknowledgement at least two business days prior to any scheduled meeting. All letters should be sent to Ms. Adorno’s e-mail address with a copy to the email address listed under the Appointments section.

**Appointments:**

The Agencies will send an email notifying investment banking firms of any future appointments. Once appointed to a transaction, firms should send any required G-17 and G-23 letters to [HCRG17@hcr.ny.gov](mailto:HCRG17@hcr.ny.gov), the Agencies’ newly established G-17 and G-23 e-mail account.

Please note the Agencies will only acknowledge G-17 letters sent by (1) the firm appointed as senior manager for each transaction and (2) co-managers who have identified specific legitimate conflicts that need to be disclosed to the Agencies