



KATHY HOCHUL
Governor

Homes and Community Renewal

RUTHANNE VISNAUSKAS
Commissioner/CEO

MEMORANDUM

To: All NYSHCR Employees

From: Sev Moro, Vice President/Deputy Commissioner for Human Resources Management

Date: June 13, 2024

Subject: Introduction of New Reasonable Accommodation Staff and Updated Posting of Reasonable Accommodation Policies, Procedures and Forms

This is a reminder that, effective December 1, 2014, New York State Homes and Community Renewal (NYSHCR) adopted the reasonable accommodation policies and procedures listed below:

1. Procedures for Implementing Reasonable Accommodation for Applicants and Employees with Disabilities in New York State Agencies;
2. Procedures for Implementing Reasonable Accommodation of Religious Observance or Practices for Applicants and Employees; and
3. Procedures for Implementing Reasonable Accommodation in Programs and Services for Individuals with Disabilities.

The above policies and procedures, together with HCR-specific forms, have been posted on the HCR Intranet. The policies and procedures and forms can be found under HR & Training > Employee Portal (whichever payroll Portal applies to the employee) > Office of Personnel Services > Accessibility and Reasonable Accommodations. Hard copies are also available, upon request, by contacting the Office of Human Resources Management at (518) 473-6981.

Effective, immediately, **Kelley Greene**, will be serving as **HCR's Designee for Reasonable Accommodation (DRA) and the Americans with Disabilities Act Coordinator (ADA Coordinator)**. In these roles, Ms. Greene will oversee and manage the implementation of the above-referenced procedures, as described therein, as well as serve as the main point of contact for all issues relating to reasonable accommodation for all areas of NYSHCR, including the Division of Housing and Community Renewal (DHCR), the Housing Trust Fund Corporation (HTFC), the Housing Finance Agency (HFA), the Affordable Housing Corporation (AHC), the State of New York Mortgage Agency (SONYMA) and the Municipal Bond Agency. **Kelly Ann Clement**, will remain as **backup DRA and ADA Coordinator**, should Ms. Greene be away from the office. In addition, **Iliana Cataquet** will assume the role of **Liaison for Reasonable Accommodation**. In this role, Ms. Cataquet will assist Ms. Greene in the processing of reasonable accommodation requests.

Please feel free to contact Ms. Greene with questions regarding the above at either Accessibility@hcr.ny.gov or (212) 872-0595. **Please note that all reasonable accommodation requests should be sent to the Accessibility mailbox at Accessibility@hcr.ny.gov**. Please do not send requests directly to Ms. Greene or Ms. Cataquet.

HCR's supervisors and managers are responsible for ensuring state policies and practices are followed, laying the foundation for enhanced performance. Thank you for adhering to good organizational practices.