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COMMISSIONER/CEO

NEW YORK STATE  
DIVISION OF HOUSING  
& COMMUNITY  
RENEWAL

January 6, 2012

HOUSING  
TRUST FUND  
CORPORATION

Dear Technical Assistance Providers,

STATE OF  
NEW YORK MORTGAGE  
AGENCY

RE: Open Meeting for MWBE Technical Assistance Providers  
Monday, January 23, 2012 – 11:00 a.m. to 1:00 p.m.

NEW YORK STATE  
HOUSING FINANCE  
AGENCY

NEW YORK STATE  
AFFORDABLE HOUSING  
CORPORATION

STATE OF  
NEW YORK MUNICIPAL  
BOND BANK AGENCY

Article 15-A of New York State Executive Law, §§310–318 (Participation by Minority Group Members and Women with Respect to State Contracts), was enacted to promote economic opportunities and equality of employment for minority group members and women in State contracting activities. New York State Homes & Community Renewal (“HCR”) fully supports the efforts of the State of New York to promote equality of economic opportunities for minorities and women who own business enterprises as well as equal employment opportunities. To that extent, HCR is looking to increase its pool of available MWBEs that can provide services on various contracting opportunities.

TOBACCO SETTLEMENT  
FINANCING  
CORPORATION

HCR is currently seeking technical assistance providers (TAP) to render the following services relating to the conversion of manufactured home parks to manufactured home cooperatives:

In the first phase, the TAP will prepare a preliminary assessment of the feasibility of converting the park into a cooperative by analyzing (i) the ability of the residents to meet the criteria for an eligible borrower; (ii) the physical condition of the park; (iii) the availability of alternative financing sources for the purchase and cooperative conversion of the park; and (iv) the willingness of the current owner to sell the park to the residents.

In the second phase, the TAP will prepare a work plan by which the residents can achieve the goal of cooperative ownership. Upon acceptance of a work plan the Agency will provide funds to cover the cost of technical services and assistance which will become part of the permanent loan structure for the project.

Therefore, it is with great pleasure that we invite you to an open meeting to be held on Monday, January 23, 2012 from 11:00 a.m. to 1:00 p.m. at NYS Homes & Community Renewal located at 641 Lexington Avenue, 4<sup>th</sup> Floor, Conference Room C, New York, New York 10022 and at Hampton Plaza, 38-40 State Street, Adler Room, Albany, New York 12207. The meeting will be held to discuss the requirements of participation as a

TAP and/or MWBE certification requirements. We will have staff on hand to answer your questions. We encourage you to bring your firm's marketing brochures to the meeting. We hope you can attend this meeting. Please RSVP by e-mail to [OFHEO@nyshcr.org](mailto:OFHEO@nyshcr.org) by Thursday, January 19, 2012.

Sincerely,

A handwritten signature in cursive script that reads "Wanda Graham". The signature is written in black ink and is positioned below the word "Sincerely,".

Wanda Graham  
Vice President/Director  
Office of Fair Housing & Equal Opportunity