**David A. Paterson**
**Governor**

Deborah VanAmerongen
Commissioner

**New York State Division of Housing and Community Renewal**
25 Beaver Street
New York, NY 10004

**HOUSING MANAGEMENT BUREAU MEMORANDUM # 2008-B-13**

**To:** All Federally-Assisted Housing Companies
Owners, Managing Agents and Site Managers

**From:** Robert Damico, Downstate Director
Housing Management Bureau

**Date:** July 30, 2008

**Subject:** Exemption of Federally-Assisted Housing Companies from Excess Income and HAP Requests Monthly Reporting Requirements

---

Effective immediately the Housing Management Bureau has exempted our federally-assisted housing companies from submitting the following reports to us on a monthly basis:

***Monthly Report of Excess Income (HUD-93104)***
In our Housing Management Bureau Memorandum # 2008-B-10, entitled "Change of Submission Process for Form HUD-93104 Monthly Report of Excess Income" issued on June 25, 2008, we advised you that on September 1, 2008 (or immediately at your option), the reporting and collection processes related to Section 236 Excess Income would change from paper to an electronic internet site operated by the Department of Treasury: https://Pay.gov/paygov/. Use of the Pay.gov site would be mandatory for all excess income reporting and payments for both insured and non-insured mortgages. Although owners must still provide copies of each HUD-93104 to their appropriate HUD field office, either New York City or Buffalo, our federally-assisted housing companies are now **exempt from submitting copies of any monthly reports of excess income to the Division.**

***Housing Owner's Certification and Application for Housing Assistance Payments (HUD-52670)***
Although our federally-assisted housing companies must continue to submit their requests for RAP, Rent Supplement, or Section 8 payments to HUD through the TRACS system, they are now **exempt from submitting copies of these monthly payment requests to the Division.**

If you have any questions, please call Linda Kedzierski, Federal Programs Coordinator at (212) 480-2021, or email her at LKedzierski@nysdhcr.gov.

Robert Damico