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DIVISION OF HOUSING &
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CORPORATION

STATE OF
NEW YORK MUNICIPAL
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TOBACCO SETTLEMENT
FINANCING
CORPORATION

HOUSING MANAGEMENT BUREAU MEMORANDUM # 2011-B-02

To: All Housing Companies
Owners, Managing Agents & Site Managers

From: Wanda Graham, Director
Office of Fair Housing and Equal Opportunity
Robert Damico, Director
Office of Housing Management

Date: March 15, 2011

Subject: Minority and Women-Owned Business Enterprise
Utilization and Reporting Requirements

NYS Homes and Community Renewal (HCR) is committed to maximizing opportunities for participation by minority and women-owned businesses and to ensuring equal employment opportunities. As a housing company or management entity subject to the regulations promulgated under Article 2 and Article 4 of the Private Housing Finance Law, you have an obligation to make a good faith effort to those ends. This memorandum specifically addresses the reporting requirements of 9 NYCRR 1728-4.1(b)*.

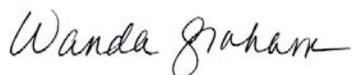
It is the responsibility of HCR's Office of Fair Housing and Equal Opportunity (OFHEO) to assist your organization in satisfying the terms and conditions of these requirements. As part of that commitment, you are required to report your efforts in the hiring of minority and women-owned businesses, as well as ensure equal employment opportunities within your development.

To assist you with the requirements of OFHEO, Ms. Veronica Flanders has been assigned to monitor housing company compliance with minority and women-owned business utilization and equal employment opportunity requirements. Ms. Flanders can be reached at (212) 872-0695. For questions not related to these requirements, please continue to work with your Housing Management representative.

Over →

For your convenience, updated OFHEO forms are available on HCR's website at <http://www.nysdhcr.gov/Forms/FairHousing/>. Each housing company must submit the *Housing Company M/WBE Annual Report* by April 10, 2011, which should reflect data through December 30, 2010. Please submit the completed form electronically to Ms. Flanders at VMFlanders@nyshcr.org.

Additional training and assistance on preparing these reports, identifying certified firms, and other compliance areas will be provided in the coming months. We thank you for your support, and look forward to working with you.



Wanda Graham



Robert Damico

** Subpart 1728-4. PURCHASES AND CONTRACTS
Section 1728-4.1. General*

(b) All purchases and contracts will be awarded on the basis of competitive analysis and bidding to the fullest extent possible. Unless otherwise directed by the division, no less than three bidders must be solicited by the housing company. The housing company shall include minority- and women-owned businesses in the solicitation of bids for which they shall be given a full and fair opportunity to participate. The housing company shall make good faith efforts, in accordance with the regulations, to select such businesses in the award of contracts and subcontracts. Housing companies shall report annually on its utilization of minority- and women-owned businesses to DHCR.