

**Records in the Possession of
The New York State Division of Housing and Community Renewal and the
Housing Trust Fund Corporation
As of February 25, 2016**

1. **Community Development Program Documents**

Capital Programs - (Includes Low-Income Housing Trust Fund Program; Turnkey Enhanced Low-Income Housing Trust Fund Program; Housing Development Fund Program; HOME Program; Homes for Working Families Program; Rental Rehab Program; Infrastructure Development Demonstration Program; Low-Income Housing Credit Program; New York State Low-Income Housing Tax Credit Program; RESTORE Program; Rural Area Revitalization Program; Urban Initiatives Program; Weatherization Assistance Program; Special Needs Housing Demonstration Program; Farmworker Housing Program; Legislative Member Item Program; Rural Rental Assistance Program; NYS TCAP; Access to Home Program; Greater Catskills Flood Remediation Program; National Foreclosure Mitigation Counseling; Neighborhood Preservation Companies Program; Rural Preservation Companies Program; New York Main Street; NYS Community Development Block Grant (CDBG); New York State Community Development Block Grant Disaster Recovery (CDBG-DR) Program; Manufactured Home Replacement Initiative; Urban Homeownership Assistance Program;)

Funding Applications and related Documents
Application Review Documents
Award Documents
Loan Transaction Documents
Grant Transaction Documents
Project Monitoring Documents
Program Monitoring Documents
Housing Trust Fund Corporation records
Neighborhood Redevelopment Demonstration Program
Construction Progress Materials
Payment Request Documents
Incorporation Documents for State supervised Housing Development Fund Companies/Corporations
Work Assignment Documents

Services Programs - (Rural Preservation Program; Neighborhood Preservation Program; Technical Assistance Program; Anti-Drug Program; Assets for Independence (AFI) Program; Asset Management; Manufactured Home Park Program; Mitchell-Lama Housing Program; Modernization Program; Nursing Home Transition and Diversion Housing Subsidy Program; Public Housing; Section 8 Housing Choice Voucher Program; Section 8 Project-Based Contract Administration)

Funding Applications & related Documents
Application Review Materials
Program Contracts
Program Monitoring Documents

Vouchers
Audit Documents
Payment Documents
Marketing Files
Work Assignment Documents

Housing Development Fund Company Documents

Incorporation document files for DHCR supervised Housing Development Fund Companies and Housing Development Fund Corporations

2. **Office of Rent Administration Documents** **Applications, File content and Orders for:**

Major Capital Improvements
Tax Abatements
Modification of Services
Termination of Electric Inclusion or Sub-Metering
Hardship
Service Reductions - Building-wide
Service Reductions - Individual apartments
Heat and/or Hot Water Services
Rent Restorations
Non- Compliance
Harassment
High Rent High Income Deregulation
Decontrol for Rent Control Vacancy
Rent Overcharge
Fair Market Rent Appeal
Administrative Determination
Lease Renewal
Lease Mediation
Demolition
NYC Rent Control Maximum Base Rent
NYC Rent Control Fuel Cost Reports and Challenges
NYC Rent Control Owner Individual Rent Increases
NYS Rent Control 60 Day Notice of Rent Increase
ETPA Senior Citizen and Disabled Rent Increase Exemptions- SCRIE/DRIE
Building/Apartment Exemption
NYC and NYS Rent Control Eviction
Petitions for Administrative Review
Documents for:
ETPA Property Maintenance and Operations Cost Surveys
Proposed Revisions to Regulations
ETPA Rent Guideline Board Orders
NYC Maximum Base Rent Standard Adjustment Factor
NYC Fuel Cost Annual Price Adjustments

3. **Housing Management Documents**

Reviews of management companies
Contracts with management companies
Contracts with outside vendors

- Final review sheets
 - Manufactured Housing Park Registration Documents
 - Section 8 contract documents
 - Work Assignment Documents
4. **Mitchell Lama program documents**
 - Management Contracts Documents
 - Buy-out agreement Documents
 - Tenant Selection Materials
 - Project Audit Materials
 - Service Contract Documents
 - Applicant Appeal Documents
 5. **General Litigation Documents**
 - Subpoena & related Documents
 - Article 78 Proceeding Documents
 6. **Personnel Documents**
 - Time sheets
 - Salary history
 - Training Documents
 - Purchasing Contract Documents
 - Labor/Management Policy Documents
 - Employee rights and responsibilities materials
 7. **Agency-Let Contract Documents**
 8. **Disaster Relief Initiative Program Documents**
 9. **Statewide Housing Activity Reporting System (SHARS)**
 - Periodic SHARS Reports regarding Housing Developed with DHCR Administered Assistance
 10. **Historical Update and Tracking System (HUTS)**
 - Office of Rent Administration Case Tracking Data and Processing Data
 - NYC Building Code Violation Data
 - NYC Rent Rolls
 - Building and Apartment Registration Data
 11. **Office of Legal Affairs**
 - Litigation Proceeding Documents
 - Office of Rent Control Documents
 - Conciliation and Appeals Board Documents
 - Certificate of Eviction Documents
 - Legislative Matters Documents
 - Loan/Grant Closing Documents
 - Mitchell-Lama Project Documents
 - Housing Authority Documents
 - Urban Renewal Documents
 - Resource Management Documents
 - Work Assignment Documents

12. **Tenant Protection Unit Documents**
 - Inspection Documents
 - Building and Apartment Registration Data
 - Audit & Investigation materials
 - Subpoena & related documents
 - TPU Rent Overcharge complaint documents
 - FOIL Request documents
 - Work Assignment documents