

**Subject Matter List for the  
New York State Housing Finance Agency, State of New York Mortgage  
Agency, New York State Affordable Housing Corporation,  
State of New York Municipal Bond Bank Agency and Tobacco  
Settlement Financing Corporation (the “Agencies”)  
As of February 2, 2018**

1. Agency Contracts
2. Information Technology
3. Office Services
  - a. Vendor Information
  - b. Service & Access Requests
  - c. Internal Control/Desktop Recovery
4. Human Resources
  - a. Employee Files
  - b. Benefit Information Files
  - c. Collective Bargaining
  - d. Employee Handbooks

**Agencies’ Subject Matter Lists**

**Housing Finance Agency**

- I. Records Relating to Programs of the Agency
  - A. Mortgage and Other Loans for Housing Projects
    1. Affordable Housing Revenue Bond
    2. Affordable Housing Revenue Bond – NIBP
    3. Multi-Family Housing Revenue (Secured Mortgage Program)
    4. Secured Loan Program
    5. Non-Profit Housing Program
    6. Housing Project Bonds

7. Housing Project Mortgage Revenue
8. Multi-Family FHA-Insured Housing
9. FHA-Insured Multi-Family Housing
10. Multi-Family Housing Revenue (Fannie Mae-Backed)
11. Transitional Housing Project Revenue
12. Taxable Mortgage Initiative
13. Subsidy Loans/Other Subordinate Loans-No Agency First Mortgage
14. Agri-Business Child Development Day Care Center Facilities Pilot Program
15. Manufactured Home Cooperative Fund Program

B. Mortgage Loans for Hospital and Nursing Home Projects

C. Community Related Facilities

1. Mortgage Loans for Community Mental Health Services and Mental Retardation Services Projects
2. Mortgage Loans for Youth Facilities Projects

II. Special Projects Unit Records

- A. Low Income Housing Tax Credit Program
- B. PIT/SCOR
- C. Empire Fund
- D. Manufactured Home Cooperative Fund
- E. Mitchell Lama Financial Statement
- F. Housing Project Repair Program
- G. Neighborhood Stabilization Program
- H. House New York Bond Program

III. Records Maintained by Housing Portfolio Management Unit Records

- A. Project Monitoring
- B. Financial
  1. Budgets

- 2. MORs
- 3. Audited Financial Statements
- C. Credit & Policy
- D. Replacement Reserve & Other Escrow
- E. Project Correspondence
- F. HUD Subsidy (Section 8)
- G. Property & Liability Insurance

**State of New York Mortgage Agency**

- I. Records Relating to Programs of the Agency
  - A. Mortgage Programs for First Time Home Buyers
    - 1.Homes for Veterans Program
    - 2.Remodel New York
    - 3.Achieving the Dream
    - 4.Construction Incentive Program
    - 5.Low Interest Rate Program
    - 6.Energy Star Labeled Homes Incentive Program
  - B. Mortgage Programs for Home Owners
    - 1.Target Area Loans
    - 2.Homes for Veterans Programs
  - C. Project Set-Aside
  - D. Student Loans
  - E. Neighborhood Revitalization Program
- II. Records relating to Community Restoration Fund

**Affordable Housing Corporation**

- I. Records Relating to Programs of the Agency
  - A. Affordable Home Ownership Development Program

**Municipal Bond Bank Agency**

- I. Records Relating to Programs of the Agency
  - A. Bond Issuances
    - 1. Special Purpose Revenue Bonds
    - 2. Special Program Revenue Bonds
    - 3. Recovery Act Bonds

**Tobacco Settlement Financing Corporation**

- I. Records Relating to Programs of the Agency
  - A. Tobacco Settlement Investments
  - B. Bond Issuances