



HOUSING PROGRAMS OF NEW YORK STATE



NEW YORK STATE DIVISION OF HOUSING AND COMMUNITY RENEWAL

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Housing Programs of New York State

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Office of Community Development

Office of Community Development

The Office of Community Development (OCD) administers an array of state and federally funded affordable housing programs which foster community development and neighborhood stabilization activities. These programs:

- provide administrative funding to local not-for-profit organizations that carry out housing preservation and development activities within their communities;
- assist sponsors in developing site specific housing developments, or smaller civic or commercial facilities, and
- provide assistance for home purchase, rehabilitation, improved accessibility and weatherization of housing units.

OCD is comprised of a central office responsible for overall program and policy development, data processing and reporting, and regional offices responsible for program implementation, technical assistance, project management and monitoring.

Access to Home

The Access to Home Program, which is funded by the Housing Trust Fund Corporation, provides assistance to property owners to make dwelling units accessible for low and moderate-income persons with disabilities. The assistance provided by this Program enables individuals with disabilities to live safely and comfortably in their residences and avoid institutional care.

The adaptations funded with the Program must meet the needs of those with physical disabilities and seniors with an age-related disability. Example of such adaptations include: wheel chair ramps and lifts, handrails, easy to reach kitchen work and storage areas, lever handle of doors, roll-in showers with grab bars, etc.

Eligible Applicants

Access to Home Program grants are made to municipalities and eligible not-for-profit entities that have substantial experience in the adopting or retrofitting homes for persons with disabilities. Homeowners and renters may qualify for loans from the Program through a municipality or not-for-profit entity. The occupant of the dwelling unit (which must be a permanent residence) which receives Program assistance must be physically disabled or have substantial difficulty with the activity of daily living because of aging.

Eligible Areas

All parts of the State are eligible.

Income Population Served

Assistance from the Access to Home Program is available to households earning 80 percent or less of area median income, or 120% of area median income if the household contains a veteran.

Farmworker Housing Program

The Farmworker Housing Program is a low-cost revolving loan program to assist agricultural producers, including dairy farmers, in improving existing housing or constructing replacement housing for seasonal migrant farmworkers or year-round dairy farmworkers so that such housing will comply with applicable building and sanitation codes. Program loans are also used for the new construction of seasonal farmworker housing or year-round housing for dairy farmworkers. Agricultural producers may borrow up to \$100,000 per year in Program funds for a project.

The Program is administered by DHCR and participating local farm credit institutions with the cooperation of the New York State Department of Health and/or county health departments which conduct inspections and provide permits for farmworker housing. DHCR contracts with farm credit institutions to serve as Local Loan Administrators. These organizations originate and service the loans to agricultural producers utilizing their underwriting standards.

Green Building Initiative/Energy Efficiency Initiative

In keeping with the Governor's vision for a more energy efficient New York, DHCR/HTFC has established two initiatives that seek to make projects for low and moderate-income households greener and more environmentally sound: the Green Building and the Energy Efficiency Initiatives.

The Green Building Initiative promotes energy conservation, public health, operational savings and sustainable building practices in housing design. Green building design integrates materials and methods that promote environmental sustainability, economic vitality and social benefits through design, construction and operation of the built environment. This initiative encourages green sustainable development that aligns affordable housing investment strategies with environmentally-responsible building practices. A [Green Building Criteria Reference Manual](#) is available to educate and assist developers in creating sustainable and healthier housing.

As part of the Governor's broader clean energy plan to reduce statewide electricity use by 15 percent from projected levels by 2015, DHCR has developed an Energy Efficiency Initiative which encourages developers to incorporate energy efficiency measures into new construction and rehabilitation of affordable housing projects through participation in NYSERDA's Multifamily Building Performance Program or New York ENERGY STAR Labeled Program. Applicants who are not eligible for NYSERDA's programs but can demonstrate that a project meets comparable energy efficiency standards also qualify for this initiative.

Homes for Working Families

The Homes for Working Families Program (HWF) was initiated by the Housing Trust Fund Corporation in 1997. In recent State budgets the HWF program has received its own appropriation of funds and has become a distinct funding program. The HWF program utilizes tax-exempt bond financing, four percent as-of-right low-income housing credit and Housing Trust Fund monies.

Under the HWF Program, financing of up to \$35,000 per HTFC-assisted unit (\$45,000 in New York City) is provided for the new construction/rehabilitation of family or senior rental developments in which more than 50 percent of the project cost is financed by a public authority with tax-exempt bonds from the state's Private Activity Bond Volume Cap. Use of bond volume cap enables a project to access "as-of-right 4 percent" low-income housing credit.

Eligible Applicants

See the Low-Income Housing Trust Fund Program and Low-Income Housing Credit program descriptions of eligible applicants.

Eligible Areas

All parts of the State are eligible.

Income Population Served

All HWF-assisted units must meet the low-income housing credit program income restrictions. Up to 20 percent of the overall in a project units may serve households over 60 percent of area median income.

HouseNY Program

The [HouseNY Program](#) was introduced in 2002 to assist municipalities, through eligible local housing organizations, in developing an inventory of sites that are suitable and ready for residential development in New York State. [Housing Development Fund](#) no-interest loans are available to assist communities in identifying and preparing sites for the development of affordable housing. The Division gives priority to HouseNY properties when making funding decisions.

Housing Development Fund

The [Housing Development Fund](#) (HDF) is a revolving loan fund established in 1966 under Article XI of the Private Housing Finance Law and administered by the New York State Division of Housing and Community Renewal (DHCR). The purpose of the HDF program is to provide loans to not-for-profit organizations to develop low-income housing.

HDF loans may be used for pre-development costs, site acquisition, construction/rehabilitation financing, and other mortgageable project development costs. HDF loans may also be used to provide short term financing repaid from equity contributed by investors in low-income housing credit projects.

Because projects developed with HDF loans must provide housing for low-income residents, the permanent financing is generally State, Federal or Municipal government-aided. However, the project may be privately financed as long as it provides permanent housing for low-income persons.

Generally, HDF pre-development and site acquisition loans are repaid from the first receipts of the construction financing; HDF construction loans are repaid from the first receipts of the permanent financing; and HDF bridge loans are repaid from equity proceeds.

In recent funding rounds, HDF applications for construction financing have been accepted from applicants who requested permanent financing from the [New York State HOME Program](#) to repay the HDF loan.

Eligible Applicants

Eligible applicants are Article XI companies and other not-for-profit or charitable corporations including their wholly owned subsidiaries whose primary purpose is the improvement of housing for low-income persons.

Eligible Areas / Income Population Served

HDF Program funding is available on a statewide basis. To be eligible for HDF funding, a housing project must serve persons of low-income. Occupant eligibility is determined and regulated by the permanent government funding provider. When the project financing is not government-aided, occupancy in a project assisted by an HDF loan is restricted to households with incomes not exceeding six times the total housing cost (rent and utilities), except that for households with three or more dependents, in which, the income must not exceed seven times the total housing cost.

Legislative Member Item Program

Recipients of awards made under the [Legislative Member Item Program](#) (MIP) are selected by members of the New York State Senate and Assembly. Program funds may be used for a broad range of activities, including planning, administration and capital costs and are to be used exclusively for the purpose as delineated by the Legislative Finance Committee. These activities are generally designed to promote low and moderate income housing, to preserve neighborhoods, and improve the quality of neighborhood life.

For more information contact your Legislator.

Low-Income Housing Credit Program

The [Low-Income Housing Credit Program](#) (LIHC) was established under the Tax Reform Act of 1986 to promote private sector involvement in the retention and production of rental housing that is reserved for low-income households.

The LIHC program provides a dollar-for-dollar reduction in federal income tax liability for project owners who develop rental housing that serves low-income households with incomes up to 60% of area median income. The amount of LIHC available to project owners is directly related to the number of low-income housing units that they provide.

Most projects receiving an allocation of LIHC also utilize at least one other governmental subsidy as part of their project financing. Federal subsidies such as the Community Development Block Grant (CDBG), HOME and USDA RHS 515 have been used in conjunction with the LIHC. On the State level, the LIHC has been allocated to projects employing Housing Trust Fund and New York State HOME Program subsidies. Local government capital subsidies have been employed extensively in projects located in New York City.

Project owners use the LIHC allocation to fill gaps in their development budgets. The LIHC provides equity financing to meet a project's financing needs through the sale of the project and the credit to investors.

Eligible Applicants

Applicants eligible to receive allocations of LIHC include individuals, corporations, limited liability corporations and limited partnerships; with the latter two being the most widely used ownership entities. Economic and scoring incentives are provided to encourage the participation of not-for-profit corporations in LIHC projects.

Eligible Areas

All areas within a Housing Credit Agency's jurisdiction are eligible to receive an allocation from that Housing Credit Agency.

Income Population Served

The LIHC is available to the project owners only for units that are occupied by low-income households. A low-income household is defined as one having an income of 60 percent or less of the area median adjusted for household size.

Funding Limitations

New York received an allotment of low-income housing credit of \$2.20 per capita, or \$42.4 million for calendar year 2008. Since the LIHC is available each year for ten years, New York's yearly LIHC allotments generate approximately \$325 million in equity financing to assist low-income housing development.

DHCR is the lead Housing Credit Agency for New York State. Other Housing Credit Agencies are the New York State Housing Finance Agency and the New York City Department of Housing Preservation and Development.

Low-Income Housing Trust Fund Program

Chapter 67 of the Laws of 1985 created the Housing Trust Fund Corporation (HTFC), a public benefit corporation which administers the [Low-Income Housing Trust Fund Program](#) (HTF).

The Housing Trust Fund Program was established under Article XVIII of the Private Housing Finance Law (PHFL) to help meet the critical need for decent, affordable housing opportunities for people of low income. The Corporation, under the direction of a Board of Directors chaired by the Commissioner of the Division of Housing and Community Renewal (DHCR), receives staff and administrative support from DHCR.

HTF provides funding to eligible applicants to construct low-income housing, to rehabilitate distressed residential property (vacant, underutilized or occupied residential property), or to convert underutilized non-residential property to residential use for occupancy by low-income homesteaders, tenants, tenant-cooperators or condominium owners. HTF can also provide seed funding to eligible not-for-profit applicants who need financial assistance in developing a full HTF project application.

Since 1985, HTF has received annual appropriations between \$25 and \$39 million. A nominal amount of each appropriation can be used for administration of the program.

Eligible Applicants

Applicants must be not-for-profit corporations or charitable organizations or their wholly-owned subsidiaries; housing development fund companies (pursuant to Article 11 of the PHFL); municipalities; counties (counties with their own department of assessment may be direct recipients; other counties are eligible only as local program administrators); housing authorities (for properties owned after July 1, 1986 only); private developers who make equity investments in a project and who limit their profits or rate of return to investors; or partnerships in which the non-profit partner has at least a 50 percent controlling interest. Low income persons may not be direct recipients of payments, grants or loans from the Corporation, but may receive such funds from another eligible applicant. Other than municipalities, counties and private developers, eligible applicants must have been in existence for at least one year prior to application and have, as one of their primary purposes, the improvement or provision of housing for low-income persons.

Eligible Areas

Projects must be located in an area which is blighted, deteriorated or deteriorating, or has a blighting influence on the surrounding area, or is in danger of becoming a slum or blighted area because of the existence of substandard, unsanitary, deteriorating or deteriorated

conditions, an aged housing stock, or vacant non-residential property or an area in which the private sector has demonstrated an inability or unwillingness to participate in the provision of affordable housing without government assistance.

To be eligible for HTF funding, properties must be located in eligible areas and at the time of application must be either new construction, distressed residential properties or underutilized non-residential properties which will be converted to residential use.

Income Population Served

Occupancy in HTF projects is limited to low-income persons and families defined as:

- in cities with a population of one million or more, those persons and families whose incomes do not exceed 80 percent of the median income for the metropolitan statistical area in which a project is located. In the case of an owner-occupant of a homesteading project, persons of low income shall also mean those whose incomes do not exceed 80 percent of the median income for the State;
- in those portions of the State outside of cities with a population of one million or more persons and within a metropolitan statistical area (MSA), those persons and families whose incomes do not exceed 90 percent of the median income for the MSA in which the project is located, or 90 percent of the median income for the State, whichever is greater; or
- in those portions of the State outside of a metropolitan statistical area, those persons and families whose incomes do not exceed 90 percent of the median income for the county in which a project is located, or 90 percent of the median income for the State, whichever is greater.

Funding Limitations

Funding under the Low-Income Housing Trust Fund is limited to \$125,000 per unit. Project sponsors must ensure long-term (15-30 years) use by low and/or very low-income persons. Seed money funding is limited to \$5,000 per unit and a maximum amount of \$45,000 for the entire project.

Program funds cannot be used for a project's or an applicant's administrative costs or to capitalize an operating reserve fund. Up to 10 percent of the HTF award can be used for the rehabilitation, construction or conversion of a community service facility. No more than 50 percent of the HTF award may be used towards acquisition of the project property.

No more than 50 percent of the annual HTF appropriation may be allocated to any one municipality. Additionally, no more than one-third of the funds appropriated in any one year may be used by private developers.

Neighborhood and Rural Preservation Companies Program

The Division of Housing and Community Renewal provides financial support for 218 not-for-profit [community-based housing corporations](#) to perform housing and community renewal activities statewide. These corporations, known as [Neighborhood and Rural Preservation Companies](#), provide assistance including, but not limited to, housing rehabilitation, home buyer counseling, tenant counseling, landlord/tenant mediation, community rehabilitation and renewal, crime watch programs, employment programs, legal assistance, and Main Street development. A majority of Preservation Companies are also involved in the planning and development of capital projects including the new construction and/or rehabilitation of older housing stock. Companies perform this work with the assistance of DHCR administrative funds and leveraged funds from the private sector and other governmental sources.

Preservation Companies are located in most areas of the state and primarily serve low and moderate-income residents. Preservation Companies are required to serve areas where there are significant unmet housing needs for the low and moderate income population.

New York State Affordable Housing Directory

The New York State [Affordable Housing Directory](#) (AHD) was designed in an effort to further DHCR's mission "to make New York State a better place to live by supporting community efforts to preserve and expand affordable housing, home ownership and economic opportunities, and to provide equal access to safe, decent and affordable housing."

DHCR's primary goal in developing the AHD is to provide the residents of New York State with a simple way to locate affordable rental apartments in all areas of the State, and this initial phase of the Affordable Housing Directory allows users to search for rental developments funded by five of DHCR's largest programs, and to produce maps pinpointing these apartments. The AHD also allows users to search a database of rental housing developments which have verified accessible/adaptable units, or are subject to Section 504 Regulations.

The other goal of the AHD is to let New Yorkers know about the many DHCR funded community-based organizations operating throughout the State which can assist them with a variety of housing related issues. These organizations provide services to residents of their communities, such as weather-proofing homes; providing revolving loan funds; assisting with tenant-landlord disputes; helping to locate affordable housing in the community; providing down payment assistance programs; and a variety of other services. The AHD allows users to search by zip code, city or county, and locate organizations which provide assistance in their communities.

New York State HOME Program

The [New York State HOME Program](#) uses federal HOME Investment Partnership Program funds to expand the supply of decent, safe, and affordable housing within the State. Approximately \$34 million is available for capital (multifamily) projects and local program administrators (single family) for 2009.

The HOME Program funds a variety of activities through partnerships with counties, towns, cities, villages, private developers, and not-for-profit community-based housing organizations. The program provides funds to acquire, rehabilitate, or construct housing, or to provide assistance to low-income home-buyers and renters. Funds must be distributed in accordance with needs and priorities identified in the State's Consolidated Plan. Federal HOME Program regulations (24 CFR Part 92) set forth requirements for formula allocations, eligible activities, matching funds, qualifications as affordable housing, and compliance with other federal requirements. The regulations also establish special requirements for community housing development organizations (CHDOs).

Eligible Applicants

Any private for-profit or not-for-profit entity that can demonstrate the capacity to develop and operate a qualifying project is eligible to apply for HOME project funding. Units of general local government that have not been designated by HUD as participating jurisdictions and not-for-profit corporations that meet certain administrative tests may also apply as local program administrators. Jurisdictions which receive HOME program funding directly from the federal government may not apply for New York State HOME Program funds.

Eligible Areas

All areas of the State are eligible, subject to the funding limitations described below.

Income Eligibility

HOME Program funds may only be used to assist households with incomes at or below 80 percent of area median income. Rental projects must primarily serve households with incomes at or below 60 percent of area median income. Assisted rental units must remain affordable for a period of between five and 20 years, depending on the initial amount of subsidy provided for the project.

Funding Limitations

HOME Program funds may be used to pay for acquisition, rehabilitation, construction, and certain related soft costs. Funds may also be used for relocation costs, tenant-based rental assistance, down payment and closing costs, and some administrative and planning costs, subject to limitations set forth in the federal regulations. Funds may only be used for residential housing. There are restrictions on the use of HOME funds for properties assisted by certain federal programs.

Fifteen percent of each allocation of HOME Program funds is reserved for qualified community housing development organizations (CHDO) in accordance with federal law. Of the remaining funds, a minimum of 80 percent is reserved for projects that are not located in those communities designated by HUD as participating jurisdictions.

New York State Low-Income Housing Tax Credit Program

Signed into law in 2000, the New York State Low-Income Housing Tax Credit Program (SLIHC) is modeled after the federal Low-Income Housing Credit program and administered pursuant to the U.S. Internal Revenue Code and DHCR's Qualified Allocation Plan with the following exceptions:

- SLIHC provides a dollar-for-dollar reduction in state taxes to investors in qualified low-income rental housing which meets the requirements of Article 2-A of the Public Housing Law (SLIHC Regulations);
- The SLIHC allocation is not calendar year specific; and,
- The SLIHC program has project selection criteria which are set forth in the SLIHC Regulations.

DHCR received an allotment of \$4 million in SLIHC in 2008.

Eligible Applicants

Applicants eligible to receive allocations of SLIHC include individuals, corporations, limited liability corporations and limited partnerships; with the later two being the most widely used ownership entities. Economic and scoring incentives are provided to encourage the participation of not-for-profit corporations in SLIHC projects.

Eligible Areas

All areas of the State are eligible.

Income Population Served

The SLIHC is available to the project owners for rental units that are occupied by households earning 90 percent or less of area median income adjusted for family size.

Residential Emergency Services to Offer Repairs to the Elderly

The [Residential Emergency Services to Offer \(Home\) Repairs to the Elderly Program \(RESTORE\)](#) helps pay for emergency repairs to eliminate hazardous conditions in homes owned by the elderly when the homeowners cannot afford to make the repairs in a timely fashion.

In response to a publicly-issued Notice of Funding Availability, not-for-profit corporations and municipalities submit program designs detailing how they would administer local RESTORE programs. Included in their program designs are how they would select eligible

recipients, monitor construction, and ensure compliance with program requirements. Eligible applicants are permitted to design programs for grants, loans, or both.

Eligible Applicants and Areas

Eligible applicants include not-for-profit corporations and municipalities. All areas of the State are eligible.

Income Population Served

To be eligible for assistance, homeowners must be 60 years of age or older and have a household income that does not exceed 80 percent of the area median income.

Funding Limitations

Work undertaken cannot exceed \$7,500 per building. Funds must be used for low-income elderly owner households in one- to four-unit owner-occupied dwellings. The program permits not-for-profit corporations to use up to 7.5 percent of the award to cover administrative costs. Municipalities can use up to 5 percent for administrative costs. No more than 50 percent of the annual appropriation may be allocated to any one municipality. In State Fiscal Year 2008, the program was funded at \$9.4 million.

Rural Area Revitalization Program

The Rural Area Revitalization Program (RARP) provides financial/technical recourses to New York communities for the restoration and improvement of housing, commercial areas and public/community facilities in rural communities. RARP is provided in the form of grants for improving the health, safety and economic viability of a rural area or other aspects of an area that is related to community preservation or renewal activities. Eligible projects include those that are designed to prolong the useful life of housing, to restore abandoned, vacant and occupied housing to habitable and viable condition which is consistent with stabilizing or improving a region. Similar activities with respect to retail, commercial, cultural, civic and community establishments when carried out in connection with or incidental to a program of housing activities are also eligible.

The RARP provides applicants flexibility in determining the exact nature of their revitalization efforts and program priorities.

Eligible Applicants

Eligible applicants include not-for-profit Corporation or charitable organizations, organized for a period of one or more years, which are either incorporated under the not-for-profit corporation law (together with any other applicable law) or, if unincorporated, are not organized for the private profit or benefit of its members and have been engaged primarily in community preservation activities.

Eligible Areas

Rural communities of the State including cities, towns and villages having a population of 25,000 or less.

Income Population Served

RARP activities serve a population with incomes of 90 percent or less of area median income of all the residents of the area within which they reside.

Rural Rental Assistance Program

The [Rural Rental Assistance Program](#) (RRAP) provides up to 26 years of rental subsidies for projects financed with mortgages from the United States Department of Agriculture (USDA) Rural Housing Services (RHS) (formerly Federal Farmers Home Administration) 515 Program. The current maximum contract term limit is 26 years. New projects initially receive a five year contract term.

Potential sponsors submit an application for funding to the Division of Housing and Community Renewal under the [Unified Funding](#) process. In response to a notice that funds are available, the sponsor submits an application to RHS to determine if the project is eligible for a RHS 515 loan. A subsidy contract with the sponsor is prepared after verifying that construction is completed as outlined in the plans and specifications approved by RHS. The completion date is based upon a Certificate of Occupancy issued by a local authority or an RHS site inspection. For the past thirteen years, New York State capital programs, the State's Housing Trust Fund, HOME and Low Income Housing Tax Credit Programs, have been used in conjunction with USDA 515 funds to build new projects for this program. Funded projects also receive USDA rental assistance and New York State RRAP rental assistance.

Eligible Applicants and Areas

Eligible applicants include for-profit sponsors (limited dividend), not-for-profit corporations, Authorities, and individuals and corporations that receive RHS 515 (one percent, 30-year) permanent mortgages calculated on a fifty-year amortization schedule. Eligible areas include Title V-eligible areas, i.e., rural areas with a population less than 10,000, and up to 25,000 persons in areas with an identifiable lack of mortgage credit, as determined annually by RHS.

Income Population Served

The Rural Rental Assistance Program provides direct rent subsidies to project owners for low-income elderly and family tenants residing in multifamily projects in rural areas of New York State.

Funding Limitations

The statute requires that this program operates in conjunction with low interest mortgage financing provided by the USDA under Title V of the Housing Act of 1949.

Subsidies under the Rural Rental Assistance Program are equal to the difference between 30 percent of the tenant's monthly income and the tenant's monthly housing expenses.

Small Projects Program

The Program provides funds for residential projects of 15 units or less which do not rely upon State or federal low-income housing tax credit as a source of financing; funds may be used for new construction and/or the rehabilitation of distressed residential properties or underutilized non-residential properties which will be converted to residential use.

One of the primary purposes of these funds will be to develop applicant capacity in residential development. Small Projects Program applications are accepted on a continuous basis contingent upon funding availability.

Eligible Applicants

Applicants must be not-for-profit corporations or charitable organizations or their wholly-owned subsidiaries; housing development fund companies (pursuant to Article 11 of the PHFL); municipalities; counties (counties with their own departments assessment may be direct recipients; other counties are eligible only as local program administrators); housing authorities (for properties owned after July 1, 1986 only. Low-income persons may not be direct recipients of payments, grants or loans from the Housing Trust Fund Corporation, but may receive such funds from another eligible applicant. Other than municipalities, counties and private developers, eligible applicants must have been in existence for a least one year prior to application and have, as one of their primary purposes the improvement or provision of housing for low-income persons.

Eligible Areas

Projects must be located in an area which is blighted, deteriorated or deteriorating or has a blighting influence on the surrounding area, or is danger of becoming a slum or blighted area because of the existence of substandard, unsanitary, deteriorating or deteriorated conditions, an aged housing stock, or vacant non residential property or an area in which the private sector has demonstrated an inability or unwillingness to participate in the provision of affordable housing without governmental assistance.

Income Population Served

Occupancy in a Small Projects Initiative development is limited to low-income persons in cities with a population of one million or more, those persons and families whose income does not exceed 80 percent of the median income for the metropolitan statistical area in which a project is located. In those portions of the State outside of cities with a population of one million or more persons and within a metropolitan area (MSA), those persons and families whose incomes do not exceed 90 percent of the median income for the MSA in which the project is located, or 90 percent of the area median income for the State which even is greater. In those portions of the State outside of a metropolitan statistical area, those persons and families whose incomes do not exceed 90 percent of the area median income for the county in which a project is located, or 90 percent of the median income for the State, whichever is greater.

Urban Initiatives Program

The Urban Initiatives Program (UI) provides financial/technical resources to New York communities for the restoration and improvement of housing, commercial areas and public/community facilities in urban neighborhoods. UI provides grants for improving the health, safety and economic viability of a distressed urban neighborhood or other aspects of the area that are related to community preservation or renewal activities. The UI Program provides applicants flexibility in determining the exact nature of their revitalization efforts and program priorities.

Eligible Applicants

Eligible applicants include not-for-profit corporations or charitable organizations, organized for a period of one or more years, which are either incorporated under the not-for-profit corporation law (together with any other applicable law) or, if unincorporated, are not organized for the private profit or benefit of its members and have been engaged primarily in community preservation activities.

Eligible Areas

An area within a municipality identified by recognized or established boundaries consistent with a determination of neighborhood eligibility under Article 16 of the New York State Private Finance Law and having a population of 35,000 or more.

Income Population Served

UI Program activities serve a population with incomes of 80 percent or less of area median income of all the residents of the area within which they reside.

Weatherization Assistance Program

The [Weatherization Assistance Program](#) (WAP) assists income-eligible families and individuals by reducing their heating/cooling costs and improving the safety of their homes through energy efficiency measures. Energy efficiency measures performed through the program include air sealing (weather-stripping, caulking), wall and ceiling insulation, heating system improvements or replacement, efficiency improvements in lighting, hot water tank and pipe insulation, and refrigerator replacements with highly efficient Energy Star rated units. Both single-family and multi-family buildings are assisted. Household energy use reductions and resultant energy cost savings are significant, with an average savings in excess of 20%.

Eligible Applicants and Areas

All parts of the State are eligible. Every county, village, town and neighborhood is served by a local weatherization provider. Weatherization providers can be community-based not-for-profit organizations, community action agencies, counties, or local government. To be eligible, a provider must demonstrate the capacity to administer the program, and have a history of providing service to the community.

Income Eligibility

Households with incomes at or below 60% of state median income are eligible for assistance. Program services are available to both homeowners and renters, with priority given to senior citizens, families with children and persons with disabilities.

Available Funding

The New York State Weatherization Assistance Program receives funding from the U.S. Departments of Energy and Health and Human Services. The Program is closely coordinated with the Home Energy Assistance Program that is administered by the New York State Office of Temporary and Disability Assistance. In 2008-09 approximately \$62 million was allocated to 64 community-based organizations that provide weatherization services. Service providers are selected through an annual planning process. The maximum amount of assistance is limited to \$4,500 per unit.

The Weatherization Program also helps reduce energy costs of affordable housing assisted by other programs administered by DHCR/HTFC. Affordable housing developers, property managers, and other housing and community development agencies are encouraged to contact their [local Weatherization provider](#) for more information.

Office of Community Renewal

Office of Community Renewal

The *Office of Community Renewal* is responsible for administering the NYS Community Development Block Grant and Main Street programs. The office focuses on creating and retaining jobs for low and moderate-income persons; rehabilitating homes and stabilizes and revitalizing neighborhoods throughout New York State.

New York State Community Development Block Grant Program

The New York State *Community Development Block Grant Program* (NYS CDBG) is administered by DHCR's Office of Community Renewal (OCR). The program provides grants to smaller communities in order to: ensure decent, affordable housing; create jobs and expand business opportunities; implement a variety of community development activities directed toward neighborhood revitalization and economic development; and to provide improved community facilities and services.

Program Objective

Develop viable communities by providing decent housing and a suitable living environment, as well as expanding economic opportunities, principally for low and moderate-income persons. NYS must ensure that at least 70% of its CDBG funds are used for activities that benefit low and moderate-income persons (at or below 80% of median). This is achieved by granting "maximum feasible priority" to activities which meet one of the following National Objectives:

- Benefit low and moderate-income persons or families, including creating job opportunities; or
- Aid in the prevention or elimination of slums or blight; or
- Meet an urgent community development need that poses a serious and imminent threat to the community's health or welfare.

Eligibility

Non-entitlement areas are eligible for NYS CDBG funds. These areas are mostly units of local government (cities, towns, and villages) with populations less than 50,000, and certain counties with populations of less than 200,000. There are 1,272 eligible communities in New York State.

Funding Availability and Limits

OCR publishes a Notice of Funding Availability early each year, inviting eligible communities to submit applications for funding in its annual competitive round for community development activities, in housing rehabilitation; homeownership; public infrastructure (water and sewer); and public facilities.

The Office of Community Renewal provides eligible applicants the opportunity to submit applications in an "open window," year-round for economic development, including small

business and microenterprise activities, as well as innovative projects. Each fall, OCR invites eligible applicants to submit applications for community planning grants.

New York Main Street Program

The [New York Main Street Program](#) (NYMS) is administered by DHCR's [Office of Community Renewal](#) (OCR). The New York Main Street Program provides resources to assist New York's communities with their Main Street and downtown revitalization efforts. NYMS makes funds available to stimulate reinvestment in properties located within the mixed-use commercial districts of New York's communities and neighborhoods in order to:

- stimulate the economic revitalization of mixed-use business centers in urban, small town, and rural areas by providing financial incentives for the rehabilitation of traditional commercial building stock;
- foster small business development, thereby providing economic opportunities and promoting economic activity in traditional downtown or neighborhood business locations;
- expand affordable housing opportunities in mixed-use districts, including accessible upper floor units and new homeownership opportunities;
- increase the capacity of local government and community-based not-for-profit organizations to undertake community renewal programs at the local level and market the district to prospective businesses and residents;
- facilitate an effective planning process that ensures that capital investments of public funds will enhance the aesthetics and economics of the commercial district through appropriate design that respects the historic architecture of the target area;
- preserve significant or historic buildings and provide an environment that attracts new investment to enable the adaptive reuse of these buildings for new Main Street enterprises;
- address issues of code enforcement, energy efficiency, Americans with Disabilities Act (ADA), and fair housing to bring vacant commercial space into code compliance, so it can be utilized by new businesses.

Eligible Applicants

Organizations incorporated under the NYS Not-for-Profit Corporation Law, which include community-based organizations, Business Improvement Districts, Neighborhood and Rural Preservation Companies, and other similar entities that have been providing relevant service to the community for at least one year prior to application. Each of the funded applicants will act as a Local Program Administrator (LPA). Property owners located in designated Main Street districts will apply to LPA's for funding of individual projects.

Eligible Activities

Eligible activities include one or more of the following:

- **Building Renovation:** Matching grants to building owners for renovation of first floor commercial or civic space and upper floor residential units. Building renovation grants may be used for facade renovations and interior or exterior work.
- **Downtown Anchors:** Gap financing grants to building owners to help establish or expand cultural, civic, or business anchors that are identified in a local plan as key to local revitalization efforts. A comprehensive business plan for the proposed downtown anchor is a required addendum for all applications that propose funding for anchor projects. Projects incorporating residential units on the upper floors are strongly encouraged.
- **Streetscape Enhancement:** Grants for streetscape enhancement activities such as: planting trees and other landscaping; installing street furniture and trash cans; providing appropriate signs in accordance with a local signage plan; and performing other appurtenant activities to enhance the NYMS target area. A streetscape enhancement grant will only be awarded if it is ancillary to building renovation or downtown anchor activities.

Program Target Area

NYMS is a statewide community renewal program. The activities must be carried out in a program target area of generally no more than three contiguous blocks that have experienced sustained physical deterioration, decay, neglect, or disinvestment, and has a number of substandard buildings or vacant residential or commercial units. The target area should be an established mixed-use (commercial, civic, and residential) district that is pedestrian-oriented and comprised of traditional mixed-use buildings

Funding Availability and Limits

For current funding availability and application award limits please visit www.nysocr.org

Greater Catskills Flood Remediation Program

On April 11, 2008, Governor David Paterson and Legislative leaders announced funding of \$15 million for the [Greater Catskills Flood Remediation Program](#). Under the program, eligible counties in the Southern Tier and Catskill regions can apply to purchase one or two family homes that have been damaged by floods since April 1, 2004 and are determined to be at future risk. This initiative allows homeowners to relocate from areas vulnerable to flooding. In order to qualify for the program, the home must be the primary residence of the owner with a family income up to 150% of the area median income, as defined by HUD. Homes purchased are condemned and property is dedicated for open space, recreational, wetlands, or flood mitigation purposes.

Funding is administered to the following counties: Broome Chenango, Delaware, Herkimer, Montgomery, Orange, Otsego, Schoharie, Sullivan, Tioga, and Ulster.

DHCR's Office of Community Renewal (518) 474-2057

Office of Fair Housing and Equal Opportunity

Office of Fair Housing and Equal Opportunity

The [Office of Fair Housing and Equal Opportunity](#) (OFHEO) was established to promote:

- fair housing practices in the marketing of housing funded by DHCR's various capital housing, tax credit and supervised housing programs;
- equal opportunity and non-discrimination in its employment and personnel policies and practices; and
- increased contracting opportunities for minority and women-owned businesses with DHCR project development, purchasing/contracting, and by the various housing companies supervised by DHCR's Office of Housing Management and Office of Community Development.

Fair Housing Unit

The Fair Housing Unit (FHU) seeks to promote fair housing and equal housing opportunity by requiring awardees of capital program funding and tax credits to comply with State and Federal civil rights laws in the marketing of the low income housing they develop. These efforts are primarily guided by the Fair Housing Act and its amendments, Section 504 of the Rehabilitation Act and the NYS Human Rights Law. These statutes prohibit discrimination in the sale or rental of housing based on race, religion, color, national origin, sex, familial status, age, disability, sexual orientation, military status and marital status. FHU affirmatively furthers fair housing statewide by ensuring that developers submit a marketing plan for approval prior to marketing and rental of units. FHU also provides technical assistance and training on civil rights issues to developers and DHCR employees involved at the regional level.

Equal Employment Opportunity Unit

The Equal Employment Opportunity Unit (EEOU) monitors DHCR's personnel policies and practices and its implementation of hiring goals to ensure appropriate representation of women, minority groups, disabled persons and Vietnam veterans in employment. It advises managers and supervisors on equal opportunity in hiring, training, promotion and other personnel actions and monitors such activities in light of the agency's affirmative action goals and objectives. The EEOU conducts special recruitment for certain DHCR job titles and engages in SCOPE conferences with the Department of Civil Service to ensure that civil service examinations are relevant and fair.

The staff investigates and assists in resolving employment discrimination complaints under Federal and State equal employment opportunity statutes. Complaints can be filed by an applicant for employment, a current employee, or a beneficiary of a DHCR service who believes that he or she has been the subject of discrimination. The unit provides training and

technical assistance to agency staff on a range of equal opportunity matters including sexual harassment and reasonable accommodation under the Americans with Disabilities Act in employment as well as in access to services provided by DHCR.

Contract Compliance Unit

The Contract Compliance Unit (CCU) implements Executive Law Article 15-A to ensure the participation of minority (note: minority is defined as Black, Hispanic, Asian/Pacific Islander, or Native American) and women-owned business enterprises (M/WBEs) in contracts for construction, commodities and professional services with housing entities under DHCR supervision. It monitors M/WBE participation goals in contracting and subcontracting opportunities and reviews the affirmative action aspects of contractors' workforce utilization plans to ensure the hiring of minorities and women.

CCU assists M/WBEs in applying to the Empire State Development Corporation (ESDC) for State-certification. The staff works to ensure that state certified firms listed in ESDC's database are notified of all relevant contracting opportunities. Outreach activities include providing information to M/WBEs on contracting opportunities available through DHCR's various housing programs such as the Mitchell-Lama Program, the Public Housing Modernization Program, Housing Trust Fund, Housing Development Fund, and the HOME Program. The staff participates in project planning conferences, reviews Requests for Proposal (RFPs), and Notices of Funding Availability (NOFAs), and sets procedures for announcing contracting and bidding opportunities.

CCU also monitors compliance under Section 3 of the Housing and Urban Development (HUD) Act of 1968 for programs receiving federal funds.

OFHEO carries out its responsibilities pursuant to:

- Fair Housing Act of 1968 – Title VIII;
- Presidential Executive Order #11063 requiring equal opportunity in housing;
- Presidential Executive Order #11246 requiring affirmative action programs in federally-assisted construction projects;
- Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u, Section 3);
- Executive Order #6 which ensures equal employment opportunity for minorities, women, disabled persons and Vietnam veterans in state government employment;
- Executive Order #19 prohibiting sexual harassment and intimidation in the workplace; and
- Executive Law Article 15-A requiring employment and business opportunities for M/WBEs in state agencies and contracted projects.

Office of Housing Operations

Office of Housing Operations

The Office of Housing Operations supervises DHCR's portfolio of developments built under the Mitchell-Lama, Limited Dividend, Public Housing, Housing Trust Fund, Turnkey and Low-Income Housing Credit programs. In addition to its regulatory functions, Housing Operations also is responsible for administration of the HUD Section 8 Program, which provides rental assistance to very low-income families across the State.

Anti-Drug Program

DHCR's Office of Housing Operations supervises 189 moderate-income Mitchell-Lama housing developments (containing nearly 80,390 apartments) and 42 public housing projects (with more than 14,479 apartments). The agency recognizes that the presence of drug abuse, violence and crime in many communities throughout the State presents a serious threat to housing under its supervision and to the safety of its residents.

One of the first Anti-Drug initiatives DHCR undertook was to amend the State's housing regulations. Rules governing Mitchell-Lama housing (9 NYCRR, Sec. 1727-5.3) were amended in 1989 to expedite the eviction of tenants involved with illegal drugs. This change eliminated the requirement for DHCR to hold an administrative hearing before a housing company could initiate a drug-related eviction proceeding in court. Leases for these apartments were rewritten to clearly prohibit the possession or sale of illegal drugs and possession of illegal weapons.

On May 23, 1989, New York became the first state to receive a waiver of the grievance procedure in federally-subsidized public housing from HUD. This enabled drug-related evictions to be initiated directly in court by the housing authority, without a prior hearing. Accordingly, DHCR amended the regulations governing evictions in State-supervised public housing to eliminate the board of review hearing prior to proceeding in court for evictions in cases involving illegal drugs or weapons (NYCRR, Sec. 1627-7.3). These State regulations were written to clearly set standards of conduct for tenants; illegal drugs or weapons became grounds for either denial for admission into, or eviction from, public housing.

In further support of public housing, the State's Public Housing Drug Elimination Pilot Program was established in July 1990, authorizing DHCR to make grants to public housing projects to increase safety and reduce drug abuse among its residents. This program encourages tenants to take a more active role in both safeguarding their own projects and in developing drug prevention programs in their communities.

Beginning in FY 1991, the Legislature appropriated \$1 million for the Public Housing Drug Elimination Program and in May 1992 the first grants were awarded to public housing authorities, for a broad range of anti-drug and crime measures including surveillance cameras, tenant patrols, more outdoor lighting, other forms of increased security, and drug

education and crime prevention programs for youth. As of December 2008, \$9,850,000 from Legislative appropriations and Public Modernization Program (PHM) set asides, have continued to fund grants under the Public Housing Drug Elimination Program, as shown in the table below.

Public Housing Drug Elimination Program Funding			
Fiscal Year	NYS Legislature Appropriation	PHM Set Aside	Totals
1991	\$1,000,000		\$1,000,000
1993	\$500,000		\$500,000
1994	\$600,000		\$600,000
1995	\$600,000		\$600,000
1997	\$900,000		\$900,000
1998	\$500,000	\$400,000	\$900,000
1999	\$500,000	\$400,000	\$900,000
2000	\$450,000	\$400,000	\$850,000
2001		\$400,000	\$400,000
2002		\$400,000	\$400,000
2003		\$400,000	\$400,000
2004		\$400,000	\$400,000
2005		\$400,000	\$400,000
2006		\$400,000	\$400,000
2007		\$400,000	\$400,000
2008		\$800,000	\$800,000
Totals:	\$5,050,000	\$4,800,000	\$9,850,000

DHCR's Housing Management Bureau (212) 480-7769

Low-Income Housing Credit Compliance Monitoring Program

Through the Tax Reform Act of 1986 the federal government established the Low-Income Housing Credit Program to promote investment in the production and retention of affordable low income rental housing. By Executive Order, DHCR was designated the lead agency in New York State responsible for allocating tax credits in accordance with a Qualified Allocation Plan (QAP). Final Internal Revenue Service (IRS) regulations were issued on September 2, 1992 requiring allocating agencies to develop procedures to monitor compliance with the program requirements. The monitoring requirement applies to all tax credit projects placed in service since the program was created in 1986. The revised QAP including the monitoring procedure was initially approved on June 26, 1993. Additional final IRS regulations were issued on January 14, 2000 which increase the scope of State agencies' compliance monitoring responsibilities.

The mission of the Low-Income Housing Credit Monitoring Program is: (a) to ensure compliance with the monitoring requirements of Section 42 of the Internal Revenue Code and the Low-Income Housing Credit Regulatory Agreement; and (b) to ensure that limited housing resources are used for the purpose which they were originally funded and benefit the population they were intended to serve.

The primary components of the Low-Income Housing Credit Monitoring Program are: (a) annual certification by project owners and certification compliance review by DHCR; (b) collection and processing of compliance monitoring fees; (c) on-site compliance monitoring of each project—every three years; (d) resolution and reporting of all non-compliance issues; and (e) provide technical assistance to project owners.

The current portfolio consists of 867 projects with 3,085 buildings and 41,934 tax credit units.

DHCR's Low-Income Housing Credit Monitoring Unit (518) 486-6267

Manufactured Home Park Program

New York State has approximately 72,049 manufactured home households in nearly 2,034 manufactured home parks. These households comprise a vulnerable community that often encounters difficulties due to the fact that the majority of manufactured home households are both homeowners and tenants. The uniqueness of this type of tenancy combined with the high cost of moving the units and, in certain areas of New York State, the scarce number of parks with vacancies, makes tenants' rights of the utmost concern to the manufactured home park tenants.

The [Manufactured Home Tenants' "Bill of Rights"](#) was enacted in 1974 and, based upon an amendment in 1988, the Division of Housing and Community Renewal was authorized to enforce the major provisions of [Section 233 of the Real Property Law](#). Under the 1988 amendment, the Commissioner of Housing may make applications to courts to restrain violations by park owners and seek the imposition of penalties, allowances and restitution.

In order to efficiently respond to manufactured home park residents, DHCR has a 24-hour telephone hotline. DHCR's enforcement and compliance relies upon the evaluation of each complaint by Division professionals and where appropriate, referral to mediation centers across the State for prompt resolution. If mediation is not appropriate, DHCR staff will attempt to conciliate the complaint or, if necessary, seek a remedy from the courts.

Section 233 has been amended to require that manufactured home park owners offer all tenants who are in good standing the right to an annual renewable lease offer. Eligible tenants must receive the appropriate rent reduction or refund for the School Tax Relief (STAR) Program and the Senior Citizen and Veteran Real Property Tax Exemption Programs. Manufactured home park tenants also have the right to display "for sale" signs on

their homes. These amendments allow residents the benefit of a stable tenancy and enhance their ability to sell their homes.

In addition to the compliance feature, the law requires manufactured home park owners with parks containing three or more manufactured homes occupied for year round living to file an annual registration statement. For 2009, DHCR has initiated an online annual registration process for park owners to submit their registrations through the DHCR Website at www.nysdhcr.gov.

DHCR's Manufactured Homes Program Hotline 1(800) 432-4210

Mitchell-Lama Housing Program

The Limited Profit Housing Companies Act was created in 1955 for the purpose of building affordable housing for middle-income residents. The housing developed under this program is more commonly known as [Mitchell-Lama](#) housing, derived from the last names of former Manhattan State Senator MacNeil Mitchell and former Brooklyn Assemblyman Alfred Lama, who sponsored the legislation. It is officially embodied in the Private Housing Finance Law and is designed to accommodate the housing needs of moderate-income families.

A total of 269 State-supervised Mitchell-Lama developments with more than 105,000 apartments were built under the program. In exchange for low-interest mortgage loans and real property tax exemptions, the M-L Law required limitations on profits, income limits on tenants and supervision by DHCR.

After twenty years from initial occupancy (or after 35 years in the case of developments aided by loans prior to May 1, 1959) housing companies are statutorily permitted to voluntarily dissolve (buyout) and leave the program. When developments buy out, they are no longer subject to DHCR regulation, and apartments need not be kept affordable for moderate income families. To date, 93 Mitchell-Lama developments (approximately 31,700) have voluntarily dissolved. In addition, 22 middle-income developments with more than 10,000 apartments were built under the Limited-Dividend program, a precursor of the Mitchell-Lama program.

Because an increasing number of Mitchell-Lama developments were becoming eligible for buyout in the early 1990's, in 1991 DHCR issued regulations to clarify the buyout process and ensure a smooth transition to non-Mitchell-Lama status. The regulations stipulated that in areas subject to the Rent Stabilization Law or the Emergency Tenant Protection Act, developments that buy out are covered by rent stabilization. In areas not subject to either the RSL or ETPA, the buildings are no longer subject to regulation.

The Empire Housing Fund Program (EHF) provides interest-free loans to Mitchell-Lama housing companies or cooperatives and is payable (or which may be refinanced) at the end of the mortgage. Funding for this program is provided by HFA and generated by bond

financing. The program was initiated to provide funding for capital improvements to the Mitchell-Lama housing portfolio.

In 1993, another program to fund structural repairs and capital improvements in the Urban Development Corporation portfolio was initiated. The Project Improvement Program was funded by the Housing Finance Agency's refinancing of Urban Development Corporation bonds resulting in \$75 million for no-interest loans to housing developments originally financed by the Urban Development Corporation.

Under the current Administration, the preservation of affordable housing resources has become a major priority for the State's housing agencies. The Housing Finance Agency, Empire State Development Corporation and DHCR have collaborated to encourage Mitchell-Lama housing companies to remain in the program and refinance their mortgages to generate funds for capital improvements and property upgrades. Since 2007, 14 rental housing companies (3,666 units) have refinanced and committed to remain in the Mitchell-Lama program.

Public Housing

The Public Housing Law of 1939 launched the country's first state-subsidized [Public Housing](#) program. This program introduced several social innovations not found in Federal legislation passed several years earlier. These innovations are prime examples of New York's leadership in housing and social programs. The State's housing developments, unlike those financed by the Federal government, admitted elderly single persons and barred discrimination in selecting public housing tenants based on race, color, creed or religion.

Since 1939, the State has financed the construction of 66,123 apartments for low-income families in 143 housing developments owned and operated by 42 municipal housing authorities. The housing developments, financed by \$960 million in general obligation bond authorizations, are supported by an annual State subsidy.

Despite State and local subsidies, basic operating costs have risen faster than the tenants' ability to pay. The resulting deficits have eroded reserve funds necessary to replace worn out facilities and improve older projects. The State has assisted housing authorities in upgrading their developments through the Federal Public Housing Acquisition Program (federalization) and the State's Public Housing Modernization Program (PHM).

Federalization provided assistance in the form of operating subsidies and funds for substantial rehabilitation of projects. Because this program incorporated Federal operating subsidies, municipalities were relieved of the burden of meeting operating deficits. To date, 63 State-aided public housing developments were federalized, and are now operated under Federal rules and regulations.

For projects remaining under State supervision, DHCR has encouraged housing authorities to consider "restructuring" initiatives as a means to upgrade and modernize existing

residential facilities. Restructurings unite private sector investment and public resources to redevelop public housing properties thereby preserving affordable housing for low income families. To date, successful restructurings have occurred at 15 housing authorities encompassing 24 housing developments.

DHCR's Housing Management Bureau (212) 480-7343

Statewide Section 8 Program

DHCR's [Statewide Section 8 Program](#) provides tenant-based Housing Choice Voucher assistance to eligible extremely low-income (30 percent of median income), very low-income (50 percent of median income) and low-income (80 percent of median income) families living in the State of New York.

[Section 8 Local Administrators](#) (LAs) sub-contracted by DHCR provide program services on the local level in 50 New York Counties. These LAs help provide rental assistance to more than 38,500 families across New York State.

DHCR's Statewide Section 8 Program also includes the [Housing Choice Voucher Home Ownership Program](#) which enables current eligible rental participants to use their voucher subsidy toward a mortgage payment. Since the year 2000, this program has successfully assisted 240 families in achieving home ownership.

The [Family Self-Sufficiency \(FSS\) Program](#) is administered in more than 34 counties throughout New York State and assists low-income families in achieving self-sufficiency and attaining economic stability. The FSS Program has a current enrollment of almost 2,000 families and has graduated more than 1,700 families since 1998. With the implementation of the Assets for Independence Program (AFI), FSS families whose goal is home ownership can receive matched savings which can be used toward the purchase of their new home. Housing support initiatives, such as FSS and the Family Unification Program (FUP) are also part of DHCR's Statewide Section 8 Program administration.

Subsidy Services Unit

In July of 1987, DHCR entered into an agreement with HUD to directly administer Section 8 in the five boroughs of New York City. DHCR administers this program through its Subsidy Services Unit which assists over 7,400 families.

Approximately 44 percent of the households assisted by this program are senior citizens or disabled people on fixed incomes. Subsidy Services has also successfully assisted in placing more than 1,000 homeless families into permanent housing.

Project-Based Contract Administration

On May 10, 2000, DHCR and the NYS Housing Trust Fund Corporation (HTFC) were jointly designated by HUD as Contract Administrator for the Section 8 Project-Based portfolio in New York State.

As Contract Administrator for New York State, DHCR conducts management and occupancy reviews, adjusts contract rents, pays monthly Housing Assistance Payment (HAP) vouchers to project owners, processes HAP contract renewals, terminations and/or opt-outs and responds to health and safety issues. DHCR partners with CGI on this initiative.

On December 1, 2000, HUD made an initial assignment of contracts to DHCR/ HTFC for 609 contracts covering more than 49,000 units. Since that time, HUD has assigned additional contracts bringing the current total project-based portfolio to nearly 1,000 contracts covering approximately 92,000 units. Annual Housing Assistance Payments (HAP) for the current portfolio is approximately \$925 million.

Of the total Statewide Project-Based portfolio, 61 percent of the units are in the metropolitan New York area. The rental market areas in and around Buffalo, Rochester, Syracuse and Albany account for an additional 20 percent of the Statewide portfolio.

DHCR's Statewide Section 8 Program (212) 480-6460

Office of Intergovernmental Affairs

Office of Intergovernmental Affairs

The [Office of Intergovernmental Affairs](#) (IGA) serves as the Agency's primary liaison to elected officials at all levels of government. IGA facilitates DHCR's interaction with the State Legislature, Congress, partner agencies, associations, councils, coalitions, and advocacy groups to promote housing priorities.

The Office is responsible for advancing DHCR's State and federal legislative agendas, framing and communicating positions on bills before the State Legislature and Congress, as well as assisting elected officials with constituent services related to housing.

Consolidated Plan

IGA oversees development of New York State's Consolidated Planning process, which establishes the State's proposed priorities, strategies and actions to address affordable housing needs, in order to secure federal funding through the U.S. Department of Housing and Urban Development for the Home Investments Partnerships (HOME), Emergency Shelter Grants (ESG), Housing Opportunities for Persons with AIDS (HOPWA) and Community Development Block Grant (CDBG) Programs.

The Plan is developed under the advice of the New York State Task Force on the National Affordable Housing Act (NAHA) and Partnership Advisory Committee (PAC). The NAHA Task Force is comprised of State agency representatives. The PAC is comprised of community-based and statewide organizations working to promote affordable housing. A series of public comment periods are held statewide to solicit input.

New York State's Consolidated Plan is approved for 2006-2010. The Annual Action Plan and Performance Report are filed with HUD on November 15th and March 31st respectively.

Special Needs Housing

IGA participates in a variety of interagency forums to increase housing opportunities for people with special needs to live independently in the community of their choice. DHCR serves on the [Most Integrated Setting Coordinating Council](#) (MISCC) and leads the MISCC Housing Workgroup. The MISCC is charged with developing and overseeing the implementation of a comprehensive statewide plan for providing services to disabled individuals in the most integrated setting.

DHCR chairs the [Money Follows the Person \(MFP\) Rebalancing Demonstration Housing Task Force](#) comprised of State agencies and other stakeholders with the goal of addressing housing related barriers to community reintegration. DHCR also participates on the Real Choice Systems Change, Systems Transformation Task Force. These collaborative efforts ensure the State is making effective and enduring improvements in community-based long-term care and support systems for seniors and people with disabilities.

DHCR is a member of the [NYS Developmental Disabilities Planning Council](#) which collaborates on new ways to improve the delivery of supportive services to New Yorkers with developmental disabilities and their families.

NY/NY III Supportive Housing Agreement

The NY/NY III is an agreement between New York State and New York City to provide an additional 9,000 supportive housing units by 2016 for individuals and families who are living on the streets or in emergency shelters in New York City. The primary goals of the agreement are to prevent homelessness, reduce the period of homelessness, and increase independence.

IGA serves as a member of the State/City Oversight Committee responsible for coordinating efforts with other units of State and City government, as well as facilitating the Agency's implementation and monitoring efforts to achieve DHCR's targets under the agreement.

NYHousingSearch.gov

The *Office of Intergovernmental Affairs* oversees [NYHousingSearch.gov](#), a free service provided by New York State to make advertising and searching for affordable housing easier and more efficient. Thousands of listings located throughout the State are featured on the site and users may search and list properties for free. The service is also available through a toll-free bilingual call center at **1-877-428-8844**.

NYHousingSearch.gov is a collaborative effort between the New York State Division of Housing and Community Renewal, Department of Health, and Office of Mental Retardation and Developmental Disabilities. The site is maintained by [Socialserve.com](#), a national non-profit provider of housing locator services. The [Center for Independence of the Disabled of New York](#) is under contract to assist with marketing the site to the disability community throughout New York State.

DHCR's Office of Intergovernmental Affairs (518) 474-9553

Office of Policy Research and Development

Office of Policy Research and Development

The *Office of Policy Research and Development* leads the Agency's efforts to study the long-term housing needs of the State and help develop appropriate policies to address the needs and the broader goals of the State's affordable housing and community development agenda.

Statewide Affordable Housing Needs Study

The *Statewide Affordable Housing Needs Study* is an unprecedented effort by DHCR to better understand New York's housing market and will be used as a tool to determine if DHCR's housing programs are suited to meet the needs of its residents. The Study consists of nine regional reports on local housing conditions. Upon completion of the regional reports, a Statewide report examining the myriad of affordable housing and community development needs across the State will be issued.

Each regional report is prepared using information obtained from DHCR-sponsored focus group meetings, attended by local officials and housing professionals, and site visits and tours. Meeting attendees typically include representatives from county and city departments of planning, community development, economic development and housing as well as representatives from Neighborhood and Rural Preservation Companies, affordable housing developers and other organizations that have affordable housing as a stated mission of their organization. The regional reports cover key issues such as affordability, housing quality and stock, special needs/supportive housing, foreclosure issues, downtown and neighborhood revitalization and DHCR program alignment. Each regional report also includes U.S. Census and American Community Survey data intended to identify demographic and housing related trends.

Environmental Justice Interagency Task Force

The Policy Office represents the Agency on the Governor's Environmental Justice Interagency Task Force which encourages State agencies to address disproportionate adverse environmental impacts that may exist in communities, particularly low-income and minority communities, and to ensure equal access to the decision-making process. Policy staff coordinates the Agency's input to the Task Force concerning housing and community development issues.

Governor's Smart Growth Cabinet

The Office of Policy Research and Development serves as the Agency's representative on the Governor's Smart Growth Cabinet. The goal of the Cabinet is to review state agency spending and policies to determine how best to discourage sprawl and promote smart land use practices, and coordinate cross-agency activities and develop smart growth policies to

address the State's regional needs. Policy staff also serves as the Agency's representative on the Cabinet's Transit-Oriented Development Subcommittee.

Brownfields Smart Growth Spotlight Communities Initiative

DHCR is a key agency involved in the Governor's Brownfields Smart Growth Spotlight Communities Initiative. This initiative links three chosen communities participating in the state's Brownfield Opportunity Areas Program (BOA) with the Governor's Smart Growth Cabinet. The three communities chosen as spotlight communities targeted for neighborhood revitalization are Wyandanch Hamlet in the Town of Babylon on Long Island, South Buffalo and the South Bronx. The goal of the initiative is to utilize existing state programs to complement local efforts to redevelop brownfields and achieve neighborhood revitalization and smart growth objectives. Policy Office staff coordinates the Agency's efforts to assist the selected communities to achieve their housing and community development goals.

Clean Energy Collaborative

The Policy Office represents the Agency on the Governor's Clean Energy Collaborative, a multi-agency working group charged with coordinating the State's clean energy programs. DHCR plays an important role in delivering energy efficiency programs in the State, and the energy savings achieved by these programs will be counted toward the Governor's goal to reduce electricity consumption by 15% below forecasted levels in 2015. Policy staff works with other DHCR staff to ensure the coordination of housing programs in the State's overall energy planning and reporting.

Green Building Collaborative

The Green Building Collaborative (GBC), a multi-agency working group, is a sub-committee of the Clean Energy Collaborative charged with promoting green building development, primarily the retrofitting of existing buildings. Policy staff represents the Agency on the Collaborative and participates in advancing a coordinated State approach to green building projects.

Office of Rent Administration

Office of Rent Administration

The Office of Rent Administration is responsible for administering [rent regulations](#) covering privately owned buildings in [many municipalities](#) in New York State. [These regulations](#) limit rent increases, require lease renewals, provide for the maintenance of services/repairs, allow for rent increases for apartment and building improvements and [prevent harassment and unwarranted evictions](#).

A number of communities in New York State have rent regulation programs known as rent control and rent stabilization. Rent control is the older of the two systems of rent regulation. It dates back to the housing shortage immediately following World War II and generally applies to buildings constructed before 1947. Rent stabilization generally covers buildings built after 1947 and before 1974, and apartments removed from rent control. Outside New York City rent stabilization is also known as ETPA, for the Emergency Tenant Protection Act.

Rent Regulation

Rent Regulation programs were formerly administered separately in New York City and outside New York City. Starting April 1, 1984, however, in addition to administering rent regulation outside New York City, the New York State Division of Housing and Community Renewal (DHCR) also became responsible for administering rent regulation in New York City. The Omnibus Housing Act of 1983 mandated the consolidation of all rent regulation under DHCR and also made other changes in the rent laws significantly affecting tenants and owners. What follows is a brief description of the major elements of rent control and rent stabilization in New York City and outside New York City, and highlights of those changes in the law which DHCR administers. More details on these matters can be obtained by calling, writing, or visiting a DHCR borough or district rent office.

Rent Control and Rent Stabilization: Which apartments are covered?

Which apartments are under Rent Control?

The rent control program applies to residential buildings constructed before February, 1947 in municipalities that have not declared an end to the postwar rental housing emergency. There are 55 municipalities that have rent control, including New York City, Albany, Buffalo, and various cities, towns and villages in Albany, Erie, Nassau, Rensselaer, Schenectady, and Westchester counties.

In order for an apartment to be under rent control the tenant must have been living there continuously since before July 1, 1971. When a rent controlled apartment is vacated in NYC or most ETPA localities, it becomes rent stabilized (where the building contains at least six units), or completely removed from regulation.

Which apartments are under Rent Stabilization?

In New York City, apartments are under rent stabilization if they are in buildings of six or more units built between February 1, 1947, and December 31, 1973. Tenants in buildings built before February 1, 1947, who moved in after June 30, 1971, are also covered by rent stabilization. A third category of rent stabilized apartments covers buildings with three or more apartments constructed or extensively renovated on or after January 1, 1974 with special tax benefits. Generally, those buildings are only subject to stabilization while the tax benefits continue or, in some cases, until the tenant vacates.

Outside New York City, rent stabilization applies to non-rent controlled apartments in buildings of six or more units built before January 1, 1974, in the localities which have adopted ETPA in Nassau, Westchester and Rockland counties. Some municipalities limit ETPA to buildings of a specific size- for instance, buildings with 20 or more units, or 100 or more, but in any event, not less than six.

What is luxury decontrol?

The Rent Regulation Reform Act of 1997, New York City Local Law 4 of 1994 and the Rent Regulation Reform Act of 1993 provide for the deregulation of certain apartments based on the following conditions.

Statewide, pursuant to the Rent Regulation Reform Act of 1997, an apartment with a legal regulated or maximum rent of \$2,000 or more per month on or after June 19, 1997, and which was or becomes vacant on or after June 19, 1997, is not subject to rent regulation. Previously, pursuant to the Rent Regulation Reform Act of 1993, apartments were exempt from rent regulation, statewide, if they had legal rents of \$2,000 or more per month at any time between July 7, 1993 and October 1, 1993 and were or became vacant on or after July 7, 1993. In New York City, Local Law No. 4 of 1994 further provided for deregulation of apartments with legal rents of \$2,000 or more per month at any time which were or became vacant on or after April 1, 1994.

These laws also provide for deregulation of high-rent apartments occupied by high-income tenants by order of DHCR in response to the filing of an owner's petition for luxury deregulation.

Pursuant to the Rent Regulation Reform Act of 1993 and Local Law No. 4 of 1994, for luxury deregulation petitions filed with DHCR on or before June 30, 1997 involving New York City apartments, deregulation occurs for apartments with legal rents of \$2,000 or more per month and which are occupied by tenants whose household incomes were in excess of \$250,000 in each of the two successive years prior to the filing of the owner's petition. Pursuant to the Rent Regulation Reform Act of 1993, for deregulation petitions filed on or before June 30, 1997 involving apartments located outside New York City, deregulation occurs for apartments with legal rents of \$2,000 or more on October 1, 1993 and which are occupied by tenants whose household incomes were in excess of \$250,000 in each of the two successive years prior to the filing of the owner's petition.

Pursuant to the Rent Regulation Reform Act of 1997, for deregulation petitions filed with DHCR after January 1, 1998, deregulation will occur statewide for apartments with legal rents of \$2,000 or more per month and which are occupied by tenants whose household incomes were in excess of \$175,000 in each of the two successive years prior to the filing of the owner's petition.

How does Rent Control work?

Rent control limits the rent an owner may charge for an apartment and restricts the right of any owner to evict tenants.

Rents charged in controlled apartments are set and adjusted on the basis of registrations filed by owners when Federal rent control was imposed in 1943. The rent control law allows DHCR to determine how much rents can be increased based on an assessment of what it costs owners to operate their buildings plus a reasonable profit.

In New York City, rent control operates under the Maximum Base Rent (MBR) system. A maximum base rent is established for each apartment and adjusted every two years to reflect changes in operating costs. Owners who certify that they are providing essential services and have removed violations are entitled to raise rents up to 7.5 percent each year until they reach the MBR. Tenants may challenge the proposed increase on the grounds that the building has violations or that the owner's expenses do not warrant an increase.

For New York City rent controlled apartments, rents can also be increased because of increases in fuel costs (passalongs) and in some cases, to cover higher labor costs.

How does Rent Stabilization work?

Like rent control, rent stabilization also provides other protections to tenants besides limitations on the amount of rent. Tenants are entitled to receive required services, to have their leases renewed, and may not be evicted except on grounds allowed by law. Leases may be renewed for a term of one or two years, at the tenant's choice.

If a tenant's rights are violated, DHCR can reduce rents and levy civil penalties against the owner. Rents may be reduced if services are not maintained. In cases of overcharge, DHCR may assess penalties of interest or treble damages payable to the tenant.

Rent Registration

The Omnibus Housing Act required owners to initially register with DHCR, no later than June 30, 1984, the rents and services for all rent stabilized apartments occupied on April 1, 1984. Owners were required to send a copy of the registration to tenants, who had 90 days to challenge the information provided by the owner. If a tenant timely challenged the rent and the challenge was upheld, DHCR ordered a refund of any overcharges, plus interest, for a period of four years prior to the filing of the challenge and treble damages for a period of two years prior to the filing.

For apartments which become subject to rent stabilization after 1984, an owner is required to file an initial registration within 90 days after they become subject to rent stabilization.

After the initial registration, owners must file an annual registration statement giving the April 1st rent for each unit and provide tenants with a copy. Owners who do not file initial or annual statements will not be eligible for rent increases and are subject to additional penalties.

However, under the Rent Regulation Reform Act of 1993, upon the service and filing of a late registration, an owner cannot be found to have collected an overcharge for the period of non-registration, provided the increases in the rent were lawful except for the failure to file a timely registration. The penalty of treble damages cannot be assessed against an owner based solely on that owner's failure to file a timely registration. Furthermore, pursuant to the Rent Regulation Reform Act of 1997, DHCR is prohibited from investigating issues concerning rent registrations for years occurring more than four years before the filing of a rent overcharge complaint.

Rent Increases

The Rent Guidelines Boards (one in New York City and one each in Nassau, Westchester, and Rockland counties) set maximum allowable rates for rent increases in stabilized apartments. These guideline rates are set once a year and are effective for leases beginning on or after October 1st of each year. Pursuant to the Rent Regulation Reform Act of 1997, owners who sign vacancy leases are entitled to collect vacancy increases provided in the Act. These vacancy increases are described in DHCR's [Fact Sheets 5, 26 and 31](#).

Both in New York City and the ETPA counties, rents can be increased during the lease period in any one of three ways, so long as the lease provides for the collection of an increase during the lease term: (1) with the written consent of the tenant in occupancy, if the owner increases services or equipment, or makes improvements to an apartment; (2) with DHCR approval, if the owner installs a building-wide major capital improvement; or (3) in cases of hardship with DHCR approval.

Rent Overcharges

For rent stabilized apartments, owners may be ordered to refund excess rent based on a finding of rent overcharge. A finding by DHCR of a willful rent overcharge by the owner may result in the assessment of treble damages payable to the tenant. There is a retroactive four-year maximum on rent overcharge refunds, for complaints filed on or after April 1, 1984, and a two-year maximum on treble damages. The treble damage penalty was extended to New York City by the 1983 Omnibus Housing Act; it applies only to willful overcharges collected or for complaints filed on or after April 1, 1984. Outside New York City, ETPA provides for treble damages for willful or negligent overcharges.

Rent Reductions

Rents may be reduced if the owner fails to provide required or essential services, or fails to make necessary repairs for an individual apartment or building-wide. Examples of such conditions are lack of heat/hot water, unsanitary common areas (halls, lobby), and broken door locks. If a tenant receives a rent reduction from DHCR, and also receives another rent

abatement or rent credit because of the same conditions, the tenant cannot get both benefits at the same time.

Harassment

The law prohibits harassment of rent regulated tenants. Owners found guilty of intentional actions to force a tenant to vacate an apartment can be denied decontrol and lawful rent increases and may be subject to both civil and criminal penalties. Owners found guilty of tenant harassment for acts committed on or after July 19, 1997, are subject to fines of up to \$5,000 for each violation.

Disability Rent Increase Exemption (DRIE)

Tenants who are disabled may also qualify for full exemption or partial exemption from rent increases under the [Disability Rent Increase Exemption \(DRIE\)](#). This applies to tenants in rent controlled and rent stabilized apartments or hotels in New York City, and to tenants in apartments regulated by rent control or ETPA in the municipalities outside of New York City that may authorize the exemption program. Tenants are considered disabled, and therefore eligible if they are a recipient (or former recipient, as described below) of benefits from any of the following programs:

- Social Security Disability Insurance (SSDI) or Supplemental Security Income (SSI) under the Federal Social Security Act;
- Disability Pension or Disability Compensation benefits as provided by the United State Department of Veteran Affairs; or
- Medical Assistance benefits pursuant to NY State Social Service Law, and a former recipient of SSDI or SSI benefits.

To apply for DRIE, the tenant of a NYC rent controlled or rent stabilized apartment should write to the New York City Department of Finance, DRIE Exemptions, 20th Floor, 59 Maiden Lane, New York, New York 10038.

For assistance in applying, tenants may contact the Mayor's Office for People with Disabilities, located at 100 Gold Street, 2nd Floor, New York, New York 10038, Tel: (212) 788-2830, TTY: 212-788-2838.

The exemption program is administered by DHCR outside of New York City. In Westchester County, DRIE has been adopted in the villages of Dobbs Ferry and Hastings on Hudson; the town of Greenburgh; and the cities of New Rochelle and Yonkers. Currently, no locality in Nassau County has adopted DRIE.

Senior Citizen Rent Increase Exemption (SCRIE)

Tenants who are 62 years or older may qualify for full exemption or partial exemption from rent increases under the [Senior Citizen Rent Increase Exemption \(SCRIE\)](#). This applies to tenants in rent controlled and rent stabilized apartments or hotels in New York City, and to tenants in apartments regulated by rent control or Emergency Tenant Protection Act (ETPA) in the municipalities outside of New York City that have authorized the exemption program. Senior citizens are eligible if:

- their incomes are below a maximum limit set by local law;
- they are paying at least one-third of their income for rent, and;
- tenants in rent stabilized apartments must have a valid one or two-year lease.

The exemption program is administered by DHCR outside New York City. In New York City, it is administered by the New York City Department for the Aging, 2 Lafayette Street, 6th Floor, New York, NY 10007. Telephone: (212) 442-1000

Municipalities in Nassau and Westchester counties which have authorized the SCRIE program:

Nassau County	City of Town of Villages of	Glen Cove North Hempstead (unincorporated area) Great Neck Plaza, Thomaston, Great Neck, Hempstead
Westchester County	Cities of Towns of Villages of	Mount Vernon, New Rochelle, White Plains, Yonkers Greenburgh, Mamaroneck Mamaroneck, Tarrytown, Pleasantville, Larchmont, Sleepy Hollow, Irvington, Dobbs Ferry

Borough Rent Offices

The [Borough Rent Office](#) staff provides information and assistance to tenants and owners of rent controlled and rent stabilized apartments. Tenants may pick up complaint forms for overcharges, service reductions and other violations, and owners may receive applications for major capital improvement (MCI) and hardship increases. Informative fact sheets, operational bulletins, policy statements, and advisory opinions on numerous rent regulatory topics are also available. All of these are free of charge.

A special unit to assist small building owners is located at each of the Borough Rent Offices. The Small Building Owners Assistance Unit, located at the Queens Borough rent office, will help owners of 50 rental units or less in filling out registration forms, compliance with rent regulation requirements, and other record-keeping and financial matters.

District Rent Offices

The District Rent Offices (Nassau, Westchester, Rockland, and Erie) process tenant complaints and owner applications on site.

In addition, these offices provide information and assistance to tenants of rent regulated apartments. Forms and applications are provided free of charge and assistance in filling them out is available. In addition, small building owner assistance is available.

Municipalities outside New York City covered by Rent Control as of January 2008:

Albany County	Cities of Towns of Villages of	Albany, Watervliet Bethlehem, Green Island, New Scotland Green Island, Voorheesville
Erie County	City of Town of Villages of	Buffalo Cheektowaga Depew, Sloan
Nassau County	Cities of Towns of Villages of	Glen Cove, Long Beach Hempstead, North Hempstead, Oyster Bay Bellerose, Cedarhurst, Floral Park, Flower Hill, Freeport, Hempstead, Lawrence, Mineola, New Hyde Park, Sea Cliff, Valley Stream, Westbury, Williston Park
Rensselaer County	City of Towns of Village of	Rensselaer Hoosick, North Greenbush Hoosick Falls

Schenectady County	Towns of	Niskayuna, Princeton
Westchester County	Cities of	Mount Vernon, New Rochelle, White Plains, Yonkers, Rye
	Towns of	East Chester, Greenburgh, Harrison, Mamaroneck
	Villages of	Ardsley, Dobbs Ferry, Hastings-on-Hudson, Larchmont, Mamaroneck, Sleepy Hollow, Tarrytown, Tuckahoe

Municipalities in Nassau, Rockland and Westchester Counties which have adopted the Emergency Tenant Protection Act of 1974 as of January 2008:

Nassau County	Cities of	Glen Cove, Long Beach
	Town of	North Hempstead
	Villages of	Cedarhurst, Floral Park, Flower Hill, Freeport, Great Neck, Great Neck Plaza, Hempstead, Lynbrook, Mineola, North Hempstead-town (unincorporated), Rockville Centre, Russell Gardens, Thomaston, Baxter Estates
Rockland County	Town of	Haverstraw
	Village of	Spring Valley
Westchester County	Cities of	Mount Vernon, New Rochelle, Rye, White Plains, Yonkers
	Towns of	East Chester, Greenburgh, Harrison, Mamaroneck
	Villages of	Croton-Harmon, Dobbs Ferry, Hastings-on-Hudson, Irvington, Larchmont, Mamaroneck, Mt. Kisco, Pleasantville, Port Chester, Sleepy Hollow, Tarrytown

DHCR's Office of Rent Administration (718) 739-6400

Contacts and Reference Material

DHCR Offices

Executive Offices:

<u>Hampton Plaza</u> 38-40 State Street Albany, NY 12207 518-473-2526	<u>Beaver Street</u> 25 Beaver Street New York, NY 10004 212-480-6700	<u>Gertz Plaza</u> 92-31 Union Hall Street Jamaica, NY 11433 718-739-6400
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Office of Fair Housing and Equal Opportunity

38-40 State Street
Albany, NY 12207
(518) 474-6157

Housing Operations

25 Beaver Street, 6th Floor
New York, NY 10004

Housing Operation's Asset Management Unit

Hampton Plaza
38-40 State Street, 5th Floor
Albany, New York 12207
(518) 486-6267 or 6263

Press & Communications Office

38-40 State Street
Albany, NY 12207
(518) 473-2526

Statewide Section 8 Program Office

25 Beaver Street, Room 743
New York, NY 10004
(212) 480-6460
E-mail: Section8Info@nysdhcr.gov

Section 8 Project-Based Contract Administration Unit

Hampton Plaza
38-40 State Street
Albany, New York 12207
Phone: 518-486-5147

Community Development Offices:

Capital District Region

Hampton Plaza
38-40 State Street
Albany, NY 12207
(518) 486-5012

Serving Counties:

Albany, Columbia, Delaware, Dutchess, Essex, Fulton, Greene, Hamilton, Herkimer, Montgomery, Orange, Otsego, Putnam, Rensselaer, Saratoga, Schenectady, Schoharie, Sullivan, Ulster, Warren, and Washington

Syracuse Region

620 Erie Blvd. West, Suite 312
Syracuse, NY 13204
(315) 478-7179

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Buffalo, NY 14203
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New York, NY 10004
(212) 480-7644

Serving Counties:

Bronx, Kings, New York, Queens, Richmond, Nassau, Suffolk, Rockland, and Westchester

Rent Administration

The Office of Rent Administration is responsible for administering [rent regulations](#) covering privately owned buildings in [many municipalities](#) in New York State.

[These regulations](#) limit rent increases, require lease renewals, provide for the maintenance of services/repairs, allow for rent increases for apartment and building improvements and [prevent harassment and unwarranted evictions](#).

Queens Central Office
92-31 Union Hall Street
Jamaica, NY 11433
(718) 739-6400

Nassau Rent Office
50 Clinton Street, 6th Floor
Hempstead, NY 11550
(516) 481-9494

Brooklyn Borough Rent Office
55 Hanson Place, 7th Floor
Brooklyn, NY 11217
(718) 722-4778

Rockland Rent Office
94-96 North Main Street
Spring Valley, NY 10977
(845) 425-6575

Bronx Borough Rent Office
One Fordham Plaza, 2nd Floor
Bronx, NY 10458
(718) 563-5678

Staten Island Borough Rent Office
60 Bay Street, 7th Floor
Staten Island, NY 10301
(718) 816-0278

Harassment Unit
92-31 Union Hall Street
Jamaica, NY 11433
(718) 739-6400

Westchester Rent Office
75 South Broadway / 2nd Floor
White Plains, NY 10601
(914) 948-4435

Lower Manhattan Borough Rent Office
25 Beaver Street, 5th Floor
New York, NY 10004
(212) 480-6238

Buffalo Rent Office
535 Washington Street, Suite 105
Buffalo, NY 14203
(716) 847-7955

Upper Manhattan Borough Rent Office
Adam Clayton Powell, Jr.
State Office Building
163 West 125th Street, 5th Floor
New York, NY 10027
(212) 961-8930
(212) 961-8931

DHCR Hotlines

DHCR Hotline

1-866-ASK-DHCR (1-866-275-3427)

Energy Services Hotline

(518) 474-5700

Manufactured Homes Hotline

(800) 432-4210

Mitchell-Lama Tenant Line

1-866-463-7753

Rent Info Line

(718) 739-6400

Section 8 Program

(212) 480-6460

Subprime Foreclosures Prevention Hotline

(866) 760-3745

Publications

Office of Rent Administration publications:

Fact Sheets

Advisory Opinions

Operational Bulletins

Policy Statements

Rent Regulation Reform Act of 1997 Brochure

Request copies at the Rent Info Line (718) 739-6400

Other DHCR publications:

NYS 2006-10 Consolidated Plan

2009 Action Plan

Access to Home Brochure

Affordable Housing Directory Brochure

Low-Income Housing Credit Qualified Allocation Plan

Manufactured Home Park Tenants and Owners Information

Manufactured Home Program New York State Real Property Law Section 233

NY Main Street Program Brochure

Weatherization Assistance Program Brochure

Request copies at the Public Information Office (518) 473-2526

For More Information

For general information and questions call:

1-866-ASK-DHCR (1-866-275-3427)

Monday through Friday from 9:00AM to 5:00PM.

Frequently Asked Questions

Answers to [frequently asked questions](#) are listed on our website.

For questions about rent regulated apartments write to or call*:

Central Rent Office

92-31 Union Hall Street

Jamaica, NY 11433

(718) 739-6400

*You can also visit your local rent office. Locations are listed in this section, Suggested Reference Material, under “DHCR Offices.”

Press Inquiries

Call the Press Office at Hampton Plaza, Albany (518) 473-2526 or Beaver Street, Manhattan (212) 480-6731.

Other Housing Agencies

NY Housing Finance Agency (HFA) and State of New York Mortgage Agency (SONYMA)

641 Lexington Avenue, New York, NY 10022

(212) 688-4000

www.nyhomes.org

Public Housing

If you wish to apply for public housing, contact your municipal Public Housing Authority.

Federal Programs

For information on federal housing programs contact the U.S. Department of Housing and Urban Development (HUD) at (212) 264-8000.