

George E. Pataki
Governor



Judith A. Calogero
Commissioner

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

HOUSING MANAGEMENT BUREAU MEMORANDUM # 2004-B-01

To: All Federally Assisted Housing Developments
From: Jane I. Berrie, Director
Date: January 21, 2004
Subject: HUD Handbook 4350.3, Workshops – Tentative Schedule

In order to discuss and clarify the new policies and procedures contained in the revised **HUD Handbook 4350.3**, the Management Bureau of the Division of Housing and Community Renewal, located at 25 Beaver Street, New York City, will be presenting a series of workshops specifically designed to address those housing issues which have been raised by our Managing Agents and Site Managers. Not only will this training provide valuable information on the most current requirements for Federally Assisted Housing, but it will also give you the opportunity to interact with Management Bureau personnel.

The **topics** to be discussed and the **tentative dates** are listed below:

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|--|---------------------------|
| • Six New Occupancy Rules | April 8 th |
| • Civil Rights and Nondiscrimination Requirements | May 4 th |
| • Eligibility | June 15 th |
| • Waiting List and Tenant Selection | July 13 th |
| • Income and Rent | August 10 th |
| • Lease Requirements | September 9 th |
| • Recertification, Unit Transfers and Gross Rent Changes | October 5 th |
| • Termination | November 9 th |
| • Required 50059 and Subsidy Data Reporting | December 9 th |

Further information and complimentary registration forms for each workshop will be mailed to you at least two weeks prior to each session. We welcome the opportunity to meet with you and discuss these important elements of the assisted housing program.

If you have any questions, please call Linda Kedzierski at (212) 480-2021 or e-mail her at Lkedzierski@dhcr.state.ny.us.

A handwritten signature in black ink that reads "Jane I. Berrie". The signature is written in a cursive style with a large initial "J" and "B".

Jane I. Berrie
Director