

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-06**

**To:** All Federally Assisted Housing Developments  
**From:** Jane I. Berrie, Director  
**Date:** May 10, 2004  
**Subject:** HUD Handbook 4350.3, Workshops – Eligibility For Assistance and Occupancy.

---

On **Tuesday June 15, 2004**, the Management Bureau of the Division of Housing and Community Renewal will be presenting the third in a series of nine Workshops on the revised HUD Handbook 4350.3. The topic of this Workshop will be **Eligibility For Assistance and Occupancy**. This Workshop will help to define what should be included in your Tenant Selection Plan in the following areas:

- **Program Eligibility** which determines if applicants are eligible for assistance; and
- **Project Eligibility** which determines if applicants are eligible to reside in the *specific project* to which they have applied

This Workshop will be held at the Division of Housing and Community Renewal, 25 Beaver Street, New York City, Room 510 from 10:30 AM to 12:30 PM. **In order to attend, you must register.** Please complete the attached registration form and FAX it to Linda Kedzierski, Federal Programs Coordinator, at (212) 480-7270 by May 28, 2004; or you may e-mail her at

[Lkedzierski@dhcr.state.ny.us](mailto:Lkedzierski@dhcr.state.ny.us)

Since this program meets the New York State Real Estate Brokers and Salespersons Continuing Education requirement of 22.5 hours, we have registered the curriculum with the Department of State. Brokers and Salespersons should present a copy of their license or their pocket card at the commencement of the program. For those who attend all nine Workshops and complete the 22.5 hours of approved instruction, a Certification of Satisfactory Completion will be mailed to the participant and their name will be filed with the Secretary of State's Bureau of Education Standards by our office.

We look forward to seeing you on June 15<sup>th</sup>.

A handwritten signature in cursive script that reads "Jane I. Berrie".

Jane I. Berrie  
Director



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

**Name of Housing Development**

**Name of Attendee(s)** \_\_\_\_\_

**Telephone Number** (     ) \_\_\_\_\_  
**(Please include Area Code)**