

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-08

To: All Federally Assisted Housing Developments

From: Jane I. Berrie, Director

Date: June 21, 2004

Subject: HUD Handbook 4350.3, Workshop – Waiting List and Tenant Selection Plan

On **Tuesday, July 13, 2004**, the Management Bureau of the Division of Housing and Community Renewal will be presenting the fourth in a series of nine Workshops on the revised HUD Handbook 4350.3. The topic of this Workshop will be the **Waiting List and Tenant Selection Plan**. During this session, we will discuss the major components of an acceptable Tenant Selection Plan, which include:

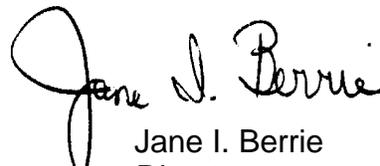
- **Project specific eligibility requirements**
- **Income Limits and Alternate Income Limits**
- **Procedures for taking applications and selecting applicants from the waiting list** including the application and verification of approved preferences; the methodology for complying with 40% income targeting requirement at Section 8 properties; acceptable screening criteria; and procedures for rejecting ineligible applicants.
- **Occupancy standards**
- **Unit transfer policies**
- **Record keeping requirements**

If you plan to attend this Workshop, please bring a copy of your existing Tenant Selection Plan. It is not only important for our Managing Agents and Site Managers to understand the individual HUD regulations, but also to see how these regulations, when properly interpreted in a Tenant Selection Plan, can serve as a blueprint of their daily housing operations.

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 July 7, 2004; or you may e-mail her at 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 July 13th.



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)