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Governor



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Commissioner

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

HOUSING MANAGEMENT BUREAU MEMORANDUM # 2004-B-18

To: All Federally Assisted Housing Developments

From: Jane I. Berrie, Director

Date: December 6, 2004

Subject: HUD Handbook 4350.3, Workshop – Tenant Rental Assistance Certification System (TRACS)

On **Wednesday, December 15, 2004**, the Management Bureau of the Division of Housing and Community Renewal will be presenting the ninth and last Workshop on the revised HUD Handbook 4350.3. The topic of this Workshop will be the requirements for the transmission of subsidy-related data to the **Tenant Rental Assistance Certification System (TRACS)**. This Workshop will also include information on special claims, utility reimbursements, and excess income. During this session, we will discuss:

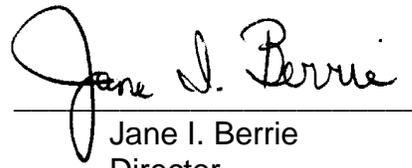
- **Tenant Rental Assistance Certification System (TRACS)** which was developed to improve financial controls over assisted housing programs
- **Reporting Requirements** to expedite the key payments that HUD provides to owners.

Our guest speaker at this Workshop will be William A. Miecuna, Co-ordinator of **HUD's Neighborhood Network Program**. Neighborhood Networks is a HUD community-based program that encourages the development of community technology centers in privately owned HUD insured and assisted housing. Mr. Miecuna will demonstrate how housing managers can use these centers to help their residents gain access to critical resources, such as computer technology, educational programs, job training and other social services, in order to promote economic self-sufficiency.

The 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 Betty Mullins at (212) 480-7270 by December 10, 2004, or e-mail her at Bmullins@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. 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 the Department of State; and the Division of Licensing Services will be so notified.

We look forward to seeing you on December 15th.



Jane I. Berrie
Director