

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 # 2005 – B - 08

**TO: All Assisted Housing Developments.
Owners, Managing Agents and Site Managers**

**FROM: Jane I. Berrie, Director
Housing Management Bureau**

DATE: March 14, 2005

SUBJECT: Housing Information and Resource Conference

UPDATE

UPDATE

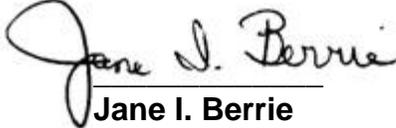
UPDATE

The Management Bureau is pleased to announce that **Commissioner Judith A. Calogero** will be the keynote speaker at the April 5th Luncheon for our **Housing Information and Resource Conference** to be held at the Sagamore Hotel. The following two Workshops have been added to the Conference Agenda:

- 1) ***Decoupling/ refinancing in Federally Assisted Mitchell-Lama Housing Companies.*** Decoupling occurs when a building receiving a Section 236 interest reduction subsidy refinances and applies the same subsidy to the new mortgage. This workshop will explain the decoupling transaction, the roles of HUD and DHCR in the process, and the prospects for decoupling in Federally-Assisted Mitchell-Lama developments. A case study will be presented in which a housing company recently decoupled while remaining in the Mitchell-Lama program. The Workshop will be conducted by **Stephen Wallace** of Nixon Peabody LLP.
- 2) ***Refinancing in non- Federally Assisted Mitchell-Lama Housing Companies.*** Many of our Mitchell-Lama housing companies may wish to: reduce their debt service in order to meet expenses with minimum rent increases; raise additional funds for current capital improvements; or bolster reserve funds for future capital improvements. This workshop will discuss Division policies, standards and procedures for processing housing company requests to refinance their mortgages. The Workshop will be conducted by **Deputy Commissioner David Cabrera** and **Assistant Commissioner Richmond McCurnin** of DHCR.

An amended Conference Flyer is attached to reflect the changes in our program. Once again, we wish to remind you that participants are responsible for making lodging arrangements directly with the Sagamore.

If you have any questions regarding this Conference, you may contact Linda Kedzierski, Federal Coordinator, at (212) 480-2021, or email her at LKedzierski@dhcr.state.ny.us


Jane I. Berrie



Housing Information and Resource Conference

Sponsored by

**The Office of Housing Operations
Division of Housing and Community Renewal**

April 4-6, 2005

*Sagamore Hotel and Conference Center
Bolton Landing (Lake George), New York*

Agenda

Day One – April 4, 2005

5:00 p.m. – 8:00 p.m.

Welcome Buffet and Reception
Speaker - Jane Berrie, Director
Office of Housing Management

Day Two – April 5, 2005

8:00 a.m. – 9:00 a.m.

Morning Registration

9:00 a.m. – 10:00 a.m.

Breakfast
Speakers – David Cabrera, Deputy Commissioner
Richmond McCurnin, Asst. Commissioner
Office of Housing Operations

10:00 a.m. – 10:15 a.m.

Morning Coffee Break

10:15 a.m. – 11:45 a.m.

Concurrent Workshops (choose one):
Fair Housing Issues
Mitchell-Lama Regulations
New York State Sales/Broker License Workshop
Decoupling/Refinancing In Federally Assisted Mitchell-Lamas

12:00 noon – 1:30 p.m.

Seated Luncheon
Speaker – Judith A. Calogero, Commissioner
Division of Housing and Community Renewal

1:30 p.m. – 3:00 p.m.

Concurrent Workshops (choose one):
Face-to-Face with HUD
Energy Issues/Weatherization
Refinancing In Non-Federally Assisted Mitchell-Lamas
Communication- It isn't as difficult as it sounds

(Over)



3:00 p.m. – 3:15 p.m.

Afternoon Coffee Break

3:15 p.m. - 4 :45 p.m.

Concurrent Workshops (*choose one*):

Face-to-Face with HUD

Low-Income Housing Tax Credit Program

Energy Issues/Weatherization

Mitchell-Lama Regulations

Day Three - April 6, 2005

8:00 A.M. - 9:00 A.M.

Breakfast

9:00 A.M. - 10:30 A.M.

Concurrent Workshops (*choose one*):

Fair Housing Issues

Panel Discussion On Mitchell-Lama Tenant Selection Issues

Low-Income Housing Tax Credit Program

Networking In The Community

10:30 A.M. - 11:00 A.M.

Morning Coffee Break

11:00 A.M. - 12:30 P.M.

Concurrent Workshops (*choose one*):

Tenant Selection & On-Going Occupancy Plan

Panel Discussion on Mitchell-Lama Tenant Selection Issues

Networking In The Community

Registration Information

A block of guest rooms has been reserved at the Sagamore Hotel and Conference Center for the nights of April 4th and 5th. Since participants are responsible for making lodging arrangements directly with the hotel, please mail the attached registration form to **Sagamore Reservations Department, P.O. Box 450, Bolton Landing, NY 12814-0450; or fax this form to 518-743-6211.** To learn more about the Sagamore you can visit their website at: www.thesagamore.com.

The total cost of the conference package is an approvable housing company expense chargeable to account **#6390**. Please register early since reservations will be accepted on a first-come-first-serve basis.





**State of New York Division of Housing and Community Renewal
Office of Housing Operations
The Housing Information and Resource Conference
Monday, April 4, 2005 – Wednesday, April 6, 2005**

RESERVATION INFORMATION (Please type or print legibly)

Accommodations will be occupied by:

Name(s): Mr./Ms./Dr. _____

Company _____

Address _____

City _____ State _____ Zip Code _____

Telephone (____) _____ - _____ Ext _____

Arrival Date _____ Departure Date _____

of Adults _____

LIST ROOMMATE (Sending Separate Reservation Forms)

1. _____

Fax (____) _____ - _____

Please reserve your room **by mailing or faxing** this completed form to the address listed at the bottom of this page.

Check-in time: 4:00pm Check-out time: 11:00am

OVERNIGHT CONFERENCE RATES

Room Type	Single	Double/Per Person
___Lodge Room	\$398.00	\$578.00/\$289.00
___Lodge Suite	\$438.00	\$618.00/\$309.00
___Hotel Room	\$418.00	\$598.00/\$299.00
___Hotel Suite	\$438.00	\$618.00/\$309.00

*** ALL MAIN HOTEL ROOMS AND SUITES ARE NON-SMOKING**
Preference (Lodge Room or Suite): ___ Smoking ___ Non Smoking

There are a limited number of accommodations available within each room type category. When one category fills you will be assigned to the next category at the corresponding rate. Please label your choices in order of preference, #1 and #2. **See the back of this form for Room Type Descriptions.**

Rates are subject to 7.25% NYS Sales Tax & 4% Warren County Occupancy Tax, unless tax exempt status has been approved.

ADDITIONAL INFORMATION:

Please refer to the back of this form for additional information about The Sagamore and visit our web site at www.thesagamore.com

DEPOSIT POLICY:

All reservations must be secured with a deposit equal to the length of your stay.

Please send a check, money order or indicate your credit card, date of expiration and amount to be charged below. Your credit card will be charged upon receipt of the information below.

Credit Card Company _____ Exp. Date _____

Account Number _____ Amount _____

Name of Card Holder _____

Signature _____

CANCELLATION POLICY:

Should you cancel more than 14 days prior to your arrival date, your deposit will be refunded. Should you cancel within 14 days of your arrival, or shorten your stay, it will result in forfeiture of your deposit.

TAX EXEMPT INFORMATION:

If your New York State tax exempt organization is paying for your stay, the following information applies:

A completed ST 119.1 form as well as a **copy of your form of payment** (Company Check or Company Credit Card) must be received with this form.

If paying by personal check, credit card or cash, the following information applies:

NYS Employees or Employees of its political subdivisions:

A completed AC-946 form must be received with this form. Proper identification will need to be shown at check-in.

US Government Employees:

A completed ST-129 form must be received with this form. Proper identification will need to be shown at check-in.

Group Code: _____

Return this form with deposit to:

**The Sagamore Reservations Department, P.O. Box 450, Bolton Landing, NY 12814-0450
518-644-9400 ext. 5300 or 1-800-358-3585 * Sagamore Reservations Fax Number: 518-743-6211**