



New York State Division of Housing and Community Renewal

25 Beaver Street
New York, NY 10004

HOUSING MANAGEMENT BUREAU MEMORANDUM #2007-B-03

TO: All Federally Assisted Housing Companies
Owners, Managing Agents and Site Managers

FROM: Jane I. Berrie, Director
Housing Management Bureau

DATE: March 5, 2007

SUBJECT: DHCR Workshop – March 27, 2007
25 Beaver Street, New York City
How to Improve Your Score on the 2007 Management and Occupancy
Review (MOR)

On **Tuesday, March 27, 2007**, the Management Bureau of the Division of Housing and Community Renewal will present the first in a series of three Workshops on the **HUD 9834 Management and Occupancy Review (MOR)** which will offer practical advice to our Owners and Managing Agents on how they can best prepare their site(s) for the review. Two additional Workshops will be scheduled within the next month in Syracuse and Rochester, for which a notice will soon be issued.

It is essential for housing company management staff who manage our Federally Assisted housing developments to attend this training. Training in the audit process will enable the Federally Assisted developments to comply with HUD requirements, thereby assuring continuation of funding.

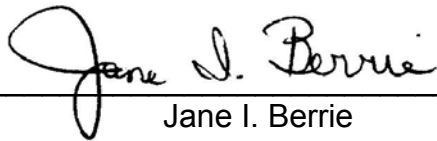
The training will be divided into two parts:

1. Discussion of the specific steps that the Owners/Managing Agents **must** take **prior to, during, and after** this review to expedite this process.
2. Explanation and review of potential findings presented in the prescribed **“condition, criteria, cause, effect, and corrective action”** format.

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The Workshop will be held at the Division of Housing and Community Renewal, 25 Beaver Street, New York City, Room 510 from 9:30 AM to 4:30 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 March 15, 2007; or you may email her at LKedzierski@dhcr.state.ny.us.

We look forward to addressing your issues and concerns on March 27th.



Jane I. Berrie

Attachment



**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)