



**New York State Division of Housing and Community Renewal**

25 Beaver Street  
New York, NY 10004

**HOUSING MANAGEMENT BUREAU MEMORANDUM # 2007-B-04**

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

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

**DATE:** March 29, 2007

**SUBJECT:** DHCR Workshops  
Syracuse – April 27, 2007  
Rochester – May 8, 2007

How to Improve Your Score on the 2007 Management and Occupancy  
Review (MOR)

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The Management Bureau of the Division of Housing and Community Renewal is conducting two additional one-day 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.

These Workshops are scheduled for the dates and locations noted below, from 9:30 AM to 4:30 PM:

**Syracuse – April 27, 2007 at: Onondaga Community College (Storer Auditorium)**  
4585 West Seneca Turnpike  
Syracuse, New York

**Rochester – May 8, 2007 at: Seneca Towers Community Room**  
200 Seth Green Drive  
Rochester, New York

**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.**

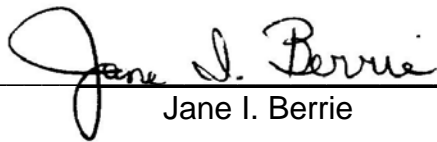
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The training will be divided into two parts:

- 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.

**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 April 20, 2007, or you may email her at [LKedzierski@dhcr.state.ny.us](mailto:LKedzierski@dhcr.state.ny.us)

We look forward to addressing your issues and concerns at these Workshops.



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Jane I. Berrie



**New York State Division of Housing and Community Renewal**

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New York, NY 10004

**Name of Housing Development** \_\_\_\_\_

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

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

**Check the box below for the location and date of the workshop you wish to attend:**

☐ **Syracuse    April 27, 2007**

☐ **Rochester    May 8, 2007**