



New York State Division of Housing and Community Renewal

25 Beaver Street
New York, NY 10004

HOUSING MANAGEMENT BUREAU MEMORANDUM #2005-B-05

TO: All Federally Assisted Housing Developments
Owners, Managing Agents and Site Mangers

FROM: Jane I. Berrie, Director

DATE: February 1, 2005

SUBJECT: HUD Handbook 4350.3 Training Workshop – Syracuse, New York

The Management Bureau of the Division of Housing and Community Renewal will be presenting a three day workshop on the **revised HUD Handbook 4350.3** at the **Applied Technology Center of Onondaga Community College** in Syracuse, New York, on **March 8, 9 and 10, 2005**. This training will not only provide valuable information on the most current requirements for Federally Assisted Housing, but will also address the specific housing issues raised by our Managing Agents and Site Managers.

THE FOLLOWING IS OUR AGENDA:

Day One

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|---------------------------|--|
| • 8:00 a.m. – 9:00 a.m. | Registration |
| • 9:00 a.m. – 9:30 a.m. | Review of HMB Memorandum
issued to Federally Assisted
Developments - # 2004-05 |
| • 9:30 a.m. – 10:30 a.m. | Civil Rights and Nondiscrimination
Requirements |
| • 10:30 a.m. – 12:00 noon | Eligibility |

12:00 noon - 1:00 p.m. Lunch (On your own)

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|-------------------------|-----------------------------------|
| • 1:00 p.m. – 3:00 p.m. | Waiting List and Tenant Selection |
| • 3:00 p.m. – 6:00 p.m. | Determining Income |

Day Two

- 8:00 a.m. – 10:00 a.m. **Calculating Rent**
- 10:00 a.m. – 12:00 noon **Lease Requirements**

12:00 noon – 1:00 p.m. Lunch (On your own)

- 1:00 p.m. – 3:30 p.m. **Recertification, Unit Transfers
and Gross Rent Changes**
- 3:30 p.m. – 5:00 p.m. **Termination**
- 5:00 p.m. – 6:00 p.m. **Required 50059 and Subsidy
Data Reporting**

Day Three

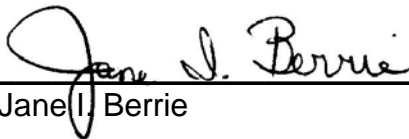
- 8:00 a.m. – 12:30 noon **Review of Material Presented
Question and Answer Session**

You may learn more about Onondaga Community College, located at 4941 Onondaga Road, Syracuse, New York and their Applied Technology Center by going to their web site <http://www.sunyocc.edu/campmap/index.html>

In order to attend, you must register. Please complete the attached complimentary registration form and FAX it to Linda Kedzierski, Federal Programs Coordinator at (212) 480-7270 by February 15, 2005; 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. For those who attend 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. The Division of Licensing Services will also be notified. Those who want Continuing Education credit must bring a copy of their license or pocket card.

We welcome to the opportunity to meet with you and discuss these important elements of the assisted housing program.


Jane I. Berrie