

# Kentucky Housing Partner



2006 Fall Issue

Louisville Multifamily Program Center

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## IN THIS ISSUE

ENERGY STAR'S CHANGE A LIGHT, CHANGE THE WORLD CAMPAIGN	1,5
MR. HUD	1,3
EIV SYSTEM UPDATES	2,4
PROPOSED MIP INCREASE WILL NOT TAKE PLACE	3
SPECIAL CLAIMS PROCESSING GUIDE	4
TAKE THE PLEDGE TODAY!	5
NEIGHBORHOOD NETWORKS WEEK 2006: A SUCCESS STORY	3,6
SERVICE COORDINATOR NOTES:	6
MEET OUR NEW MULTIFAMILY STAFF	7
SAVE THE DATE!! 2007 HOUSING MGMT CONFERENCE	7
ATTENTION OWNERS!!	8
KHC GETS NEW LOGO	8
CHECK YOUR THROUGH THE WALL UNITS	8

## OCTOBER IS ENERGY MONTH



The ENERGY STAR

Change a Light, Change the World Campaign begins October 4, 2006!!!

Make a new kind of change this fall!!

Make a change to Conserve Energy in Kentucky's Affordable Housing.

Take the "Change a Light" Pledge, Change at least one Light Bulb, and your property earns a chance to win \$1,000!!

\*\* Details on Page 5 \*\*

## MR. HUD IN A QUANDRY – WORLD AWAITS DECISION



It's that time of year again when Mr. HUD faces what may be the toughest decision he has to make all year.

Of course we are speaking about what costume he will be wearing to the Mr. HUD Masquerade Ball. As his loyal followers know, Mr. HUD has won the best costume award for the last 18 years. While there have been many pretenders, NO ONE has taken his title. It is believed the Mr. HUD is leaning toward being a disco dancer, but the last person to use that costume had sore feet for a month. Mr. HUD may wear the same costume in which he has won the award for all of those years past—the ever popular werewolf outfit. Even after all these years, there are still many HUD employees who don't guess that it is Mr. HUD in that costume. He looks totally different in that costume.

Recently, Mr. HUD and his staff went to Kentucky Housing to conduct an annual compliance review. Every year KHC is blessed with an appearance from Mr. HUD. Mr. HUD personally reviews all of the files at KHC to make sure they have all the proper documents and verifications.

# EIV SYSTEM UPDATES FOR MULTIFAMILY HOUSING PROGRAM USERS

**THE OFFICE OF HOUSING WILL CONTINUE TO KEEP YOU INFORMED OF EIV SYSTEM UPDATES, INTERRUPTIONS, AND FAILURES THROUGH THE CONVERSION OF THE TENANT ASSESSMENT SUBSYSTEM (TASS) TO EIV THROUGH THE FULL IMPLEMENTATION OF EIV FOR MULTIFAMILY HOUSING USERS.**

**THESE UPDATES CAN BE FOUND AT:**

[HTTP://WWW.HUD.GOV/OFFICES/HSG/MFH/RHLP/EIV/SYSUPDATES.CFM.](http://www.hud.gov/offices/hsg/mfh/rhlp/eiv/sysupdates.cfm)

*\*\* SEE PAGE 4 FOR THE EIV LETTER TO ALL OWNERS & MANAGEMENT AGENTS \*\**

## EIV UPDATES POSTED ON 8/14/2006

- The updated instructions for accessing EIV data and a revised EIV Coordinator Access Authorization form are now available. If you have already submitted the form you do not have to submit the revised form for EIV access authorization rights. Those who have submitted forms but have yet to receive confirmation should be receiving such during the following week. We apologize for the delay.
- EIV Coordinator applicants that applied for and received confirmation of EIV system access from our HQ Multifamily EIV Team, between July 18 through July 26, may be experiencing problems accessing social security (SS) & supplemental security income (SSI) benefits data in EIV for their properties, contracts, and head of household members. This situation is being corrected. In ensuring you have gained the appropriate access to EIV system data, you may be contacted by one of our HQs Multifamily EIV Team members.
- In transitioning from TASS to EIV, which currently provides you with SS and SSI benefits data, between September 25, 2006 and mid-October, SS and SSI benefit data may not be available for viewing in either TASS, which will be eliminated in September, or EIV. During this period when SS and SSI benefit data may not be available to you, in conducting tenant recertifications of family income, please use tenant-provided SS/SSI benefit letters, dated within the last 60 days, to satisfy income verification requirements. You must document in the tenant's file why this third party verification was not available. We apologize for any inconvenience this may cause you.
- A new date has been established for making new hires, wage, and unemployment compensation data available in EIV to owners, management agents, service bureaus, and contract administrators. The initial anticipated date of September 25, 2006 will not be met due to EIV system security and development requirements. We will keep you posted on when new hires, wage, and unemployment compensation data will be available to you in EIV.
- For those who currently have access to EIV for the Office of Public and Indian Housing (PIH) programs and also need to have access to EIV for the Office of Housing's (Housing's) multifamily housing programs, you must wait until mid-October before you will be able to access EIV for both PIH and Housing. In the interim, for multifamily housing programs, continue to use TASS for SS and SSI benefit data.



## **Need help locating rental housing?**

**Check out these  
resources:**

**KHC Rental Housing  
Directory**  
[http://www.kyhousing.org/  
uploadedFiles/Rental/  
AssistedRentalHousingRe-  
port.pdf](http://www.kyhousing.org/uploadedFiles/Rental/AssistedRentalHousingReport.pdf)

**HUD Subsidized Apt.  
Search**  
[http://www.hud.gov/apps/  
section8/index.cfm](http://www.hud.gov/apps/section8/index.cfm)

## **Did you know the HUD model lease is available in Spanish?**

**You can make your property  
a more inclusive and caring  
community by downloading  
the HUD model lease in Span-  
ish from the HUD website!**  
[http://www.hud.gov/offices/  
hsg/mfh/qendocs/](http://www.hud.gov/offices/hsg/mfh/qendocs/)



# THE PROPOSED MULTIFAMILY MORTGAGE INSURANCE PREMIUM (MIP) INCREASE FOR FY 2007 WILL NOT TAKE PLACE!!!

UNTIL FURTHER NOTICE, THE MIP ON ALL MULTIFAMILY  
PROGRAMS WILL REMAIN AT THE CURRENT LEVELS.

THE COMMISSIONER EXPRESSED HIS APPRECIATION FOR THE INPUT FROM THE INDUSTRY,  
ADVOCACY GROUPS, AND MEMBERS OF CONGRESS FOR INFORMING THE DEBATE.

THIS IS CLEARLY A POSITIVE OUTCOME FOR ALL CONCERNED: THE FEDERAL GOVERNMENT;  
THE FHA MULTIFAMILY PROGRAMS; THE INDUSTRIES THAT FINANCE, BUILD, OWN AND MANAGE  
THESE PROPERTIES; AND, MOST IMPORTANTLY, THE LOW AND MODERATE  
INCOME FAMILIES THAT NEED AFFORDABLE RENTAL HOUSING.



(CONTINUED FROM PAGE 1)

## MR HUD IN A QUANDRY: WORLD AWAITS DECISION

KHC is doing a great job and Mr. HUD had to issue hardly any comments. However, there are two major problems in the Contract Administration Program at KHC.



First, the trophy won by HUD at the Texas Hold'em Tournament has still not been returned. Mr. HUD has threatened to withhold payments if the trophy is not returned soon.

Secondly, the quality of cheese balls has taken a sharp dip since the retirement of Carol Payton. As a matter of fact, there wasn't even a cheese ball to be seen at the last review.

Mr. HUD has called for an investigation as to who has stolen the cheese ball. Results will be published in the next issue.



## NEIGHBORHOOD NETWORKS WEEK

2006:

### A SUCCESS STORY

Neighborhood Networks Week is a weeklong celebration that took place July 31 through August 5, 2006, to promote Neighborhood Network Center progress, programs, and services; showcase resident achievement; and pay tribute to learning center staff, volunteers, and partners.

By participating in U.S. Department of Housing and Urban Development (HUD)-sponsored national events, or by hosting their own local events, centers brought neighbors together and strengthened their successes. Locally sponsored events were held at September Place Village, Beattyville; Abel Court Apartments, Bowling Green; and Highland Heights Apartments, Prestonsburg. Centers sponsored potluck lunches, back to school parties, and other fun activities.

(Continued on page 6)

# ENTERPRISE INCOME VERIFICATION (EIV) UPDATES

THE OFFICE OF HOUSING IS PLEASED TO INFORM YOU THAT, AS OF JULY 17, 2006, YOU MAY OBTAIN ACCESS AUTHORIZATION RIGHTS TO THE ENTERPRISE INCOME VERIFICATION (EIV) SYSTEM.

THE ANNOUNCEMENT LETTER FROM THE OFFICE OF HOUSING CAN BE DOWNLOADED AT:  
[HTTP://WWW.HUD.GOV/UTILITIES/INTERCEPT.CFM?/OFFICES/HSG/MFH/RHIIP/EIV/EIVLTR.PDF.](http://www.hud.gov/utilities/intercept.cfm?/offices/hsg/mfh/rhiip/eiv/eivltr.pdf)

## ACCESSING THE EIV SYSTEM

### INSTRUCTIONS

The instructions for accessing the EIV System can be downloaded at:  
[http://www.hud.gov/utilities/intercept.cfm?/offices/hsg/mfh/rhiip/eiv/eivinstructions.pdf.](http://www.hud.gov/utilities/intercept.cfm?/offices/hsg/mfh/rhiip/eiv/eivinstructions.pdf)

### COORDINATOR ACCESS AUTHORIZATION FORM (CAAF)

If you are applying for EIV Coordinator access authorization rights, you must complete the Coordinator Access Authorization Form.

The CAAF can be downloaded at:

[http://www.hud.gov/utilities/intercept.cfm?/offices/hsg/mfh/rhiip/eiv/coordinatoraccess.pdf.](http://www.hud.gov/utilities/intercept.cfm?/offices/hsg/mfh/rhiip/eiv/coordinatoraccess.pdf)

### USER ACCESS AUTHORIZATION FORM (UAAF)

If you are applying for EIV User access authorization rights, you must complete the User Access Authorization Form.

The UAAF can be downloaded at:

<http://www.hud.gov/utilities/intercept.cfm?/offices/hsg/mfh/rhiip/eiv/useraccess.pdf>

PLEASE CHECK MULTIFAMILY HOUSING'S EIV WEBSITE REGULARLY FOR UPDATED INSTRUCTIONS, PRIOR TO SUBMITTING THE FORMS.



BE THE FIRST TO KNOW ABOUT THE LATEST DEVELOPMENTS ON ISSUES RELATED TO HUD'S MULTIFAMILY HOUSING



## RHIIP LISTSERV

U.S. Department of Housing and Urban Development

Office of Multifamily Housing Programs

SIGN UP FOR THE LISTSERV  
"MULTIFAMILY HOUSING RHIIP TIPS" (RHIIP LISTSERV)!!

[CLICK HERE TO SIGN UP TODAY](#)

THE RHIIP LISTSERV IS A FREE MAILING LIST PREPARED BY THE OFFICE OF MULTIFAMILY HOUSING PROGRAMS.

## SPECIAL CLAIMS PROCESSING GUIDE

The Special Claims Processing Guide has been approved!

The Guide is available at

[http://hudclips.org/sub\\_nonhud/cgi/pdfforms/05-G-87.doc.](http://hudclips.org/sub_nonhud/cgi/pdfforms/05-G-87.doc)

The Office of Housing Assistance Contract Administration Oversight has issued an implementation memorandum announcing issuance and posting of the Guide to interested parties.

The Special Claims Guide will be in effect for all special claims submitted and processed on or after August 1, 2006.



# CHANGE A LIGHT, CHANGE THE WORLD

## Conserving Energy in Kentucky's Affordable Housing



The Louisville Field Office is embarking on an ambitious effort to work with each of our housing industry partners to change at least one light bulb from an incandescent bulb to a compact fluorescent bulb (CLF) in every property throughout Kentucky by the end of September 2007.



The kick-off for this effort will be held on October 4, 2006, in Lexington.

The 2007 Annual Multifamily Housing Management Conference Committee and Co-Sponsors (KHC/SAHMA) have agreed to sponsor a giveaway to encourage your participation. For every property that takes the pledge and changes a light bulb, the property will be eligible to win \$1000 at a drawing to be held during the May 2007 Conference.

### Rules of the giveaway are as follows:

1. Take the on-line pledge at <http://www.energystar.gov/index.cfm?fuseaction=cal.showPledge>. Be sure to use the "Referring Organization" drop down box to select "US HUD, Region IV Atlanta".
2. Change the light bulb.
3. Self-certify to [Debra\\_Fulkerson@hud.gov](mailto:Debra_Fulkerson@hud.gov) with a copy to [Charles\\_A\\_Shive@hud.gov](mailto:Charles_A_Shive@hud.gov) that you completed tasks one and two (please include property name and HUD project number on your self-certification emails).
4. One entry per property.
5. Random drawing will be held the closing day of the May 2007 conference.
6. To be eligible for the drawing self-certifications must be received on or before April 30, 2007.

## MAKE YOUR PLEDGE TODAY CHANGE A LIGHT, CHANGE THE WORLD

**CHANGE  
FROM**



**CHANGE  
TO**



### HUD LEADS BY EXAMPLE

Charlie has already made his pledge.

We wanted to prove it by showing you a picture of him changing his light bulb.

Unfortunately even with a chair Charlie was not able to reach it.

Don't Worry!

Mr. HUD was glad to change the light bulb for Charlie.



## NEIGHBORHOOD NETWORKS WEEK 2006: A SUCCESS STORY



To provide all centers with the chance to take part in the festivities, HUD sponsored virtual events that made the celebration just a click away. These virtual events included:

- A Web cast with the National Aeronautics and Space Administration (NASA), a Neighborhood Networks national partner. NASA staff members and a panel of five Neighborhood Networks stakeholders shared how they implemented NASA's Imagine Mars Project, and told participants how they could contribute to this partnership that encourages young users to become interested in science and technology.
- Staff members from i-SAFE, a worldwide leader in Internet safety education, conducted Internet safety training through their Virtual Online Training Academy. Neighborhood Networks consortia members from 13 states and the District of Columbia participated in i-SAFE's i-Learn training module that taught techniques aimed at protecting youth from cyber predators. The interactive online training allowed participants to ask questions, hear others' questions, and receive real-time answers to these questions.
- Neighborhood Networks national partner, the Adult Literacy Media Alliance (ALMA), hosted a Web chat that allowed participants to explore ALMA's latest multimedia toolkit, designed to teach basic reading and math skills involved in saving and investing. ALMA's mission is to help adults gain basic reading, writing, and math skills by cultivating community networks through innovative, educationally sound, and entertaining television-based teaching materials. Participants of the Web chat received a free copy of the curriculum.

"When Neighborhood Networks Week was established in 2000, we hoped centers would use the weeklong celebration to promote their programs and services—as well as showcase their accomplishments and those of their residents," said Delores Pruden, Director of the Neighborhood Networks initiative. "With each passing year, Neighborhood Networks Week grows. I am delighted to see so many centers celebrating their hard work and accomplishments, recognizing the achievements of their residents, and acknowledging the support of their staff, volunteers, and partners. And while they are doing this, they are building stronger communities." For more information, visit the Neighborhood Networks Week 2006.

There are 35 recognized learning centers in Kentucky and more than 1,200 Neighborhood Networks Learning Centers in the U.S. and Puerto Rico. Whether your property is designated for families, or for seniors, if you are interested in joining this initiative, please contact Janice Page, Neighborhood Networks Coordinator, at 502-582-6163, extension 271, to learn more.

*Submitted by Janice Page*

## SERVICE COORDINATOR NOTES



It is that time again! Time to submit those semi-annual reports. The HUD-92456 form, Semi-Annual Service Coordinator Performance Report and the SF-269-A form, Semi-Annual Financial Status Report, are due by October 30, 2006. This reporting period will cover activities from April 1 to September 30, 2006. Please make every effort to submit the reports by the due date. I know that there are many other things that you would rather be doing, but it is a requirement to retain the grant funds and to prevent those delinquency reminder letters. If your grant includes Quality Assurance activities, you must provide a copy of at least one annual report that your QA provider submits to you each year. You must submit this copy along with the semi-annual financial and performance reports that are due on October 30.

The American Association of Service Coordinators, National Service Coordinator Conference will be held in Nashville, Tennessee, on October 8-11, 2006. Many Service Coordinators will be attending from Kentucky. This is an excellent opportunity for Service Coordinators to attend a national conference because this conference is within a reasonable driving distance and can save on travel costs.

For more information on the conference visit the AASC website at [www.servicecoordinator.org](http://www.servicecoordinator.org).

Kentucky will be well represented at the conference. Nancy Hiltibrand and Katie Luning, Service Coordinators at Panorama Apartments and Michelle Lloyd, Service Coordinator at American Village Apartments will be presenting educational sessions at the conference. Also being honored at the conference will be Barbara Gordon and Debbie Cravens of Chapel House and Friendship House, Hopkinsville for being one of the first graduates of the AASC Professional Service Coordinator Program.

Congratulations to these Service Coordinators on their accomplishment!

Lastly, the 2007 Housing Management Conference Committee is meeting regularly planning for the conference in May 2007. Committee members for the Service Coordinator Track are Dawn Davis, New Directions Housing Corporation, Kerra Robertson, Lee Manor Apartments and Donna Dudgeon. HUD Plans include expanding the Service Coordinator track to two days instead of the one-day of training.

If you have any ideas or suggests of topics that you would like to see presented during the SC track, please do not hesitate to contact Donna Dudgeon at 502-582-6163 x 386 or [Donna\\_Dudgeon@hud.gov](mailto:Donna_Dudgeon@hud.gov).

*Submitted by Donna Dudgeon*

# MEET OUR NEW MULTIFAMILY HOUSING STAFF

## SARAH ANDINO



This summer Sarah Andino joined the Louisville Multifamily Program Center staff as a summer intern.

In 2003, Sarah graduated from Floyd Central High School in Southern Indiana and is currently a full time student at the University of Louisville. She is majoring in Political Science, with minors in Philosophy and Economics.

In her spare time, Sarah enjoys vacationing in tropical places, attending concerts, dancing, and hanging out with her friends. One day Sarah would like to have her doctorate degree so that people will address her as Dr. Andino!

Some of you may have already met Sarah as she has conducted many of the Service Coordinator reviews for our office.

Elizabeth Doan began her HUD career as a Project Manager this summer. She previously worked for the U.S. Military Entrance Processing Center in the building behind ours.

Liz graduated from Sullivan University with a degree in Information Technology. She has been married to her husband Twan for 10 years. They have three great kids, Christopher, Kirsten, and Cameron. Liz was born in Dallas, Texas, and has two sisters. With three small children Liz only laughs at the question, "what do you do in your spare time?"

Liz already has a property management portfolio and is receiving training from fellow HUD staff members.

## ELIZABETH DOAN



## !!! SAVE THE DATE !!!

Planning for the 2007 Housing Management Conference is well underway!!

The conference will be May 15-17

at the Galt House East in Louisville, Kentucky.

This year's conference coordinator is Mendy Boehm.

Any suggestions or ideas should be forwarded to her attention at: [mboehm@kyhousing.org](mailto:mboehm@kyhousing.org).



# HAVE YOU NOTICED ANYTHING NEW AT KHC LATELY?



**Kentucky Housing Corporation (KHC) got a new logo.**

**We would like to compliment you on your choice of color and style.**

**However, we can't help but notice that your new little green man looks a little too familiar.**



**Do you think it's a coincidence that KHC's new little green man looks so much like HUD's old little green man?**

## **\*\*Attention Owners\*\***

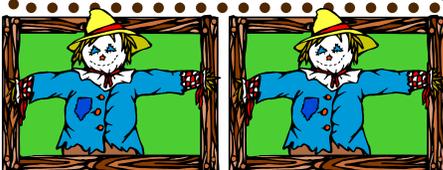
### **DO NOT**

schedule an inspection when called by the inspector or scheduler if there is a good reason to not have one done!

Examples of Good Reasons to NOT have an Inspection Done:

- Major Rehab Taking Place
- Recent Major Fire
- Possible Scheduling Conflict\*

\*Please note: Owner has the right to negotiate the date within a reasonable window. Please contact your local project manager with any scheduling conflicts.



## **CHECK YOUR THROUGH WALL UNITS**

Many properties have through wall air conditioning units or heat pumps that provide conditioned air. These devices usually require little maintenance and function well for a long period of time. However, it is critical to the tenant's health that the condensation from the unit is drained externally as quickly as possible. Improper drainage can cause costly problems as well as health issues. Without proper drainage, the condensation remains in the unit's drain pan. Even the smallest leak can cause mold, which can only be mitigated by removing the drywall.

Preventative maintenance should be taken to ensure that all units have a positive drain to the exterior. Some models rely solely on a fan blowing over the condensation pan to eliminate the water. If you have this model, adding a simple drain line through the wall is recommended. Condensation will drain from the chassis into the sleeve during normal operation. This can also occur during times of high humidity while in cooling operation.

Installing a drain kit will control condensation. The main part in the kit is a simple U-shaped drain tube (usually made of PVC). The drain tube extends through the unit and turns downward in order for the condensation to exit the unit (See Figure 1). It is recommended that you take time to check you through wall units to ensure they have a positive drain to the exterior. This will save you money as well as promote a healthy environment for your tenants.

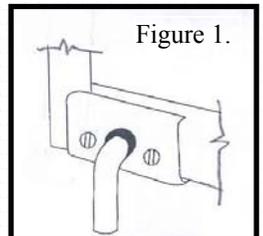


Figure 1.

*Submitted by Wood McGraw*

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Want to receive our newsletter?

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