



U. S. Department of Housing and Urban Development
Tampa Area Office
Multifamily Housing Division
500 East Zack Street Suite 402
Tampa, FL 33602

Tel: 813 228-2026 Fax: 813 228-2844
Internet: <http://www.hud.gov>

November 26, 2003

TAMPA OFFICE Multifamily Newsletter 04-2

This is the third installment of a publication issued by the Multifamily Housing Management staff of the Tampa HUD Office. It is intended to serve as means of communicating with owners and managers of multifamily properties under the purview of HUD's Tampa Office on program issues that impact the operation of such real estate. If you would like to be placed on the electronic mailing list to receive this publication and other program updates, please send an e-mail message to : Alan_Coupland@hud.gov

Portfolio Changes

The Tampa Multifamily Office now has responsibility for the servicing of all properties located in Citrus, Hernando and Polk counties. This change was effected earlier this month with the arrival of a new staff member from Pittsburgh, Laura (Berry) Baldwin. This means that the Multifamily section in Tampa now has complete coverage for the 12-county jurisdiction, which also includes DeSoto, Hardee, Highlands, Hillsborough, Manatee, Pasco, Pinellas, Sarasota, and Sumter counties.

Any correspondence relative to properties within the Tampa jurisdiction should be sent directly to the office here at the following address:

U.S. Dept. of HUD – MF
500 E. Zack Street
Suite 402
Tampa, FL 33602-3918

In conjunction with the additions to the inventory, we also rearranged some of the servicing responsibilities to align assignments under common management companies, in an effort to afford better customer service. This action affected a limited number of properties in our inventory, and those of you who are having changes should be contacted shortly by your respective project manager.

The current Tampa Multifamily staff includes the following individuals:

Laura (Berry) Baldwin	extension 2002
Barbara Black	2007
Alan Coupland	2004
Patricia Foubert	2008
Sharon Johnson	2104
Andrew Madison	2108 *
Everett Rothschild	2006
Bill Schroeder	2009

- presently on military leave

The primary telephone number is (813) 228-2026

The primary FAX number is (813) 228-2844

Any of the HUD staff can be contacted via email, also – an example of the internet address is found in the first paragraph of this newsletter

➤ Program Information

SECTION 8 CONTRACT ADMINISTRATION

The latest word from HUD Headquarters is that the awarding of the PBCA contracts for those unserved areas of the country, including Florida, will be announced next month.

This potential change, based upon the implementation of this initiative in other areas, will result in every property covered under the PBCA Contract having an onsite review performed every year. The PBCA will also be responsible for addressing resident concerns/complaints from those covered units, and for insuring compliance with Exigent Health & Safety(EHS) deficiencies on REAC's physical inspection reports.

For more information on the PBCA initiative, you can go to their website at:

<http://www.hud.gov/offices/hsg/mfh/rfp/sec8rfp.cfm>

Notice H-03-22 – Guidance to Contract Administrators on providing Information to Law Enforcement on Fugitive Felons – is available from www.hudclips.org

Contract Administrators will also be receiving instructions on the reporting mechanisms for errors found under the Rental Housing Integrity Improvement Program (RHIP) sometime in January 2004, after HUD Headquarters has finalized procedures for the collection of this data. RHIP will be one of the major program initiatives for HUD in FY 2004, and will result in more intensive onsite monitoring, along with the review of Fair Housing activities that resulted from an agreement reached between FHEO and Housing on information to be provided from project visits.

SECTION 8/OCCUPANCY ISSUES

HUD Headquarters will be implementing the following procedures that affect the Section 8 program :

- **Partial Month subsidy (converting 30 day month calculations to actual days in the month) will not be required until January 10, 2004 with the submission of the February 2004 vouchers.**
- **The 85% compliance ratio in TRACS will be effective on March 1, 2004. if the compliance ratio has not been met by March 1, 2004, payment of the entire voucher may be withheld until the data corrections have been made.**

Notice H-03-23 – Office of Management and Budget Mandated Reporting Changes to Race and Ethnicity Categories is available from www.hudclips.org. This notice explains to owners/agents the new process for collecting data and provides a copy of Form HUD-27061-H, to be used for this program.

There are also new Section 8 forms (HUD 52670/1,etc.) and updated versions of the Management Certifications (HUD 9839,etc.) available on HUDCLIPS, as referenced in HUD Handbooks 4350.3 and 4381.5, respectively.

There have been questions relating to the absence of instructions in the new Section 8 Handbook (4350.3 REV-1) on submitting hard copies of the Section 8 Voucher (HUD 52670) to HUD's Financial Management Center (FMC). In lieu of having received any determinative guidance on this matter, it is recommended that owners/agents should adhere to what is specifically outlined in the Handbook, pending any issuance from HQ reflecting the elimination of this requirement.

Handbook 4350.3 REV-1 may be obtained on HUDCLIPS (www.hudclips.org) or by calling 1-800-767-7468.

Questions on HUD Handbook 4350.3 REV-1 should be submitted to the electronic mailbox at : Occupancy_Handbook_Comments@hud.gov

There are also a listing of Frequently Asked Questions (FAQ) that are maintained on the following website:

<http://www.hud.gov/offices/hsg/mfh/rhiip/faqoccupancy.pdf>

A summary of HUD Handbook 4350.3 REV-1 can be found at the following website :

http://www.hud.gov/offices/hsg/mfh/rhiip/4350_3ownerssummary.pdf

NEW POLICIES INTRODUCED IN HANDBOOK 4350.3 REV-1, OCCUPANCY REQUIREMENTS OF SUBSIDIZED MULTIFAMILY HOUSING PROGRAMS

1. **Estimating Medical Expenses**

- **New Handbook:** 1) Owner may use expenses the family anticipates to be paid during the 12 months after recertification. 2) Owner may use unreimbursed medical expenses paid during the past 12 months to estimate medical expenses. 3) Past “one-time” nonrecurring medical expenses that have been paid in full may be used in the calculation of the medical expense deduction if the one-time expense was not used for an interim recertification in the prior year.
- **Old Handbook:** Expenses anticipated to be paid by the family in the 12 months after recertification.

2. **Increases the Threshold that Triggers an Interim Recertification.**

- **New Handbook:** \$200
- **Old Handbook:** \$40

3. **Revises Recertification Timeline for Starting the Process of Notifying Tenants.**

- **New Handbook:** 120 days prior to tenant’s recertification anniversary date
- **Old Handbook:** 90 days prior to tenant’s recertification anniversary date

4. **Tenant Selection Plans**

- **New Handbook:** Requires owners to develop, and make public, a tenant selection plan that includes certain required contents.
- **Old Handbook:** Stated that owners should develop a written tenant selection plan

5. **Affirmative Fair Housing Marketing Plan**

- **New Handbook:** Requires owners to update AFHMP every 5 years as needed to ensure compliance.
- **Old Handbook:** No requirement for frequency of update

6. **Family Size for Income Limits**

- **New Handbook:** Owners must include unborn children and children who are in the process of being adopted for determining family size for income limits.
- **Old Handbook:** Owners must count all children anticipated to reside in a unit for determining how many bedrooms a family may occupy. A note at the bottom of Figure 3-6 indicated that unborn children and children who are in the process of being adopted are considered household members for determining income limits, however guidance was given to disregard this note.

7. **House Rules**

- **New Handbook:** House rules are established at the discretion of the owner. Provides extensive discussion for establishing house rules and suggested “reasonable” and “unreasonable” house rules.
- **Old Handbook:** House rules are established at the discretion of the owner. Provided limited examples of house rules.

8. Remaining Family Member

- **New Handbook:** Provides extensive guidance for defining remaining family member and defines under what circumstances assistance may, or may not, be provided that person.
- **Old Handbook:** Defines “surviving family member.” Offers no guidance on when assistance may, or may not, be provided that person.

9. 59 Data Requirements (a form with a description of certain tenant data that the owner is required to collect from tenants that’s used to calculate tenant’s eligibility and tenant’s rent).

- **New Handbook:** Form must be signed by all adult members of the household.
- **Old Handbook:** Form must be signed only by head of household.

10. Special Claims for Unpaid Rent and Tenant Damages and Vacancy Losses During Rent-Up

- **New Handbook:** Owner must submit claim within 180 days after the unit becomes available for occupancy.
- **Old Handbook:** Owner must submit claim within one year after the unit becomes available for occupancy for special claims for unpaid rent and tenant damages. There was no stated time limit for vacancy losses during rent-up.

11. Calculating Partial Month Occupancy

- **New Handbook:** Calculate subsidy by dividing the actual number of days in a month.
- **Old Handbook:** Calculate subsidy by dividing by 30 days.

Training

- * December 3 Florida Housing Coalition Planning, Financing and Developing Affordable Rental Housing Sarasota Hyatt 850-878-4219 www.flhousing.org
 - March 19-21 SAHMA Florida State Meeting 1-800-745-4088 Jacksonville www.sahma.org
- * March 23-25 Quadel Assisted Housing Manager Radisson Riverwalk Jacksonville www.quadel.com
 - April 7-8 Candi Atkins HUD Handbook 4350.3 Crowne Plaza Westshore Tampa www.candiatkinsconsulting.com (702) 270-4564
- * April 20-23 NCHM 4350.3/Certified Occupancy Specialist 1-800-368-5625 Tampa www.nchm.org

Etc.

* **REMINDER** - Until the new APPS procedures are implemented - For non-profit ownership entities, when changes to a project's Board of Directors occur, HUD needs to be notified. At such a time, a new Previous Participation Certification , HUD-2530, listing all current Board members and their social security numbers should be submitted to your local HUD office for review and approval. The Active Partners Performance System is scheduled to be updated early in 2004, and will purportedly allow/require participants in HUD programs to input and obtain data through their secure connections.....more to come(?)

* House and Senate conferees have completed work on an omnibus fiscal 2004 appropriations bill (H.R. 2673) that includes funding for HUD and the Rural Housing Service (RHS). For HUD, the bill provides about \$19.4 billion for Section 8, including \$12.1 billion for renewals.

Congress is presently working under a sixth Continuing Resolution, which allows the government to operate through January 31, 2004.

- Clarification on use of the Lifeline program offered by Verizon for customers in Florida who are residents of Section 202/811 facilities – there had been some confusion over whether residents of HUD properties constructed under Section 202 or 811 programs were eligible for the Lifeline program, which provides a discount to qualified individuals on their basic monthly telephone bill. After discussions with the Tampa MF Office, Verizon officials concluded that Section 202/811 residents are indeed eligible to participate in the Lifeline program. To obtain information on this program, you can call 1-800-483-4000 . or log onto the website at :

<http://www.lifelinesupport.org/li/consumers/states/fl/verizonfl.asp>

- **WalMart has discontinued taking appointments for their free vision screening program that were being provided to low-income applicants. They may have the program again in the future if they get enough positive feedback 😊**