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TAMPA OFFICE Multifamily Newsletter

04-4

This is an abbreviated version of the fifth 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

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Program Information

SECTION 8 - OCCUPANCY ISSUES

- **REMINDER:**

For all Section 8 Contract renewals, regardless of the option being selected, the owners must submit their determinations (using attachment 3 of the Section 8 Processing Guide) to HUD or their Contract Administrator at least 120 days prior to expiration of the contract.

Rent increase packages included with the Section 8 Contract renewal package should be clearly marked, and will be forwarded by Jacksonville to the appropriate project manager assigned to the respective property. Projects that have Rent Comparability Studies (RCS) over 4 years old will need to submit a new RCS with their next contract renewal package – RCS's are only valid for 5 years.

NOTICE

The revised Occupancy Handbook 4350.3 requires an update/revision of some of HUD's standard forms. The Office of Multifamily Housing Programs issued notice in November 2003 the new HUD forms would be effective with the owners' submission of July 2004 vouchers (submitted in June 2004).

The HUD's standard forms are as follows:

- HUD-52670 - Housing Owner's Certification and Application for Housing Assistance Payments
- HUD-52670A-1 - Tenant Assistance Payments Due
- HUD-52670A-2 - Special Claims Schedule
 - HUD-52671-A - Special Claims for Unpaid Rent/Damages
 - HUD-52671-B - Special Claims for Vacancies During Rent-up
 - HUD-52671-C - Special Claims for Regular Vacancies
 - HUD-52671-D - Special Claims for Debt Service

DELAYED IMPLEMENTATION

Implementation of voucher and special claim forms will be delayed until further notice. The Office of Multifamily Housing Programs will publish a new timeline for providing industry specifications for changes to the Monthly Activity Transaction (MAT) guide and HUD forms; availability of TRACS test region for software vendors; and a TRACS implementation schedule for processing the new Monthly Activity Transactions (MAT) and submitting the new/revised HUD forms.

TRACS changes

The recent TRACS Industry Meeting and training held March 10, 2004 is available for viewing at the following website link:

<http://www.hud.gov/webcasts/archives/multifamily.cfm>

Slides from this presentation are also available at the following website link:

<http://www.hud.gov/offices/hsg/mfh/trx/trxmeet.cfm>

HUD will check each month's Section 8 voucher requests for payment and compare it with TRACS tenant data to determine the project's compliance percentage (active certifications/regular units billed x 100). Non-compliant requests for voucher payments will generate a broadcast notification message that appears on the TRACS system. Owners/agents will be given an opportunity to provide sufficient data for those vouchers that are non-compliant. Those with a high percentage of non-compliant vouchers will be subject to suspension until the number of tenant certifications in TRACS meets an acceptable level to substantiate payment. **Voucher payment requests submitted for payment in April 2004 will be subject to Optimum Tenant Compliance of 85%.**

Questions regarding TRACS problems are to be addressed to the Multi-Family Help Desk:

- 1-800-767-7588
- Tracs@hud.gov
- Tracs_hotline@hud.gov
- Fax – (202) 401-7984

REPLACEMENT RESERVE ISSUES

The new Reserve for Replacement Funds Authorization form (HUD 9250) is now available from HUDCLIPS (www.hudclips.org). Please note that HUD Notice 99-13/00-25 has expired and is being replaced with guidance currently being developed in HQ; please refer to chapter 4 of HUD handbook 4350.1 REV-1 .

Training

- April 7-8 Candi Atkins Section 8 - HUD Handbook 4350.3 Crowne Plaza Westshore Tampa www.candiatkinsconsulting.com (702) 270-4564
- April 19-21 SAHMA Florida State Meeting 1-800-745-4088 Jacksonville www.sahma.org
- April 20-23 NCHM 4350.3/Certified Occupancy Specialist 1-800-368-5625 Tampa www.nchm.org

ETC.



Owners/agents of non-elderly properties built before 1978 will be receiving notices from the local HUD offices requesting verification that certification of Lead-Based Paint activities has been completed. According to a July 12, 2002 letter sent to all owners and managing agents from acting Deputy Assistant Secretary for Multifamily Housing Programs, Fred Tombar, certifications of compliance were to have been provided to the local HUD office; those properties for whom no certification has been received will be sent a one-time notice to address this matter.

The Tampa MF Office will also be following up on owners/agents of 236 properties who have not submitted their Excess Income Reports (HUD 93104) or documentation required under Notice H-03-13 (02-14).

If you have any suggestions for topics or questions on HUD program matters, please send an email to the address on the front page of this newsletter (alan_coupland@hud.gov).

