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TAMPA OFFICE Multifamily Newsletter

04-5

This is the sixth installment of a publication issued by the Multifamily Housing Management staff of the Tampa HUD Office. It is intended to serve as a 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

Program Information

SECTION 8 - OCCUPANCY ISSUES

- **Performance Based Contract Administrator (PBCA) Announced**

The long-awaited award for PBCA oversight of HUD Section 8 contracts for the state of Florida was given last week to North Tampa Housing Development Corporation (NTHDC). NTHDC is a consortium with Tampa Housing Authority (THA) as the primary entity, along with CGI, a large consulting group that operates as Assisted Housing Services Corporation in Ohio and other areas of the country.

This action will impact those privately-owned multifamily properties in Florida with project-based Section 8 Contracts. It will not impact properties under HUD's purview that only have Rent Supplement, PAC, PRAC, RAP, Section 236 or Rental Assistance subsidies. For more information on PBCA activities, visit the website : <http://www.hud.gov/offices/hsg/mfh/rfp/sec8rfp.cfm>

- **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. The procedures for processing the RCS's are found in Chapter 9 of the Section 8 Renewal Guide, and include a requirement that the RCS be prepared by a Certified General Appraiser licensed in the applicable state.

<https://www.myfloridalicense.com/licensing/wl16.jsp> is a website maintained by the state of Florida which provides a listing by County of the certified general appraisers currently licensed in Florida. Another website that may be of assistance is: www.asc.gov

- **UTILITY ALLOWANCES**

For those properties having tenant-paid utilities where a Personal Benefit Expense (PBE) is allocated to each resident, the owner/agent is responsible to recommend an appropriate amount for this allowance, in accordance with HUD guidance. Handbook 4350.1 , REV-1 provides an overview of the process for budget-based submissions in paragraph 7-24. It is important that the utility allowances be evaluated periodically, and that necessary adjustments be included in any notices to the residents and the submission package.

The recommended utility allowance should represent the owner's best estimate of the average monthly utility cost that an energy-conscious resident will incur for the year. The utility allowance is not meant to pay all actual utility costs.

- **REPLACEMENT RESERVE ISSUES**

The new Reserve for Replacement Funds Authorization form (HUD 9250) is now available from HUDCLIPS (www.hudclips.org). Please refer to chapter 4 of HUD handbook 4350.1 REV-1 for the procedures for submitting requests to the HUD Office. The 9250's should be filled out completely to enable timely processing; many times, the information regarding the mortgagee is deleted or not provided in a complete fashion. If you have knowledge of a particular contact person at the financial institution, it would expedite matters to include that name on the form.

Owners/agents of non-elderly properties built before 1978 will soon 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.

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).



Training

- August 2-6 FAHA Annual Convention & Professional Exhibit - Orlando
Royal Pacific Resort at Universal Studios www.faha.org
(850) 671-3700
- September 8-10 NCHM 4350.3/Certified Occupancy Specialist Tampa
1-800-368-5625 www.nchm.org
- September 14-15 FAHA Elderly Housing & Service Coordinator Workshops
Jacksonville (850) 671-3700 www.faha.org

ETC.



If there are any informational items that you would like to see included on Tampa HUD's local website, please send an email to: [Alan Coupland@hud.gov](mailto:Alan.Coupland@hud.gov) or send a letter to his office at:

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