



OREGON HOUSING & COMMUNITY SERVICES
HUD CONTRACT ADMINISTRATION SECTION
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INTEROFFICE MEMO

DATE: May 9, 2011
TO: Owners and Management Agents
FROM: Rhonda Crawford, Manager
HUD Contract Administration Section
Asset & Property Management Division
SUBJECT: **Program Information**

HUD GRANTS FOR HOUSING-RELATED HEALTH ISSUES

In a press release on April 11, 2011, HUD announced grants to help owners of multifamily housing to correct housing-related health issues. This may include anything from lead based paint removal to mold/mildew. Information about the grants is located at http://portal.hud.gov/hudportal/HUD?src=/press/press_releases_media_advisories/2011/HUDNo.11-056

HUD PERFORMANCE-BASED CONTRACT ADMINISTRATION RE-BID

HUD is in the process of re-bidding the Performance-Based Contract Administration contracts across the nation. Oregon Housing and Community Services spent the past two months preparing a proposal that was submitted to HUD on Thursday, April 28, 2011. HUD will announce the successful candidates by the end of June 2011. OHCS will inform you when the announcement is made. In the meantime, we are back to business as usual.

HAP VOUCHER PROCESSING NEWS

Late Annual Certifications (AR) – OHCS received clarification from HUD on the 15th-month terminations of subsidy for annual certifications that have not been completed (including transmittal through iMAX). HUD headquarters will terminate the subsidy at the end of the 15th month for all late ARs. (HUD Handbook 4350.3 REV-1 Chng 3, Chapter 7, 7-6)

If the AR is late due to non-compliance by the tenant, the owner/agent should terminate assistance and take the tenant to market rent effective on the recertification anniversary date. To re-instate assistance, complete an IC effective the first day of the month after the tenant reports to the owner/agent. If the O/A does not terminate assistance and the completed certification is not transmitted, the OHCS voucher specialist will terminate the assistance at the end of the 15th

month. The effective date of the termination will be the date the previous year's anniversary date. Re-instate assistance through the completion of an Initial Certification (IC). Follow the instructions in the HB 4350.3 REV-1 Chng 3, Chapter 7.

If the late AR is due to owner/agent error, do not terminate assistance. Complete an AR effective on the previous year's anniversary date. Please be sure to communicate with your voucher specialist so that a termination is not processed in the OHCS system. However, the OHCS and TRACS systems will not pay subsidy. If the AR is not completed by the end of the 15th month, HUD headquarters will terminate the assistance, but the transmitted AR will re-instate the subsidy.

Social Security Number Requirement – This is a reminder that social security numbers for ALL household members must be obtained and verified before the household is taken from the waiting list and housed in a unit. OHCS received clarification from HUD to recapture subsidy from move-in until the date all SSNs are obtained and verified.

Rehab of Existing Units – Please contact your voucher specialist before you begin rehab on your property. HUD has set specific guidelines for the assistance payments during rehab, and your voucher specialist will help you determine the correct method to be used.

HUD REGION X WEBSITE

The HUD Region X website has information that pertains to Oregon affordable housing owners. The link to the website is:

<http://www.hud.gov/local/shared/working/r10/mf/whatsnew.cfm?state=wa>

INDUSTRY TRAINING OPPORTUNITIES

- NCHM – Find out what courses NCHM offers and when they will be training in your area. The web page is found at <http://www.nchm.org/SubTrainingLanding.html?Military.html>.
- Quadel – Please see the following website for all the course schedules: http://www.quadel.com/course_info.aspx?id=163
- Paulhus and Associates – Online training opportunities at <http://paulhus.net/training>
- The following link will take you to a Calendar of Events on the HUD RHIP website where there may be other training possibilities: <http://www.hud.gov/offices/hsg/mfh/rhiip/eventscalendar.cfm>

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- 1. First, hold down the Ctrl key and click on the link, or*
- 2. If #1 did not work, highlight the link and copy/paste it into the browser address bar.*