



U. S. Department of Housing and Urban Development
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TAMPA OFFICE Multifamily Newsletter 05-1

This is the last hard copy version of a publication issued by the Multifamily Housing Management staff of the Tampa HUD Office. From this point forward, all transmissions of this newsletter and other program updates will be effected through electronic mail to those entities that have signed up to receive such information. 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)**

The North Tampa Housing Development Corporation (NTHDC) will be assuming their role as Florida's Performance Based Contract Administrator (PBCA) on December 1, 2004, with the actual processing of Section 8 vouchers expected to begin in February 2005. Projects impacted by this new contract will be provided additional information by NTHDC later this month.

The Contract Administrator Oversight Monitor(CAOM) responsible for HUD's review of NTHDC's activities is Daphne Mallory, of the Jacksonville HUB. She can be reached at (904) 232-1777, extension 2050. For more information on PBCA activities, visit the website :

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

- **HANDBOOK change**

Occupancy Handbook 4350.3 REV-1 Chg. -1 – was issued August 26, 2004 and is available on www.hudclips.org , along with the newly issued Fair Market Rents (FMR's), which were effective October 1, 2004. The Handbook change revises chapters 2,3,and 4, and adds several exhibits for clarification.

- **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. 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

Training

- December 6-7 FAHA /Candi Atkins Occupancy Seminar - Tampa
Marriott Airport www.faha.org (850) 671-3700
www.candiatkinsconsulting.com (415) 399-1235
- March 22-24, 2005 Quadel 4350.3/Assisted Housing Manager Jacksonville
www.quadel.com

ETC.



- Rachel Parshall is now monitoring the projects located in Citrus, Desoto, Hardee, Highlands, Polk and Sumter counties. All correspondence, except Section 8 Renewals, should be forwarded to Rachel at our office address:
U.S. Dept. of HUD – MF
500 E. Zack St. Suite 402
Tampa, FL 33602-3918
- If you have Reserve for Replacement withdrawals requests that you anticipate submitting to be processed before the calendar year end, it is highly suggested that you forward those documents by December 10, to allow for staff shortages and the holiday season.
- To access any of the previous newsletters, you can go to the website below:
<http://www.hud.gov/local/fl/working/localpo/mfhtampanewsltrs.cfm>
- Here is the link for the new disaster recovery guidance Notice 04-22:
http://hudclips.org/sub_nonhud/cgi/pdfforms/04-22h.doc