

Kentucky Housing Partner



2012 Spring Issue

Louisville Multifamily Program Center

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IN THIS ISSUE

MR. HUD	1
GET YOUR DUNS NUMBER & CCR REGISTRATION	2
CHANGE IN SPECIAL CLAIMS PROCESSING	2
SUBMISSION OF 236 & 221D3 EIV STUFF	3
DISASTER HITS THE BLUEGRASS	4
SERVICE COORDINATOR NOTES	5
DAYLIGHT HARVESTING CONTROLS	6
NEW FEDERAL PROTECTIONS	6
SOCIAL SARAH	7
2012 AWARD NOMINATIONS	7
TIPS TO PASS REAC INSPECTIONS	8

The Most Wonderful Time of the Year!

Mr. HUD is really happy the best time of the year is here: Basketball Tourney Time! While following his favorite teams of Louisville/Kentucky/Murray State/Western Kentucky/Indiana/Memphis/Michigan/Vanderbilt/UNLV, he phoned in his greetings from Las Vegas to his adoring fans. OK....not all of the teams are winners, but he still loves them all.

Speaking of winners, the much anticipated Housing Conference in May is rapidly approaching. Please ensure that you register and attend the Conference as Mr. HUD would hate to miss any of his adoring fans this year. Mr. HUD, for one, is especially interested in the Integrated Pest Management and Dealing with Difficult Residents sessions. Not that he has pests or difficult residents; he just likes to throw

his two cents in on topics that he has abundant knowledge of. Mr. HUD is also excited about the yummy lunches that Carolyn Fox has especially picked just for him. And, of course, he will be the easy winner of the Tuesday night karaoke contest, everyone else will be vying for second place.



Mr. HUD would like to bid a very fond farewell and happy retirement to Sister Ann Boone of the Nazareth Villages. Mr. HUD will miss her dedication to the residents of Nazareth Villages, her lively tours of the historical Villages to unexpected visitors and her wonderful invocations she offered before the opening lunch at the Conference.

Register Now!

MAY 15 - 17, 2012

Registration for the 2012 Housing Mgmt Conference is underway!

Register Online at

<http://www.kyhousing.org/> or
<http://www.sahma.org/>



Hear Ye! Hear Ye!

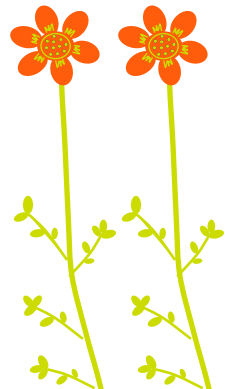
Get your DUNS Number and CCR Registration!!!

Housing Notice H 2011-01 was issued on January 5, 2011, provided the regulatory reporting requirements and guidance for legal entities receiving federal assistance. Rental assistance payments made under Project -Based Section 8 or Section 202 or 811 Project Rental Assistance Contracts are covered under these requirements. *Owners must obtain a DUNS number and have an active, valid registration in CCR.*

HUD uses your CCR registration data for payment and contract information purposes. CCR registration includes your electronic funds transfer (EFT) data and will expedite contract payments. **Failure to provide and maintain current certifications will result in the inability for future funds to be obligated by HUD.** This includes funds to be obligated for renewals of HAP Contracts, PAC Contracts, PRAC Contracts, & all Grant Funds issued by the Department. You must renew and revalidate your CCR registration at least every 12 months from the date you previously

registered. However, you are strongly urged to revalidate your registration more frequently to ensure that CCR is up to date and in sync with changes that may have been made to DUNS and IRS information. If you do not renew your registration, it will expire. An expired registration will affect your ability to receive contract awards or payments, submit assistance award applications via Grants.gov, or receive certain payments from the Department.

Owners who are not in compliance with the requirements of this Notice by April 23, 2012, risk suspension of their housing assistance or rental assistance payments. Please review your records to ensure that your CCR Registration number is active/renewed. If you have not provided a copy of your DUNS number and CCR Registration to our office, please complete the Attachment A in accordance with Housing Notice H 2011-01 at your earliest convenience.



Information concerning obtaining a DUNS number is available at:

http://www.dnb.com/us/duns_update/

Information concerning CCR (Central Contractor Registration) is available at:

<https://www.bpn.gov/ccr/default.aspx>

CHANGE IN SPECIAL CLAIM PROCESSING

Historically, the Louisville Field Office and Kentucky Housing Corporation have rejected vacancy claims for unit transfers except in the case of reasonable accommodation, and/or a change in family composition.

Effective immediately, this policy has changed to allow special claims (vacancy) for reasons other than reasonable accommodation and changes in

family composition, for a maximum of 60 days total. This will be split between the two units.

Owners/agents (O/A) are reminded; claims must be submitted for approval no more than 180 days from the **date the unit becomes market ready**. Once the claim is approved by this office or Kentucky Housing Corporation, the O/A has 90 days in which to bill the approved claim on a voucher.

Any questions regarding this change should be directed to Debbie White at 502-618-8156 or email Deborah.f.white@hud.gov.

EIV System Updates for Multifamily Housing Program Users

Revised Enterprise Income Verification (EIV) System Notice H 2011-21 Issued August 17, 2011

Submission of 236 and 221(d)3 EIV stuff

Notice H 2011-21 mandates that both Section 236 and Section 221(d)(3) Below Market Interest Rate (BMIR) type properties must collect EIV data on tenants. However, it has come to the attention of our office that some of these type properties have not been pulling EIV reports. What we have heard from some owners and agents is that they cannot do EIV because they are not submitting form HUD-50059s for their tenants, unless of course they are receiving Section-8 assistance.

In July of 2004 HUD passed the "Automation Rule" which requires owners of subsidized multifamily properties to submit accurate data for housing assistance payments. This means that data for certifications, recertifications, and subsidy billing has to be sent through TRACS. These rules apply to both Section 236 and Section 221(d)(3) properties. If you have not been submitting form HUD-50059s for these types of properties you should be submitting the forms through TRACS. While tenants are not directly receiving rental assistance in the form of HAP payments, they are receiving a reduced rent because the interest rate on the property's mortgage allows the property to set the rents lower than market rate. You do not have to collect EIV data for tenants that are paying market rate rent.

EIV begins with TRACS. So you must first get set up in TRACS. You will need an active TRACS user ID and password. The following is a website with helpful links to get started in TRACS if you are not already using the system: http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/mfh/trx/trxsum. You do not have to have a Section-8 contract number to use TRACS. For technical assistance with TRACS and/or EIV you may also contact the Multifamily Help Desk at 800-767-7588. Also, if you are still having difficulty accessing TRACS and pulling reports please remember to document your efforts so that anyone reviewing your property will know you are attempting to use EIV appropriately.



Need help locating rental housing?

**Check out these
resources:**

**KHC Rental Housing
Directory**

[http://www.kyhousing.org/
uploadedFiles/
Rental_Assistance/
AssistedRentalHousingRe-
port.pdf](http://www.kyhousing.org/uploadedFiles/Rental_Assistance/AssistedRentalHousingReport.pdf)

**HUD Subsidized Apt.
Search**

[http://www.hud.gov/apps/
section8/index.cfm](http://www.hud.gov/apps/section8/index.cfm)

Register Now!

MAY 15 - 17, 2012

Registration for the 2012
Housing Management
Conference is underway!

Register Online at
<http://www.kyhousing.org/>
or <http://www.sahma.org/>

Disaster Hits the Bluegrass

The storms that came through our beautiful Commonwealth on February 29 and March 2, 2012 left their mark on 21 Kentucky counties; Bath, Campbell, Carroll, Grant, Magoffin, Martin, Montgomery, Rowan, Wolfe, Johnson, Kenton, Laurel, Lawrence, Menifee, Morgan, Pendleton, Ohio, Grayson, LaRue, Russell, and Trimble.

Federal statute and HUD regulation require **Presidentially Declared Disaster (PDD)** displaced residents to be given **priority** over other applicants for either temporary or permanent housing in all multifamily properties currently insured under sections 221(d)(3), 221(d)(4), 221(d)(3)BMIR,

and 236 programs (Refer to HUD Handbook (HHB) 4350.3 REV-1, Chapter 4, paragraph 4-6). The term of this requirement is for 18 months from FEMA's publication of the PDD declaration, unless extended by Congress.



One of the worst hit areas was West Liberty located in Morgan County. This 48 unit Project Based Section 8 property was practically destroyed, leaving 48 families displaced. Louisville Multifamily Staff Janet Estey, David Melanson, and Debbie White visited the area on Thursday, March 8th and met with the residents and representatives from Winterwood Management. Staff was able to address most of the resident's concerns in addition to handing out listings of available units in neighboring areas.

These families and all of the families affected by this devastation are in the thoughts and prayers of all of us here at the Louisville HUD Office. Additionally, we want to thank Winterwood Management representatives Tim Robinson and Bobby Shook who have been in West Liberty everyday since this disaster occurred working closely with the residents, FEMA, National Guard, and the Red Cross to assist and console our residents. We are extremely fortunate that no one was seriously injured.



Service Coordinator Notes

The Notice of Funding Availability (NOFA) for Service Coordinators in Multifamily Housing was recently announced. Applications must be received by Grants.gov no later than **11:59:59 p.m. Eastern Time on May 14, 2012**. Approximately \$15 million are available in this NOFA for funding new Service Coordinators in Multifamily Housing programs. The Service Coordinator in Multifamily Housing Program provides funding for the employment and support of Service Coordinators in insured and assisted housing properties that were designed for the elderly or nonelderly persons with disabilities and continue to operate as such. Service Coordinators help residents obtain supportive services from the community that are needed to enable independent living and aging in place. For more information about the NOFA or to apply, please visit www.grants.gov.

Each Service Coordinator in Multifamily Housing grant recipient must account for the funds received and disbursed and submit the Standard Form 425 (SF-425) semiannually. Grantees should submit the SF-425 by April 30, 2012, covering the reporting period of October 1, 2011 through March 31, 2012. The form can be obtained from www.hud.gov or at www.forms.gov. Instructions are included with the form. However, if you have any questions about completion, feel free to contact Donna Dudgeon at 502-618-8117. Budget-based service coordinator programs are not required to complete the SF-425.

In addition to the SF-425 forms that are due on April 30th, the Service Coordinator HUD-92456 form is required. Regardless of the funding source, **ALL** Service Coordinators need to complete this form.

The Kentucky Association of Service Coordinators will hold its quarterly meeting at the Puritan Apartments in Louisville on April 19, 2012. All Service Coordinators are encouraged to attend and all persons interested in service coordination are invited. For more information or to register for the meeting, please contact Annette Juhl at 502-634-4731 or via e-mail at ajuhl@beaconproperty.com.

It's almost conference time! May 15-17, property management staff will convene at the Galt House for the 34th annual Housing Management Conference. Service Coordinators will again have their own two-day training track. Other attendees are always welcome to attend any of the Service Coordinator track sessions. In fact, on Wednesday, the Service Coordinator and Elderly Housing tracks will be training together for a session on the Money Follows the Person program. If you haven't already registered for the conference, you may do so at www.kyhousing.org. The cost of the conference is an eligible Service Coordinator grant expense.

Service Coordinators can receive credit toward their annual required training hours by attending the conference. Training hour sheets will be available during the conference.

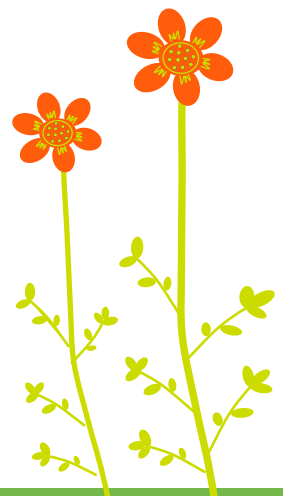
Finally, we are seeking nominations for Service Coordinator of the Year award to be presented at the Housing Management Conference. Nomination forms are available at www.kyhousing.org and should be e-mailed to Bonnie.B.Meaney@hud.gov or faxed to 502-582-6547. Nominations are due by April 4, 2012.

Hope to see you Down on the Farm!

What is a Service Coordinator?

The Multifamily Service Coordinator program allows multifamily housing owners to assist elderly individuals and nonelderly people with disabilities living in HUD-assisted housing and in the surrounding area to obtain needed supportive services from the community, to enable them to continue living independently.

The grants are awarded for an initial three-year period to eligible owners of multifamily housing for the elderly or disabled, to enable them to hire and support a service coordinator. The funds cover such costs as salary, fringe benefits, quality assurance, training, office space, equipment, and other related administrative expenses. A HUD report released in 2009 noted that aging in place reduces rates of premature institutionalization for low-income elderly residents, thus reducing the costs borne by taxpayers.



DAYLIGHT HARVESTING CONTROLS

Most people have heard of, and maybe use, occupancy sensors in areas of their complexes to control lighting and reduce energy costs. There is another technology out there that is available to owners of new construction and even retrofits...Daylight Harvesting Controls, also referred to as Daylight Dimming Ballasts.

This is how it works. The ballast contains a sensor mounted to the fluorescent light fixture. The sensor continuously measures the amount of daylight in the area of the fixture and calculates how much fluorescent light is actually needed to supplement the daylight being provided. The fixture automatically increases or dims the light, continuously adjusting each fixture and each room. The controls can be used with existing Occupancy sensors and can actually offer additional savings.

What does this mean for your apartments? Daylight Dimming Ballasts can reduce lighting costs anywhere from 35% on a north facing room to 70% for rooms that receive more direct daylight. Prices vary based on system and layout but standard fluorescent ballast at \$25 is about ten dollars cheaper than Daylight Dimming ballast at \$35. You could expect a payback in 5 years with a normal life expectancy of up to 12 years. As technology gets better, so will prices and useful life.

You could also expect reduced cooling loads during peak demand, mid to late afternoon and during the summer months.

While this is not an endorsement of one particular product, you can visit the website listed to receive information that is more user friendly and not as technical. <http://greenballastinc.com/index.php>

NEW FEDERAL PROTECTIONS

New regulations were published in the Federal Register which go into effect on March 5, 2012, regarding federal protections based on sexual orientation, gender identity and marital status. This Final Rule identifies new program requirements for U.S. Housing and Urban Development's (HUD's) rental assistance and homeownership programs, which include the

Federal Housing Administration (FHA) mortgage insurance programs, community development programs and public and assisted housing programs.

The Final Rule published as *Equal Access to Housing in HUD Programs – Regardless of Sexual Orientation or Gender Identity*, includes the following:

- Owners and operators of HUD-assisted housing or housing whose financing is insured by HUD, to make housing available without regard to the actual or perceived sexual orientation, gender identity or marital status.
- Prohibits owners and operators of HUD-assisted housing or housing whose financing is insured by HUD from asking an applicant or occupant about his or her sexual orientation and gender identity for the purpose of determining eligibility or otherwise making housing available.
- All otherwise eligible families, regardless of marital status, actual or perceived sexual orientation, or gender identity will have the opportunity to participate in HUD programs.

Official guidance on how this will affect HUD programs has not been issued as of the date of this newsletter. The final rule may be found:

<http://portal.hud.gov/hudportal/documents/huddoc?id=5359-F-02EqAccessFinalRule.pdf>



A Note from Social Sarah

Spring has sprung again! And it seems to have sprung a bit earlier this year. So get your allergy medicines and tissues ready (only if you have allergies of course) and take some time to enjoy the wonderful weather outside. I also want to wish everyone a happy St. Patrick's Day! Did you know the first color associated with St. Patrick was blue? At some point in the 19th

century St. Patrick's Day became associated with green. Irish legends say that fairies and immortals wore green. Who knew?! I hope everyone was able to get out and celebrate!

Spring time also means it is almost time to see all my friends again at the annual Housing Management Conference. So, get your down on the farm attire ready and I will see everyone in May.

Toodles!

The Edge: Hot off the Press!!!

HUD's Office of Policy Development and Research (PD&R) created *The Edge*, a new online magazine that provides a comprehensive look at PD&R research, periodicals, and publications.

The Edge presents both snapshot views and research analyses in a user-friendly format. You can locate research and periodical content based on your areas of interest through such categories as: Community Development, Fair Housing, Housing Markets, Neighborhood Revitalization, Rental Housing, Affordable Housing, and Sustainability.

Check It Out at:

http://www.huduser.org/portal/pdredge/pdr_edge_home.html

2012 Housing Management Conference

AWARD NOMINATIONS

Kentucky Housing Corporation and the Louisville HUD Office need your help determining who should be recognized for their hard work and dedication over the past year. If you know someone within the housing community who you believe is a winner, let us know!

To submit a nomination, use the online nomination form on KHC's website, <http://kyhousing.org>, or mail the nomination to KHC or HUD at the addresses listed.

Please indicate in which award category your nomination is submitted. **Nominations are due Wednesday, April 4, 2012.**

Awards will be given in the cat orgies listed.

KHC/HUD Awards

Resident of the Year
Best Curb Appeal
110 Percent Award
Most Improved Property
Manager of the Year—Elderly
Manager of the Year—Family
Best Special Needs Housing
Outstanding TRACS/Voucher Processing
Outstanding Management Company
Outstanding Property Supervisor
Outstanding Elderly Property
Outstanding Family Property
Outstanding Maintenance Person—Elderly
Outstanding Maintenance Person—Family

Send KHC/HUD Nominations to:

Shannon Brown
Kentucky Housing Corporation
1231 Louisville Road
Frankfort, Kentucky 40601
Email: sbrown@kyhousing.org
Fax: (502) 564-9962

HUD Awards

Best New Project
Best PRAC 202
Best PRAC 811
Best Market Rate Project
Greening of Kentucky
Service Coordinator of the Year

Send HUD Nominations to:

Bonnie Meaney
U.S. Dept of HUD
601 West Broadway, #110
Louisville, Kentucky 40202
Email: Bonnie.B.Meaney@hud.gov
Fax: (502)-582-6547

**ALL ENTRIES MUST
BE RECEIVED BY
WEDNESDAY,
APRIL 4, 2012.**

Tips to Pass REAC Inspection



REAC inspections can often be a stressful time for residents and site staff. To put many of those fears to rest, there are some steps that the site manager or maintenance supervisor may take to make the inspection somewhat easier. The process should begin by:

1. Doing a 100% inspection of the entire property. Keep in mind that all “common areas” are inspectable, and, as such, must be accessible and in operable condition. This means someone will have to get their hands dirty checking the functionality of windows, doors, electrical outlets, stoves, vents, etc.
2. Review the Top 20 Deficiencies or items that are frequently cited as Exigent Health and Safety (EH&S) items. The list can be found at the link below: http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_26479.pdf. Remember that these are the top 20 most commonly occurring deficiencies, not an entire list, so check everything (see #1)..
3. Make sure all electrical boxes, panels, etc, are accessible, whether they are inside or outside. Electric boxes are considered secured if they cannot be opened with your hands only.
3. Have the following pieces of information readily accessible:
 - a. Certificates for Boilers, Elevators, Sprinklers, results of Lead –based Paint inspection/ remediation, etc.
 - b. Area measurements: Parking Lots/ Driveway/ Road (square footage).
 - c. Rent roll/vacant units
 - d. Site Map: So the inspector can plan his/her movement through the property.

Note: Requests to delay an inspection or take units offline due to damage from natural disaster, major construction, etc., should be coordinated through the field office if there is good cause. Contact the HUD Project Manager for the particular property and state the reason for the postponement. This information will be forwarded to the HUB and on to Headquarters.

Want to receive our newsletter?

Sign up for Listserv at
[http://portal.hud.gov/portal/page/portal/HUD/subscribe/
localmailinglist#ky](http://portal.hud.gov/portal/page/portal/HUD/subscribe/localmailinglist#ky)

Or e-mail your contact
information to
Susan.L.Siewert@hud.gov

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Louisville Multifamily
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Dept. of HUD
601 West Broadway
Room 110
Louisville, Kentucky 40202
502.582.5251

Co-Editors:
Sarah Andino
Katherine Calloway
Jess Carlson
Heather Hairgrove