

# Kentucky Housing Partner



Louisville Multifamily Program Center



## Pay.Gov Now Mandatory

Effective August 1, 2010 the use of Pay.Gov became mandatory for all Section 201 Flexible Subsidy loan payments and 202 Elderly and Disabled Housing mortgage payments.

This mandatory change affects all participants in the Section 201 Flexible Subsidy loan program and Section 202 Elderly and Disabled Housing program. The submitter only needs to provide basic information such as project name, project number, type of payment and amount paid. There is no requirement for owners to register. But if payments are reoccurring, then it may be beneficial to complete the registration process to ensure that payments are made timely.

Go to <https://pay.gov/paygov/> for more information.

## Housing Discrimination Against Lesbian, Gay, Bisexual, and Transgender Individuals and Families

The federal Fair Housing Act prohibits housing discrimination based on race, color, national origin, religion, sex, disability, and familial status (i.e., presence of children in the household). The Fair Housing Act does not specifically include sexual orientation and gender identity as prohibited bases. However, a lesbian, gay, bisexual, or transgender (LGBT) person's experience with sexual orientation or gender identity housing discrimination may still be covered by the Fair Housing Act.

For Example:

- A gay man is evicted because his landlord believes he will infect other tenants with HIV/AIDS.

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## Dear Mr. HUD,



Dear Mr. HUD,  
Help me Mr. HUD. We're overrun with bed bugs! We've gotten rid of them time and time again, but they keep coming back, or I should say the tenants keep inviting them back in. This is becoming very costly. Can I charge this to the tenants?

Sincerely,  
Bugged by Bugs

Dear Bugged by Bugs,  
Generally, Mr. HUD would expect you to cover the cost of eradication of any initial infestation. At the same time you should be educating the residents on prevention, early identification and reporting. After you have done that, if you can clearly identify a specific resident as the source of a re-infestation you might be able to pursue either reimbursement of cost or any other remedy available in accordance with your lease.

Mr. HUD also recommends that you take another look at your pet policy. If you consider the bed bugs as pets instead of pests you might be able to collect enough in per pet deposits to cover all of your expenses. You should probably run this idea through your legal advisor first.

Dear Mr. HUD,  
What's with this EIV thing? I'm having trouble getting registered and the help desk doesn't seem to know the answer and KHC is giving me a hard time. Do I really have to do this?  
Frustrated

Dear Frustrated,  
Yes, you do.

Dear Mr. HUD,  
I had so much fun with you at the Conference in May. I can't wait to do it all again. When will it be and what is the theme.  
Goodtime Gal

Dear Goodtime Gal,  
Mr. HUD remembers you well. You were the blond in the tie die t-shirt, right? There's more about the conference elsewhere in this newsletter, but Mr. HUD is looking forward to white rabbits, very important dates, red queens and things becoming couriouser and couriouser. If you liked his outfit last May, you'll be mad about his hat next year.

Keep those cards and letters coming.

# Neighborhood Networks News

Effective October 1, 2010, the Department of Housing and Urban Development (HUD) will begin providing technical support for the Neighborhood Networks (NN) Initiative directly. The Department's goal is to establish a more direct relationship between HUD staff at all levels and owners, management agents, and residents who have made significant investments in establishing and operating NN Centers. There is a need to receive essential information from the NN Centers to inform policy decisions related to the long-term sustainability of NN Centers. This will provide a direct means for the Department, owners, management agents, and residents to evaluate emerging opportunities.

Your leadership and support at the project level is vital to establishing a base line for policy decisions related to the use of project receipts to support ongoing operations. Your NN business plan should be kept up to date using the online Strategic Tracking and Reporting Tool (START), available through the Neighborhood Networks Website at <http://neighborhoodnetworks.org>. When updating your plan, carefully complete the Budgeting and Fundraising Section so that the Department will have a better understanding of all of the resources needed to operate your center. If you need assistance with updating your plan or using START, please call the NN Information Center toll free at 888-312-2743, from 8:30 am through 5:00 pm.

## Healthy Neighborhoods Webinar!

The U.S. Department of Housing and Urban Development's (HUD's) Neighborhood Networks (NN) and the U.S. Department of Health and Human Services (HHS) have teamed up to launch **Healthy Neighborhoods**, a monthly Webinar series aimed at providing resources for healthy living to residents of HUD housing. Multifamily and Public Housing Neighborhood Networks centers are invited to participate in the Webinars. Representatives of the National Library of Medicine (NLM) and the National Network of Libraries of Medicine (NN/LM) will conduct the Webinars. All Webinars will be held from 2 p.m. to 3:30 p.m. Eastern Time. A schedule is provided below.

Prior to each Webinar, centers will receive, via e-mail, a PDF of the PowerPoint handouts. Center staff are encouraged to publicize these Webinars in advance so residents can make plans to attend and derive the benefits of the information provided.

## HUD Neighborhood Networks & the National Network of Libraries of Medicine Monthly Health Webinar Schedule (2010-2011)

### 2010

- Nov 16 Teen Health
- Dec 14 Healthy Lifestyles

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## Farewell to Janice (Page) Spurlin...

The Louisville Multifamily Housing Program Center would like to wish a fond farewell to Janice (Page) Spurlin. Janice has accepted the position of Supervisory Project Manager in Multifamily Asset Management for the Jacksonville, Florida HUD office. Her last day in the Louisville office will be December 2, 2010.

Janice has worked at HUD since 1989 and has held several positions including Single Family Realty Specialist, Contract Specialist, Single Family Housing Specialist, Multifamily Property Disposition Realty Specialist, and Multifamily Project Manager. She is currently a Senior Project Manager (troubled projects) and the Neighborhood Networks Coordinator for the Louisville Multifamily Housing Program Center. She has been responsible for several grant programs including: Service Coordinator, Drug Elimination, Flexible Subsidy, and Assisted Living Conversion programs. Prior to HUD, Janice worked for the Department of Veterans Affairs in

Property Management for 3 years.

Born and raised in Southern Indiana, Janice is the proud mother of three daughters; Michelle, 25, is a Mechanical Engineer who is currently working in Europe for Ingersoll Rand; Amanda, 22, is a Bio-Engineering student at U of L and the team captain for the U of L Lady Bird dance team; and Amy, 20, is a sophomore at IUS pursuing degrees in Graphic Design and Business Advertising.

Janice loves cooking, bike rides, working out, boating, eating chocolate, and taking long walks on the beach. Her biggest accomplishment so far has been walking the mini marathon during the Derby Festival in April, 2010 where she got her first medal ever!

Janice will be working in the Jacksonville, Florida Multifamily office, which doubles as a state and Hub office, where she will supervise a team of eight in the state office. Her first day on the new job is December 6, 2010. She'll be living a short 20 minute drive from the beach.

When asked if she had any parting words Janice said, "It's been great working with each of you and I'll miss you all. Keep up the great work that you do for the people in the Commonwealth of Kentucky. I'll be in touch."

We'll miss you Janice! Good luck!!

## HUD Neighborhood Networks & the National Network of Libraries of Medicine Monthly Health Webinar Schedule (2010-2011)

### 2011

- Jan 18 Resources for Medication Safety
- Feb 15 Caring for the Mind
- Mar 15 Healthy Aging
- Apr 19 Environmental Health
- May 17 Natural Cures: Complementary & Alternative Medicine Issues and Resources
- Jun 21 NLM, NN/LM & Funding Application Tips
- Jul 19 PH Partners: Online Public Health Information
- Aug 16 Outreach: Bringing Health Information to your Community

### To Participate in the Webinar

Centers wishing to participate in the Webinar need a computer (with [Adobe Flash Player](#) installed) and a telephone. Then connect to the [Webinar site](#) for the log-in prompt. To connect, visit <https://webmeeting.nih.gov/healthyneighborhoods> for the log-in prompt.

Next steps:

1. Enter as a Guest.
2. Sign in using both your first and last name and click, "Enter Room."
3. Follow the instructions in the meeting room to have Adobe Connect call you. You may also connect directly by calling **(866) 274-9016** and enter **participant code 741608** when prompted.
  - **Center Participants:** Sign in using your center name followed by "MF" or "PH" (for Multifamily or Public Housing); and the number of participants who are attending the training at your center. Enter the information as follows: Name of your Center, MF or PH, followed by the number of participants. Then click, "Enter Room." (see screen shot below)
  - **Individual Participants:** Residents can also participate from their own computers, and would simply log in as above but use their own name.
  - Follow the instructions in the meeting room to have Adobe Connect call you. You may also connect directly by calling **(866) 274-9016** and enter **participant code 741608** when prompted.

Please connect between 1:45 p.m. and 2 p.m. EDT. The Webinar begins promptly at 2 p.m.; however, you may join at any time. For more information, contact the Neighborhood Networks Information Center toll-free at 888-312-2743. The hearing impaired may access Neighborhood Networks via TTY by calling the Federal Information Relay Service, toll-free, at 800-877-8339.

# Construction Underway for KCEOC-Corbin Senior Housing Facility

A groundbreaking ceremony was held July 28th, 2010 to mark the beginning of the Kentucky Communities Economic Opportunity Council (KCEOC) Corbin Senior Housing Project. The housing facility will be located on the former Corbin Hospital site.

The project will be funded with a Capital Advance from the Department of Housing and Urban Development's Section 202 program to build 16 apartments for low-income, elderly population. KCEOC President, Paul Dole, says there is a great need for senior housing in the area "With an aging population, affordable housing facilities for the elderly should be a priority. KCEOC is working hard to meet this need."

KCEOC sponsors two other Section 202 housing projects, Sowders Manor and Mixon Manor, both located in Barbourville, KY.

On-hand for the groundbreaking were several KCEOC board and staff members, Corbin Mayor Willard McBurney; several Corbin City Commissioners; HUD Program Center Director, Jane Charida; Field Representative for Senator Mitch McConnell, Donna McClure; and Kate Hayden from Community Action Kentucky.

The HUD funded housing project is expected to cost just over \$1.7 million and be completed in about a year.

**Need help locating rental housing?**

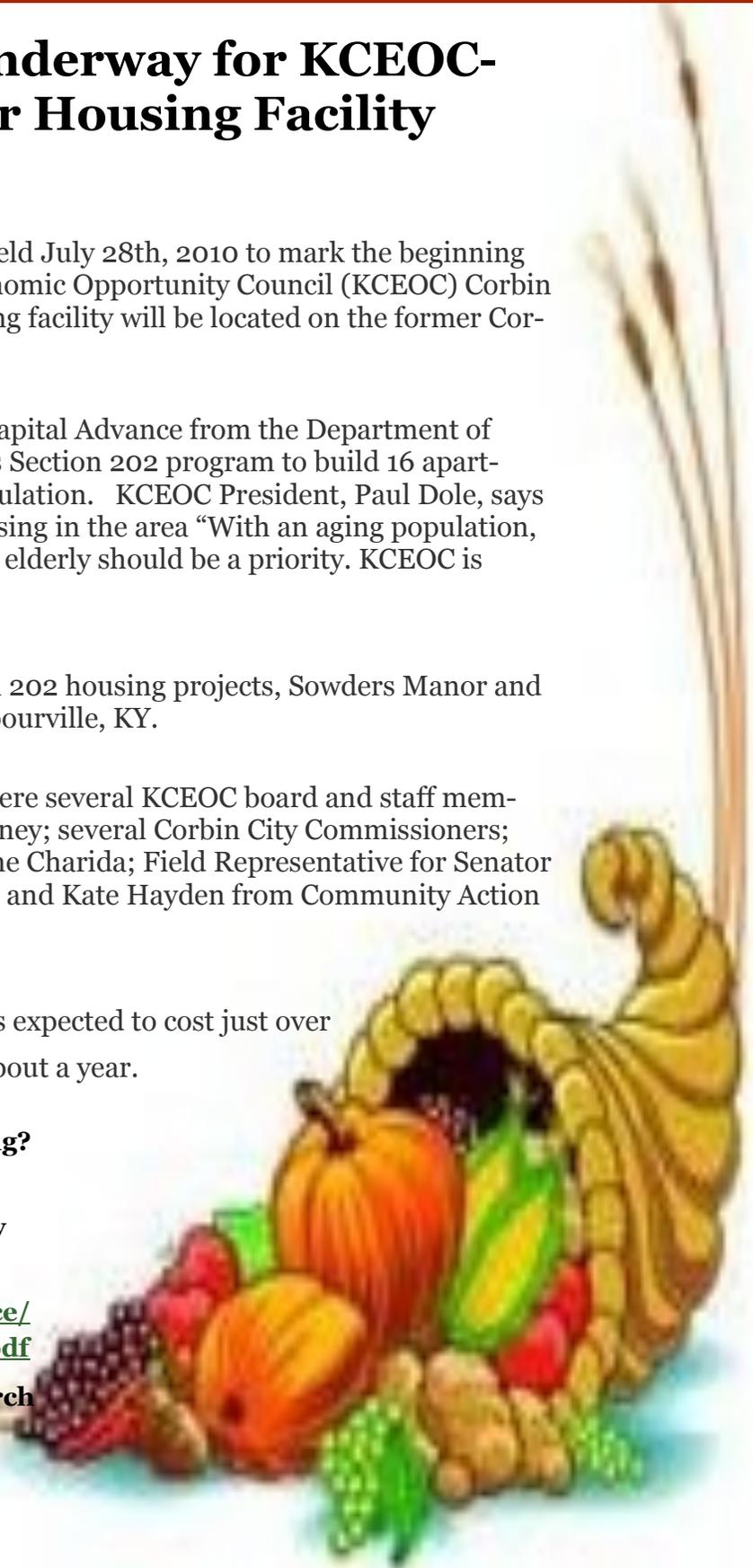
**Check out these resources:**

**KHC Rental Housing Directory**

[http://www.kyhousing.org/  
uploadedFiles/Rental\\_Assistance/  
AssistedRentalHousingReport.pdf](http://www.kyhousing.org/uploadedFiles/Rental_Assistance/AssistedRentalHousingReport.pdf)

**HUD Subsidized Apartment Search**

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



# Don't Let the Bed Bugs Bite

At this point everyone is aware that bed bugs are staging a comeback. While these blood-thirsty little bugs are not known to transmit disease to humans, they do cause lack of sleep, anxiety, and embarrassment. And to make matters worse, anybody can get bed bugs! You are at risk of bringing bed bugs home if you travel, buy furniture new or used, buy clothing, and you can even get them from sitting in a chair that has a bed bug on it! Bed bugs and their eggs easily hitch a ride on pets, clothing, and cracks and crevices on your luggage. More recently hospitals and large department stores have even been reporting infestations. With bed bugs being so prevalent there are steps everyone should take to avoid an infestation.

When traveling the following precautions should be taken:

Before getting settled into your hotel room, check for bed bugs. Leave your luggage outside and begin with checking under the comforter and sheets. Check the entire seam of the mattress and behind the headboard and any dark or low lit area within 5 to 10 feet of a bed or upholstered furniture in the room. In rooms where there are bad infestations bed bugs will also hide in the baseboards and in drains. Check not only for the bugs themselves, but also fecal matter and blood spots.

Keep your luggage off the ground, bed, and furniture. Before leaving check your suit case for hitchhiking bed bugs.

Once home you should launder clothing in the hottest water and highest heat the garment can take. Vacuum out the suitcase and empty the canister or bag before using on another area in the home.

Before leaving on your trip or booking a hotel check out the bed bug registry at <http://bedbugregistry.com/>.

Additional precautions:

If you believe you have been exposed to bed bugs, remove all clothing on a slick surface (preferably a garage) and watch for any falling bed bugs. Remove shoes and wipe to remove any bugs or eggs. Immediately take your clothing to be laundered in the hottest water and heat the garment can handle.

NEVER hang new clothes in the closet before putting them in the dryer on high heat for at least 20 minutes. To be extra safe completely launder them before hanging them in the closet or placing them anywhere else in your home.

**Did you know the HUD model lease is available in Spanish? You can make your property a more inclusive and caring community by downloading the HUD model lease in Spanish from the HUD website!**

[http://www.hud.gov/offices/hsg/mfh/gendocs/modelleases\\_sv.pdf](http://www.hud.gov/offices/hsg/mfh/gendocs/modelleases_sv.pdf)

## Service Coordinator Notes

According to HUD Headquarters, there will be a Service Coordinators in Multifamily Housing Grant (SCMF) Notice of Funding Availability (NOFA) for FY 2010. Yes, we are now in FY 2011, but there will be a NOFA for the FY 2010 appropriations. The NOFA presents application eligibility criteria, eligible program activities, and method of application preparation and submission. Grant funds are awarded to eligible subsidized multifamily housing projects that are designed or designated for the elderly and/or persons with disabilities. Project owners may apply for a grant only if no other funding source is available. 202/811 PRACS are not eligible to apply for SCMF grant funds.

In preparation for the NOFA release, it would be a good idea to go ahead and get some of the necessary documentation in place. Visit [www.grants.gov](http://www.grants.gov) and sign up for an e-mail notification of the SCMF NOFA. Grants.gov is the federal portal for applicants to electronically find and apply for over 1,000 funding opportunities.

If the ownership entity does not have a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number, one can be obtained for free by calling 1-866-705-5711 (Option 4) or by using the web form process at <http://fedgov.dnb.com/webform>. The DUNS number is issued within 10-15 minutes. When registering for a DUNS number, please be sure to use the organizational entity's legal name. Within 24 hours of issuance, the DUNS number is generally available for starting the Central Contractor Registration (CCR).

CCR Registration can be done online at [www.CCR.gov](http://www.CCR.gov). At the CCR home page, click on Start Registration. CCR validates applicant information and electronically shares the secure and encrypted data with Federal agencies' finance offices to facilitate paperless payments through Electronic Funds Transfer (EFT). The CCR will house organizational information allowing Grants.gov to use that information to verify identities.

Speaking of DUNS numbers, the Office of Management and Budget (OMB) issued a directive to implement the requirement for grant applicants to provide a DUNS number. OMB determined there was a need to improve statistical reporting of Federal grants and cooperative agreements. The DUNS number will provide means to identify entities receiving awards and their business relationships. Therefore, all grantees must have a DUNS number. This change is particularly important to those grantees where grant awards were made prior to 2004. Future grant Assistance Award/Amendments (HUD-1044) will have to have the DUNS number on the document or it will delay the funding process. We will be contacting those affected grantees to obtain DUNS number information in the near future.



If you have any questions about the Service Coordinators in Multifamily Housing Grant Program, please contact Donna Dudgeon, Project Manager, at 502-618-8117 or via e-mail at [Donna.Dudgeon@hud.gov](mailto:Donna.Dudgeon@hud.gov).

# Fixing Leaks

## Checking for Leaks

To check for leaks, first you need to determine whether you're wasting water, then identify the source of the leak.

- Take a look at your water usage during a colder month, such as January or February. If a family of four exceeds 12,000 gallons per month, there are serious leaks.
- Check your water meter before and after a two-hour period when no water is being used. If the meter changes at all, you probably have a leak.
- Identify toilet leaks by placing a drop of food coloring in the toilet tank. If any color shows up in the bowl after 15 minutes, you have a leak. (Be sure to flush immediately after the experiment to avoid staining the tank.)
- Examine faucet gaskets and pipe fittings for any water on the outside of the pipe to check for surface leaks.

## Fix a Leak: Toilets

A common reason why toilets will leak is an old or worn out toilet flapper (sometimes called a "valve seal"). Flappers are inexpensive rubber parts that can build up minerals or decay over time. Replacing them can be a quick and easy fix for your water woes. To fix this leak, consult your local hardware store, home improvement retailer, or licensed plumber.

Tip: Bring the old flapper to the hardware store for comparison to make sure you buy a new flapper that fits your toilet model. You can also check the owner's manual, if you have it, or the manufacturer's website for the appropriate replacement part number for the flapper.

## Fix a Leak: Faucets

Old and worn faucet washers and gaskets frequently cause leaks in faucets. Many tutorials are available online for how to fix a wide variety of faucets. Here are a couple of examples:

- The Do-It-Yourself Network has a handy reference on faucet repairs.
- You Tube has numerous video tutorials on how to fix a dripping faucet.

Tip: Don't forget to turn off the water line before you start!

## Fix a Leak: Showerheads

Some leaky showerheads can be fixed by making sure there is a tight connection between the showerhead and the pipe stem and by using pipe tape to secure it. Pipe tape, also called Teflon tape, is available at most hardware stores, is easy to apply, and can help tame unruly leaks. For more complicated valve leaks in showers that drip when not in use, contact an experienced handyperson or licensed plumber.

Tip: It's also a good idea to check and, if needed, replace the washer or "o" ring inside the showerhead while making this repair.

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## Housing Discrimination Against Lesbian, Gay, Bisexual, and Transgender Individuals and Families (continued from page 1)

That situation may constitute illegal disability discrimination under the Fair Housing Act because the man is perceived to have a disability, HIV/AIDS.

- A property manager refuses to rent an apartment to a prospective tenant who is transgender. If the housing denial is because of the prospective tenant's non-conformity with gender stereotypes, it may constitute illegal discrimination on the basis of sex under the Fair Housing Act.

If you believe you have experienced (or are about to experience) housing discrimination, you should contact HUD's Office of Fair Housing and Equal Opportunity for help at (800) 669-9777. You may also file a housing discrimination complaint online. HUD will thoroughly review your allegation to determine if the claims you raise are jurisdictional under the Fair Housing Act.

## Smoking Policy

HUD Housing Notice H 2010-21 provides guidance to owners/agents wanting to establish a smoking (or non-smoking) policy in Multifamily Housing rental assistance programs. The owner/agent has several options of establishing anything from smoke-free areas of a property to an entire smoke-free building or property.

HUD encourages (but does not require) the establishment of a smoke-free housing policy due to the documented negative health effects of secondhand smoke and proven hazards to physical structures. Proper resident notification must be given for any House Rule changes. Please refer to HUDCLIPS for the entire notice or go to:

[http://portal.hud.gov/portal/page/portal/HUD/program\\_offices/administration/hudclips/notices/hsg/files/10-21hsgn.pdf](http://portal.hud.gov/portal/page/portal/HUD/program_offices/administration/hudclips/notices/hsg/files/10-21hsgn.pdf) .

## Fixing Leaks (Continued from page 9)

### Leaks still flowing overboard?

Have you done all that you can to try to eliminate leaks from your home but *still* can't nip that drip in the bud?



If you've already determined you have leaks and you find these step-by-step solutions aren't enough to stop them, it might be time to replace your leaking fixtures. If you consult with a plumbing professional, and look for the WaterSense label if you are considering a new toilet or faucet, you could increase your home's water efficiency.



## Save the Date!

Have you ever felt like you are falling through a rabbit hole? And then all of a sudden you realize you are in your office. Just as you get the feeling that this will be no normal day, the White Rabbit walks in. "I'm late, I'm late. I missed my recertification date!"

This is an all too familiar day for a manager as they make their way through paperwork and HUD rules and guidelines as they do their day-to-day work routine. This year's conference promises a magical journey through various training topics, an array of nonsensical decorations to entertain your eyes, foods that you may see at any Mad Hatter's tea party, and a large group of puzzling characters ready to socialize over a cup of tea. Be careful not to fall down the rabbit hole and miss our evening event and please come ready to support this year's charity, the Kentuckiana Chapter of the Juvenile Diabetes Research Foundation.

Please join us May 24 through May 26, 2011, for the Housing Management Conference, Adventures in Wonderland! So don't be late for a very important date!

# EIV Update

As of January 31, 2010, owner/agents (O/A) must use HUD's EIV system in its entirety. The following Notices are available to assist O/A's in implementing and maintaining this requirement:

HUD Notice 09-20

HUD Notice 10-02

HUD Notice 10-08

HUD Notice 10-10

Penalties for failure to use EIV in its "entirety" include:

- Finding issued on an MOR;
- 5% reduction in the next voucher;
- Active Partners Performance System (APPS) Flag.

The time is nearing the Audited Financial Statement period and O/A's are reminded that EIV disclosure requirements for IPAs exist as follows:

- Can only access EIV income information within hard copy files and only within the offices of the owner or management agent;
- Cannot transmit or transport EIV income information in any form;
- Cannot enter EIV income information on any portable media;
- Must sign non-disclosure oaths that the EIV will be used only for the purpose of the audit (Rules Of Behavior);
- Cannot duplicate EIV income information or re-disclose EIV income information;
- O/A's must ensure that their security policies address who is/is not allowed to have access to EIV information.

HUD Notice 10-10 – requires O/A's to retain a "Master File" that contains a copy of various reports and documentation and/or notations as indicated by the Department; these reports are produced to ensure resident compliance and the O/A's are charged with developing consistent policies to ensure that non-compliance is identified and addressed in order to reduce subsidy paid in error. Additionally, the file must be maintained for three years, and the O/A's must document the files when EIV records are destroyed. The required reports are as follows:

- Identity Verification Reports – Monthly;
- Deceased Tenant – At least quarterly (must be addressed in the property's EIV policies/procedures);
- New Hires Report – At least quarterly (must be addressed in the property's EIV policies/procedures);
- Multiple Occupancy Report – At least quarterly (must be addressed in the property's EIV policies/procedures).

## 2011 Fair Market Rents

Fair Market Rents (FMRs) are primarily used to determine payment standard amounts for the Housing Choice Voucher program, to determine initial renewal rents for some expiring project-based Section 8 contracts, to determine initial rents for housing assistance payment (HAP) contract in the Moderate Rehabilitation Single Room Occupancy program (Mod Rehab), and to serve as a rent ceiling in the HOME rental assistance program. The U.S. Department of Housing and Urban Development (HUD) annually estimates FMRs for 530 metropolitan areas and 2,045 non metropolitan county FMR areas. By law the final FMRs for use in any fiscal year must be published and available for use at the start of that fiscal year, on October 1.

For fiscal year 2011, effective October 1, 2010, the FMRs for 100 out of the 120 posted counties in Kentucky decreased. To see what the FMRs are in your county and/or state, click on the following link: <http://www.huduser.org/portal/datasets/fmr/fmrs/docsys.html&data=fmr11> and click on "Click Here for Final FY 2011 FMR Documentation".

**Do you know someone that would benefit from our newsletter, but isn't currently receiving it?**

**Email their contact information to**

**[Susan.L.Siewert@HUD.gov](mailto:Susan.L.Siewert@HUD.gov)**



## **Edward Jennings, Jr. Sworn In As HUD's Southeast Regional Administrator**

ATLANTA - U.S. Department of Housing and Urban Development Deputy Secretary Ron Sims swore in Edward L. Jennings, Jr. on July 9, 2010, as HUD's Regional Administrator serving the eight states in the Southeast Region including Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee, as well as, Puerto Rico and the Virgin Islands.

As Regional Administrator, Jennings will lead over 1200 employees in the largest HUD region in the nation encompassing over 64 million people and 380,000 square miles. Jennings will also serve as HUD's liaison to mayors, city managers, elected representatives, state and local officials, Congressional delegations, private and non-profit affordable housing developers, stakeholders and customers. He will oversee the delivery of HUD programs and services to communities and evaluate their efficiency and effectiveness. Jennings is one of 10 regional directors in the United States.

A fifth generation Floridian and son of the former Mayor of Gainesville, Jennings served as a State Representative from 2000-2006 where he worked to expand access to health care, employment, transportation, and was a staunch affordable housing advocate to underserved communities. As founder of Jennings Development Group, Inc., he helped to develop hundreds of units of affordable housing and to promote economic and community development in Gainesville.



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