



Great Lakes Multifamily

U.S. Department of Housing and Urban Development Newsletter - Michigan

Special points of interest!

- Disaster Preparedness
- Suggested Emergency Supply Lists
- Household Mold and Moisture Prevention
- Computer Tips
- College Students & Owner Adopted Residency Preferences

Disaster Preparedness Are You Ready?

We've devoted a major portion of this issue of "Great Lakes Multifamily" to disaster preparedness. Disasters befall us all, but we can be prepared for them.

Inside we have provided information and other recommendations from various Federal and State agencies and sources. You'll want to read it.

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And finally, we include several emergency checklists which were derived from the presentation cited above, the American Red Cross website and other sources.

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| Disaster Preparedness |
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| <p>So many natural disasters have occurred this year that we thought it was appropriate to devote a portion of Great Lakes Multifamily to disaster preparedness issues.</p> <p>The Department of Homeland Security recommends three key steps that you can take to be prepared in case of an emergency. Those three steps include:</p> |
| <p>1. Assembling an Emergency Kit. In the pullout section to this newsletter we've provided lists for family emergency and property emergency supply lists. Your emergency kits should include everything you will need to survive for at least a three day period, the estimated amount of time you may need to remain in your home until the emergency has passed or relief workers are able to reach you.</p> |
| <p>2. Make a Family Communication Plan. Your family may not be together when an emergency occurs. Make sure everyone has emergency contact numbers and knows how to get in touch with one another. It is a good idea to have an out-of-state contact that everyone can call.</p> <p>Keep a list of emergency numbers near the phone and programmed in your cell phone. In your home, select a "safe-room" where everyone can gather. The best choice for this "safe-room" is an interior ground floor room with few windows and doors.</p> |
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| Disaster Preparedness (Continued) |
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3. Learn more about readiness.

If your family knows what to expect, they will be calmer during and after the emergency. For example, know your emergency broadcast networks.

Local agencies will broadcast information as soon as possible after the emergency and will notify you about what you should do next. Local broadcasts will also provide updates.

Take a first aid or CPR class.

Determine what accommodations elderly family members or neighbors with special needs may have, and make arrangements for pets.

The American Red Cross website (www.redcross.org) also contains a wealth of information relating to all types of disasters – from blackouts to volcanoes. It lists what preparations should be made for each type of emergency and what to do during and after the emergency.

At the Association of Housing management Agents—Northern California (AHMA-NCN) conference on September 23rd, Jan Nunes, Regional Property Manager for American Baptist Homes of the West, delivered a presentation on Disaster Preparedness Planning. The information she presented is extremely relevant and we thought it was worth repeating here.

Jan proposed that all multifamily properties develop an Emergency Procedures Manual and keep it someplace handy. The manual containing all the information you might need in case of an emergency (so you don't have to search for it in several locations) should be organized in a way that anyone can utilize and understand it. The manual should include:

First contact information (your emergency response team).

Emergency contact numbers, contractor info, and other information. There can be casualties and/or damage to buildings resulting from the emergency, so up-to-date information about any medical needs of your residents and who to contact on their behalf is important.

A fact sheet on the property that can be provided to the media to tide them over until you have a chance to answer their questions

Maps showing evacuation routes, emergency shut-off locations, safety features, building systems, hazardous materials locations, security systems, etc.

Emergency drills and supplies

Site-specific information: locations for emergency equipment, utility shut-offs, off-limit areas, escape routes, etc. This section will be a training tool used for training your response team. It is not information you would refer to during an emergency, but to become familiar with your property, what questions/information you need to be familiar with to prepare for an emergency.

Emergency procedure plan

Types of emergencies - these will vary from bomb threats to power failures. The Red Cross website contains a very comprehensive list of emergencies. Yours might also include situations unique to property management such as a death in a unit, medical emergencies, etc.

Documentation - this might include logs of emergency response team meetings, emergency drills, supply lists, etc.

Disaster Preparedness (Continued)

Whether or not you create an emergency manual, crucial information needs to be collected and available in case of emergency. Some of this information includes: contact numbers for emergency services and contractors; emergency response team staff; and a resident roster including any special needs of residents and pets.

Maps are an important part of any emergency response procedure. Various maps are recommended: floor plans for each floor that show apartment numbers, emergency exits, stairways, fire extinguishers, floor captains, residents with special needs, and units with pets; a maintenance map showing location of utilities, hazardous materials, etc.; floor plans indicating the evacuation route for each floor; as-built blue prints. Instructions for shutting off utilities should also be included as well as a list of the property's safety features, their locations and operating instructions.

Maps are a good visual and if posted can help emergency services personnel when staff are not present. Maps should show the location of: utility shutoffs, gas valves, gas lines, main electrical source, sprinkler stand pipes, water main valves, water lines, sewer lines, elevator rooms, hazardous materials (including cleaning supplies and chemicals), high value items, restricted areas. It is suggested that the update of a property's maps be included on the Preventative Maintenance plan to assure that any changes to the property are updated on a regular basis.

Establishing an emergency response team is also crucial. The team will take immediate action in case of an emergency and can be comprised of staff and residents. There should be a clear chain of command to handle communication and direct other members of the team.

In addition to the emergency response team, there is also a support team. This team consists of community contacts such as the fire or police departments, contractors, utility companies, insurance agents, government or charitable organizations such as the Red Cross. These agencies will be called as needed by the primary team members.

Your emergency response team should become familiar with the property, where the shut-offs, fire extinguishers, fire call boxes, hazardous materials, etc., are at the property. They should also be involved in emergency drills. Include your local fire department in any such drills to obtain their feedback on how to conduct the drill, and any improvements that need to be made. Identify a meeting place approved by the fire department; identify residents that require assistance during evacuation, and a means of tracking residents.

The drill will demonstrate several important aspects about your team and residents. Do the roles of team members work? Does everyone understand his or her role? How do the residents respond to an emergency? Do any residents have special needs that were not identified on the Tenant Roster? Did the pre-established meeting area work? Did you receive any feedback from the fire or police departments?

Drills should probably be conducted at least once a year. Check with your local fire department to see what they recommend. Many local fire departments like to be included in the drills. For example, ABHOW properties have a "Drill and Grill." The fire department comes for the drill and stays for a barbecue afterwards. Everyone loves it!

Once the immediate emergency is over, what should be done next? Here are some questions that will help you address the next steps:

What needs to be accomplished to return the building to normal operations? Each emergency will have its own unique set of circumstances to deal with. Work through any anticipated emergencies.

Who should be contacted about the emergency? You'll probably need to contact your home office and/or supervisor, owners and/or board members, insurance companies, families of residents, etc.

If there has been a fire, flood, or earthquake, is the building safe to enter?

Do you need to contact a restoration contractor or security company?

| Disaster Preparedness (Continued) | HUD’s Under 60 Protocol |
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| <p><input type="checkbox"/> <input type="checkbox"/> Do you have staff that can secure the building until someone is called?</p> <p><input type="checkbox"/> <input type="checkbox"/> Do you have a plan for residents to retrieve personal items, medication, money, etc., from their units?</p> <p><input type="checkbox"/> <input type="checkbox"/> What needs to be documented? You'll need to document the damage by taking pictures if possible. If not, write it down immediately, while it is still fresh. Details will be important especially to insurance companies. If it is suspected that the emergency was created by arson or other criminal activity, be sure any contractors brought in to repair the damage, don't toss possible evidence. Document employee's time/overtime. Keep track of any materials or supplies purchased specifically for this purpose. Track any materials or supplies taken from another building. Track vendor's invoices as they relate to the emergency.</p> | <p>As part of the Department’s mission to ensure that residents reside in decent, safe and sanitary housing, HUD initiated a protocol whereby properties receiving REAC scores of less than 60 would be referred for potential enforcement action. The Departmental Enforcement Center (DEC) meets with the owner to discuss the ramifications of failing physicals, issues a Notice of Violation and/or Notice of Default offering an opportunity for the owner to cure the default, and HUD conducts a reinspection no sooner than 60 days from the first inspection. If the property fails the second inspection, HUD will take the necessary actions to permanently cure the problems of the project. HUD will work with the owner to review options available including prepaying the mortgage and making the necessary repairs, to selling the property, changing management or refinancing. HUD’s first priority is to work with the owner to make the needed repairs, however, if the owner fails to make the repairs, HUD may abate Section 8 subsidy, foreclose, accelerate the mortgage and subsequently sell the mortgage note.</p> <p>Since the inception of this protocol, 37,757 inspections have been conducted and released to owners of 26,000 properties. Currently, of the 2,586 properties that received a first score of under 60, 1,334 received a second score of over 60. REAC inspections will now be timelier and the backlog of 2nd Under 60 inspections will soon be eliminated. Properties that have Under 60 scores on the 1st inspection will now be inspected very close to the 60-day inspection date noted in the Notices of Default/Violation. This means that Owners will have a shorter period of time to prepare for the second inspection.</p> |

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Suggested Property Emergency Supply List

Preparing a plan of action and having needed and important items ready in advance of an emergency situation is crucial to every property manager. Below is a suggested list of 25 categories of items a building manager or landlord should have tucked away but ready for use, if needed, in a natural disaster or other calamity:

1. Flashlights with extra batteries
2. Radio, battery operated with extra batteries
3. Two-way radios, cellular phones
4. Clipboard with paper & pens
5. Plastic hard hats, rubber boots, safety goggles and gloves, reflective rain gear
6. Coil of 1/2" rope
7. Emergency caution tape, plastic, duct and masking tapes
8. Staple gun and plastic sheeting for window replacement
9. An axe, brooms and shovels for removing glass & debris
10. Tools (toolkit) with screwdriver, pliers and hammer, adjustable wrench for turning off gas
11. Chains, locks, and crowbar
12. Sheets of Plywood and 2 X 4 planks
13. Cots, stretcher, blankets
14. Collapsible wheelchairs
15. Plastic bags and garbage cans to be used as toilets
16. Bull horn, megaphone, and air horn canister
17. Fire extinguishers
18. Gas powered emergency generators, auxiliary pump with hoses, and additional fuel for both
19. Garden hose for siphoning and fire fighting
20. Barricades, flares
21. Ordinary ladders, portable fire escape
22. Manual can opener, candles, matches, portable stove or barbeque with additional fuel
23. Supply of food and water for 72 hours for Emergency Response Team (2-5 gallons of water per person)
24. Plastic knives, forks and spoons, paper plates and cups, paper towels, heavy-duty aluminum foil
25. First aid kit, which contains bandages, gauze, hydrogen peroxide, dressings, elastic bandages, cotton balls & swabs, aspirin & non-aspirin pain pills, thermometers, thermal blankets, sling, syrup of ipecac, chemical cold pack, betadine, scissors & tweezers, alcohol or disinfectant, blood borne pathogens kit.

Suggested Resident Emergency Supply List

Some emergencies could result in a community being without service for up to 3-5 days. In order to be prepared, it is very important that residents maintain a stock of emergency supplies as well. A list derived from information from Jan Nunes of ABHOW, the California Governor's Office of Emergency Services, and the American Red Cross websites is provided below. This list may be modified to meet the needs of your clientele.

1. Water purification kit and 2-5 gallons of drinking water in plastic containers
2. Radio, battery operated with extra batteries. Compass.
3. Flashlight with extra batteries, or a plug-in type flashlight.
4. Non-perishable food supply for 3-5 days. Packages of dried fruit or other snack foods.
5. Can opener (hand operated), utility knife, aluminum foil, knife and razor blades.
6. Prescription medicines (2 week supply on hand) - Non-prescription drugs (aspirin, antacid, laxative).
7. First Aid kit and First Aid handbook. Map of the area for locating shelters.
8. Blankets and/or sleeping bags and tube tent.
9. Fire extinguisher (A-B-C type). Paper and wooden matches in waterproof container. Disposable lighter.
10. List of phone numbers (family, out-of-town contacts, doctors) - paper, pens, and stamps.
11. Whistle and/or air horn (pressurized can), megaphone (battery or hand operated).
12. Extra: glasses, contact lenses & supplies, house and car keys.
13. Heavy shoes and change of clothing. Thermal underwear, hat, gloves
14. Important family documents in waterproof container.
15. Large plastic trash bags, tarps and rain ponchos.
16. Plastic bucket with tight lid and disinfectant, household bleach.
17. Pet food (canned and dry), water, leash or carrier.
18. Cash or traveler's checks and change.
19. Toilet paper, feminine hygiene supplies.
20. Toothpaste, toothbrushes, denture needs,
21. Plastic storage containers.
22. Signal flares.
23. Sewing needles and spools of thread
24. Hand wipes (germicidal), latex gloves, scissors, and tweezers.
25. Baby supplies - formula, diapers, powder, medications

Disaster Preparedness for the Elderly

Many older adults are unprepared for an emergency and can be especially vulnerable in disasters. The California Governor's Office of Emergency Services as well as a group of seniors who experienced a disaster developed the following tips. Older adults should keep a resident emergency kit at home and at the ready to carry in case of an evacuation is very important. An emergency kit can also be quite helpful and valuable if emergency officials direct people to stay in their homes (shelter in place).

1. Eliminate hazards. Make it as easy as possible to quickly get under a sturdy table or desk for protection.
2. Anchor special equipment such as telephones and life support equipment. Fasten tanks to the wall.
3. Keep a list of all needed medications, allergies, and special medical equipment.
4. Keep an extra pair of eyeglasses with your emergency kit.
5. Keep walking aids near you at all times and have extra walking aids in different rooms of your home.
6. Put a security light in each room.
7. Make sure you have a whistle or pressurized air horn to signal for help.
8. Always keep extra batteries for radios and hearing aids with your emergency kit.
9. Keep your emergency kit up-to-date and keep it easily located.
10. Find two people you trust who will check on you after an emergency. Give them a spare key.
11. Keep a list handy of your doctor's telephone number.
12. Keep a small amount of 'emergency money' in your purse or wallet.
13. A pet dog or cat can be a great help in an emergency and a wonderful companion.
14. Important family documents in waterproof container.
15. Plan and practice the best escape routes from your home or apartment.
16. Plan for transportation in the need of evacuation.
17. Keep a list of important phone numbers near your telephone. Obtain a cell phone if you can.
18. Keep in touch with family members and share your emergency information.
19. Teach those who may assist you on how to operate any special medical equipment.
20. Share your emergency information with your landlord or building manager.

Properties should also have a plan in place to deal with minor emergencies such as a broken water pipe, heating system failure, or inoperable elevator. Although these are maintenance issues, residents are often adversely affected. Properties should have a plan to temporarily house residents off-site, if necessary, until repairs are made.

During and After a Disaster

1. During an earthquake or explosion, if you are in bed or sitting down, do not get up. Just cover your head with either your arms or a pillow.
2. If you are standing, duck and cover or sit down. You could be thrown to the floor if you are standing.
3. During a fire, make sure you are ready to Stop, Drop and Roll to protect yourself.
4. Practice emergency exit drills in the house regularly.
5. Plan for transportation if you need to evacuate to a Red Cross shelter.
6. Find the safe places in your home for each type of emergency.
7. Have a plan to signal the need for help.
8. Post emergency phone numbers near the phone.
9. Prepare to be self-sufficient for at least three days.
10. Turn on your portable radio for instructions and news reports. For your own safety, cooperate fully with public safety officials and instructions.
11. Prepare for aftershocks after an earthquake.
12. If you evacuate, leave a message at your home telling family members and others where you can be found.
13. Label any equipment, such as wheelchairs, walkers, that you would need.

Tips for Preparing Children

Infants and Toddlers

Special emphasis should be placed on making their environment as safe as possible.

1. Cribs and tall-unsecured bookcases and shelves that could slide or topple should be placed away from windows.
2. A minimum of a 72-hour supply of extra water, formula, bottles, food, juices, clothing, disposable diapers, baby wipes and prescribed medications should be stored where it is more likely to be accessible after an emergency. Also keep an extra diaper bag with these items in your car.
3. Store strollers, wagons, blankets, and cribs with appropriate wheels to evacuate infants, if necessary.
4. Install bumper pads in cribs or bassinets to protect babies during the shaking of an earthquake or explosion.
5. Install latches on all cupboards (not just those young children can reach) so that nothing can fall on your baby during an earthquake or explosion.

Preschool and School-age Children

About age three, children can begin to understand what earthquakes, as well as fires and floods, are and how to get ready for them. Take the time to explain what causes these types of emergencies in terms they'll understand. Include your children in family discussions and planning for emergency safety. Conduct drills and review safety procedures every six months.

1. Show children the safest places to be in each room when an earthquake hits or explosion occurs. Also show them all possible exits from each room.
2. Use sturdy tables to teach children to Duck, Cover & Hold during an earthquake or explosion.
3. Make sure that children are ready to protect themselves with Stop, Drop & Roll during a fire. Also make sure that you practice emergency exit drills in the house (EDITH) regularly.
4. Teach children what to do wherever they are during an emergency (at school, in a tall building, outdoors).
5. Make sure children's emergency cards at school are up-to-date.
6. Although children should not turn off any utility valves, it's important that they know what gas smells like. Advise children to tell an adult if they smell gas after an emergency.

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| <p align="center">TRACS News</p> | <ul style="list-style-type: none"> • SS001 SSA unable to verify SS/SSI income; SSN not on file • SS002 SSA unable to verify SS/SSI income; birth date different • SS003 SSA unable to verify SS/SSI income; member name is not in SSA database • SS004 SSA unable to verify SS/SSI income; Individual is a public figure • SS010 SSA verified SS/SSI income. SSA has different birth date for the person • SS011 SSA verified SS/SSI income. SSA has a different SSN for the person • SS013 SSA verified SS/SSI income; has different birth date for S.S. Claim <p>Prior to contacting Mr. Tarver, you should double check the information submitted to ensure that it was entered correctly. If the errors appear to be with the Social Security Administration (TASS), you will need to complete a Social Security Errors Cleanup form. One form should be completed per person/household. Fax a copy of the form directly to Elking Tarver whose fax number is included on the form. Only those errors listed above should be reported. You can obtain a copy of the Social Security Errors Cleanup Form from the TRACS/ Documents web site at http://www.hud.gov/offices/hsg/mfh/trx/trxdocs.cfm.</p> |
| <p>TRACS has historically allowed any tenant certification that is not more than 15 months old. The formula for calculating percent compliance with the TRACS automation rule has been using a 13- month window instead. TRACS will soon change the formula to use a 15-month window. This will mean that more tenant certifications will be considered as active and that fewer vouchers will have payments withheld for failing the TRACS compliance standard.</p> <p>The TRACS certification query on Secure Systems will also be enhanced to flag those certifications that are considered to be active and used in the above calculation.</p> <p>For those of you who do not have access to TRACS systems in Secure System, this is one more reason why you should encourage our partners to sign up.</p> | |
| <p align="center">Notification to HUD of Erroneous Social Security Errors</p> | |
| <p>Several industry stakeholders have appealed to HUD to provide help in reducing the number of Social Security Error messages received from TASS. Elking Tarver at HUD has volunteered to assist owners/agents in their efforts to correct Social Security errors for the following MAT errors:</p> | |

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| <p align="center">Owner Adopted Residency Preferences</p> <p>In the past couple of years there have been numerous newspaper articles about college students living in HUD-assisted housing basically rent free because HUD excludes the full amount of student financial assistance from income for rent calculation purposes, thereby preventing access to such housing by eligible low-income families. This situation has occurred because many owners and agents were not aware that they are allowed to establish owner-adopted residency preferences.</p> <p>On October 20, 2005, Brian D. Montgomery, the Assistant Secretary for Housing-Federal Housing Commissioner, issued a letter to all owners and management agents to clarify these preferences. Owners/agents were given the authority to establish preferences with the passage of the Qualify Housing and Work Responsibility Act of 1998. Any preferences adopted must be incorporated into the written Tenant Selection Plan and must be in accordance</p> | <p>with the project's Affirmative Fair Housing Marketing Plan (AFHMP), which has been approved by HUD. Owner preferences must also comply with fair housing and civil rights statutes.</p> <p>Types of preferences you may adopt include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Residency preference - before implementing this preference, it must be approved by HUD through modification of the AFHMP. <input type="checkbox"/> Working families <input type="checkbox"/> Persons with disabilities <input type="checkbox"/> Victims of domestic violence <p>Regulations at 24 CFR 5.655 and HUD Handbook 4350.3 REV-1 provide further discussion on establishing and implementing owner-adopted preferences.</p> |
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Quality Control in HUD Housing Assistance (from HUD USER News)

The Quality Control Project at the U.S. Department of Housing and Urban Development (HUD) began in 1996 with a study designed to measure - and curtail - the extent of error in rent calculations and eligibility determinations in most of HUD's assisted housing programs. Two additional studies, in 2001 and 2003, continued the effort to increase the administrative accuracy of Public Housing Agencies and owner-administrators of assisted housing.

Tenants who are eligible for HUD's various assisted housing programs generally apply 30 percent of their income to rent, and HUD pays the remainder. HUD can end up paying too little or too much rental subsidy for several reasons. Applicants supply information about household characteristics, income, assets, and expenses that must be recertified annually by existing tenants. The information provided by tenants might be incorrect and not subjected to proper verification, the applicant or tenant might not be interviewed properly, or mistakes can occur in calculations and/or billing.

For the Quality Control Project, an error is "any rent calculation or eligibility determination that differs from what would have occurred if..." all HUD requirements were followed. The 2003 study sampled 600 housing projects in the U.S. and Puerto Rico, and gathered responses from 3,601 randomly selected households. A quality control rent was calculated for each household, using all of HUD's requirements, then compared to the actual rent paid by the tenant. Any difference greater than \$5.00 between the actual rent and the quality control rent was considered an error.

The 2003 study found that 60 percent of all households were paying the correct amount of rent. Twenty-three percent were paying less than the correct rent amount and 18 percent were paying too much. In terms of dollars, this amounts to \$377 million in over-subsidization for the year.

Nonetheless, this represents a 36.7 percent improvement in accuracy when compared to results of the 2000 study. This can be seen as "a significant reduction in erroneous payments attributed to program administrator income and rent determinations between 2000 and 2003," according to ORC Macro, an evaluator since the inception of the Quality Control Program.

The report contains additional details about the sources and frequency of particular types of errors, describes progress made between 2000 and 2003, and offers a number of recommendations aimed at further error reduction. The full report, "Quality Control for Rental Assistance Subsidies Determinations for FY 2003," is available as a free download at <http://www.huduser.org/publications/pubasst/qualcontrol03.html>. You can also read more about the Quality Control Project [here](#)

Household Mold and Moisture Prevention

"Controlling and Preventing Household Mold and Moisture Problems: Lessons Learned and Strategies for Disseminating Best Practices" is a report prepared for Congress that describes current residential mold and moisture research sponsored by HUD. Various offices within the Department address a wide range of mold and moisture issues.

These activities include demonstrations and evaluations of interventions aimed at mold and moisture problems. Highlights of results from two such projects in urban areas, completed under grants to Cuyahoga County, OH and the Illinois Department of Public Health, are given in this report. Research activity also includes technical studies of new and improved technologies for identifying damp areas in buildings, measuring the overall wetness of indoor spaces, quantifying loads of fungal spores in dust and air, and determining normal concentrations of fungi in homes that seem to be problem-free. A housing inspection manual with related software and training materials designed for environmental health specialists and code inspectors was developed, as well as a culturally specific asthma-training program for the Native American community.

| Household Mold and Moisture Prevention (Continued) | FY 2005 Endorsements |
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| <p>Guidebooks have been written for designers, builders, and remodelers on resistance to moisture intrusion, performance of construction materials when subjected to flooding, and moisture problems and control in manufactured homes, especially in hot, humid climates. This report also identifies the factors that make Native American housing more susceptible to mold and moisture problems, for which guides and training programs on mold prevention and detection have been developed, specifically for Native American audiences.</p> <p>The document also discusses a variety of lessons learned through all of this activity. It is available online and can be downloaded for free at http://www.hud.gov/offices/lead/report040105.pdf</p> | <p>Multifamily's website now contains FY 2005 initial endorsement counts. The counts cover Basic FHA and Risk sharing loans. The site holds answers to these and other questions:</p> <ul style="list-style-type: none"> • Which Hub endorsed the most Basic FHA loans in FY 05? • Which HUB endorsed the most new construction/sub rehab apartment loans? • Which HUB was tops in 232 health care production? • What is the activity mix (construction, refi, 241a improvements, operating loss loans) of our health care endorsements? • What is the facility mix (apts. Nursing, assisted living, coops, mobile home parks) of our Basic FHA endorsements? • What programs used Low Income Housing Tax Credits? • How many states had Basic FHA endorsements in FY 05? <p>You can print pre-set reports or download the database underlying the reports and do your own analysis. This information can be obtained here</p> |
| Early Registration with Grants.gov | Just a reminder |
| <p>The Federal Register on December 9, 2005, published a notice encouraging prospective applicants for HUD funding to register early for the FY 2006 funding cycle. Registering now, may eliminate some of the issues faced in FY 2005 of not meeting registration requirements in time to meet grant application deadlines.</p> <p>HUD anticipates that it will post its funding opportunities in early 2006. Prospective applicants for FY 2006 HUD grants are encouraged to register at Grants.Gov. Copies of the Federal Register can be obtained from HUDCLIPS.</p> | <p>When you refinance a property with HUD and obtain a new loan number, please remember to send in correspondence and reports with the new FHA number to cut down on processing time.</p> |

Issuances

- Notice 05-20, Disaster Recovery Guidance by Multifamily Housing After a Presidentially-Declared Disaster
- Notice 05-19, Guidelines for Continuation of Interest Reduction Payments after Refinancing: “Decoupling,” Under Section 236 (e)(2) and Refinancing of Insured Section 236(b) Projects into Non-Insured Section 236(b) Projects
- Notice H 05-18, Fiscal Year 2005 Policy for Capital Advance Authority Assignments, Instructions and Program Requirements for the Section 202 and Section 811 Capital Advance programs, Application Processing and Selection Instructions, and Processing Schedule
- Notice H 05-16, Fiscal Year 2005 Annual Operating Cost Standards - Section 202 Supportive Housing for the Elderly and Section 811 Supportive Housing for Persons with Disabilities Programs
- Notice H 05-15, Extension of Notice H 04-13, Guidelines for Calculating and Retaining Section 236 Excess Income
- Mortgagee Letter 2005-33, Underwriting and Servicing Policies to Assist Victims of Presidentially-Declared Major Disaster Areas
- Federal Register, December 1, 2005, Section 8 Housing Assistance Payments program—Contract Rent Annual Adjustment Factors, Fiscal Year 2006, Notice
- Federal Register, November 7, 2005, Low-Income Housing Credit Allocation and Certification; Revisions
- Federal Register, October 21, 2005, Notice of Certain Operating Cost Adjustment Factors for 2006
- Federal Register, October 3, 2005, Final Fair Market Rents for the Housing Choice Voucher Program and Moderate Rehabilitation Single Room Occupancy Program for Fiscal Year 2006; Notice
- Federal Register, September 13, 2005, Mixed-Finance Development for Supportive Housing for the Elderly or Persons with Disabilities and Other Changes to 24 CFR Part 891, Final Rule

TRACS Compliance Percentage Increase is Forthcoming

The TRACS Tenant Compliance Percentage Standard, currently at 85% will be raised to 90%, effective April 1, 2006. The new increase will affect any voucher submitted on or after April 1, 2006. Any questions regarding the new 90% standard should be directed to the Multifamily Help Desk.

TRACS: www.hud.gov/offices/hsg/mfh/trx/trxdocs.cfm

TRACS Hotline: 800-767-7588

HUD Reforms Management Review Form

Effective January 1, 2006, reviewers will be using a revised form HUD-9834 Management Review for Multifamily Housing Projects that was officially implemented on December 16, 2005. The revised form incorporates current HUD policy and administrative requirements and eliminates further use of Form HUD-9838 Management Reviews of Unsubsidized Multifamily Housing Projects. The changes consolidate and conform the document to current requirements. Significant improvements to the form include:

- A Summary Report of Findings that requires the reviewer to record the condition or deficiency observed, explain the criteria, cause, effect, and any required corrective action for each issue;
- A Desk Review portion has been added to assist the reviewer in summarizing information that is already available in HUD's internal systems and other resources to help in the preparation for the on-site review. The Desk Review should assist the reviewer to target specific areas of concern during the on-site review; and;
- Specific instructions that require the owner to correct individual deficiencies and improve the underlying systems and processes that allowed the deficiencies to occur.

The addendums of HUD-9834 have also been updated accordingly and encompass new procedures:

- Addendum A, is the Tenant File Review Worksheet that is used by the reviewer or PBCA with their tenant file review in accordance with HUD's Rental Housing Improvement Plan (RHIP) initiative to assure that tenants are correctly housed and receiving adequate subsidy;
- Addendum B, the Checklist for On-Site Limited Monitoring and Section 504 Reviews, will assist HUD in the collection of pertinent civil rights information for the Office of Fair Housing and Equal Opportunity, specifically;
 - Monitoring owner/agent for compliance with Title VI, Subtitle D of the Housing and Community Development Act of 1992, and
 - The collection of data for HUD's Multifamily Inventory of Units for the Elderly and Persons with Disabilities (Inventory).

HUD Reforms Management Review Form (Continued)

The Detroit Field Office will be mailing Addendum B part A with instructions to the project no later than March 15, 2006 for properties that are not covered by the Performance Based Contract Administrator (PBCA). The owner is required to complete Sections I, II, III of part A of the addendum and mail it back to the Detroit Office to the attention of Vanessa Bearden, Program Assistant for properties associated with Detroit and Mary Lou Wiercinski, Program Assistant for properties associated with Grand Rapids. The completed addendum is due back to the Field Offices no later than 30 days from the date on HUD's transmittal letter. PBCA properties will be required to complete this paperwork during the next management review. The information collected will be used to maintain and update the Real Estate Management System (REMS) database regarding the inventory of units for the Elderly and Persons with Disabilities as required by Congress.

- Addendum C, Documents to be Made Available by Owner/Agent, lists the documents that the owner must make available during the on-site review. The list will be forwarded to the owner/agent with the letter confirming a scheduled on-site review. All owners and management agents are encouraged to review this addendum closely prior to a scheduled visit.

Performance Based Contract Administrators (PBCA) and traditional Contract Administrators (CA) will continue to perform Management Reviews on 100% of their portfolios.

In addition, HUD staff may conduct financial reviews on PBCA or CA assigned properties as needed. HUD staff will also, on a limited basis, continue to perform Management Reviews on properties not assigned to a PBCA or CA.

On-site reviews conducted prior to January 1, 2006 will be finalized using the former version of the HUD-9834 since some of the rating categories may differ.

The new HUD Form 9834 (Microsoft Word format) can be accessed and downloaded free of charge via HUDCLIPS, www.hudclips.org.

Computer Tips

You can download a free computer Office Suite and word processor from the Open Office organization website:

www.openoffice.org

High-speed Internet connection required for the download.

Antivirus software is essential for maintaining a healthy and secure computer. Google is offering a free 6-month trial of Norton Antivirus.

1. Goto <http://pack.google.com>
2. Select Download Google Pack
3. Follow the on-screen instructions

Microsoft is offering a free trial of the new Microsoft OneCare Live antivirus software. The free trial is available at:

<http://www.windowsonecare.com>

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| <p style="text-align: center;">SUBSCRIBE TO "GREAT LAKES MULTIFAMILY" ONLINE! in order to receive future issues subscribe online now</p> <p style="text-align: center;">GO TO: http://www.hud.gov/subscribe/index.cfm</p> <p style="text-align: center;">CLICK ON: THE MICHIGAN MULTIFAMILY NEWSLETTER</p> <p>Enter your email address. You'll receive an email asking you to confirm your registration and once confirmed you'll receive notice of all new "Great Lakes Multifamily" issuances!</p> <p>To cancel, simply enter your email address and click the checkbox</p> | <p>Housing and Urban Development</p> <p>HUD's mission is to increase homeownership, support community development and increase access to affordable housing free from discrimination. To fulfill this mission, HUD will embrace high standards of ethics, management and accountability and forge new partnerships—particularly with faith-based and community organizations—that leverage resources and improve HUD's ability to be effective on the community level.</p> |
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