

# HUD MULTIFAMILY HOUSING SOUTHEAST REGIONAL NEWS

**Serving: Alabama, Florida, Georgia, Kentucky, Mississippi,  
North Carolina, Puerto Rico/Virgin Islands, South Carolina  
and Tennessee**



**VOLUME 3 ISSUE 2**

**DECEMBER 2017**

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*Happy  
Holidays!*

## HUD SE Regional Administrator Wraps Up Multi-State Tour



ATLANTA - U.S. Department of Housing and Urban Development (HUD) Southeast Regional Administrator Denise Cleveland-Leggett completed a multi-state tour that included visits to Kentucky, Georgia, and South Carolina. These tours included hosting Secretary Ben Carson's visit in Atlanta and accompanying the Secretary most recently to Spartanburg, South Carolina.

"Reaching out to communities throughout the Southeast is essential to better understanding the challenges they are facing, strengthening our relationship

with community leaders and also those we serve," said Cleveland-Leggett. "During my recent visit to Lexington and while accompanying Secretary Carson in Atlanta and Spartanburg, I was able to observe firsthand how communities are innovatively addressing self-sufficiency and leveraging public and private partnerships with regards to economic development and opportunity."

During a recent visit to Kentucky, Cleveland-Leggett toured One Parent Scholar House in Lexington, where single parents are given the tools that they need to get a college degree. Housing is provided through HUD Housing Choice Voucher assistance and there is on-site day care and development classes for children. Plus, support is provided by staff and community neighbors.

"It was such a joy to spend time with the children who are reaping the benefits of this holistic program," said Cleveland-Leggett. "This model is excellent for single parent families to gain not only educational opportunities, but lifelong self-sufficiency."

Visits in Atlanta with Secretary Carson were highlighted by opportunities to observe the innovative ap-

proaches to educational opportunities for low-income students in the high achieving Drew Charter Schools in East Lake, meet with the Westside Future Fund Committee regarding neighborhood revitalization through private and public partnerships; and tour the Imperial Hotel for senior homeless housing and City Lights mixed income community housing.

The Spartanburg, South Carolina, visit was highlighted by a tour of the Northside Initiative, a series of public-private programs developed in an area once recognized for its lack of fresh fruit and vegetables for sale. Neighborhood revitalization efforts in recent years included a new food hub - Harvest Park, with a farmer's market, culinary job training program and café. The tour also included the Meeting Street Academy, a public-private elementary charter school venture for under-resourced children that includes an extended school day, community service programs and an on-site medical clinic.

The HUD Region IV Office is located in Atlanta, and serves Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Puerto Rico, and U.S. Virgin Islands.

## Atlanta Staff Wears Pink for Breast Cancer Awareness



# Multifamily Utility Allowance Factors

The Department of Housing and Urban Development's Office of Housing permits owners/agents to use Utility Allowance Factors (UAFs) for projects subject to the requirements found in Housing's Utility Analysis Notice, H-2015-04. The notice describes when owners/agents of Multifamily Housing properties, that receive a utility allowance, may use the published UAFs to adjust these allowances. The dataset is updated once per year and is published with an effective date. The dataset is based on information published by the U.S. Energy Information Administration and the Bureau of Labor Statistics. Owners/agents should determine their utility, state specific UAF and apply the published UAF to their existing allowance for the utility allowance they are adjusting. For a full list of factors, [click here](#).

FY 2018 Utility Allowance Factors				
State	Oil	Natural Gas	Electric	Water/Sewer/Trash
ALABAMA	1.131	0.994	1.029	1.032
FLORIDA	1.071	0.985	0.971	1.032
GEORGIA	1.071	1.020	0.989	1.032
KENTUCKY	1.115	0.931	1.005	1.032
MISSISSIPPI	1.131	1.055	0.935	1.032
NORTH CAROLINA	1.056	0.977	0.988	1.032
SOUTH CAROLINA	1.071	1.002	0.990	1.032
TENNESSEE	1.118	0.949	1.003	1.032
PUERTO RICO	1.131	0.970	0.992	1.032
VIRGIN ISLANDS	1.131	0.970	0.992	1.032

## 2017 Feds Feed Families Campaign

The Feds Feed Families Campaign was created to help food banks and pantries stay stocked during the summer months when they traditionally see a decrease in donations and an increase in need. The HUD offices located in the Southeast Region held a contest to collect food and build structures with the food collected. Each office was judged by weight (adjusted by office size) and creativity. The winner was the Memphis, Tennessee office, who collected 583 pounds of food. Second place went to the Nashville, Tennessee office, and third place was the Jackson, Mississippi office. (All food collected is not displayed in the photos.)



Memphis, Tennessee



Nashville, Tennessee



Jackson, Mississippi

# HUD CUTS RED TAPE TO SPEED HURRICANE RECOVERY

## *19 waivers offer flexibility to state and local planners*

### HUD No. 17-096—HUD Office of Public Affairs

WASHINGTON – The U.S. Department of Housing and Urban Development (HUD) recently announced a package of 19 regulatory and administrative waivers aimed at helping communities to accelerate their recovery from Hurricanes Harvey, Irma and Maria. While HUD granted a number of individual waivers following disasters in the past, this announcement represents one of the largest collections of regulatory and administrative waivers ever issued by the Department at one time.

“The recent storms are unprecedented so it makes sense that our response be unprecedented as well,” said Neal Rackleff, Assistant Secretary for Community Planning and Development. “We must be as flexible as we possibly can to help our state and local partners at a time they need our help the most.”

The regulatory and administrative relief covers the following HUD programs: The Community Development Block Grant (CDBG) Program, HOME Investment Partnerships (HOME) Program, Housing Opportunities for Persons with AIDS (HOPWA) Program, and Emergency Solutions Grant (ESG) Program. To expedite the use of these funds, HUD’s state and local partners can now access a waiver through a new simplified notification process. HUD’s flexibilities include:

- HUD is allowing for an abbreviated public comment requirement on changes to a grantee’s community redevelopment plans. Upon notification, HUD will reduce the customary 30-day comment period to seven days. This temporary allowance balances the need to help local communities more quickly while continuing to provide reasonable notice and opportunity for citizens to comment on the proposed uses of funds.
- Hurricanes Harvey, Irma, and Maria destroyed communications networks, particularly in the Commonwealth of Puerto Rico and the U.S. Virgin Islands. Therefore, HUD is waiving the normal communication requirements and allowing these grantees to determine what constitutes reasonable notice and opportunity to comment.
- These hurricanes also caused extensive damage and destruction to the housing stock in certain impacted areas. To accelerate new housing construction, HUD is suspending normal rules to enable CDBG grantees to replace affordable housing units that were lost as a result of the hurricanes and flooding.
- HUD recognizes that affected citizens may require additional time and effort to execute their recovery plans. Consequently, HUD will suspend a cap limiting CDBG expenditures for public services to 15 percent. HUD will temporarily allow CDBG grantees to pay for additional support services for individuals and families affected by the hurricanes. Services could include, but not be limited to, the provision of food, emergency shelter, case management and related services to help residents in declared-disaster areas until long-term recovery resources become available.

## Kentucky Field Office Volunteers with Habitat for Humanity Build



Recently, staff members from the Kentucky Field Office volunteered for the annual Habitat for Humanity build. Over the years, Kentucky HUD staff has framed a house, built subflooring, and deconstructed a home. The in-service day is incredibly rewarding to every volunteer and especially to the new homeowners. “The greatest aspect of what we do with Habitat for Humanity is the firsthand knowledge and experience gained doing something that directly benefits our communities,” said David Railey with Field Policy Management. “Sharing in the experience with coworkers makes it even better and epitomizes the concept of true cross-program collaboration.”



# Violence Against Women Act (VAWA) Resources for Multifamily Assisted Housing

HUD has created a Violence Against Women (VAWA) web page for assisted housing owners, agents, industry professionals, and residents. The web page contains links to the [Violence Against Women Reauthorization Act of 2013](#), which was signed into law March 13, 2017. The law significantly expanded housing protections to victims of domestic violence, dating violence, sexual assault, and stalking across HUD's core housing and homelessness programs. To implement the law's new provisions, HUD issued a [final rule](#), which took effect on December 16, 2016. Read HUD's [press release](#) announcing the rule's publication. The new provisions build a broad set of housing protections into all of HUD's key programs.

HUD's regulation applies to all multifamily assisted housing properties, including those with project-based Section 8, Section 202 and 811 supportive housing for the elderly and people with disabilities; Section 236 and 221(d)(3) below market and reduced interest rate programs; and the Section 811 Project Rental Assistance grant program.

The Office of Multifamily Housing issued guidance to owners and management agents of HUD multifamily assisted housing on the requirements of implementation of the rule in HUD housing programs with program notice [H 2017-05](#) on June 30, 2017. The program notice does not encompass all aspects of the rule and should be used in conjunction with the final rule.

To provide additional information on VAWA requirements, HUD produced two training webcasts and accompanying PowerPoint presentations:

July 26, 2017 - VAWA Final Rule [Multifamily Housing Owner/Agent Perspective](#); click here for [slides](#).

August 1, 2017 – VAWA Final Rule [Multifamily Housing HUD and PBCA Staff Perspective](#); click here for [slides](#).

Multifamily Housing VAWA [Questions & Answers](#) . Watch for updates!

## HUD Forms:

- ▶ [HUD-5380](#) Notice of Occupancy Rights Under the Violence Against Women Act
- ▶ [HUD-5381](#) Model Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking
- ▶ [HUD-5382](#) Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, and Alternate Documentation
- ▶ [HUD-5383](#) Emergency Transfer Request for Certain Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking
- ▶ [HUD-91067](#) Section 8 VAWA Lease Addendum

## Additional Resources:

- ▶ [National Domestic Violence Hotline](#) - 1-800-799-7233 or 1-800-787-3224 (TTY)
- ▶ The Rape, Abuse & Incest National Network's [National Sexual Assault telephone Hotline](#) – 1-800-656-HOPE
- ▶ National Center for Victims of Crime's [Stalking Resource Center](#)

# Southeast Region Multifamily Housing Loans Endorsed FY 2018

Criteria	#Loans	#Units/Beds	(Millions)
<b>241 Improvement/Additions/Apts/Coops</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>New Construction/Substantial Rehabilitation</b>	<b>14</b>	<b>2371</b>	<b>273.5</b>
<b>Refinance 223f and A7 Purchase</b>	<b>24</b>	<b>5489</b>	<b>355</b>
<b>Risk Sharing</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total</b>	<b>38</b>	<b>7860</b>	<b>628.5</b>

## New 8(bb) Preservation Tool

The Office of Multifamily Housing has launched a new [webpage](#) for the Section 8(bb) Preservation Tool. The webpage provides a brief explanation of the Section 8(bb) Preservation Tool, which allows for the transfer of Section 8 project based rental assistance (PBRA) budget authority from one multifamily project (Project A) to another multifamily project (Project B). The webpage features a list of potential Property Bs, which will be useful to owners who are interested in transferring their PBRA budget authority. The list is downloadable in Excel, can be sorted or filtered by state or county, and is updated every two weeks. It also provides instructions for owners of multifamily properties who are interested in receiving Section 8 budget authority via the 8(bb) transfer process on how to request that their properties be added to the list.

## 2017 SMAC Conference

The Southeast Mortgage Advisory Council (SMAC) and HUD's Production Division conducted a training event with over 100 attendees on November 6 and 7 in Jacksonville, Florida. Those in attendance included Multifamily Accelerated Processing (MAP) approved mortgage lender staff, third party appraisers, market analysts, environmental professionals and HUD staff. Ruben Brooks, Southeast Regional Director, highlighted accomplishments achieved during fiscal year 2017 and discussed key issues

in Production throughout the region, especially HUD's efforts in providing housing and assessing damage resulting from the devastating 2017 hurricane season. HUD's directors, branch chiefs, and staff participated in panel discussions moderated by SMAC officials covering current trends and issues in the multifamily mortgage industry, such as processing loan applications from concept meeting, through loan committee, to closing. Sandra Frye, Southeast Regional Environmental Clearance Officer,

discussed environmental reviews and provided valuable insight into the environmental approval process with the HUD Environmental Review Online System (HEROS). Materials from the training may be accessed at SMAC's [website](#). SMAC was established to provide constructive advice and support to HUD's Multifamily leadership and staff, to improve the effective delivery of the FHA multifamily insurance program in the Southeast Region.

# Capital Needs Assessment Tool

As the Office of Multifamily Housing begins to implement the new Capital Needs Assessment (CNA) e-Tool, we want to update you on the timing of this implementation as it relates to the Office of Asset Management and Portfolio Oversight (OAMPO).

While the CNA e-Tool itself is currently operational ([see CNA e-Tool Web Page](#) for information and guidance), not everyone is able to log on and utilize it. Consequently, the Office of Multifamily Housing has decided to delay the requirement for the CNA e-Tool to be used in asset management transactions to February 1, 2018. With this announcement, we are mirroring the timeline set by the Office of Recapitalization for Rental Assistance Demonstration transactions, which will also be required to use the CNA e-Tool to submit financing plans by February 1, 2018.

As a reminder, CNA e-Tool use will be required for the following OAMPO projects:

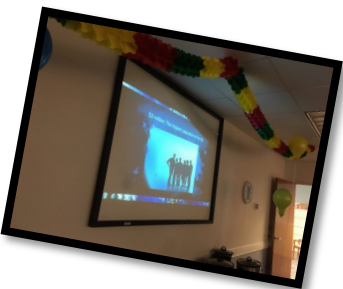
- PRAC projects requesting a Budget Based Rent Adjustment that changes Reserve for Replacement contributions and planned expenditures
- 223(f) projects required to submit 10-year updates to their CNA and perform Reserve for Replacement analysis as implemented by the March 15, 2002 MAP Guide revision
- Other FHA-Insured projects (221(d)4, 213, 542, 220, etc.) are required to submit 10-year updates to their CNA and perform Reserve for Replacement analysis as implemented by Mortgagee Letter 2012-25 issued on November 1, 2012
- FHA-Insured projects submitting a loan modification or Partial Payment of Claim request

In preparation for the CNA e-Tool's mandatory use in February 2018, we encourage you to visit [https://www.hud.gov/program\\_offices/housing/mfh/cna](https://www.hud.gov/program_offices/housing/mfh/cna) to view training videos and review the CNA e-Tool User Guide.

## Jacksonville Celebrates National Hispanic Heritage Month

National Hispanic Heritage Month spans from September 15 through October 15. During this period, HUD offices across the Region recognized contributions of Hispanic and Latino Americans to the group's heritage and culture. September 15, is significant in Hispanic culture as it is the anniversary of five Latin American countries. Costa Rica, El Salvador, Guatemala, Honduras, and Nicaragua all declared independence in 1821. Additionally, Mexico, Chile, and Belize celebrate their independence in September as well. The month also recognizes the important presence of Hispanic and Latino Americans in the United States.

In the Jacksonville Florida office, the celebration was led by Chief Counsel Ingrid Suarez Osborn with assistance from a stellar committee composed of Saadia Figueroa-Davis, Terry Brey, Kim Baker, Lucy Knudson, Gloria Villarreal, Georgia Walton, Mike Daly, and Tonya Wade, representing each of the program areas. The event included a PowerPoint presentation on historic and cultural facts, as well as a trivia game with fun facts such as: "Who was the first Hispanic Secretary of HUD?" - Henry Cisneros of course! It wouldn't be a proper Hispanic celebration without a delicious array of food. This year's celebration included a taco bar consisting of three different meats with all the fixings and a dessert table. Viva la Hispanidad!



# DUNS Number Required on All Voucher Submissions

A memorandum dated June 2, 2017, from the Office of Asset Management and Portfolio Oversight, implemented the requirement to include the Dun & Bradstreet's (DB) Data Numbering System (DUNS) on all vouchers submitted to the Tenant Rental Assistance Certification System (TRACS). The requirement was to be effective approximately six months from the date of the memorandum or December 2017.

Before an entity can conduct business with the government, it must obtain a DUNS number, a unique nine-digit identification number for each physical location. The entity must also register in the System for Award Management (SAM), the official U. S. Government system that consolidates the Central Contractor Registra-

tion (CCR), Federal Contract Registry (FedReg), Online Representations and Certifications Application (ORCA), and Excluded Parties List System (EPLS). Business entities that have obtained a DUNS number must register/re-activate annually in SAM to be eligible to receive financial assistance.

In accordance with 24 CFR 5.1004 and Notice 2012-06, HUD requires covered housing entities to maintain an active DUNS number and registration with CCR to receive housing assistance payments or rental assistance payments. CCR has since been consolidated into SAM.

Effective December 1, 2017, vouchers that do not contain an active DUNS number will generate a TRACS fatal error and will not re-

ceive payment until corrected. Entities must register/re-activate annually in SAM to maintain an active status to be eligible to receive financial assistance. There is no charge to register or maintain your entity registration record in SAM. Fatal error corrections in TRACS does not address the status of the entity's DUNS number or SAM status.

For all technical support questions relating to your DUNS number, contact the SAM Federal Service Desk at 1-866-606-8220. Additionally, the SAM User Guide is available by [clicking here](#). For further information regarding this memorandum, contact Annecia Durr, who may be contacted via email at [Annecia.Durr@hud.gov](mailto:Annecia.Durr@hud.gov).

## 2018 OCAF Factors Published

Operating Cost Adjustment Factors (OCAFs) for project-based rental assistance contracts issued under Section 8 of the United States Housing Act of 1937 and renewed under the Multifamily Assisted Housing Reform and Affordability Act of 1997 (MAHRA) with an anniversary date on or after February 11, 2018, have been published. OCAFs are annual factors used primarily to adjust the rents for contracts renewed under Section 515 or Section 524 of MAHRA. OCAFs are distinct from, and do not apply to the same properties as Annual Adjustment Factors (AAFs). AAFs are used to adjust contract rents for units assisted in certain Section 8 housing assistance payment (HAP) programs during the initial (i.e., pre-renewal) term of the HAP contract and for all units in the project based certificate program.

STATE	OCAF %
ALABAMA	2.3
FLORIDA	2.1
GEORGIA	2.2
KENTUCKY	2.1
MISSISSIPPI	2.0
NORTH CAROLINA	2.1
SOUTH CAROLINA	2.3
TENNESSEE	2.2
PUERTO RICO	2.0
VIRGIN ISLANDS	2.0



# Multifamily Housing Cubical Contest in Jacksonville





# Multifamily Seek and Find



T T C E J B U S K W M N A G N I T S I X E T N G X  
 S U T Q S R E N W O L D D E T A D P U N C N T E Z  
 J P Z P H W U A C E J Q B A A T A S O L V Q F P N  
 A K E N T U C K Y U T D Z N F Z N I T Y E A D A O  
 Y C T E N N E S S E E R P I E N T A Q A C W T R H  
 F K V W Q B R T P B K S I L U A L N Z T K D D T D  
 R E J S J T W U A L R M W O M T W T O L F E J N K  
 N F W O M S B Y M A L X M R W Z I R V M V H A E L  
 O F D U H C J G A B T F O A C E S L F V H S G R E  
 T E H T D I L Q B O F F G C A B Q T I G I I E S C  
 I C P H E T A G A R N P C H E R Q N K T O L N Q N  
 C T X C J S J T L I X K M T Q T A I R B Y B T P A  
 E I Q A P I U E A H V T Q R M X A U V D T U S W W  
 J V Y R E T H S I A D I R O L F M D D D I P O Q O  
 S E G O W A B A D E Y V R N K O V T T W L M A W L  
 E A R L I T D T L L E L B A L I A V A M I Q I O L  
 N G E I F S W A E B W U I D E P D J J S J S G A A  
 I N N N T W I D W N G S L M J B E M S R T T R S W  
 S I E A T T T S I L A K X X A S H I Y C Q S O D P  
 L S R P U E R T O R I C O V L F S Q E M Y E E T W  
 Q U Y A C L G L Y O J H E P D S I J W K H K G O N  
 A O Y S D N A L S I N I G R I V O T O W S G L T C  
 D H J H R A E Y A G M N D P A R N Y L H F O U N D  
 A N A L Y S I S Q J Y W P U P U I D H U K P T M R  
 P L H B U R E A U Z H I S P E C I F I C M G D H S

Adjust	Bureau	Factors	Labor	Owners	Statistics
Agents	Dataset	Florida	List	Partners	Subject
Alabama	Date	Georgia	Mississippi	Published	Tennessee
Allowance	Effective	Housing	Multifamily	Puerto Rico	Updated
Analysis	Energy	Information	North Carolina	South Carolina	Utility
Available	Existing	Kentucky	Notice	Specific	Virgin Islands



# Descriptions of Multifamily Programs Federal Housing Administration (FHA) Mortgage Insurance Origination

(Click on Links Below for Program Description)

- [Rental Housing: Section 207](#)
- [Manufactured Home Parks: Section 207](#)
- [Cooperative Units: Section 213](#)
- [Rental Housing for Urban Renewal and Concentrated Development Areas: Section 220](#)
- [Rental and Cooperative Housing: Section 221\(d\)\(4\)](#)
- [Single Room Occupancy \(SRO\) Projects: Section 221\(d\)\(4\)](#)
- [Purchase or Refinancing of Existing Multifamily Housing Projects: Section 207 / 223\(f\)](#)
- [Refinancing of Existing Multifamily Rental Housing: Section 223\(a\)\(7\)](#)
- [Rental Housing for the Elderly: Section 231](#)
- [Mortgage Insurance for Construction or Substantial Rehabilitation of Condominium Projects: Section 234\(d\)](#)
- [Supplemental Loan Insurance for Multifamily Rental Housing: Section 241\(a\)](#)
- [Qualified Participating Entities Risk-Sharing Program: Section 542\(b\)](#)
- [Housing Finance Agency Risk-Sharing Program: Section 542\(c\)](#)
- [Mortgage Insurance for Nursing Homes, Intermediate Care, Board & Care and Assisted-living Facilities: Section 232 and Section 232/223\(f\)](#)

## Special Needs

- [Section 202 Supportive Housing for the Elderly](#)
- [Section 811 Supportive Housing for Persons with Disabilities](#)
- [Assisted-Living Conversion Program \(ALCP\)](#)
- [Demonstration Program for Elderly Housing for Intergenerational Families](#)
- [Emergency Capital Repair Program \(ECRP\)](#)

## Supportive Services

- [Multifamily Housing Service Coordinators](#)
- [Congregate Housing Services Program \(CHSP\)](#)
- [Multifamily Family Self-Sufficiency Program](#)

## *A Note from the Editor*



We hope this issue of the Multifamily Housing Southeast Regional News will be beneficial to you and your staff. It is our intention to provide you, our customers, with a newsletter several times throughout the year about events, changes, and issues that affect you. Please feel free to forward the newsletter on to whomever else you may feel would benefit from it. Suggestions for topics are always welcome. Please direct your suggestions to my attention, Janice S. Gordon, Senior Account Executive, (aka Editor in Chief) via email at: [Janice.S.Gordon@hud.gov](mailto:Janice.S.Gordon@hud.gov).

You may also contact me by telephone at 904-208-6003.

To receive future copies of this newsletter, if you did not receive this one directly, please contact your local HUD Multifamily Office, or sign up for the Jacksonville, Florida Multifamily LISTSERV.

## HOW TO JOIN A MULTIFAMILY LISTSERV

A Multifamily LISTSERV is an electronic mailing list for housing partners. The goal is to provide our partners with notices, updates, and technical information electronically instead of by mail. You are encouraged to join a LISTSERV by following these instructions:

- [www.hud.gov](http://www.hud.gov)
- Click on RESOURCES
- go to Mailing List
- Select a state from the list on the right side of the page
- Click on the appropriate multifamily link \*
- Enter your complete email address

You will receive a confirmation email which needs to be responded to within the required time frame and then you will be added to the list. This will enable you to receive a copy of all messages that are transmitted from this list.

\*The following is a list of Multifamily mailing lists by state in Southeast Region IV:

- Alabama—Birmingham Multifamily Program Center
- Florida—Jax/Orl MF HSG and Florida MF Production Insured
- Georgia, Puerto Rico/U.S. Virgin Islands, and Tennessee—Atlanta Multifamily Housing Hub Partners; and Georgia Multifamily Business Partners
- Kentucky—KY MF Owners and Management Agents; Louisville Multifamily Program Center; and KY Multifamily Partners
- Mississippi—MS Multifamily Partners
- North Carolina—NC Multifamily Partners
- Puerto Rico—San Juan Field Office Multifamily Program Center
- South Carolina—SC Multifamily Partners
- Tennessee—TN Multifamily Partners

Jacksonville Satellite Office  
HUD Office of Multifamily Housing  
400 West Bay Street, Suite 1015  
Jacksonville, FL 32202  
904-232-1777  
FAX: 904-232-1532

