

HUD MULTIFAMILY HOUSING SOUTHEAST REGIONAL NEWS



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

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Inside this issue:

Secretary Ben Carson	2
Pamela Patenaude FSS in Multifamily	3
SMAC Portfolio Reassignments	4
REAC Deficiencies FOIA Training	5
Loans Endorsed Port Academy Summer Food Service Program (SFSP)	6
2017 Housing Notices	7
Father's Day New Staff Attorney	8
New Senior Housing Homeownership Month Daughter/Son To Work	9
FSS Outreach HUD-9250 Revision	10
MF Seek and Find	11
A Note From the Editor MF LISTSERV	12

Multifamily Housing

It's What We Do



HUD Secretary Ben Carson Visits Jacksonville and Miami HUD Offices.

Secretary Ben Carson recently visited the Jacksonville and Miami Field Offices. Secretary Carson met with senior leadership, addressed office staff, and took a tour of the Jacksonville and Miami areas.



Pamela Patenaude Announced as Deputy Secretary Nominee



The White House recently nominated HUD alum Pamela Patenaude as the Department's Deputy Secretary.

Ms. Patenaude served as Assistant Secretary of CPD and as head of FPM during President George W. Bush's Administration.

Ms. Patenaude is currently the President of the J. Ronald Terwilliger Foundation for America's Families and has directed the Bipartisan Policy Center Housing Commission. She earned her B.S. from Saint Anselm College and her Master of Science Community Economic Development degree from Southern New Hampshire University. She has received many notable honors including the Housing Wire 2013 Woman of Influence and the 2006 Saint Anselm College Alumni Award of Merit.

"Pam's extensive knowledge of housing issues and dedicated service to this Department under two previous administrations makes her an exceptional choice for the position of Deputy Secretary," said Secretary Carson of Ms. Patenaude's nomination. "Most recently, Pam led the Department's field operations and served as Assistant Secretary for the Office of Community Planning and Development. She will bring a wealth of experience and steady leadership to HUD in her new role. I look forward to working with her to achieve more efficient and effective housing policies that create jobs, strengthen communities, and ensure safe, affordable housing for all Americans."

Family Self Sufficiency Program in Multifamily Housing

Notice H 2016-08

Family Self Sufficiency (FSS) is a HUD program that provides incentives and support to help families living in multifamily assisted housing increase their earned income and reduce their dependence on public assistance programs. FSS promotes the development of local strategies to coordinate the use of HUD rental assistance programs with public and private resources, to enable eligible families to make progress toward economic independence and self-sufficiency.

Owners of privately-owned HUD assisted multifamily housing can voluntarily establish and operate an FSS program at their housing sites. Participation in the FSS program is voluntary for families living in these properties.

Assisted housing owners and their management agents work to secure commitments from public and private resources

for the program's operation, develop the program's FSS Action Plan and implement the program. FSS families are referred to services and educational opportunities that can lead to improved employment and earned income. Such services might include child care, transportation, education, job training, employment counseling, financial literacy, and homeownership counseling.

Families entering the FSS program work to develop goals that will help the families make progress toward self-sufficiency within a 5-year period. These goals may include education, specialized training, job readiness, placement, and career advancement activities. Families sign a Contract of Participation (CoP) with the owner, for up to five years. Goals for each participating family member are set out in Individual Training and Service Plans (ITSP) that are part of the CoP. When the family meets its goals and completes its FSS contract, the fami-

ly becomes eligible to receive funds that are deposited into an escrow account.

The owner establishes an interest-bearing escrow account for all families, with separate accounting for each participating family. The escrow account is funded by HUD through adjustments to rental subsidy payments to the owner. If family members' earned incomes and rental payments increase while participating in the FSS program, the owner will credit the incremental rent due to the increase in earned income amount to the family's escrow account. Once a family successfully completes the program, they may access the escrow funds and use them for any purpose.

The Notice implements the policies and procedures applicable to a FSS program in a HUD-assisted multifamily housing property. [Click here](#) for a copy of the Notice.

HUD Participates in Southeast Mortgagee Advisory Council Conference in Atlanta, Georgia



HUD Multifamily Acting Deputy Assistant Secretary, Robert Iber; Carolyn Whatley, SMAC President; Ruben Brooks, HUD Multifamily Southeast Regional Center Director; and Michael German, Supervisor Management Analyst, HUD Georgia Field Office.

The 16th Annual Southeast Mortgagee Advisory Council (SMAC) Conference recently convened in Atlanta with a focus on the “Multifamily for Tomorrow’s” progress. HUD Multifamily Acting Deputy Assistant Secretary, Robert G. “Bob” Iber provided a national perspective of multifamily housing, growth and progress, before a packed crowd of over 200 SMAC members and affiliates. Ruben J. Brooks, Multifamily Southeast Regional Center Director, provided a detailed breakdown of the state of the region to include performance results, staffing, initiatives and goals.

Carolyn Whatley, SMAC President, kicked off the program. HUD panel

members were LaDonna Mills, Acting Production Division Director & Underwriting Branch 2 Chief, Charles Huggins, Economic & Market Analysis Field Director, SE, Jon Bonner, Technical Branch Chief and Bonitta Smith, Asset Management Branch 1 Chief, Atlanta.

Instruction the morning of the first day included lender engagement and concept, HUD panel discussion on concept package review and the decision process. Later in the day, presentations and discussions were held on new construction, pre-application training, firm application training, commitment issuance, rate locks, and reprocessing. Closing out the first day, attendees learned about coordination, timing, and best practices. Day two was informative as attendees learned about LIHTC, RAD, 221(d)(4), LEAN program, asset management, closings, environmental compliance, and REACs. The third day attendees were provided updates on energy efficiency, PCNA, the Davis Bacon Act, cost trends, and the CNA E-Tool. HUD participated in most of the panel and informational sessions adding much needed technical assistance.

“The SMAC brings together professionals from all over the region to include leading experts from HUD in an ongoing

effort to be current and outcome based in our efforts to better help those we mutually serve,” said Brooks, Multifamily Southeast Regional Center Director.

The [Southeast Mortgagee Advisory Council](#) was established to provide constructive advice and support to HUD’s Multifamily Hub office leadership and staff, to improve the effective delivery of the FHA multifamily insurance program. The Council exists to: (a) provide a permanent forum for FHA mortgagees active in these Hub office jurisdictions to identify potential improvements in the consistent application of FHA programs, underwriting, and processing guidelines; (b) develop and present to HUD leadership and staff potential solutions representing the shared position of the participating mortgagees; and (c) provide the respective Hub offices with regular access to a group of active mortgagees for the purpose of a dialogue on issues related to the administration of the FHA mortgage insurance programs.



Account Executive Portfolio Reassignments



The Department is continually working to balance the workload of staff in Asset Management as our portfolio grows and our workforce changes. During the last quarter, the Southeast Region has made a significant change in the project assignments for South Carolina and North Carolina in the Atlanta and Jacksonville Offices. Please note that most of the South Carolina projects have been moved from the Atlanta Office Staff to the Jacksonville Office Staff and the North Carolina projects previously serviced by the Jacksonville Office have moved to the Atlanta Office staff for servicing. There are a few projects with pending transactions that have not made the move yet, to ensure completion of critical transactions. The new Account Executives are contacting owners and agents directly to confirm these changes. Please [click here](#) for a list of projects by state with the assigned Account Executive listed.

REAC Inspections—Frequently Found Deficiencies

Area (A)	Item Name (B)	EHS (C)	Defect Description (D)
Unit	Doors		Unit - Damaged Hardware/Locks (Doors)
Unit	Kitchen Items		Unit - Refrigerator - Missing/Damaged/Inoperable (Kitchen)
Unit	Windows		Unit - Damaged/Missing Screens (Windows)
Unit	Doors		Unit - Damaged Surface (Holes/Paint/Rust/Glass) (Doors)
Unit	Walls		Unit - Damaged (Walls)
Unit	Bathroom Items		Unit - Lavatory Sink - Damaged/Missing (Bathroom)
Unit	Bathroom Items		Unit - Plumbing Leaking Faucet/Pipes (Bathroom)
HEALTH AND SAFETY-UNIT	Infestation	NLT	Health and Safety - Insects / roaches (Infestation)
Unit	Smoke Detector		Unit - Missing/Inoperable (Smoke Detector)
Unit	Walls		Unit - Peeling/Needs Paint (Walls)
Unit	Windows		Unit- Missing/Deteriorated Caulking/Seals/Glazing Compound (Windows)
HEALTH AND SAFETY-UNIT	Emergency/Fire Exits	LT	Health and Safety - Emergency/Fire Exits Blocked/Unusable (Emergency/Fire Exits)
HEALTH AND SAFETY-UNIT	Electrical System	NLT	Unit - GFI - Inoperable (Electrical System)
HEALTH AND SAFETY-UNIT	Windows	NLT	Unit - Inoperable/Not Lockable (Windows)
Unit	Kitchen Items		Unit - Range/Stove- Missing/Damaged/Inoperable (Kitchen)
Unit	Ceiling		Unit - Peeling/Needs Paint (Ceiling)
Unit	Outlets/Switches		Unit - Missing/Broken Cover Plates (Outlets/Switches)
Unit	Doors		Unit - Deteriorated/Missing Seals (Entry Only) (Doors)
HEALTH AND SAFETY-UNIT	Doors	NLT	Unit - Damaged Frames/Threshold/Lintels/Trim (Doors)
Unit	Doors		Unit - Damaged/Missing Screen/Storm/Security Door (Doors)

Column A: The inspectable area (Site, Building Exterior, etc.) where the defect is found.
 Column B: The Inspectable item (bathroom, kitchen, doors, etc.) affected by the defect.
 Column C: NLT=Non-Life Threatening; LT=Life Threatening
 Column D: A description of the defect.

FOIA Training



HUD Multifamily Southeast Region’s Operations Team recently hosted Freedom of Information Act (FOIA) training in the Atlanta Regional Office. Training was provided by the Department of Justice staff. The training provided attendees with a basic overview of the FOIA and procedural requirements involved in processing a FOIA request from start to finish. HUD office staffs outside of Atlanta attended the sessions via video teleconference.

Southeast Region Multifamily Housing Loans Endorsed FY 2017

Criteria	#Loans	#Units/ Beds	Amount (Millions)
New Construction/Substantial Rehabilitation	32	5756	\$609.7
241 Improvement/Additions	0	0	0
Refinance 223f and A7 Purchase	76	12979	\$888.6
Risk Sharing	0	0	0
Totals	108	18735	\$1,498.3

Summer Food Service Program

The Summer Food Service Program (SFSP) ensures that low-income children continue to receive nutritious meals when school is not in session. This summer, USDA plans to serve more than 200 million free meals to children 18 years and under at approved SFSP sites. Help us ensure that no child goes hungry this summer. [Click here](#) for more information.

HUD Jacksonville Helps to Launch Jacksonville Port Academy



On March 7, 2017, after two years of planning with several local partners, HUD's Jacksonville team helped launch the Jacksonville Port Academy. Its objective: help fill port jobs with economically challenged residents in the area, and ex-offenders from the surrounding community. The Port of Jacksonville is a regional economic engine creating abundant new job opportunities in North Florida. Jobs pay an average annual salary of \$51,000 which is above the Jacksonville area average wage of \$38,000. Interestingly, the port-related jobs are typically unfilled in the shadow of stubbornly high unemployment rates in the economically disadvantaged areas adjacent to the port.

The Jacksonville Port Academy will provide the missing link: access to training resources to acquire the varied essential skills in target positions. The lead organization for the Jacksonville Port Academy is Operation New Hope, in partnership with JaxPort. Other participants in addition to HUD are Florida State College at Jacksonville, the University of North Florida, the Jacksonville Chamber of Commerce, West Side Church of Christ, and Local Initiatives Support Corporation (LISC-Jacksonville).

2017 Housing Notices

Notice H 2017-01, “Administrative Guidance for Multifamily Property Assessed Clean Energy (PACE)” (January 11, 2017). The Notice provides guidance to owners and management agents for determining if the PACE program in their locality meets the standards for compatibility with HUD’s multifamily housing programs. For those properties in jurisdictions located in areas with acceptable PACE programs, the Notice provides further guidance on obtaining HUD approval for property participation in PACE. POC: Rick Daugherty (Richard.P.Daugherty@hud.gov). [Click here](#) for a copy of the Notice.

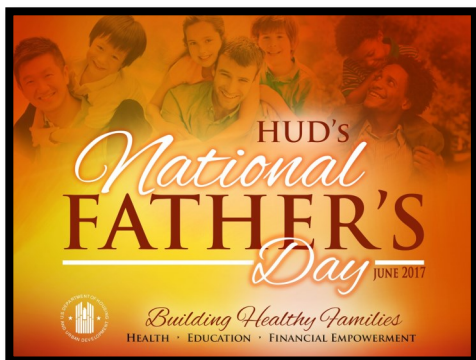
Notice H 2017-02, “Annual Base City High Cost Percentage and High Cost Area Revisions for 2016, (January 11, 2017). The law does not determine which areas are to be considered “High Cost Areas.” Accordingly, the Office of Multifamily Production has developed a list of High Cost Areas for 2016. The threshold for a High Cost Area has been set for all areas (Special Limit Areas excepted) with a “calculated” High Cost Percentage (HCP) of 281.70 or greater, but because of the statutory cap of 170 percent or 270 percent multiplier, some localities have a higher HCP but still have the 270 percent multiplier. The document attached to this Notice designates Annual Base City High Cost Percentages and High Cost Areas effective January 1, 2016, and for transactions with firm commitments issued prior to the publication of the High Cost Percentages and Area Revisions for calendar year 2017. Guam, the U.S. Virgin Islands, and the states of Alaska and Hawaii are Special Limit areas. Care should be taken to ensure that the appropriate limits are used for corresponding programs. The HCP for Special Limit Areas is 405 percent. [Click here](#) for a copy of the Notice.

Notice H 2017-03, “Rental Assistance Demonstration—Final Implementation, Revision 3” (January 12, 2017). This Notice provides program instructions for the Rental Assistance Demonstration (RAD), including eligibility and selection criteria. Please [click here](#) for the latest information on RAD or to join the RAD listserv. Materials referenced in this Notice may be obtained from this RAD website. Email questions to RAD@hud.gov. Additionally, HUD will develop informational materials to address various program elements that HUD will post on the RAD website. [Click here](#) for a copy of the Notice.

Notice H 2017-04, “Implementation of the CNA e Tool—Delayed Implementation” (April 19, 2017). With this Housing Notice, the Department of Housing and Urban Development (HUD) amends Housing Notice 2016-18, published December 30, 2016, by delaying the implementation date for the new Capital Needs Assessment tools (CNA e Tool). The updated CNA e Tool is being released concurrent with this Housing Notice. To ensure adequate time for users to familiarize themselves with the tools, the required use of the CNA e Tool for all CNAs submitted under covered programs is delayed from July 1, 2017, as stated in Housing Notice 2016-18, to October 1, 2017. Use of the CNA e Tool will be voluntary for all CNAs submitted through September 30, 2017. All CNAs submitted to HUD on or after October 1, 2017, must be submitted through the CNA e Tool to fulfill program requirements. All other provisions of Housing Notice 2016-18 remain in effect, including programs covered. Questions regarding this Housing Notice may be directed to David Wilderman at (202) 402- 2803. For technical questions concerning the system tools or system access call your designated help desk or contact Sean Cortopassi at 202-402-4087. Persons with hearing or speech impairments may access assistance via TDD/TTY by calling 1-877-TDD-2HUD (1-877-833-2483). [Click here](#) for a copy of the Notice.



HUD's 7th Annual National Father's Day Celebration



For the last seven years, HUD's National Father's Day initiative has encouraged deeper connections between fathers and children by providing services to families in HUD assisted housing to support their efforts to raise happy, healthy children. Hundreds of Multifamily properties have participated in this annual event, and I encourage your property to host a Father's Day event this June. Together, we can help improve the quality of life for the families we serve.

Building Healthy Families

This year's Father's Day theme is **Building Healthy Families** to raise awareness of the important role fathers play in their children's physical and emotional health. Father's Day events and activities can provide resources in the areas of health, education, and financial empowerment to foster strong relationships between families.

Host a Father's Day event!

Multifamily properties can host events anytime in the month of June, with activities ranging from a casual cookout to a fair with information about job training opportunities and healthy living. You can partner with local service organizations and health departments to:

- Plan, publicize and host events.
- Set up resource tables and share information with attendees.
- Donate resources to support events.

- Offer educational programs.

We're here to help!

Please [click here](#) to find event ideas, FAQs, and marketing materials to promote your Father's Day event and activities to residents and sponsors. Please contact [natlfathersday@hud.gov](mailto:natlathersday@hud.gov) if you have any additional questions.

Thank you in advance for your efforts in ensuring a successful National Father's Day 2017.

Robert Iber, Acting Deputy Assistant Secretary, Office of Multifamily Housing

For additional information, [click here](#). To register or to locate Father's Day events, [click here](#).

Jacksonville Welcomes New Staff Attorney



Attorney Sylloris Lampkin is a new addition to the Jacksonville Legal team. Ms. Lampkin started her HUD career as a Legal Honors Intern in the Fort Worth office, and has made her way to Region IV. She has earned experience in various programs and sections within OGC. Although she will be out stationed in the Atlanta office, she will be working on Florida matters within our jurisdiction.

Ms. Lampkin, graduated from Clark Atlanta University with a B.A. in Political Science. Prior to law school, Ms. Lampkin held Series 7, 63, and 24 securities licenses while working as a

Registered Representative, Margin Analyst, and Compliance Officer at various brokerage houses throughout the country. Shortly thereafter, Ms. Lampkin attended Thurgood Marshall School of Law in Houston, Texas, where she graduated cum laude. She then joined HUD's Fort Worth Office of Counsel as a Legal Honors participant where she practiced as a generalist. Ms. Lampkin joined the Atlanta Office of Counsel, Fair Housing and Employment Law Division, in 2008, where she almost exclusively litigated housing discrimination cases on the Department's behalf. During her time in the Atlanta Regional Office, she also worked as a member of the Program Services Division. As a member of the Division, she closed Multifamily, Healthcare and RAD deals. She also handled various programmatic issues in a legal advisory capacity.

Ms. Lampkin is a member of the Georgia Association of Black Women Attorneys and she sits on the Council for the American Bar Association's Government and Public Sector Lawyers Division (GPSLD). As a Council Member, she is chair of the Awards Committee, past chair of the Law School Outreach Committee, GPSLD liaison to the National LGBT Bar, former liaison to the ABA Coalition on Racial and Ethnic Justice, frequent panelist of various GPSLD hosted podcasts, panels and chat sessions, and an annual faculty member in the Division's highly acclaimed Deposition Tips CLE. She is a graduate of the Leadership Academy, sponsored by the State Bar of Georgia, Young Lawyers Division as well. In her free time she enjoys playing competitive team tennis, watching documentaries, and spending time with her family and friends.

New Senior Affordable Housing in Atlanta



A ribbon cutting ceremony was recently held at Reynoldstown Senior Residences in Atlanta. The 70-unit, independent-living, affordable senior housing facility servicing residents aged 62 and older symbolizes years of public-private partnerships and cooperation. The Mercy Housing Southeast development, located in the historic Atlanta district bearing the same name, features extensive amenities

and targets seniors whose annual household incomes are less than \$35,000.

“The Reynoldstown Senior Residences, is one shining example of how HUD’s mission to create strong, sustainable, inclusive communities and quality affordable housing for all can become a reality,” said Ruben Brooks, HUD Multifamily Southeast Regional Center Director.

The new affordable housing units are the result of years of work in partnership with Mercy Housing Southeast, the City of Atlanta’s Department of City Planning, Invest Atlanta, the Atlanta BeltLine, HUD, the National Affordable Housing Trust (NAHT), and the Georgia Department of Community Affairs. The City of Atlanta invested over \$7.3 million while Invest Atlanta issued \$5.5 million in tax-exempt bonds. Atlanta’s

Department of City Planning and its Office of Housing and Community Development also contributed \$300,000 in Federal HOME funds. In addition, the Atlanta BeltLine contributed \$1.53 million and NAHT invested over \$4 million in federal and state Low-Income Housing Tax Credits to secure the resources needed to develop the property.

“Today is a truly exciting day,” said Tina Lowe, president of Mercy Housing Southeast. “For the past several years, Mercy Housing Southeast has worked closely with the City of Atlanta and the U.S. Department of Housing and Urban Development (HUD), as well as a number of other key groups to make the Reynoldstown facility a reality for seniors who are in need of affordable housing in Atlanta.”

June is National Homeownership Month

Homeownership is an American value and the cornerstone of our economy. Responsible homeownership is the key to building wealth and a strong middle class. Homeowners move far less frequently than renters, making it easier to build community networks and support systems. Homeownership offers tremendous freedom to create the living environment that the family has always wanted. Join HUD in celebrating National Homeownership Month by participating in a homeownership event. Visit www.HUD.gov for information about events.



Bring Your Daughter and Son to Work Day



On Thursday, April 27, 2017, the Jacksonville Field Office participated in Bring Your Daughter and Son to Work Day. The theme was a Trip Around HUD. A HUD ID as well as a passport was provided to each participant. As they went through each division, they received a stamp in their passport. Each division prepared a presentation about what they do at HUD. The Multifamily Division played Bingo after their presentation with words that are found in apartment complexes.

The Fair Housing and Equal Opportunity Division played a video that taught the kids how to observe everything around them and not to just focus on one object. After lunch they went on a field trip to the Museum of Contemporary Art and Sweet Pete’s candy store using the downtown monorail as their means of transportation. Not only were the children exposed to what HUD does, they were able to see many other job opportunities throughout the day. It was a fun day for all.



Family Self Sufficiency Outreach

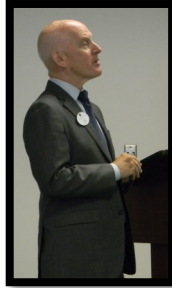
Building on the August 26, 2016, national announcement that privately-owned HUD-assisted multifamily apartment communities under Section 8 contracts can now offer Family Self-Sufficiency (FSS) programs, the HUD-Jacksonville Field Policy Staff collaborated with the Office of Multifamily Housing to present an *Outreach Event* on May 17, 2017, to promote the Family Self Sufficiency Program. The Multifamily Staff provided the implementation requirements in accordance with Housing Notice H-2016-08 and welcomed community partners to provide their experiences working to assist families in their goals to become self-sufficient.



HUD-Jacksonville Multifamily FSS Team: Casey LaFever, Susan Stewart, Yvonne Coffman, Belinda Koros, Kerry Salvas, Eleanor Hammonds, Casanry Griffin

Joining HUD staff were successful local practitioners that have created enhanced economic opportunities for their client-families and models for others to emulate.

The Family Foundations of Northeast Florida – Provided information about available resources for supportive



services in our communities that multifamily owners can tap into in implementing the FSS program. Their award-winning *1,000 in 1,000 Program*, born in Jacksonville nearly five years ago, is designed to pull 1,000 area families out of poverty in 1,000 days by helping participants develop financial and life skills needed to maintain steps up and out of economic hardship, is now recognized and emulated across the nation. [Click here](#) for more information.

The Jacksonville Housing Authority – Provided information about success stories and practical guidance on how to develop a FSS program through having implemented their FSS voluntary program in 1993 to assist Section 8 families achieve goals in education, job-training, employment, entrepreneurial ventures and homeownership with emphasis on employment, credit readiness and free of cash assistance. They have successfully removed many systemic disincentives and instilled hope for able-bodied residents to contribute to the nation's economic health, lessen their dependence on welfare and provide essential financial resources to their families. [Click here](#) for more information.



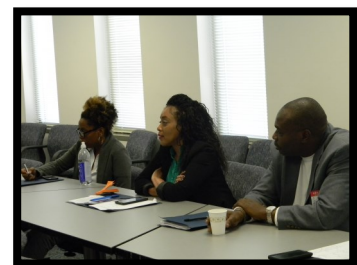
City of Jacksonville Office of Strategic Partnerships –



Shared their experiences of working with residents to determine what skills and support services are needed and the importance of determining this by individual. Recognized by the U.S. Conference of Mayors as having a “dynamic” and “forward-thinking” approach, their vision and tactical plan is leveraging effective partnerships in the public, private, non-profit and philanthropic sectors.

The expanded FSS program has the potential to impact thousands of families nationwide.

Family Self Sufficiency (FSS) is a HUD program that provides incentives and supports to help families living in multifamily assisted housing increase their earned income and reduce their dependence on public assistance programs. The HUD notice to multifamily property owners explaining the program can be found by [clicking here](#).



Funds Authorizations, form HUD-9250, has been updated and uploaded to HUDCLIPS. To access a copy of the current form, [click here](#).



Multifamily Seek and Find

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

Administrative

Base

Clean

Deduction

Energy

Fine

Gross

High

Issued

January

Keep

Living

Manual

Notice

Open

Percentage

Quick

Rate

Stress

Timely

Unique

Very

Weekly

XRy

Yearly

Zero

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.

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.

**Jacksonville Satellite Office
FHA Office of Multifamily Housing
400 West Bay Street, Suite 1015
Jacksonville, FL 32202
904-232-1777**

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
- 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; Florida MF Production Insure; and Florida MF Production TAP Informational Site
- 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
- Puerto Rico—San Juan Field Office Multifamily Program Center

