

HUD MULTIFAMILY HOUSING SOUTHEAST REGIONAL NEWS



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

**OCTOBER 2016
VOLUME 2, ISSUE 1**

Working in Partnership for Better Housing Options

Inside this issue:

Homelessness Disaster Training	2
MF Endorsements Valle Dorado	3
Homeless Resources HABIJAX	4
Non-Critical Repair	5
Food Bank	6
Low-Income Youth HUD Southeast Twitter	7
REAC Lakeview Tower	8
Students	9
Disaster Reporting Contract Renewal Expiring Forms	10
Arrest Records	11
Account Executives Retirements	12
MF Seek and Find	13
From the Editor Join A LISTSERV	14



Fight Against Homelessness: Listening Session in Tampa, Florida



Photo: Tampa Bay area leaders fighting against homelessness met with HUD Secretary Julián Castro and the HUD team to discuss their challenges and innovative solutions.

HUD Secretary Julián Castro and Senior Advisor for Housing and Services Jennifer Ho convened a Homelessness Listening Session for the members of the Tampa/Hillsborough Homeless Initiative (THHI) and concerned community members in Tampa, FL. CEO of THHI, Antoinette Hayes-Triplett, shared information about their effective prevention and intervention services for people who are homeless or at risk of becoming homeless. Their effectiveness has been demonstrated with a 16 percent drop in chronic homelessness. Secretary Castro credited innovative, people-centered collaborations like THHI with the remarkable 40 percent reduction in homelessness among veterans. Local leaders sharing their challenges included City of Tampa Mayor Bob Buckhorn, Hillsborough County Commissioner Kevin Beckner, and Hillsborough County Administrator Mike Merrill. This Homelessness Listening Session allowed the HUD team an opportunity to hear directly from those on the front line about the battle to end homelessness. Other HUD participants included Southeast Regional Administrator Ed Jennings, Jr., Community Planning and Development Director Gary Causey, and Jacksonville Field Office Director Alesia Scott-Ford.

Disaster Volunteer Training



Disaster Volunteer Training was presented to over 30 local Atlanta Regional Office team members and broadcasted to all the field offices in the region in an ongoing disaster training effort to keep the volunteers trained and prepared.

The training covered HUD's disaster playbook, and roles and responsibilities

during Mission Assignments including lessons learned from recent disaster efforts.

"This training is vital to HUD (staff) being well-prepared in advance of when we engage in disaster relief," said Willie Taylor, HUD SE Deputy Regional Administrator. "It helps us identify roles and responsibilities that will support HUD's mission which ultimately is to protect life, property and (natural) resources that are a part of HUD's overall investment portfolio. These actions when implemented support the long-term economic and social fabric of the communities that we serve."

HUD's role before and after a disaster has expanded in recent years and con-

tinues to be redefined through the National Disaster Recovery Framework (NDRF). Mykl Asanti, Atlanta Regional Office, Field Policy Management and Ed Ellis, Knoxville Field Office Director, organized, developed and led the training for the region. Tony Hebert, Disaster Recovery Coordinator, Regions I-X from FPM HQ was also a critical presenter.

HUD provides a variety of disaster resources and also partners with Federal and State agencies to help implement disaster recovery assistance. Under the National Response Framework the Federal Emergency Management Agency (FEMA) and the Small Business Administration (SBA) also offer initial recovery assistance.

Southeast Region Multifamily Housing Loans Endorsed FY2016



	# Loans	Mortgage Amount	Number of Units/Beds
241 Improve-ments/Additions	2	\$301,200,000	148
New Construc-tion/Substantial Rehabilitation	42	\$660,100,000	7,636
Refinance 223f and A7 Purchase	97	\$1,082,400,000	17,198
Grand Total	141	\$2043,700,000	24,982

Valle Dorado

“A blessing of new housing for the elderly in the Mountains of Utuado”



The Multifamily Housing Office, San Juan team, and the Atlanta Southeast Multifamily Region 4 recently announced the opening of Valle Dorado (*Golden Valley*), a 202 project located in the Municipality of Utuado. The first elderly project ever in Utuado, it will house 32 elderly families. The project is located in a lovely, rather remote town, situated in the Central Mountains Region of Puerto Rico. Its territory covers approximately 299 km². Utuado's population is approximately 34,543.

The grant was obtained through the Section 202 Supportive Housing for the Elderly Competitive Grant Program and will provide rental assistance for 32 elderly families. The sponsors are a Rochester, New York-based non-profit housing organization mainly organized to assist low income and moderate income bonafide farmers and their families in rural areas.

In addition to the HUD Capital Grant, HOME funds from HUD were also layered to finance the gap in the deal, along with contributions/donations allocated from the Federal Home Loan Bank of New York, Capital Magnet Funds, and Neighbor Works America, among others.

All units are housed in a five story building with one elevator. Each unit has a bedroom, kitchen-living-dining area, full bathroom, and closet space. The bedroom is sized for double occupancy. Each unit is equipped with a ceiling fan, stove, refrigerator, water heater and an intercom to the admin-

istrative offices.

While the ribbon cutting ceremony, held August 9, 2016, was essentially a short ceremony, the event turned into a full morning affair when all 32 eligible families showed up for the event. In the picture and among the guests of honor, our Southeast Regional Multifamily Director, Mr. Ruben J. Brooks, and future resident, Ms. Carmen Rivera. Occupancy began in August 2016. Many thanks to Marcia Ringo, Larry Ferguson, and the San Juan MF staff for their work to make this development possible.

Valle Dorado Housing for the Elderly is located in Pathstone, Puerto Rico and is the second Section 202 property developed by the sponsors. Their first property, Parque Platino Housing for the Elderly in Lares, Puerto Rico, is already fully occupied and in operation.

Homeless Assistance Resources For Multifamily Housing Owners and Managers

Visit HUD's new Homeless Assistance Resources webpage by [clicking here](#). The webpage is the new home of "Opening Doors Through Multifamily Housing: Toolkit for Implementing a Homeless Preference" and will provide you with information on the following topics:

- Opening Doors: Federal Strategic Plan to Prevent and End Homelessness
- Multifamily Housing Homeless Preference Notice, H 2013-21
- Homeless Preference Tool Kit for owners, management agents, homeless service providers, and government officials
- Finding your local Continuum of Care (CoC) for referrals of homeless households
- Homeless Preference Overview for assisted housing owners and managers, including how to create and implement the preference
- Housing Choice Voucher program for Market-Rate housing owners and management agents
- Homeless populations, such as veterans, LGBT persons, youth, and people experiencing domestic violence

HUD encourages all multifamily housing owners and management agents to help end homelessness. You can make this happen by using these resources and working with local homeless service providers. For questions, please email us at mfhpf@hud.gov. Be sure to include your city and state in your message.

Jacksonville MF Staff Volunteer With HABIJAX

On June 30, 2016, the Jacksonville Field Office celebrated Homeownership Month by volunteering with HabiJax. The event was coordinated by the Jacksonville Field Policy Management staff. Staff members participating from Field Policy Management were Alesia Scott-Ford, Field Office Director, and Mike Daly, Senior Management Analyst. Multifamily staff volunteers were Marla Randall, Underwriter, and Amy Peterson, Senior Account Executive. The volunteers assisted HabiJax residents in putting the finishing touches on several homes in the New Town Success Zone, located in West Jacksonville. HabiJax has built dozens of homes in the area and the transformation is striking. The volunteers hung blinds, planted flower beds and even put the mailboxes in place. The HabiJax personnel showed great patience as the volunteers learned the nuances of properly installing the blinds then setting the team on its own to finish the job. Several HUD staff interacted with some recent HabiJax homeowners and were humbled by their journey to homeownership through hard work, including the mandatory "sweat equity", the housing counseling requirements, and their desire to provide a home for their families. It was a very rewarding day for HUD staff and provided them a way to give back to the community.



Lender Designation of Non-Critical Repair Administration

HUD Housing Notice 2013-14 issued April 18, 2013, authorizes delegation of the non-critical repair escrow administration to Federal Housing Administration (FHA) approved multifamily lenders and servicers who voluntarily agree to administer the escrow process within the Section 223(f) and 223(a)(7) program underwriting guidelines. This authority applies only to FHA Multifamily Accelerated Processing (MAP) transactions originated under Sections 223(f) and 223(a)(7). Delegation of this task will eliminate the need for the Department of Housing and Urban Development (HUD) to issue approval for each disbursement release and is intended to expedite the non-critical repair escrow release process while maintaining management controls necessary to ensure the repairs are completed in accordance with the terms of the FHA Firm Commitment. A prerequisite for participation is HUD approval of revisions to the servicing lender's Quality Control Plan incorporating the requirements of this Housing Notice.

Servicing lenders who wish to take responsibility for administration of non-critical repair escrows should submit a written request (original hard copy and an electronic copy) to the Director of the Office of Multifamily Housing Development. The request

must include a revised Quality Control Plan addressing the following items:

- Procedures to ensure the work is completed within the Project Capital Needs Assessment (PCNA) scope of work, within budget, and on time.
- Procedures to ensure completion of the Supplemental Cost Certification (if required).
- The identification of the staff assigned to oversee the escrow administration and a primary point of contact. The lender's staff approving draw requests must be an approved Construction Loan Administrator. Performance and schedule of payment for third party inspections.
- A proposed addendum to form HUD-92476.1M, Escrow Agreement, indicating that the lender has been approved to release funds from the Escrow for completed work without HUD approval for all releases with the exception of the final draw.

HUD will review the request and respond within 30 days, with an approval letter, a request for additional information, or a letter denying the request. Servicing lenders approved to administer the non-critical repair escrow will be designated in HUD's intranet website. HUD will retain responsibility for release of non-critical repair es-

crow funds in all cases where there is an identity of interest between the borrower, the lender, or affiliates of either.

Should the lender elect to take responsibility for this task (and receive HUD approval to do so), the HUD inspection fee required to be paid to HUD per the Multifamily Accelerated Processing (MAP) Guide, Section 3.2.G, will be waived if the total cost of repairs is less than \$100,000. Otherwise, the inspection fee paid to HUD may not be waived.

Servicing lenders must engage a third party inspector, who typically will be the same entity which performed the PCNA. Fees to pay the inspector should be included and treated in the mortgage origination in the same way as other third party due diligence costs. The HUD Account Executive assigned to the project will be the lender's point of contact, and will be responsible for review and approval of the Supplemental Cost Certification (if applicable.) The HUD Account Executive will consult with the Office of Multifamily Housing Development staff, as necessary, if there are questions about the scope of work, progress schedule, or similar matters.

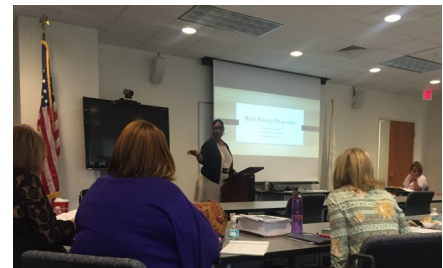
For additional information, [click here](#) for a complete copy of the Housing Notice.

Southeast Regional Staff Training



HUD Multifamily Asset Management in the Southeast Region recently conducted an all day asset management clinic lead by fellow staff members. Training included a refresher on several areas that are key components of the account executive's responsibilities, such

as: Housing Assistance Payments (HAP) Assignments, Risk Ratings of Properties, Management Agent Approval, Disaster Management, Management and Occupancy Reviews, Rental Assistance Demonstration (RAD), and Transfer of Physical Assets (TPAs).



Training was conducted in the Atlanta Regional Office as well as in the Jacksonville Satellite Office. Staff members from outlying field offices traveled to designated training sites for this intensive training.

Atlanta Staff Volunteer at Food Bank



On a rather ordinary, hot August morning, Atlanta Multifamily employees did something extraordinary by volunteering at the [Atlanta Community Food Bank](#). After a brief introduction to the history, mission, and impact of the Food Bank, they were given a “how to” lesson of the tasks at hand. Staff would be working in the Food Bank’s Product Rescue Center (PRC).

Constantly abuzz with activity, the PRC is where all donated food items are inspected and packaged by volunteers before distribution to the Food Bank’s 600+ nonprofit partner agencies. The work undertaken by volunteers in the PRC is critical because it ensures that food donations will be safe and wholesome for the people who need and receive it.

The multifamily volunteers divided into teams, and in three frenzied hours, inspected, sorted, packed, and stacked 4,543 pounds of food which corresponded to 2,725 meals! Although they joked and disagreed as to who had the most challenging job, everyone agreed that the box stackers broke the biggest sweat! The activity was a great team-building experience and a rewarding opportunity to serve the community.

If your family, friends, congregation, or youth group is looking for a hands-on volunteer activity, consider the [Atlanta Community Food Bank](#) or other food bank in your community. These organizations are critical resources for persons who suffer from hunger and food insecurity.



Happy New Year!
From the Southeast Region!



Family Self Sufficiency Program

Family Self Sufficiency (FSS) is a HUD program that provides incentives and support to help families living in multifamily assisted housing to 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 of 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.

The owner establishes an interest-bearing escrow account for all participating families, with separate accounting for each 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.

Notice H-2016-08 implements the policies and procedures applicable to a FSS program in a HUD-assisted multifamily housing property.

[Click here](#) to view the complete Notice.

Summer Excursion for Low-Income Youth



The beginning of summer means the end of another academic school year for many students. However, summer also presents a unique challenge for low-income parents seeking affordable youth activities that will stimulate learning during the academic hiatus of summer. Nationwide, millions of low-income parents struggle in their attempts to secure quality summer programs within local communities that produce safe havens for children, in addition to maintaining a curriculum that is jam-packed with fun, inspires learning, and expands beyond the typical “daycare” setting.

Consequently, the Boards of Directors for EME Apartments; Mt Pisgah Apartments and Mt. Zion Apartments, three low-income multifamily housing communities located in South Carolina, joined forces with

Southern Development Management Company and residents to successfully address this ongoing dilemma. As a result, Ira Banks, Regional Manager, Southern Development Company shared a vision that eventually evolved into a summer youth excursion! With hard work, dedication, lots of planning, and a mission to provide low-income children an opportunity for travel while simultaneously exposing them to educational enrichment, their dream was realized. A complimentary theme: **“Educating Ourselves Through Exposure”** perfectly expressed the summer excursion’s overall objective.

On June 30, 2016, Ira Banks, along with managers from each respective multifamily property, accompanied three 56 passenger buses that were chartered to transport 135 children along with 20 parents, who served as chaperones, for a daytrip to visit to Edventure Children’s Museum in Columbia, SC. The museum opened in 2003, and holds a distinct privilege of being referred to as the largest children’s museum in the Southeast United States. It’s mission: “Inspiring children, youth and the adults who care about them to experience the joy of learning” (www.edventure.org) echoed Ira’s vision whereas youth encountered amazing activities such as, farming, touring a fire-truck, fun puzzles and grocery shopping. The trip culminated with a hearty lunch at Golden Corral Restaurant where everyone enjoyed great fellowship

and had lots of fun too! As a memento of the trip, every child along with chaperones were given custom made t-shirts with the theme: Educating Ourselves Through Exposure printed on the back with their properties’ name and location printed on the front.



Board Members and Southern Development Management Company’s dedicated staff hope that the summer’s excursion will serve as a model for others to emulate, and are delighted with the overwhelming success of the first summer excursion. A second trip was scheduled for the month of July where children toured the South Carolina Aquarium, located in Charleston, where more than 5000 animals are displayed (www.scaquarium.org).

Go to @HUDSoutheast twitter and Follow us to learn more about timely HUD funding and developments in your state and the Southeast

Click this link to enter Twitter—https://twitter.com/HUDSoutheast?ref_src=twsrc%5Egoogle%7Ctwcamp%5Eserp%7Ctwgr%5Eauthor

REAC Inspections

There are many aspects of owning and managing HUD Multifamily properties that can be complicated and, at times, confusing. There are a vast number of requirements, forms and regulations to sift through, and these requirements are fluid and ever-changing. It can be daunting for Owners and Agents to get a handle on how various processes work.

One of the most in depth experiences an Owner and Agent will go through is the REAC (Real Estate Assessment Center) inspection. What is a REAC inspection? A REAC inspection is a comprehensive inspection of the entire property. Whether it be emergency exits, graffiti, exterior building damage, or appearance of the building, all of this is taken into consideration. Exigent Health & Safety items are the items that typically will drive a REAC inspec-

tion score down considerably and must be certified to the HUD office as corrected within 72 hours. Properties that receive a score lower than 60 are mandated to comply with remediation & certification requirements to prove that the property is safe and free of hazards. It is in the Owners and Agents best interests to fully prepare for this type of inspection. Having a game plan of preparing the property for inspection & remediating potential issues ahead of time is imperative to achieving a high score.

Account Executives here at HUD want our Owners and Agents to get through the REAC inspection successfully. In order to assist with that, we are providing additional guidance and resources to help with the process. The referenced guidance illus-

trates exactly what Owners and Agents need to focus on to avoid deficiencies. This document provides important tips to remember, the most common deficiencies as well as checklists to assist with pre-inspection activities. There are also links for additional guidance regarding the scoring process, Exigent, Health & Safety items, as well as, other pertinent topics. This is a great tool to ensure a property is ready for their REAC inspection with no surprises or unexpected issues.

The guidance for preparing for REAC inspections can be found on the HUD portal at: http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_17204.pdf. We hope you find this information useful & it helps to alleviate some of the stress that comes with a REAC inspection!

Lakeview Tower, Winter Haven, Florida



Lakeview Tower (formerly known as Douglas Fraser Tower Apartments) located in Winter Haven, Florida, a high-rise property for the elderly, held a grand reopening ribbon cutting ceremony on Tuesday, July 12, 2016. The Mayor, several members of the Chamber of Commerce, and local business leaders attended the ceremony. The owner/agent gave recognition for the continuous support received by HUD, city officials, and the Chamber of Commerce.

This uninsured and partially assisted

property has a total of 156 units, with 82 of them assisted. A 45 year old property that has a history of undercapitalization and mismanagement. The bedroom mix of efficiency units and 1 bedroom units contributed to high vacancies in the market. The prior non-profit owner began improvements. Although they had envisioned to do more, it was unsuccessful. They sought out the present owner, DF Florida Investors LP, and Management Agent, PK Management LLC. HUD approved the new owner and agent in September 2015, and their plan to update and renovate the property.

A REAC inspection has been delayed due to the many renovations that are underway. The new owner has committed to continuous improvements to the property and living conditions, including a total elevator modernization which should be completed by the end of 2016.

The improvements that have been made so far include a new roof, chiller, new monument property sign, landscaping, rehabilitation of all living units and hallways, repairing of a small elevator that was out of commission for a lengthy time, and rehabilitating the entire first floor consisting of a new layout, flooring, paint throughout, leasing office, service coordinator office, community room, fitness room, 2 indoor seating areas, 2 outdoor seating areas, library, business center, wellness center and food pantry.



RHIIP #361 Eligibility of Independent Students

Federal Register Notice Published to Determine the Eligibility of Independent Students to Receive Assistance

On Wednesday, September 21, 2016, Multifamily Housing and Public and Indian Housing issued a joint Federal Register Notice on the “Student Rule,” which will positively impact tenants continuing their education by:

Clarifying the definition of “Independent Student.” HUD aligned the definition of “Independent Student” with the U.S. Department of Education’s definition of “Independent Student.” The definition of Independent Student was updated to include those who were an orphan, in foster care, or ward of court at the age of 13 (previous definition had age 18 and did not include “in foster care”). The new Independent Student definition also added those students who are or were emancipated or in legal guardianship; and added unaccompanied youths who are homeless or at risk of homelessness.

Clarifying verification process for vulnerable populations. HUD also clarified what documentation is needed to support “vulnerable youth populations” that are independent of his or her parents (where the income of the parents is not relevant). Vulnerable youth populations include an orphan, in foster care, ward of the court, emancipated minor, unaccompanied homeless youth, and youth at risk of being homeless. This clarification indicated that for vulnerable youth populations: (1) the tax return requirement only applies to providing the student’s tax returns and not that of the student’s parents, and (2) a written certification is not required by the student’s parent. The previous requirements created barriers for vulnerable youth to receive assistance and continue their education.

The Notice can be viewed here: <https://www.gpo.gov/fdsys/pkg/FR-2016-09-21/pdf/2016-22727.pdf>

RHIIP #362 Multifamily FSS Webinars

The Office of Housing is pleased to announce a new webinar series focused on the Multifamily Family Self-Sufficiency (MF FSS) program. Through these webinars, attendees will learn about the basics of the multifamily FSS program, best practices for running a successful FSS program, and details of program compliance. There are three webinars in the series. Webinars #1 and #2 will be presented by industry stakeholders. Webinar #3, dealing with program requirements outlined in H Notice 2016-08, will be presented by HUD staff. Please join us for one, two or all three of these valuable information sessions. To register for a session, click on the corresponding URL provided below and complete the registration form. You will need to separately register for each webinar you’d like to attend. All webinars are free of charge.

Webinar #1: Launching a Multifamily FSS Program

Date: Oct. 11, 1:00 – 2:30 p.m. ET

Description: Designed to introduce FSS to owners and staff of HUD-Assisted Multifamily Properties, this webinar will provide a basic overview of the Multifamily FSS program. During the webinar, instructors will review the basic components of the FSS program and will discuss why they offer FSS to residents of their properties. Registration Link for Webinar #1: <https://abtassociates.webex.com/abtassociates/onstage/g.php?MTID=e0db7e15a1f004b4ed04d8a932c5469f9>

Webinar #2: Best Practices in Running an FSS Program

Date: Oct. 19, 12:30 – 2:00 p.m. ET.

Description: This webinar will highlight best practices for running an effective FSS program. Registration link for Webinar #2: <https://abtassociates.webex.com/abtassociates/onstage/g.php?MTID=ef393f54bb424d78b25d917214e6966d8>

Webinar #3: Complying with Multifamily FSS Program Requirements

Date: Oct. 26, 1:00 – 2:30 p.m. ET

Description: This webinar will review the principal steps that HUD-Assisted Multifamily properties must take to start and operate an FSS program, and to comply with reporting and other program requirements outlined in H Notice 2016-08. Registration link for Webinar #3: <https://abtassociates.webex.com/abtassociates/onstage/g.php?MTID=ea174c31b97d23d0191884863c7850491>

Additional registration instructions:

To register for a webinar, click on the registration link provided for that webinar now or at any time before the webinar starts. This will expedite the process of joining the webinar on the date of the event. The email confirmation of registration will include an Outlook calendar item that you can use to get the event on your calendar.

If you have not used WebEx before, we suggest you install the WebEx Event Center ahead of time so you are ready to go when the event starts. You can do so by clicking on this link: <https://abtassociates.webex.com/abtassociates/ecsetup.php?frommail=1>

If you haven’t installed the software ahead of time, it will automatically install when you start the webinar. Installing it ahead of time will allow you to trouble shoot any problems that may arise ahead of time.

On the date of the webinar, click on the same registration link provided above to start the webinar.

You have two options for audio. You can choose to access audio through the computer or by phone. After you have logged in to the Webinar, select the audio option you prefer and follow the instructions. All attendees will be muted but will have the opportunity to pose questions via a question box.

Reporting When There Is A Disaster

As the possibility that a tropical storm could develop at anytime, HUD wants to remind you of the procedures and tools available for owners and residents impacted by disasters. This information will make post-recovery efforts go more smoothly if an event occurs that impacts your residents and/or your property.

A website has been established with information and guidance in the event of a storm event or disaster. The website, Multifamily Housing Guidance for Disaster Recovery can be accessed at: <http://www.hud.gov/offices/hsg/mfh/disasterguide.cfm>. For your convenience, Chapter 38, Multifamily Emergency/Disaster Guidance, of Handbook 4350.1 is attached to this communication. HUD encourages you to review this material **before** an event occurs.

Following an event that impacts residents and/or properties, HUD has reporting obligations based

on information staff obtains from Owners and Management Agents of HUD insured and/or assisted properties. Owners and Management Agents are obligated to always **immediately report** physical damage to a property's interior or exterior that has resulted from a fire, flood, wind, severe cold, or other natural disaster or weather event. It is most convenient for all parties if Owners and Agents proactively report to HUD. Owners are encouraged to complete and forward damage assessments to HUD. Please use the forms as follows:

For a FEMA Declared Emergency or Disaster: Preliminary Disaster Assessment" (Appendix A-3 of Chapter 38 of Handbook 4350.1.)

For an Event not declared by FEMA: Basic Damage Assessment

Please forward the appropriate Assessment Form within 24

hours of the damage. Either form should be legibly handwritten and emailed to DamageAssessmentsFlorida@hud.gov

Updated reports should be submitted as additional information is available concerning resident displacement or regarding the level/amount of damage sustained. While the Department is not a payee on an insurance loss draft for a property with an insured mortgage, HUD must still be notified of the event and any damage sustained to the property.

If you need additional information for your specific property, please contact your Account Executive. For a list of Account Executives please go to <http://portal.hud.gov/hudportal/HUD?src=/states/florida/working/mf>

ATTENTION ALL OWNERS AND AGENTS: Please be reminded that you should submit your contract renewal request 120 days **prior** to the expiration date. With the holiday season quickly approaching, it would be beneficial to all parties involved to submit your requests in a timely manner to allow HUD staff adequate time for processing so that your funds can continue without interruption.

You should also consider submitting your 4th quarter Reserve for Replacement reimbursement requests the first week in December, especially if you have a December 31, fiscal year end. This will allow HUD staff time to process your requests so that your financial institution may be able to release funds before the end of your fiscal year.

Expiring Forms

Make sure that the forms you use to submit information to the HUD office are not expired! If a request is submitted on an expired form, the request will be returned without processing. For example, the current form HUD-2530, Previous Participation, expires May 31, 2019. This is the only version that will be accepted.

To ensure that you are using the most current version of a HUD form, be sure to visit the following link: http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/forms/ Many of the forms on this website are fillable and/or available as either a PDF or a Word Document.

Excluding the Use of Arrest Records In Housing Decisions

These FAQs were issued by HUD's Office of Public and Indian Housing ("PIH"), Office of Housing, and Office of General Counsel to address questions raised by Notice PIH 2015-19 / H 2015-10, which was issued on November 2, 2015, and is entitled *Guidance for Public Housing Agencies (PHAs) and Owners of Federally-Assisted Housing on Excluding the Use of Arrest Records in Housing Decisions*.

These FAQs are intended as a supplemental resource to Notice PIH 2015-19 / H 2015-10.

What does Notice PIH 2015-19 / H 2015-10 do? The *Notice* clarifies that the fact that someone has been arrested does not itself prove that the person has engaged in criminal activity. As a result, the fact of an arrest is not itself an acceptable reason for denying that person admission, terminating their assistance, or evicting tenants in public or federally-assisted housing.

The *Notice* also reminds PHAs and owners of HUD-assisted multifamily properties ("owners") that HUD does not require the adoption of "one-strike" policies and that PHAs and owners have an obligation to safeguard the due process and civil rights of applicants and tenants.

In addition, the *Notice* provides some best practices for PHAs and owners interested in revising their admissions and occupancy policies to improve housing opportunities for persons who, despite past criminal activity, do not pose a threat to the health or safety of residents or staff.

Why is the fact of an arrest not itself a permissible basis for making a housing decision? The fact that someone was arrested means only that the person was suspected of having committed an offense. Further investigation may have shown that no criminal activity actually occurred, or that the arrested individual did not in fact commit an offense.

Consequently, the fact of the arrest itself does not prove that a person engaged in disqualifying criminal activity, poses a threat, or has otherwise violated admission standards or lease terms relating to criminal activity.

Does Notice PIH 2015-19 / H 2015-10 completely exclude the review of arrest records in housing decisions? No. Although the fact that an individual was arrested is not grounds to deny a housing opportunity, a record of an arrest might properly trigger an inquiry by a PHA or owner into whether a person actually engaged in disqualifying criminal activity. As part of such an inquiry, a PHA or owner may continue to obtain and review the police report, record of disposition of any criminal charges, and other evidence associated with the arrest to inform its eligibility determination.

If an individual has an arrest history, what kind of evidence of criminal activity is needed before disqualifying that person from housing assistance? In determining whether a person who was arrested

for disqualifying criminal activity actually engaged in such activity, PHAs and owners may consider, among other things: police reports that detail the circumstances of the arrest; statements made by witnesses or by the applicant or tenant that are not part of the police report; whether formal criminal charges were filed; whether any charges were ultimately withdrawn, abandoned, dismissed, or resulted in an acquittal; and any other evidence relevant to whether the applicant or tenant engaged in the disqualifying criminal activity. The best evidence of a person's involvement in criminal activity is an official record of the person's conviction in a court of law for disqualifying criminal activity.

In considering evidence of a person's criminal activity, what is the threshold that must be met before a PHA or owner may disqualify that person from housing assistance? Public housing and Section 8 applicants may not be denied admission or assistance based on the mere suspicion that they or a household member engaged in disqualifying criminal activity. There must be enough evidence to be able to reasonably conclude that the applicant engaged in criminal activity. Thus, the fact that an individual was arrested is not an adequate basis for disqualifying an applicant for admission or assistance.

When terminating assistance for participants of Section 8 tenant-based and moderate rehabilitation programs due to disqualifying criminal activity, HUD regulations specifically provide that disqualifying criminal activity by a tenant, other household member, or guest must be demonstrated by a "preponderance of the evidence." In other words, when taking all the evidence together and considering its reliability or unreliability, it must be more likely than not that the person in question engaged in the disqualifying criminal activity. The same preponderance of the evidence standard applies to public housing evictions as well.

As a reminder, only in limited and specific cases of criminal activity do HUD statutes and regulations *require* denial of admission or termination of assistance (and in only two cases—where someone has been convicted of producing methamphetamine in federally-assisted housing or must register as a lifetime sex offender—is someone permanently barred). In all other cases, PHAs and owners have discretion to consider any mitigating circumstances in making admission and eviction decisions.

What is an example of an admissions policy that complies with Section 4 of Notice PIH 2015-19 / H 2015-10? An admissions policy that complies with Section 4 of the *Notice* and recognizes the interests of applicants who need access to affordable housing while guarding the safety interests of current residents might include the following statement:

"The fact that an applicant or tenant was arrested for a disqualifying offense shall not be treated or regarded as proof that the applicant or tenant engaged in disqualifying

criminal activity. The arrest may, however, trigger an investigation to determine whether the applicant or tenant actually engaged in disqualifying criminal activity. As part of its investigation, [the PHA or owner] may obtain the police report associated with the arrest and consider the reported circumstances of the arrest. The PHA may also consider any statements made by witnesses or the applicant or tenant not included in the police report; whether criminal charges were filed; whether, if filed, criminal charges were abandoned, dismissed, not prosecuted, or ultimately resulted in an acquittal; and any other evidence relevant to determining whether or not the applicant or tenant engaged in disqualifying activity."

If, during an applicant's admissions screening process, the applicant is arrested for violent or other disqualifying criminal activity, must a PHA or owner wait until the arrest disposition to determine the applicant's eligibility for housing? No. While it may be advisable to wait until the arrest disposition—especially if the disposition is imminent—PHAs and owners have discretion to go ahead and use the available evidence to make an eligibility determination according to the standards in the applicable written admissions policies of the PHA or owner.

Must a PHA or owner provide an applicant with notice and the opportunity to dispute the accuracy or relevance of a criminal record before denying admission on the basis of that record? Yes. Before a PHA denies admission to the public housing or Section 8 program on the basis of a criminal record, the PHA must notify the applicant of the proposed decision and provide the applicant and the subject of the record with a copy of the criminal record and an opportunity to dispute the accuracy and relevance of that record. In addition, public housing and Section 8 applicants have the right to request an informal review of the decision after their application has been denied. For further guidance, please consult 24 C.F.R. §§ 960.204(c), 960.208(a), 982.553(d), 982.554.

Similarly, when owners make the decision to reject an applicant on the basis of a criminal record, the owner must provide the applicant with a written rejection notice. This notice must state the reason for the rejection, advise of the applicant's right to respond to the owner in writing or to request a meeting within 14 days to dispute the rejection, and advise that persons with disabilities have the right to request reasonable accommodations to participate in the informal hearing process. For further guidance, please consult HUD Handbook 4350.3, REV-1, paragraphs 4–9.

May PHAs or owners contact HUD if they have questions about Notice PIH 2015-19 / H 2015-10? Yes. If assistance is needed, PHAs and owners can contact their local field office, which can put them in touch with HUD regional counsel to answer any questions about the *Notice*.

[Click here](#) to view a copy of the Notice H-2015-10.

Who Is My Account Executive?

Ever wonder who's your Account Executive, what's their telephone number or how to contact them via email? Well, the search is over. Visit: www.hud.gov, go to State Info, choose the state where your property is located, click on Contact my Local Office, and click Multifamily Housing. You will then see a link that says Multifamily Properties in the State of (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Puerto Rico/Virgin Islands). Or, you can go to <http://portal.hud.gov/hudportal/HUD?src=/states/georgia/working/localpo/mfhsg>, and select one of the one of the states listed. Next, select Office Contacts and a list of individuals will appear with their telephone numbers. Or, click on the name of the person you need to contact and an email box will appear.

Selecting "Properties in the State of" will take you to a report that is alphabetical by property name. The report provides the Account Executive's name with their email address

and telephone number, IREMS ID and Servicing Site. The IREMS ID is a unique identifier for HUD, it is the 80000000 number that is associated with your property. The Servicing Site identifies which mail box you should use for correspondence.

For example, if the Servicing Site is Atlanta, Birmingham, Columbia, Greensboro, Jackson, Knoxville, Louisville or Nashville, you should send General Correspondence to ATL.INCOMING@hud.gov, Monthly Accounting Reports to ATL.MARS@hud.gov, and Service Coordinator Grants to: ATL.GRANTS@hud.gov.

If the Servicing Site is Jacksonville or the Caribbean, send items to be processed to: JAX.Incoming@hud.gov,

Monthly Accounting Reports to: JAX.MARS@hud.gov and

Service Coordinator grant items to: JAX.GRANTS@hud.gov.

Address the subject of your email as follows: request type (9250, rent increase, etc.) IREMS ID, FHA number or contract number, name of project, and name of the state where the property is located.

Make sure the attachment you send is for the property in your subject line and only send one work item per email. Do not copy the Account Executive with the incoming email or monthly account reports. Make sure all of the attachments are PDF files, and not zip files. Contact your Account Executive directly as a follow-up to see if they have received a document or if you have technical questions.

Some states have more than one Servicing Site so pay close attention to what the Servicing Site is for your specific property. We encourage you to visit each of the state webpages for multifamily in Region IV. The webpages also include Staff Directories for each state as well as our newsletters.

Farewells and Best Wishes

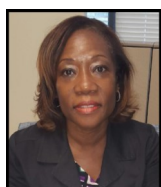
Best wishes to three long term employees retiring from the Department in September.



Dottie Troxler, Senior Account Executive - Multifamily Asset Management and Senior Advisor to the Regional Center Director. During Dottie's 29 years of HUD service, Dottie served as the Hub Director for the Greensboro Multifamily Hub, Operations Officer, Chief of Production, Financial Analyst, Mortgage Credit Analyst, and Senior Loan Specialist. She also served on the first HUD National Loan Committee. Dottie has a total of 39 years of Federal Service.



John Hamm, Chief, Atlanta Account Executive Branch 3. John began his career with HUD in 2002 as a Multifamily Appraiser in the Louisville, Kentucky Multifamily Program Center, where he later became the Supervisory Project Manager for Production. Along with John's military time served, John has a total of 18 years of Federal service.



Linda Preston, Director, Atlanta Asset Management Division 2. Linda came to work at HUD in late 1979, as a Mortgage Credit Examiner in the Single Family Division. Through a re-organization, Linda was transferred to Multifamily Mortgage Credit the following year, later becoming a Senior Project Manager. In 2012, she received a promotion as Director of Project Management; serving as Director over the Production and Asset Management Divisions. Linda has a total of 36 years of Federal service.



Multifamily Seek and Find



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

ADVISORY
BETTER
CAROLINA
DISTRICT
EMPLOYMENT
FEDERAL

GOVERNMENT
HOUSING
INCOME
JUSTIFY
KEEP
LANDSCAPE

MAINTENANCE
NOTICE
OCTOBER
OPEN
OPTIONS
PULSE

PUZZLE
QUALITY
REASONABLE
STABLE
TRANSFER
UNIT

VICTORY
WEEKEND
WORKING
XANADU
YOUTH
ZENITH

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.

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 Lists
- 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—KKY MF Owners and Management Agents; Louisville Multifamily Program Center; and KY Multifamily Partners
- Puerto Rico—San Juan Field Office Multifamily Program Center

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

