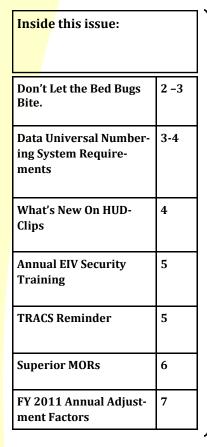# The CA Quarterly Review

Spring 2011   **March 21, 2011**

North Tampa Housing Development Corporation

A Message From the NTHDC Team

NTHDC State Conference 2010 ~ www.NTHDC.org

"Patience is a virtue. The ability to wait for something without excessive frustration is a valuable character trait."
-William Langland

As we head into third quarter of Fiscal Year 2011, Funding HAP contracts have become a priority for HUD. Congress recently passed its sixth continuing resolution for Fiscal Year 2011. All of us in the Affordable Housing Industry continue to be optimistic that all HAP contracts will be fully funded in the near future. As it stands, however, the federal government is funded until April 8, 2011, leaving us encouraged that Congress will pass a federal budget and future HAP payments will not be hindered.

HUD has also made assurances that HAP payments will not be encumbered due to Owners and Agents not submitting their DUNS Certifications to HUD in a timely manner. The Department understands that there have been a number of reported issues and delays with obtaining DUNS Numbers and assure us that payments will continue.

Additionally, on February 28, 2011, HUD issued an Invitation for Submission of Applications for Project-Based Section 8 Housing Assistance Payments (HAP) Contracts. NTHDC is working diligently to prepare for the upcoming re-compete, and we look forward to continuing to build our working relationships with all of you.

Don't Let the Bed Bugs Bite

There is a common misconception that bedbugs are only found when unsanitary living conditions occur. The truth is, bed bugs can reside in both immaculate and sullied environments. What can you do to prevent the spread of bed bugs at your property? Controlling the spread of bed bugs should be a joint effort. Work with your residents to become proactive in the fight against bed bugs.

Conduct visual inspections to identify specific locations where a bed bug population exists. Early detection and prompt professional treatment will prove to be the most efficient and cost savings solution to eradicate bed bugs. Be aware that this method is not always effective as you can easily overlook a bed bug population if the space is messy or cluttered. When conducting your visual inspection look in the mattress, bedding, baseboards, carpet edges, nightstands, dressers, upholstered furniture, walls, ceilings, clothing, and appliances. As a best practice, experts recommend doing visual inspections monthly (National Center for Healthy Housing What's Working for Bed Bug Control in Multifamily Housing: Reconciling best practices with research and the realities of implementation, 2010). If bed bugs are found in a particular unit during the visual inspection, it is highly recommended that owners also conduct thorough inspections on the surrounding units as well as the hallways, walls and ceilings.

Contact you pest control company and request the installation of monitors. There are several types of monitors on the market, including those that use carbon dioxide, heat and a chemical lure. The downside to these monitors is that at the present time, they are quite expensive and the efficacies of the monitors have yet to be researched.

Once Detected, How Do You Treat Bed Bugs?

Depending on the extent of the infestation, it may be plausible to take a non-chemical treatment approach. If the infestation is minimal, some of the ways to combat the infestations may be:
- Remove Clutter
- Dispose of any items that are deemed infested.
- Launder clothes and linens on the hot setting. Clothes dryers prove to be highly effective at killing bed bugs and eggs.
- Steam the affected areas
- Ambient heat treatments. This method utilizes fans and a heat source that heat the affected area up to 140 Degrees.
- Pesticides. There are many different options on the market, including non toxic options. Be aware that the overuse of a particular pesticide can cause the bed bug population to become resistant.
- Fumigation

Don't Let the Bed Bugs Bite Continued

Owners are ultimately responsible for providing extermination services, at their own expense, as necessary in accordance with the HUD Model Lease. Therefore it is in the owners' best interest to prevent an infestation to the best of their ability.

The key to controlling the pest population is involvement with your residents. Take a proactive approach in educating your residents about the importance of prevention, detection and treatment. Conduct resident meetings, distribute educational flyers, and communicate with your residents one on one. You may find that some residents have difficulty maintaining the housekeeping of their units. In those cases, utilize Service Coordinators, social service agencies and family members to aid residents who have a hard time keeping their units clutter free.

Data Universal Numbering System (DUNS) Requirements

HUD Notice 2011-01, was issued on January 5, 2011, outlines the requirements for all Section 8 project owners and management agents to obtain a DUNS number and register in the Central Contractor Registry (CCR).

With this new requirement, HUD's main goal is to comply with the Federal Funding Accountability and Transparency Act of 2006 to help ensure the accuracy of the information for the USASpending.gov website.

In order to be in compliance with HUD notice 11-01, owners must have obtained a DUNS number and registered in the CCR by March 4, 2011. Owners must also complete and submit to HUD, the DUNS Number and CCR Registration Certification. This Certification can be found as an attachment to HUD Notice 2011-01.

Owner's failure to complete the requirements as outlined in Notice 11-01, may result in the suspension of HAP Payments.

To obtain a DUNS Number, owner's can use the online web form http://fedgov.dnb.com/webform . Before applying for a DUNS number, ensure that you have all the registration information:
- Legal Company Name
- Headquarters Company Name and Address
- Trade-style or DBA Company Name
- Physical Address: Including City, State, and Zip code
- Mailing Address
- Telephone Number
- Contact Name and Title

Data Universal Numbering System (DUNS) Requirements Cont'd.

HUD, in many states, has already reported that numerous certifications submitted have been rejected due to one or more of the following reasons: Improper completion, Invalid or inactive DUNS number. In Florida as of February 9, 2011, only 6.3% of the owner's have correctly submitted the DUNS Certification Form.

Owner's can submit their completed DUNS Certification electronically to their HUD Funding Specialist.

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What's New on HUDClips

HUD Notice 2011-01 (1/5/2011)	Notice Requiring Owners with Project Based Section 8 Rental Assistance Contacts to Obtain DUNS numbers and Register in the Central Contractor Registrations (CCR)
HUD Notice 2011-03 (2/3/2011)	Policies and Procedures for the Conversion of Efficiency Units to One-Bedroom Units
HUD-52829 (2/9/2011)	Physical Needs Assessment Capital Fund Financing Program/ Operating Fund Financing Program *(New expiration date)*
HUD-2530 (2/9/2011)	Previous Participation Certification *(New expiration date)*
HUD-52832 (2/15/2011)	Physical Needs Assessment
HUD 9887/9887-A (2/16/2011)	Document Package For Applicant's/Tenant's Consent *(New expiration date)*
HUD Notice 2011-06 (2/18/2011)	Revision of Mortgagee Letter ML 10-30, Extension of Temporary Authority for Multifamily Hubs to Process Waiver Requests Pertaining to the Three-Year Rule for Section 223(f)1
HUD Notice 2011-08 (2/28/2011)	Policy Clarification Regarding Pension Plan Expenses Charged to the Project Operating Account

Annual EIV Security Training

EIV System users and staff who do not have access to EIV, but have access to the reports to perform their job duties are required to complete EIV security training annually. There are several methods that you can use to complete your annual EIV Security Training.

1. View HUD's most recent webcast (December 2009).
   - If you choose this method, ensure that you have the power point printed and a log maintained of who viewed the webcast and the date it was viewed.

2. Complete the online Federal ISS Awareness Training Program. This program includes a Certificate of Completions that users must print and keep on file. To complete the Federal ISS Awareness online Security Awareness Training:
   - Open your web browser.
   - Type http://iase.disa.mil/eta/index.html#onlinetraining.
   - Press Enter.
   - Click on Federal ISS Awareness icon on the IA Education, Training and Awareness Screen.
   - Click on Launch New Information Systems Security Awareness on the Information Systems Security Awareness screen.
   - Proceed with the training.
   - When the training is complete, print and maintain the Certificate of Completion.

3. Utilize a third party to conduct EIV Security Training.
   - Ensure that a record of the training is maintained on file. (Who attended, date of training, and handouts from training)

TRACS Reminder

It is imperative that the TRACS error messages are downloaded **_at least_** once on a monthly basis. These error messages can sometimes effect the EIV reports or give you alerts of possible Double Subsidy situations that may be in another state. There are also discrepancy messages that TRACS will throw to alert you of possible income miscalculations that may pass the CA edit checks. If you are unaware how to download these messages, please consult your software vendor.

Congratulations on Your Superior MOR!

Orlando Cloisters	Monaco Arms Apartments II
Casa Miguel	B'Nai B'Rith Apartments
Los Robles Apartments	Sunbelt Manor
Southlake Towers	Federation Plaza
Presbyterian Villas of Tampa	Heritage Presbyterian
Presbyterian Villas of Bradenton	Hialeah Residence
Cutler Meadows Apartments	Monaco Arms I
Sunshine Villas	College Park Towers
Kings Manor	Westminster Village I
Palm Beach County Group Home	Casa San Pablo
Charlotte Towers	Calvary Towers
Federation Gardens II	Federation Gardens I
Palmer House	

Above represents properties receiving a Superior between 3/2010—3/2011

FY 2011 Annual Adjustment Factors Published

The 2011 AAF factors have been posted to HUD User Data Sets page with an effective date of 3/16/2011. The factors can be found here: 2011 AAF Factors
http://edocket.access.gpo.gov/2011/pdf/2011-6065.pdf

Table 1

South Region

	Highest Cost Utility Included	1.013	Highest Cost Utility Excluded	1.023

Miami-Fort Lauderdale-Pompano Beach, FL MSA

	Highest Cost Utility Included	1.001	Highest Cost Utility Excluded	1.000

Tampa-St. Petersburg-Clearwater, FL MSA

	Highest Cost Utility Included	1.011	Highest Cost Utility Excluded	1.000

Table 2

South Region

	Highest Cost Utility Included	1.003	Highest Cost Utility Excluded	1.013

Miami-Fort Lauderdale-Pompano Beach, FL MSA

	Highest Cost Utility Included	1.000	Highest Cost Utility Excluded	1.000

Tampa-St. Petersburg-Clearwater, FL MSA

	Highest Cost Utility Included	1.001	Highest Cost Utility Excluded	1.000

Did You Know?

There are numerous ways to ask a question through NTHDC's website. You can email us directly through the Contact Us link, post a question on our Discussion Forum, post a question on out Q&A Section or you can email a representative directly.