



The CA Quarterly Review

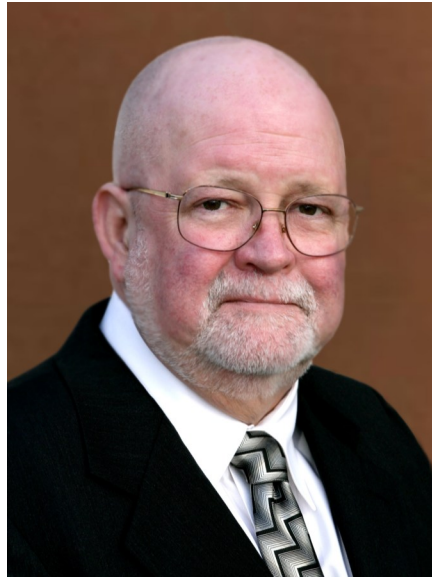
Winter 2013 Edition

December 21, 2013

North Tampa Housing Development Corporation

From the Desk of Don Shea, Director and Contract Administrator

| Inside This Issue | |
|--|-----|
| HUD Issues Changes to Handbook 4350.3 | 2-3 |
| What's New on HUDClips | 3 |
| Housing and Transportation Calculator | 4 |
| New SAVE Awareness Video | 4 |
| FY 2014 SSA COLA | 5 |
| EIV System Updates | 5 |
| Financial Assessment System Updates | 6 |
| End of the Year Compliance Reminder | 6 |
| HUD Published FY14 FMR's | 7 |
| Bay Area Elderly High Rise Hold Grand Openings | 7 |



In November we, as a nation, use Veteran's Day to honor the men and women, past and present, who serve and sacrifice for our country. Without them we would not enjoy all the privileges and freedom that we have in this country. I would like to take this moment to personally thank and recognize some of our NTHDC staff and family who have served in the Armed Forces:

- ◆ Ron Shipman, husband of Christy Shipman, is a Vietnam War Veteran. He served in the U.S. Navy from 1969 to 1973.

- ◆ Jeremiah Hartz, husband of Layla Hayavi, served in the U.S Air Force from 2001-2005 and supported Operations Enduring Freedom, Southern Watch and Eagle Assist. He was stationed at Tinker Air Force Base in Oklahoma City.

- ◆ MSG Michael Lambert, husband of Zona Lambert, is serving as a Human Resource Specialist in the U.S. Army. He is currently Active Duty and has served for 24 years.

- ◆ Gerald Swayze, husband of Dorothy Swayze, served Active Duty in the U.S. Army from 1994 to 2006 and U.S. Army Reserves from 2011 to present. He is currently deployed in Afghanistan. Their son, Zachery Swayze, has been Active Duty in the U.S. Army since 2012. He is stationed in Kaiserslautern, Germany and is currently deployed in Turkey.

- ◆ Don Shea served in the U.S. Army as a 1st Lieutenant from 1967 thru 1970. He was stationed in Ft. Benning, GA, Ft. Sam Houston, TX, Ft. Sill, OK and Ft. Jackson, SC. He is a decorated Combat Veteran who served in Vietnam from 1968 to 1969.

This time of year we also celebrate Thanksgiving by spending time with family and reconnecting with friends while filling ourselves with Turkey dinner and desserts. The time also serves as a reminder of all our blessings. It is my hope everyone had a great Thanksgiving.

Finally, as the year winds down, I want to thank staff, Owners and Agents, HUD and Tampa Housing Authority for making 2013 another great year for us as your Contract Administrator, despite the uncertainty of the Re-bid PBCA contract. Our current contract extends until March 31, 2013 after which we anticipate another great year in 2014.

On behalf of the entire NTHDC staff, I want to wish you and your family a Merry Christmas and Happy New Year.

Don Shea
Director and Contract Administrator

4350.3 Change 4: Overview of the New Requirements

On August 7, 2013, HUD published Change 4 to the HUD Handbook 4350.3 REV-1 which was effective on that day. Change 4 includes guidance that was previously issued through various HUD Notices regarding issues such as: The Violence Against Women Act, Enterprise Income Verification (EIV), Final Rule regarding Individuals Subject to State Lifetime Sex Offender registration, the Supplemental Information to Application for Federally Assisted Housing, and the Rent and Income Determination Requirements in Public Assisted Housing Programs.

Change 4 also included a few other noteworthy changes:

- ◆ Removal of the old Chapter 9 which discussed “50059 and 50059-A and Subsidy Reporting”. This was replaced by a chapter discussing EIV. Please note that the requirements of the old Chapter 9 are still in existence and are in the process of being integrated in the MAT User Guide.
- ◆ Chapter 4, 4-4 C.9 states that “The plan [Tenant Selection Plan], as well as House Rules where applicable, must include policies and procedures covering the VAWA protections. Owner policies must support or assist victims of domestic violence, dating violence or stalking and protect victims, as well as members of their family, from being denied housing or from losing their HUD assisted housing as a consequence of domestic violence, dating violence or stalking.
- ◆ Chapter 5 5-16.B.1 and 2 - Added language
 - ◇ 1. Verifications are valid for 120 days from the date of receipt by the owner, *not the effective date of the 50059.*
 - ◇ 2. If verifications are more than 120 days old *from the date of receipt by the owner*, the owner must obtain new verifications.
- ◆ Exhibit 5-3- Language removed in reference to Household Help. "Also, certain maintenance or personal care services provided for long-term care can be included in medical expenses."
- ◆ Removal of language regarding foster children or foster adults found in Chapter 3, 3-6. E. 3. b. The removal of this language inherently means that you must now count foster children and adults when determining Income limits and family size for the purpose of eligibility. Foster children however, are not dependents and do not qualify for the \$480 allowance.

Update to Change 4

On December 11, 2013, HUD issued a revision to the previously published Change 4. The Implementation date has been extended until December 15, 2013. Owners/management agents will also have until March 1, 2014, to implement any change that requires modifications to TRACS software.

In addition to the revised implementation period, the revised transmittal identifies the removal of all appendices associated with Chapter 9 of HUD Handbook 4350.3 REV-1, Change 3. Specifically the following appendices found in Change 3 have been removed: Appendix 7-A, Appendix 7-B, Appendix 7-C, Appendix 8, Appendix 9, Appendix 10 A, Appendix 10 B, Appendix 10 C, Appendix 10 D, Appendix 11, Appendix 12, and Appendix 13 (the old Appendix 14 is now Appendix 7).

4350.3 Change 4: Overview of the New Requirements *cont'd*

Further, small clarifications to verification techniques were made in paragraphs 5-13.B.2 and 9-10.A, Appendix 3 have been updated to match the verification requirements found in the rest of the handbook, and typographical errors identified by the industry have been corrected.

Here are some changes that you need to be aware of:

- ◆ Chapter 5, 5-13 B. 1.a (2) (b) (2) Note: See Paragraph 9-10 for situations when this method of verification must be used prior to verifying through (1) above.*
- ◆ Chapter 9- 9-10 A. added the verbiage, “Owners must request and obtain independent third party verification directly from the source which is used to complement EIV data when the below occurs (Please see 9-10, A 1-4)* *In these situations, the owner must not use tenant-provided documentation even if generated from a third-party source.*”

The Handbook update is inclusive the previously issued HUD guidance noted below:

- ◆ The Violence Against Women Reauthorization Act [Housing Notice 2013-23](#)
- ◆ Enterprise Income Verification [Housing Notice 2013-06](#)
- ◆ State Lifetime Sex Offender in Federally Assisted Housing - [Housing Notice 2012-11](#)
- ◆ Supplemental Information to the Application—[HUD Form 92006](#)

To view all changes to Handbook 4350.3 REV-1 CHG 4 click [here](#).

What’s New on HUDClips

Posted Date

| | | |
|----------|-----------------------------------|---|
| 12/10/13 | 4350.3 REV-1 CHG4 | Occupancy Requirements of Subsidized Multifamily Housing Programs (Change 4) <i>Revised</i> |
| 11/13/13 | HUD Form 9832 | Management Entity Profile |
| 11/13/13 | HUD Form 9839-B | Project Owner’s and Management Agent’s Certification |
| 11/13/13 | HUD Form 9839-A | Project Owner’s Certification for Owner-Managed |



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HUD Secretary Donovan and DOT Secretary Foxx Unveil Tool to Provide U.S Renters and Homeowners with New Housing and Transportation Calculator

U.S. Housing and Urban Development Secretary Shaun Donovan and U.S. Department of Transportation Secretary Anthony Foxx, unveiled the Location Affordability Portal (LAP), a cost calculation tool that allows users to estimate housing and transportation costs for neighborhoods across the country. The LAP will help consumers and communities better understand the combined costs of housing and transportation associated with living in a specific region, street, or neighborhood and make better-informed decisions about where to live, work, and invest.

“The combined cost of housing and transportation consumes close to half of a working family’s monthly budget, and the LAP will help to better inform consumers, help them save money, and provide them with a broader perspective of their housing and transportation options,” said HUD secretary Shaun Donovan.

“Transportation and housing are usually the two biggest expenses a family faces,” said U.S. Transportation Secretary Anthony Foxx. “Now, hardworking families all across the country can make better informed decisions about where to live and work, including how their different transportation options may impact those choices.”

HUD and DOT have analyzed the LAI data to better understand how housing and transportation costs vary between neighborhoods and across regions, and how land use, infrastructure investment, neighborhood characteristics, and demographic factors ultimately impact household budgets.

For more information about the Location Affordability Portal, please visit:

www.hud.gov/locationaffordability

New SAVE Awareness Video



The [Systematic Alien Verification for Entitlements \(SAVE\) Program](#) has produced a short video to help benefit applicants understand SAVE’s immigration status verification process. The five minute video is now available for [download](#) from www.uscis.gov/SAVE. All interested parties, including benefit applicants, their advocates, and agencies registered with SAVE, such as state driver licensing, health and human services agencies, and state workforce agencies are invited to [download](#) the video from the [SAVE public website](#).

Please consider linking to the [video](#) on your websites and show it in offices that serve immigrants. SAVE encourages user agencies to play the video in their waiting rooms and common areas so that benefit applicants can view it.

For more information, please visit www.uscis.gov/SAVE.

Social Security Announces 1.5 Percent Benefit Increase for 2014



Monthly Social Security and Supplemental Security Income (SSI) benefits for nearly 63 million Americans will increase 1.5 percent in 2014, the Social Security Administration announced today.

The 1.5 percent cost-of-living adjustment (COLA) will begin with benefits that more than 57 million Social Security beneficiaries receive in January 2014. Increased payments to more than 8 million SSI beneficiaries will begin on December 31, 2013. The Social Security Act provides for how the COLA is calculated. To read more, please visit www.socialsecurity.gov/cola

Some other changes that take effect in January of each year are based on the increase in average wages. Based on that increase, the maximum amount of earnings subject to the Social Security tax (taxable maximum) will increase to \$117,000 from \$113,700. Of the estimated 165 million workers who will pay Social Security taxes in 2014, about 10 million will pay higher taxes as a result of the increase in the taxable maximum.

Information about Medicare changes for 2014 is available at www.Medicare.gov.

EIV System Updates

| Function | Description |
|-------------------------------------|--|
| EIV — Search Option | |
| Property ID | EIV has added the ability to obtain data by utilizing Property ID search option along with Contract or Project numbers for rolls HQA, HDK, HFU, HFC, CAC and CAU in select reports. |
| EIV — Verification Reports | |
| Existing Tenant Report | Existing Tenant Report was modified to populate the Owner/Management Agent column with the Management Agent information as opposed to TRACS data, with a printer friendly version option. |
| Multiple Subsidy Report | Two additional columns, Total Number of Properties with Tenants receiving Multiple Subsidy in MF, and MF and PIH were added to Multiple Subsidy Summary Report with printable PDF reports and downloadable to Excel. |
| | Search capability by Property ID added to Multiple Subsidy Report. Has printable PDF reports and downloadable to Excel capability |
| | Multiple Subsidy Report is modified to populate the Owner/Management Agent column with the Management Agent information as opposed to TRACS data. |
| Identity Verification Report | Additional search capability added by Property ID for Identity Verification Report's with a printer-friendly version. |
| Deceased Tenant Report | Provides the search capability for Deceased Tenants Report by Property ID with a printer friendly version. |

Financial Assessment System Updates

REAC is currently planning to update the Multifamily FASSUB system on Friday December 6th. This update will include new fields related to the implementation of changes required as a result of the issuance of chapters 1 & 2 of the HUD Audit Guide.

Those changes will include the following:

- ◆ A new section for the Independent Auditor's Report on Internal Control and Compliance in Accordance with Government Auditing Standards. (S2200)
- ◆ The Major Program Compliance Report will now contain internal controls over compliance (S2300)
- ◆ Fair Housing Report will be removed
- ◆ A new field will be added for Management Letter comments related to nonmaterial noncompliance (S2400)
- ◆ The Schedule of Findings will have new fields related to the finding resolution status and the required sampling disclosures (information on universe and population size, sample size, number of instances of noncompliance) (S2700)
- ◆ Fields related to the disclosure of the client's Corrective Action Plan (S2700 also)

Auditors should be prepared to adjust their templates to account for these new changes when they occur.

The Real Estate Assessment Center will be implementing a new system release of the FASSUB system on December 6th. New accounts will be added to the submission templates to be in compliance with revisions to the HUD Audit Guide, Handbook IG2000.04. The revised Handbook IG2000.04 adds new account requirements to the Schedule of Findings and Questioned Costs and eliminates two auditor reports. These are Auditor's Report on Non-major Programs and the Auditor's Report on Affirmative Fair Housing).

The auditor's Report on Internal Controls and the Report on Major Programs will be renamed to conform to the revised guidance. The new accounts will be added to all submissions that are in a draft status as of December 6th. Any submission that has been validated, or CPA attested will be returned to a draft status and the new accounts will be added to it. Owners will not lose data that has already been entered with the exception of data for auditor reports that are being eliminated. If your submission contains a Schedule of Findings and Questioned Costs you will be required to enter additional data in order to complete the schedule and validate your submission.

If you do not want your submission to be returned to a draft status, or do not want to enter additional data, it is strongly suggested that you complete your submission before December 6th. If you have any questions please contact the REAC Technical Assistance Center at 888-245-4860.



A Compliance Reminder Before the Year Ends

Have you completed the [Cyber Awareness Challenge](#) for 2013? If not, make sure you complete the training and maintain a copy of the signed and dated Certificate of Completion.

And since you're in compliance mode, make sure that you have completed the TRACS and EIV Rules of Behavior. It's required that you not only complete those documents, but that you maintain a copy on site.

Two Tampa Bay Area Apartments Celebrate Grand Openings

December marked a milestone for two Tampa Bay area Multi-family Section 8 properties. Both Aqua Apartments, formerly C.T.A River, and 540 Town Center, formerly MLF Towers, held grand openings for their recently renovated affordable housing high rise apartments.

Aqua Apartments was built in 1971 and offered Tampa Bay area senior citizens 197 affordable housing units. Aqua Apartments is an iconic high rise in Hillsborough County, located on the edge of the Hillsborough River and Rome Avenue, and once hosted Presidential candidate, Bill Clinton.



Today, Aqua Apartments serves as a model for affordable housing redevelopment. Owners of Aqua Apartments, Sage Partners, completed the extensive renovation of the 16 story high rise using energy efficient appliances, lighting and environmentally friendly flooring. In addition, all electrical, mechanical and plumbing systems were upgraded. During the renovation, Aqua Apartments maintained a 90% occupancy rate and displacement of the residents was minimal. The

\$24 million dollar renovation includes new common areas such as a fitness center and yoga room, arts and crafts area, computer lab, library, community garden, bocce ball, and other outdoor areas.

540 Town Center, formerly MLF Towers, was originally built in 1981 under Section 202 of the Housing Act. It is located in Downtown St. Petersburg and boasts sweeping views of both the downtown area and Tampa Bay.

The current owners, MLF 2, Ltd., acquired funding through the LIHTC program and began renovations to preserve the property for future generations.

MLF 2, Ltd. adopted a comprehensive renovation plan that updated both the interior and exterior of the existing 145 unit building. The renovations included new kitchen cabinetry, granite countertops, energy star rated appliances, hurricane proof windows, a fitness and media center, commercial kitchen and outdoor patio area.

Congratulations to both Sage Partners and MLF 2. Ltd. for your wonderful work in preserving affordable housing for Florida senior citizens.



HUD Publishes FY2014 Fair Market Rents

The FY 2014 Fair Market Rents were published in the Federal Register on October 3, 2013. The FY 2014 FMRs are based on 5-year, 2007–2011 data collected by the American Community Survey (ACS).

The new FMRs became effective as of October 1, 2013. You can find the FY 2014 FMRs [Here](#)