



Great Lakes Multifamily

U.S. Department of Housing and Urban Development - Michigan

- Special points of interest**
- Energy Action
 - Emergency preparedness
 - **SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS (SAVE) SYSTEM**
 - **NEW HUD Handbook 4350.1, Chapter 6**
 - **Green Retrofit Program**

SPECIAL FEATURE

Energy Action

Not too long ago, HUD’s Philadelphia HUB extracted and summarized energy cost data from a large sampling of HUD insured and subsidized properties. The data was available in the Department’s Financial Assessment Sub-System (FASS). The average annual utility costs increases during the period studied were:

Detroit		% Change
	total	31%
	electric	27%
	water	14%
	gas	60%
	sewer	53%
Grand Rapids		
	total	45%
	electric	12%
	water	13%
	gas	81%
	sewer	35%

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The exact increases will, of course, vary from property to property, but the trends are obvious – energy costs are increasing at rate that far exceeds even the most generous OCAFs! To help combat this trend, we want to include, in future issues of this newsletter, practical, field tested initiatives strategies to reduce energy consumption and utility costs. But to be successful, we need to hear from you!

What have you as owners and agents done to reduce energy consumption and slow down double digit cost increases? What has worked? What hasn’t? Are you planning anything in the future?

If you are willing to share your experiences, please contact Dave Kimball in Grand Rapids, at 616456-2100 ext. 2130 or e-mail:

david.b.kimball@HUD.gov

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Contact Information:

Detroit: (313) 226-7900
Grand Rapids: (616) 456-2100

Notice Published on the Exclusion of Department of Veterans Affairs Disability Benefits from Annual Income

On May 28, 2009, Housing Notice 09-02 *Exclusion of Deferred Department of Veterans Affairs Disability Benefits from Annual Income* was posted on HUDCLIPS. This notice informs administrators of project-based Section 8 programs of the passage of the Housing and Economic Recovery Act of 2008 (HERA). As a result of HERA, any deferred Department of Veterans Affairs disability benefits that are received in a lump sum or in prospective monthly amounts by the tenant shall be excluded as annual income. Housing Notice 09-02 can be found at:

<http://www.hud.gov/offices/adm/hudclips/notices/hsg/>

Federal Register Notice Published on Supplement to Application for Federally Assisted Housing

On May 19, 2009, a notice was published in the Federal Register informing the public that HUD has submitted to OMB a request for approval of the data collecting form corresponding with Section 644 of the Housing and Community Development Act of 1992. Under this Act, HUD has the obligation to require housing providers participating in HUD's assisted housing programs to provide any individual or family applying for occupancy in HUD assisted housing with the option to include in the application for occupancy the name, address, telephone number, and other relevant information of a family member, friend, or person associated with a social, health, advocacy, or similar organization.

The notice is soliciting comments from members of the public and affecting agencies concerning the proposed collection of information to:

- Evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility;
- Evaluate the accuracy of the agency's estimate of the burden of the proposed collection of information;
- Enhance the quality, utility, and clarity of the information to be collected; and
- Minimize the burden of the collection of information on those who are to respond; including through the use of appropriate automated collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.

The Federal Register publication can be found at
<http://edocket.access.gpo.gov/2009/pdf/E9-11553.pdf>

Mandatory Closing of State of Michigan Offices

On May 15, 2009 a notice from the Department of Civil Service was sent to all employees of the State of Michigan, providing the dates on which state offices will be closed during the months of June, July, August and September 2009 and excerpted below:

“As you know, the Michigan House and Senate Appropriations committees have approved Executive Order 2009-22 as presented by the State Budget Director to help eliminate a shortfall in the 2009 state budget. The Order requires, among other things, the unpaid furlough (temporary layoff) of state employees to achieve a savings of \$21.7 million before the end of the fiscal year September 30th. This letter is to provide some general information about those furloughs. More specific information will be provided by your department.

Where administratively feasible, furlough days will be applied uniformly across state government on the following days:

- Friday - June 19
- Monday - July 6
- Friday - July 24
- Friday - August 7
- Friday - August 21
- Friday - September 4

While department operations and compliance with collective bargaining agreements and Civil Service rules will necessitate some variation in the schedule for the furlough days for some employees, all represented employees subject to furlough will be laid off on the above listed days pursuant to an agreement with the union.

Due to operational needs, most Unemployment Insurance Agency staff, most direct care staff in our psychiatric hospitals, veteran’s homes and youth facilities, corrections officers and most health care workers in prisons will not be subject to furlough. Under the Michigan State Police Troopers Association collective bargaining agreement, furloughs do not apply to state police troopers or sergeants. “

Revised Uniform Physical Condition Standards (UPCS) Guidelines

On May 29, 2009, an inspector noticed was issued by the Real Estate Assessment Center (REAC) stating that effective July 20, 2009, REAC Inspectors will no longer turn ovens/ranges/stoves on and off during the inspection process. The property representative that accompanies the inspector must turn all ovens/ranges/stoves on and off. In the event that the property representative refuses to turn the ovens/ranges/stoves on and off, the inspector will record a level 3 deficiency. A copy of the notice can be found at:

<http://www.hud.gov/offices/reac/products/pass/PDFs/notice-2009-02.pdf>

HUD Handbook 4350.1, Chapter 6

It was recently communicated to HUD staff that a revision to Chapter 6, Project Monitoring, of HUD Handbook 4350.1 is available. Owners and management agents are advised to become acquainted with the new changes, and are reminded to check HUD CLIPS,

<http://www.hud.gov/offices/adm/hudclips/handbooks/hsg/4350.1/index.cfm>

for this and other HUD updates.

Notice to Rural Housing Services (RHS) Property Owners and Management Agents Regarding Enterprise Income Verification (EIV) Guidelines

Resolving Income Discrepancies between Tenant Provided and Enterprise Income Verification (EIV):

"System Income Data EIV cannot be used to verify the employment and income of tenants residing in Rural Housing Services (RHS) Section 515 program units since neither the Internal Revenue Service nor RHS are a party to the computer matching agreements HUD has with Social Security Administration (SSA) and Health and Human Services (HHS)."

**SYSTEMATIC ALIEN VERIFICATION FOR
ENTITLEMENTS (SAVE) SYSTEM**

This notice is important for owners and management agents administering assisted properties through the Department of Housing and Urban Development (HUD) and HUD is requesting contact information for one person per HUD assisted property that needs access to the SAVE system.

SAVE is a web-based automated verification system owned by the Department of Homeland Security (DHS) that consists of immigration status verification information. Authorized users of HUD's Enterprise Income Verification (EIV) system who are also authorized to use the SAVE system will be able to access SAVE from EIV later this year.

Owners and management agents must use the SAVE system to verify the validity of citizenship documents provided by applicants or tenants who are noncitizens and who claim eligible immigration status. This is to ensure that HUD's rental assistance is provided only to eligible noncitizens. For reference, please see HUD Handbook 4350.3 REV-1, Occupancy Requirements of Multifamily Subsidized Housing Programs (Chapter 3, Paragraph 3-12.L).

The DHS is streamlining the SAVE database and providing HUD with a one-time opportunity to ensure that all of its assisted properties have access to the SAVE system. In order to do this, HUD needs the owner or management agent to designate one person for each HUD assisted property they own or manage who will need to use the SAVE system to verify the citizenship status of applicants or tenants who are noncitizens and who claim eligible immigration status.

What you need to do:

- 1) Type an email containing the following information for the person designated to have access to the SAVE system and email it to:
Kevin.X.Garner@hud.gov
- 2) Send it by email to: **SAVEACCESS@hud.gov**

HUD will compile the information received and forward it to DHS by June 5, 2009, for uploading into the SAVE system. After the uploading is completed (on or around

June 14, 2009), each person that has been uploaded into the SAVE system will receive an email with their User ID and temporary password to access the SAVE system.

Already have access to SAVE?

Due to the fact that DHS is streamlining the SAVE database, if your property already has access to the SAVE system, you still need to designate one person to have access and complete the information requested above by the established deadline so that this person will receive a new User ID and temporary password. We apologize for any inconvenience this may cause you.

Need more than one person to have access to SAVE?

If your property has access to SAVE now and more than one person has access, or if your property does not have access to SAVE currently and you need more than one person to have access, additional people can be provided access through a manual process that will take place at HUD after June 15, 2009. Further instructions will be forthcoming prior to June 15, 2009.

If you have any questions regarding this request you may contact:

Kevin.X.Garner@hud.gov

or via telephone at (202) 402-2057

Property Name
FHA#
Contract #
Address 1
Address 2
City
State
Zip
Phone
Contact Person
Contact Phone
Contact Email

Please type this information into an email message (preferred as excel spreadsheet)

Green Retrofit Program

What is it?

\$250 million available nationally for green retrofitting of certain multifamily buildings to reduce energy consumption, reduce water use, benefit resident health by improving the indoor environment, and/or provide other environmental benefits. We strongly urge interested parties to read Housing Notice 09-02 for complete details.

Who is eligible?

Projects receiving project-based rental subsidies via Section 8 (including 515 projects and state funded projects), 202, or 811. Partially assisted properties are eligible only for the portion containing the rental subsidy. The Notice specifies a minimum number of units each type of property must contain in order to be eligible. Applicants must be in good standing with HUD. The last Management review must be rated satisfactory. If it was not, the findings must either be closed or the owner must be making satisfactory progress towards closing them. The last REAC inspection of the property must have resulted in a score of at least 60. There must not be flags against the owner or agent as 2530s will be required.

How much money can I get?

The maximum amount of assistance available is \$15,000 per unit. The assistance is in the form of a grant or a loan, depending on the type of property being assisted. If a partially assisted property is selected to participate, the owner must commit to providing funding for the unassisted portion that will cover all work that HUD is paying for on the assisted portion so that the entire project is taken care of.

How do I decide what work is needed?

Once a property is selected, HUD will arrange for a contractor to do a needs assessment, an integrated pest management study, and energy audit. Based upon the results of these, HUD will determine what work is needed and the final amount of funding to be provided. Owners will generally have 12 months to complete all work, but in no case can exceed 24 months to complete all work. All grantees are subject to Davis-Bacon requirements.

When can I apply?

Applications can be submitted beginning on June 15 and will continue to be accepted until the funds are allocated. Funding will be provided on a first come, first served basis.

How do I apply?

Applications must be submitted in two parts, one part submitted on line and the other part to follow within seven days via either regular mail or express delivery.

What strings are attached?

As a condition for receiving the assistance, owners must sign a Use Agreement ensuring continued use of the project as affordable housing for 15 years (for grants) or 10 years (for loans). The time period for continued affordability is calculated from the time the closing is held. If the assistance is provided in the form of a loan, it will carry a one percent interest rate, will be payable out of surplus cash, and are subordinate to the existing mortgage. Owners are eligible to earn several types of incentive fees, depending in part on the nature of the work to be done.

Where do I find out more?

The Department posted several pieces of information regarding this program on the Web at www.hud.gov/recovery. A one page summary of the program, Housing Notice 09-02 (which was published on May 13, 2009) containing complete guidance and information on the program, an archived version of the Webinar conducted by HUD staff that explains the program, and frequently asked questions all can be accessed via this site. In addition, the Excel file provided to you with this message contains a feasibility worksheet that you should use to determine if you would be eligible for the program.

Property owners: Is your property ready for an emergency?

Is your property and the residents living there ready for an emergency? We suggest posting flyers that list ideas and suggestions for being prepared for an emergency.

Goto WWW.READY.GOV for information and print the checklists off for the residents or post on a bulletin board

Microsoft Office Compatibility Pack

Do you have an older version of Microsoft Office and need to open the new Microsoft file formats? If not, you will sooner or later as more offices upgrade to Office 2007. You can download the free Microsoft Office Compatibility Pack from Microsoft at:

<http://www.microsoft.com/downloads/en/default.aspx>

If the Microsoft Office Compatibility Pack is not listed on the page, use the search box at the top of the screen.

Open Office 3.0 Free Office Suite

OpenOffice 3 is the leading open-source office software suite for word processing, spreadsheets, presentations, graphics, databases and more. It is available in many languages and works on all common computers. It stores all your data in an international open standard format and can also read and write files from other common office software packages (including Microsoft Office 2007). It can be downloaded and used completely **free of charge** for **any purpose**.

<http://www.OpenOffice.org>

Emergency Preparedness

Planning for an emergency is the best way to remain safe during a real emergency

- Know where your dependents will go
- Provide emergency contact numbers and procedures to family
- Budget for routine expenses
- Have a backup medicine supply
- Have emergency cash hidden in a safe place
- Have a radio for news and information
- Have backup batteries for cell phones and radio
- Have an emergency/backup food supply
- Be prepared to take care of yourself for a day or two
- Talk to others, what are they doing to be ready

More resources at:

www.ready.gov

Neighborhood Networks

On Tuesday, July 21, 2009, a representative from the Department of Housing and Urban Development's (HUD's) Neighborhood Networks Initiative Technical Assistance Team will be in the Grand Rapids HUD Field Office to provide an introduction to Neighborhood Networks (NN), discuss resources to help develop sustainable centers, and speak directly to those interested in opening new centers. The session will also cover a variety of topics, including:

- The benefits of having a Neighborhood Networks Center
- Developing a Neighborhood Networks Center
- Center sustainability and locating funding
- Developing and maintaining partnerships
- Developing a business plan

Join us for this informative session to learn about the Neighborhood Networks Initiative, and how your property can be a part of this nationwide effort to promote self-sufficiency and growth among residents of HUD assisted and/or insured properties.

WHEN: Tuesday July 21, 2009
9:30am – 12:30pm

WHERE: Grand Rapids HUD Field Office
3rd Floor
Trade Center Building
50 Louis Street NW
Grand Rapids, MI 49503

Please RSVP your participation to Pamela Wildfong or Mary Mathis, HUD NN Coordinators. For information call (313) 226-7900 extension 8126 or 8149 respectively. We look forward to seeing you.

Digital TV Reuse or Recycle your old set

The Digital TV Transition has occurred and many people bought new TV's, but what happens to those old sets? Don't throw them away, they have lead, arsenic and other chemicals that can sink into the water supply.

Uses for your old TV:

- Set it up in the basement, porch or garage with a VCR or DVD player for movies
- Use it for a game system for a Nintendo, Playstation or xbox
- Old TV's still work when connected to any device, such as a VCR, DVD, game system or cable box.

Recycle options:

- Give it to family or friends who would enjoy the previously listed options
- Check with your local waste water treatment plant for info on recycling (they usually have list so the chemicals will not end up in the water system)
- Check the following website for recycling:
<http://www.epa.gov/waste/conserva/materials/recycling/donate.htm>

Preparedness Tips

An Uninterruptible Power Supply (UPS) commonly used for computers or LCD TV's is great for recharging cell phones during a power outage. Unplug any unneeded items from the UPS to maximize the battery life during the outage.

You can purchase a UPS at most electronic or big-box stores for as little as \$29.00

Have extra supplies of water and canned food items available in case of an emergency and check your emergency supplies from time-to-time to ensure they are still in good condition.

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To cancel, simply enter your email address and click the checkbox

Housing and Urban Development

HUD's mission is to increase homeownership, support community development and increase access to affordable housing free from discrimination. To fulfill this mission, HUD will embrace high standards of ethics, management and accountability and forge new partnerships—particularly with faith-based and community organizations—that leverage resources and improve HUD's ability to be effective on the community level.



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