



## BREAKING NEWS

### HUD Email Outage: 7/3/2017-7/5/2017

On Thursday, July 6, HUD issued the following email:

Dear HUD Multifamily Participant:

On Monday, July 3rd, HUD experienced an email outage due to technical issues, stopping the flow of external email to HUD users from late Monday, July 3rd and through Tuesday, July 4th. Email service was fully restored yesterday, July 5th. Any external emails sent to HUD from 3:00pm EST on Monday through 10:00am EST on Wednesday are non-recoverable. If you sent correspondence to HUD during that time, please resend.

Please contact your property's assigned HUD Account Executive should you have any questions.

Thank you,  
HUD Multifamily Northeast Regional Center

### RHIP Listserv Posting #382: New Resources Released to Guide Owners Operating an FSS Program

On June 13, 2017, the Office of Housing and the Office of Public and Indian Housing (PIH) issued a joint letter (attached) celebrating 25 years of HUD's Family Self-Sufficiency (FSS) Program and announcing several new resources to provide owners with practical hands-on guidance on how to run an effective FSS program.

For FSS Programs administered by private owners of HUD-assisted properties, Multifamily Housing is pleased to announce:

- [Family Self-Sufficiency Program Guidebook for Owners of Project-Based Section 8 Developments](#). This guidebook provides an overview of the FSS program for owners of HUD-assisted multifamily housing and outlines the steps owners need to take to establish and operate an FSS program.
- [Multifamily FSS Page on HUD Exchange](#). This new website provides owners with comprehensive information on the Multifamily FSS program, including recorded webinars and applicable guidance materials.

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**INDUSTRY NEWS**

## **RHIIP Listserv Posting #382: New Resources Released to Guide Owners Operating an FSS Program *(continued)***

Two additional resources, tailored to PHA-run FSS programs, have been released by PIH. They include information relevant to all resident-serving programs with a goal of economic self-sufficiency:

- [\*Administering an Effective Family Self-Sufficiency Program: A Guidebook Based on Evidence and Promising Practices\*](#)
- [\*FSS Online Training\*](#)

Both can be found on the [FSS Resource Library](#) page on HUDEXchange.

Any questions regarding MF FSS may be sent to the program email box [MF\\_FSS@hud.gov](mailto:MF_FSS@hud.gov).

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## **RHIIP Listserv Posting #381: Additional Updates to Handbook 4350.1 Posted for Review**

Three additional draft chapters of the “Multifamily Asset Management and Project Servicing” HUD Handbook 4350.1 have now been posted to the “Multifamily Policy Drafting Table” for a 30-day review period. As many of you know, the handbook serves as a resource for staff, industry partners, and owners and agents. Please [use this link](#) to access the following newly posted chapters:

- Chapter 4.01 Combining Section 8 Contracts
- Chapter 6.03 Interest Rate Reduction
- Chapter 8.02 Partial Payment of Claims

We encourage HUD staff and partners to review each chapter, complete the corresponding worksheet and submit feedback by July 24, 2017 to [MFHDraftingTable@hud.gov](mailto:MFHDraftingTable@hud.gov).

We will continue to release additional revised chapters as they become available. In the meantime, we look forward to your participation in the process through your submission of feedback.

## INDUSTRY NEWS

## RHIIP Listserv Posting #380 June 5, 2017 re: HUD Memo dated June 2, 2017: DUNS Number is required on ALL voucher submissions effective December 1, 2017

Many of you are already compliant with loading DUNS and TIN data in your TRACS 202D compliance software. This is not a new requirement; your current compliance software is already creating the MAT files correctly. The Owner DUNS number and Taxpayer Identification Number (TIN) for your property (along with Parent Company DUNS # and TIN#, if applicable) are included in the MAT30 voucher header record submitted to TRACS (Voucher MAT Fields 33 and 35), if you have properly loaded this information into your software. **Note:** If you are a PMCS Service Bureau client, we are handling all of this for you!

If you have not loaded the DUNS & TIN information or do not know where to look to verify your information in your compliance software, check with your software vendor. TRACS requires both fields to be filled in with correct information and both numbers **must** match the information in the SAM system.

Once you load and/or verify your DUNS/TIN in your software, you are not done yet. **The big question is: Have you renewed/updated your SAM registration so that your DUNS number is active in SAM?**

Beginning **December 1, 2017**, failure to include an active DUNS number in any/all voucher MAT30 file(s) transmitted to TRACS, will result in a fatal voucher error and **site will not be paid!** A DUNS number is the Dun & Bradstreet's Data Numbering System which, once obtained, **must be registered every year in the SAM system** (System for Award Management) in order to remain 'Active'. This unique 9-digit number is maintained to identify entities (includes affordable housing properties) that have been approved to conduct business with the government.

How do I know if I have a DUNS number?

- You can do a search at [www.dnb.com](http://www.dnb.com). This is also where you would register for a DUNS number if you do not have one. How do you renew, re-activate an inactive or expired DUNS Number?
- Log into [www.SAM.gov](http://www.SAM.gov) and choose the prompts for
  - Entity Registration, Existing Entity Registration, Update Entity, Purpose of Registration... (HUD's June 2, 2017 Memo contains step by step procedures – click [here](#) for the memo)
  - **NOTE:** If your DUNS number has been inactive or expired since 2012, you **must** submit a request for the Role of SAM. Detailed instructions can be found in the SAM User Guide, Section 2.7.2. (HUD's June 2, 2017 Memo also contains step by step procedures – click [here](#) for the Memo)

**There is NO charge to register and maintain your DUNS number in SAM.**

- **BEWARE of websites that look "official".....if there is a fee/charge you are not at the official SAM website!**

### Reminders:

- Be sure the DUNS and TIN for the property are typed in your compliance software correctly.
  - Both fields are required for TRACS transmission; cannot have only one field filled in, or MAT30 voucher record will fatal when transmitted.
  - Parent company DUNS and TIN fields are left blank, unless applicable.
- Log into SAM (System for Award Management), [www.SAM.gov](http://www.SAM.gov) and be sure the property's SAM renewal is **current**. Be sure both numbers in compliance software match the DUNS & TIN in SAM.
- Note SAM expiration date and create a system internally to process SAM renewal annually in a timely manner.

## INDUSTRY NEWS

## NEW Guidance: Section 8(bb) Transfer of Budget Authority

HUD is offering an opportunity for multifamily property owners who are seeking to terminate their project-based Section 8 HAP contract (in whole or in part), and transfer the remaining budget authority to another project(s), to submit a letter to HUD noting their interest. The letter of interest should include the project's property and contact information.

Owners wishing to be considered should submit a signed letter of interest *in the format found at this [link](#)* to Kevin Elliot at [Kevin.N.Elliott@hud.gov](mailto:Kevin.N.Elliott@hud.gov).

The contact information provided by owners who submit letters of interest will be consolidated by state and shared with owners who intend to end their participation in the Section 8 program. Information received from interested recipients of the 8bb transfer may also be considered, in instances where a transfer is being pursued in the context of HUD enforcement actions. Participation in a Section 8(bb) transaction is not limited to those who respond to this invitation.

Requests to transfer budget authority will be reviewed in accordance with Housing Notice H 2015-03. Owners are encouraged to review the eligibility requirements in the Notice before submitting their letters of interest. Additional questions may be directed to Kevin Elliot at [Kevin.N.Elliott@hud.gov](mailto:Kevin.N.Elliott@hud.gov).

## Q & A: How long is paperwork good?

**Question:** On May 23, a tenant brought me in her pension statement dated March 31, 2017. Can I use it for her August 1, 2017 AR? *Additional Info: The document appears to be an original document generated by a third party source that has not been altered.*

**Answer:** Yes, the pension verification can be used for the August 1 AR under these circumstances.

The confusing issue with verifications is that there are two (2) 120-day requirements that have to be met to use a verification for an upcoming certification. Per HUD handbook 4350.3 REV-1 CHG-4, 5-13 B.1. b. (1) a third-party verification from source is acceptable as long as it is an original or authentic document generated by a third party source that is **dated within 120 days from the date of receipt by the owner**. In this example, the owner/agent **must** have received the document by July 29, 2017; so you meet the first 120-requirement, since you received the document on May 23.

But there's another 120-day requirement regarding the usage of verification documents, Change 4, 5-16 B. says that verifications are valid for **120 days from the date of receipt by the owner, not the effective date of the 50059**. Again, since you received the verification document on May 23, you comply with the second 120-day requirement and can use the verification for the August AR.

Had you been given the pension statement prior to April 3, 2017, the received date would be more than 120 days from the August 1 AR date, and the pension statement could not be used; a new verification would have to be obtained.

**Here's the key:** Date stamp your third party verifications so the date received is clearly noted. If the tenant verification documents are not date stamped and they do not meet both 120-day requirements, you may be subject to a finding when HUD or your Contract Administrator does your Management and Occupancy Review (MOR).