HUD has been busy with RHIIP Listserv notices during the last half of 2017. Provided here is a recap of the RHIIP Listserv **notices through December 31, 2017.**

BREAKING NEWS

RHIIP Listserv Posting #401: New Policy: Interim Final Rule on Streamlining Administrative Regulations and Implementing Family Income Reviews Under the FAST Act

On December 12, 2017, HUD published an interim final rule in the Federal Register that amends the regulatory language for PIH and Multifamily Housing rental assistance programs. This rule aligns the current regulatory flexibilities with those provided in the Fixing America's Surface Transportation (FAST) Act. In addition, the interim final rule extends two of the administrative streamlining changes that were adopted in 2016 for the Housing Choice Voucher and Public Housing programs to Multifamily programs.

The interim final rule implements FAST Act provisions that allow public housing agencies (PHAs) and multifamily housing owners to conduct full income recertification for families with 90 percent or more of their income from fixed-income every three years instead of annually. This interim final rule also aligns the current regulatory flexibilities with those provided in the FAST Act by modifying the earlier streamlining regulations. This would make the procedures for families meeting the fixed-income threshold as similar as possible to families who do not have 90 percent or more of their income from fixed sources, but still have some fixed income.

In addition to streamlining fixed income stipulations, the interim final rule also indicates that an owner may:

- Make utility reimbursements of $45 or less per quarter ($15 a month) on a quarterly basis.
- Accept family declaration of assets under $5,000. Third-party verification of all family assets will be required every 3 years.

Although HUD is issuing these changes as an interim final rule, the Department has delayed the effective date for a period of 90 days (March 12, 2018). This allows participants in Multifamily housing programs and other interested parties to submit comments during the first 30-day period following publication of the interim rule. HUD will take any comments received by January 11, 2018 into consideration and determine whether any further changes should be made before publication of a final rule. Directions on the submission of comments may be found in the Federal Register.

INDUSTRY NEWS

RHIIP Listserv Posting #400: Reminder – Mandatory Use of the EIV System and Multifamily EIV Help Desk

This is a reminder to all owners and management agents (O/As) about required use of the Enterprise Income Verification System (EIV), consequences of failing to meet this requirement, and available resources to assist you in using the system. Effective January 31, 2010, use of HUD's EIV system became a mandatory part of the tenant admission and recertification process for Multifamily assisted properties. O/As that participate in the programs identified in the *HUD Handbook 4350.3: Occupancy Requirements of Subsidized Multifamily Housing Programs* are required to have continuous access to and utilize the EIV System in its entirety.

OA's who do not have access to or are not utilizing the EIV System in its entirety, will receive a finding and incur a penalty of five percent of their monthly rental subsidy payment from HUD. A decrease in the voucher payment will be levied for the month following the date the violation was found and each subsequent voucher payment, until the violation is cured. Obtaining EIV access can be achieved by visiting the **EIV Application and Online Access for Multifamily Housing Programs** web page https://www.hud.gov/program_offices/housing/mfh/rhiip/eiv/eivapps.

If additional assistance is needed in obtaining EIV access, user recertification or any other issues associated with the Multifamily EIV system, please contact the Multifamily EIV Help Desk at 1-800-767-7588 (fax 202-401-7984) or e-mail them at MF_eiv@hud.gov.

RHIIP Listserv Posting #399: Register Today: 2017 HUD Preservation Workbook and Recapitalization Excel Tool Webinar – December 7, 2017 – 3:00 PM EST

This webinar introduced participants to the recently published companion products – the HUD Preservation Workbook: Successful Stewardship of Multifamily Housing Recapitalization and the Recapitalization Excel Tool – which were designed to assist owners in becoming familiar with the steps involved in developing a strategy for preserving their HUD-insured and/or assisted affordable multifamily rental properties. The workbook is designed to help owners explore and make decisions about whether and how to preserve their property and develop a preservation plan. The Recapitalization Excel Tool helps owners capture the current financial structure of their property, incorporate the cost of capital improvements, and determine alternatives for financial restructuring.

Participants learned:

- How to use the HUD Preservation Workbook and Recapitalization Excel Tool to help them develop a strategy to preserve their affordable multifamily rental housing
- How to take initial steps to determine the physical and financial ramifications of a recapitalization
- Potential sources and uses of funds required to preserve the property

Who Attended?

The 2017 Multifamily Housing Preservation Workbook and Recapitalization Excel Tool Webinar was relevant to owners of HUD-insured or assisted multifamily rental housing, including those interested in developing strategies to preserve their affordable housing properties through the Rental Assistance Demonstration (RAD) or other means.

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RHIIP Listserv Posting #399: Register Today: 2017 HUD Preservation Workbook and Recapitalization Excel Tool Webinar – December 7, 2017 – 3:00 PM EST (continued)

Class was held December 7, 2017 3:00 – 4:30 PM EST

If you have **_not yet registered_** for an HUD Exchange account:

Create an Account on the HUD Exchange

1. Go to the HUD Exchange (www.hudexchange.info).
2. Click **_Login_** (at the upper right).
3. Click **_Create an Account_**.
4. Fill out the form, and click the **_Create Account_** button.

Your account has been created. You will receive a confirmation email.

If you have **_already registered_** for an HUD Exchange account:

1. Enter your Username and Password; select **_Log in._**
2. If prompted to fill out additional information, please do so, and select **_Update_**.
3. You will be brought directly to the course detail page in HUD Exchange.
4. Select the checkbox next to the class name and location and then select **_Enroll in this Class_**.

If you are **_unsure_** if you have an HUD Exchange account:

- Go to the [HUD Exchange Login page](), and enter your email address into the field: **_Forget Username or Password?_**
- If a username for that email address already exists, you will receive an email with a temporary password that you can use to follow the steps above. If <u>not</u>, you'll receive an error message.

Additional Instructions

To find out more information about upcoming trainings and access materials from previously held trainings, go to [HUD Exchange Trainings.]()

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RHIIP Listserv Posting #398: Multifamily Launches New Section 8(bb) Preservation Tool Web Page on HUD.gov

The Office of Multifamily Housing has launched a new webpage for the Section 8(bb) Preservation Tool. Here is the link to the webpage.

The webpage provides a brief explanation of the Section 8(bb) Preservation Tool, which allows for the transfer of Section 8 project based rental assistance (PBRA) budget authority from one multifamily project (Project A) to another multifamily project (Project B).

The webpage features a list of potential Property Bs, which will be useful to owners who are interested in transferring their PBRA budget authority. The list is downloadable in Excel, can be sorted or filtered by state or county, and is updated every two weeks.

It also provides instructions for owners of multifamily properties who are interested in receiving Section 8 budget authority via the 8(bb) transfer process on how to request that their properties be added to the list.

RHIIP Listserv Posting #397: Final Reminder – DUNS Number Required on All Voucher Submissions

This is the final reminder that effective December 1, 2017, vouchers that do <u>not</u> contain an active Dun & Bradstreet's (DB) Data Numbering System (DUNS) Number will generate a Tenant Rental Assistance Certification System (TRACS) fatal error and will <u>not</u> receive payment until corrected. Attached is the memorandum, dated June 2, 2017, that implements the requirement to include the DUNS numbers on all vouchers submitted to TRACS.

Information on obtaining a DUNS number and registering with System for Award Management (SAM) is attached. After registering with SAM, the DUNS number **must** be entered into the TRACS Voucher Header (VCHHR). Refer to chapter six of the MAT User Guide for information on entering the DUNS number into the VCHHR. Once entered, the DUNS number should appear on the voucher query. If a fatal error is received although the DUNS has been entered, you may need to contact your software provider to check for glitches. Following the resolution of any vendor software glitches, the voucher must be resubmitted to TRACS. Refer to the iMAX_IMAT_FRD_Appendix_C_iMAT_Processing for information regarding specific error codes.

For technical support questions regarding a DUNS number, contact the SAM Federal Service Desk at 1-866-606-8220. For other questions regarding the DUNS number memorandum, contact Annecia Durr at Annecia.Durr@hud.gov.

Note: The attached memorandum apply to entities that submit vouchers to TRACS only.

DUNS Number and SAM Instructions
DUNS-TRACS Memo

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RHIIP Listserv Posting #396: Violence Against Women Act (VAWA) Resources for Multifamily Assisted Housing

HUD has created a VAWA web page for assisted housing owners, agents, industry professionals, and residents. The web page contains links to the following:

- Violence Against Women Reauthorization Act of 2013;
- HUD's final VAWA rule;
- Press release announcing the rule's publication;
- Multifamily Housing program notice H 2017-05, "Violence Against Women Act (VAWA) Reauthorization Act of 2013 – Additional Guidance for Multifamily Owners and Management Agents";
- July 26 and August 1, 2017 training webcasts on YouTube and associated PowerPoint slides;
- A summary of industry Questions & Answers;
- HUD VAWA Forms, and
- Additional survivor resources.

For questions on the web page or Multifamily VAWA requirements, please contact Carissa Janis in the HUD Multifamily Office of Asset Management and Portfolio Oversight at Carissa.l.janis@hud.gov.

RHIIP Listserv Posting #395: 2018 Operating Cost Adjustment Factors (OCAFs) and Utility Allowance Factors Now Available

The Operating Cost Adjustment Factors (OCAF) for 2018 were published in the Federal Register. These factors are used for adjusting or establishing Section 8 rents under the Multifamily Assisted Housing Reform and Affordability Act of 1997 (MAHRA), as amended, for projects assisted with Section 8 Housing Assistance Payments. The factors are effective February 11, 2018 and can be found at https://www.gpo.gov/fdsys/pkg/FR-2017-11-02/pdf/2017-23901.pdf.

On the next page is a chart of the 2018 published OCAF factors, as listed in the Federal Register, for easy reference.

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RHIIP Listserv Posting #395: 2018 Operating Cost Adjustment Factors (OCAFs) and Utility Allowance Factors Now Available (continued)

OPERATING COST ADJUSTMENT FACTORS FOR 2018

State	OCAF (%)	State	OCAF (%)
Alabama	2.3	Ohio	1.9
Alaska	2.9	Oklahoma	2.1
Arizona	2.0	Oregon	2.3
Arkansas	2.2	Pacific Islands	0.9
California	2.4	Pennsylvania	2.1
Colorado	1.9	Puerto Rico	2.0
Connecticut	2.2	Rhode Island	1.9
Delaware	2.1	South Carolina	2.3
District of Columbia	2.0	South Dakota	2.4
Florida	2.1	Tennessee	2.2
Georgia	2.2	Texas	2.2
Hawaii	0.9	Utah	2.2
Idaho	2.4	Vermont	2.2
Illinois	2.2	Virgin Islands	2.0
Indiana	2.1	Virginia	2.1
Iowa	2.5	Washington	2.3
Kansas	2.4	West Virginia	2.8
Kentucky	2.1	Wisconsin	2.3
Louisiana	2.1	Wyoming	2.1
Maine	1.6		
Maryland	2.3	**U.S.**	**2.2**
Massachusetts	1.9		
Michigan	2.2		
Minnesota	2.2		
Mississippi	2.0		
Missouri	1.8		
Montana	1.9		
Nebraska	2.2		
Nevada	1.8		
New Hampshire	2.0		
New Jersey	2.4		
New Mexico	1.7		
New York	2.0		
North Carolina	2.1		
North Dakota	2.5		

Utility Allowance Factors for 2018, which may be used to adjust baseline utility allowances prepared in accordance with Housing Notice 2015-04, are also now available on HUDUser at https://www.huduser.gov/portal/datasets/muaf.html.

Note to PBCAs and HUD staff processing rent adjustments using Auto OCAF: The 2018 Factors are updated in iREMS. Please delete any Amend Rents records effective 02/11/2018 and beyond that were created either automatically or manually with the old 2017 Factors. A new record will automatically generate with the new 2018 Factor. Neither PBCAs, nor submitting owners, should be penalized by HUD for delays related to the late release of 2018 factors.

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Clarification on RHIIP Listserv Posting #393: Reminder: DUNS Number Required on All Voucher Submissions

During the TRACS 203.A industry meeting HUD provided some clarification regarding the DUNS requirement. RHIIP Listserv Posting #393 states that the DUNS requirement is effective 12/1/17. HUD clarified that this refers to the voucher date, so the DUNS requirement will go into effect for the 12/2017 voucher. **Therefore, please ensure that the DUNS field is both populated in your voucher/MAT 30 file and is active in SAM with the December voucher that will be submitted by November 10, 2017.**

Another side note was brought up regarding those of you who have 811PRADemo units. They have clarified that there is no minimum TTP for an 811 unit and if your software will <u>not</u> allow your TTP to be below the $25 minimum, you will need to contact your software provider for their work around.

RHIIP Listserv Posting #394: Additional Updates to Handbook 4350.1 Posted for Review

An additional draft chapter of the "Multifamily Asset Management and Project Servicing" HUD Handbook 4350.1 has 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 <u>use this link</u> to access the following newly posted chapter:

- Chapter 2.03 Insurance and Loss Drafts

HUD staff and partners were encouraged to review each chapter, complete the corresponding worksheet and submit feedback by November 3, 2017 to <u>MFHDraftingTable@hud.gov</u>.

We will continue to release additional revised chapters as they become available.

RHIIP Listserv Posting #393: Reminder: DUNS Number Required on All Voucher Submissions

This is a reminder that effective December 1, 2017, vouchers that do <u>not</u> contain an active Dun & Bradstreet's (DB) Data Numbering System (DUNS) Number will generate a Tenant Rental Assistance Certification System (TRACS) fatal error and will <u>not</u> receive payment until corrected. Attached is the memorandum dated June 2, 2017, that implements the requirement to include the DUNS numbers on all vouchers submitted to Tenant Rental Assistance Certification System (TRACS).

For technical support questions regarding a DUNS number, contact the SAM Federal Service Desk at 1-866-606-8220. For other questions regarding this memorandum, contact Annecia Durr at <u>Annecia.Durr@hud.gov</u>.

Note: The <u>attached memorandum</u> applies to entities that submit vouchers to TRACS only.

INDUSTRY NEWS

RHIIP Listserv Posting #392: Aug. 30 TRACS Recertification Training at Capacity, Recording Available Soon

On August 25, it was reported that due to an overwhelming response, the Aug. 30 TRACS user recertification training for coordinators was at capacity. Multifamily Housing recorded the session and will make it available online.

Please note that the Aug. 30 training was intended for coordinators and users responsible for assigning system access. For further information, please see the user guide.

A notice will be sent when the recorded training is available online. If you have questions, please contact TRACS@hud.gov.

RHIIP Listserv Posting #391: TRACS User Recertification Notification

Began: September 1, 2017
Ends: December 31, 2017

TRACS system users (M-id or I-id holders) are required to: [i] recertify annually and [ii] reactivate user accounts after 90 days of account inactivity (90-Day Rule). These system access requirements result from the following policy:

- National Institute of Technology (NIST) Special Publication (SP) 800-53 Control: AC – 2;
- HUD Information Technology (IT) Security Policy 2400.25 REV 4: 5.2.2 – H. Ensure that user access is reviewed once a year; and
- HUD Information Technology (IT) Security Policy 2400.25 REV 4: 5.2.2 – J. Ensure that user IDs are disabled after a period of inactivity of no more than 90 days.

TRACS recertification policy allows coordinators to certify roles and accounts for the specified users. Coordinators **must** use the TRACS Recertification Subsystem available through Secure Systems/TRACS to perform recertification and reactivation functions.

The TRACS Recertification Subsystem was introduced to HUD business partners during the March 2017 TRACS Industry Working Group Conference held in Washington, D.C. Because of feedback from the conference participants, enhancements were made to the initial version of the Subsystem and a revised version was released into production July 2017.

Coordinators have been assigned roles (TCC and TCR) that allow them to access the TRACS Recertification Subsystem to perform the required functions. Coordinator/user relationships have been established in the Subsystem to minimize the amount of data entry required.

Activation of the 90-Day Rule commenced on July 28, 2017. Therefore, the first TRACS/iMAX deactivations for inactivity occured October 22, 2017.

A copy of the TRACS Recertification Internet User's Guide for external users is located under "What's New" on the TRACS page: https://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/mfh/trx/trxsum

Questions relative to the FY 2017 TRACS Annual User Recertification requirement should be addressed to TRACS@hud.gov or the Helpdesk at 1-800-767-7588.

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RHIIP Listserv Posting #390: VAWA Update

Link to August 1 VAWA Training Now Available

You can now watch the archived Multifamily Housing VAWA broadcasts on YouTube –

- The August 1, 2017 training, VAWA Final Rule from HUD/PBCA Perspective is available at: https://www.youtube.com/watch?v=_fZMC57-7Kk&feature=youtu.be
- The July 26, 2017, VAWA Final Rule from an Owner/Agent Perspective is available at: https://www.youtube.com/watch?v=FhraC7t2Cxo&feature=youtu.be

Both the August 1 and July 26 training slides are available here.

Seeking Public Comment on Revised VAWA Forms

HUD has posted a 60-day Federal Register notice, seeking public comments on our Information Collection package for the four VAWA forms issued with the VAWA final rule (forms 5380, 5381, 5382, and 5383). HUD proposed revisions to each of the forms and they are part of the 60-day notice. You may submit comments online on the proposed changes. These forms are published for comment only. The forms are not final and should not be used at this time. The 60-Day Notice of Proposed Information Collection: Implementation of the Violence Against Women Reauthorization Act of 2013 is available here.

RHIIP Listserv Posting #389: NEW TRAINING VIDEOS: Chapter 9 of the Section 8 Policy Renewal Guide "Rent Comparability Studies"

On July 18, 2017, HUD posted on YouTube a series of four video training sessions on Chapter 9 of the Section 8 Renewal Policy Guide, "Rent Comparability Studies." These videos provide in-depth training on preparing and reviewing rent comparability studies (RCS).

The Rent Comparability Study (RCS) is HUD's tool for estimating market rents for Section 8 projects. Over the past few years, the Department has undertaken a series of reforms to improve the RCS. Recently, HUD issued revised instructions for the RCS as part of the reform process. These revisions in Chapter 9 of the Section 8 Renewal Guide do not create new policy but clarify instructions to appraisers who create or review the document.

The first session describes alternatives to the RCS in Option Two and contains a better explanation of non-shelter services. The second session discusses what happens if an appraiser cannot find sufficient comps, how to value non-shelter services and common errors that have occurred in the past. The third session describes the process if a project's rents exceed 140% of the Census Bureau's median rent estimate. The fourth session contains information on the review of the RCS.

You can find the videos on the Section 8 Renewal webpage under "What's New". They will also be available on the OAMPO Training YouTube channel in the near future.