



The Latest from LOMOD

LOMOD presents at Aging Services of California Policy Conference

On March 3, 2011, LOMOD had the opportunity to present at the Aging Services of California Policy Conference in Sacramento.

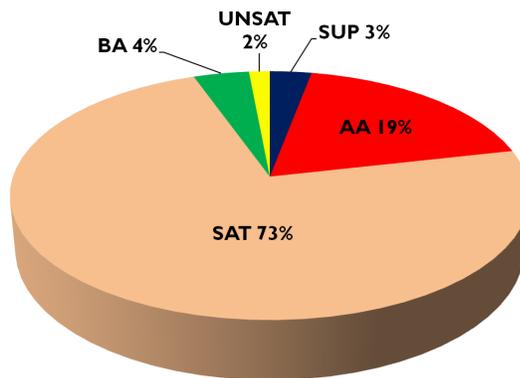
LOMOD Director, Nancy Wesoff and Assistant Compliance Manager, Christina Wong spoke with Owner/Agents about the way Management Occupancy Reviews (MOR) are rated based upon the change to the HUD Handbook 4350.1 REV-1 CHG-2.

LOMOD showed how overall ratings have increased since the change went into effect on August 1, 2010.

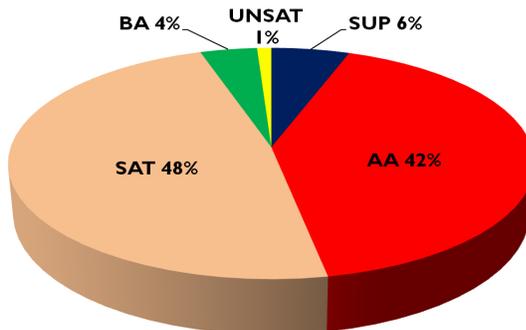
You can see the entire powerpoint presentation on our website.

www.lomod.org

2010 MOR scores prior to change on 8/1/10



2010 MOR scores after change on 8/1/10



Inside this issue:

<i>Latest HUD Notices</i>	2
<i>New HUD Forms</i>	2
<i>20 Year Contracts Encouraged by HUD</i>	3
<i>Revised HUD-LA Policies</i>	3
<i>Upcoming Events</i>	3
<i>Helpful EIV tips</i>	4
<i>Earthquake Preparedness</i>	5
<i>1st Quarter 2011 High Performers</i>	5

If you wish to suggest ideas or topics for future newsletters, please feel free to submit your requests to us at any time.



(from left to right: **Christina Wong**, LOMOD Assistant Compliance Manager; **Kelly Boyer**, HUD LA Multifamily Director; **Nancy Wesoff**, LOMOD Director; **Robin Fox**, LOMOD Compliance Specialist; **Valli Sears-Jones**, HUD LA Asset Management Director)

LA LOMOD
515 Columbia Street
Los Angeles CA 90017
(213) 413-2388
(213) 413-7313 fax
[Online Contact Form](#)

Latest HUD Notices

[Notice H 2011-01](#)

Requiring Owners with Project-Based Section 8 Rental Assistance Contracts or Section 202 or 811 Project Rental Assistance to Obtain Duns and Bradstreet Numbering System (DUNS) Numbers and to register in the Central Contractor Registration (CCR).

Under the law, all Federal agencies are required to report on the amount of Federal assistance provided, as well as the purpose of such assistance and the location of each recipient. DUNS numbers were determined to be the best method to accomplish this.

By March 5, 2011, all Owners were required to obtain a DUNS number and have an active, valid registration in the CCR. Failure to obtain a DUNS number and CCR registration within this time-frame may result in the suspension of HAP or RAP.

If you have not already obtained your DUNS number or registered with CCR, you can use the online web-form process at <http://fedgov.dnb.com/webform>.

For further assistance, call the toll-free number: 866-705-5711.

New HUD Forms

In the past year, HUD has either updated or introduced several required forms. Please make sure your forms have a current OMB expiration date.

- **HUD Fact Sheet** – *Updated September 2010*
- **HUD 92006 Supplement to Application Form** – *New required form as of 12/09*
- **EIV & You brochure** – *Distribution of new form required for all new move-ins effective 2/1/2010, and for all annual re-certifications effective 6/1/2010.*
- **HUD 27061-H Race and Ethnic Data Collection Form** – *OMB Expiration date 5/31/2011*
- **HUD 935.2A Affirmative Fair Housing Marketing Plan** – *New Form now required with expiration date of 8/31/2013*

These forms can be obtained at the HUD websites below:

HUDCLIPS at <http://hud.gov/offices/adm/hudclips> and HUD Handbooks, Forms and Publications at http://www.hud.gov/offices/adm/handbks_forms/handbooks2.cfm#forms.

Don't forget—using forms with expired OMB dates can result in a finding on your next MOR!

20 Year Contracts Encouraged by HUD

Attention all owners!

HUD is encouraging owners of Project Based Section 8 properties to consider a 20-year contract at your next renewal. Depending on your contract type, benefits may include more flexibility in your rent adjustment options and less paperwork. If you would like to discuss the benefits of a long-term contract, please contact your CMS Contract Specialist or your HUD Project Manager. If your property is already in a shorter term contract, there may be a way to extend the term to 20 years. Contact your CMS Contract Specialist or HUD Project Manager today to find out if you are eligible.

Revised HUD-LA Policies

Effective March 1, 2011, HUD-LA revised several operational policies after consulting with industry partners including AHMA members, LOMOD and CMS. [CMS Memo—Revised HUD-LA Policies](#)

Owner Signatures—An owner signature is required on forms that indicate “Owner Signature.” *Exception: Special Claim forms can be signed by the owner or agent.* Signature authority can be delegated when delegation paperwork is sent to the HUD office and approved by the HUD Project Manager. *Exception: Part A of Addendum B must be signed by the owner and cannot be delegated.* See the CMS Memo above for more information on signature delegation.

Tenant Posting in accordance with 24 CFR 245—The owner’s proposed rent increase must be posted to tenants when the owner is requesting a Budget Based rent increase/contract renewal submission and MU2M contract renewal submission. OCAF and AAF methods of rent adjustments are exempt from this requirement.

Annual Debt Service Verification—An amortization schedule is the preferred method of verification and will be requested if the current schedule is not on file. Alternate verification documents include—mortgage note, payment coupon/statement, audit notes, etc.

Utility Allowance—For more information, please refer to this notice: [HUD-LA policy](#)

Management and Occupancy Review (MOR) - LOMOD will distribute copies of the checklists that correspond with findings and/or observations with the MOR report, HUD-9834. Owner/Agents will not receive copies of checklists when findings or observations were not issued within the report.

Upcoming Events

May 2-4, 2011

*Aging Services of
California*

*2011 Annual Conference
Monterey CA
www.aging.org*

May 15-17, 2011

*34th Annual AHMA-PSW
Seminar & Trade Show
Los Angeles International
Airport Marriott
www.ahma-psw.org*

June 22-24, 2011

*National Leased Housing
Assoc. Annual Membership
Meeting
Washington DC
www.hudnlha.com*

June 23-25, 2011

*NAHMA Summer Meeting
Las Vegas NV
www.nahma.org*

Helpful Tips— Preparing EIV Documents for your MOR

courtesy of Contract Management Services (CMS)

The following is a list of helpful tips and important reminders to assist owners and managing agents in preparing EIV documents for the Management and Occupancy Review (MOR) process.

First, ensure that all EIV documents are **maintained in a secure place** (e.g., locked file cabinet) so that only authorized individuals have access to the information.

Keep a binder or other organizational method to ensure your **CAAF** (current and original signed/dated by HUD), **UAAF** (current and original signed/dated by Coordinator), **Rules of Behavior** (for individuals who do not have access to EIV but do have access to tenant files), **Owner Approval Letter** (signed/dated by owner of property authorizing Coordinator to have access to EIV), and **EIV Policy and Procedures** are maintained and available for review.

When you log on to the EIV system, review the EIV O/A Cert Report to ensure that all staff listed as Coordinators and Users are current and correct. Please note that a current and original CAAF and UAAF will be required for all staff listed on the report. If any individual listed is no longer employed with the company, make sure that he/she is removed from the EIV system for your property.

NOTE: At the time you complete the re-certification process for Coordinators and Users, make sure that you print a copy of the current CAAF (required to be recertified annually) and UAAF (required to be recertified bi-annually). There are various reasons (including power outage and/or internet access not working at the time of MOR) that this information may not be available at the time that it is requested.

Be aware that failure to provide any of the required EIV documents within the required timeframe can result in your EIV access being terminated. If you ever have questions/concerns, the **EIV HELP DESK** is always available at **1-800-767-7588**.

In addition to a binder containing EIV Access documents, you are also required to maintain a binder or Master EIV File containing all **EIV Monitoring Reports** (New Hires Report, Identity Verification Reports, Multiple Subsidy Report, and Deceased Tenant Report). The master file for the New Hires Report, Identity Verification Reports, Multiple Subsidy Report and Deceased Tenant Report must be retained for three years. It is a requirement to pull the New Hires Report, Multiple Subsidy Report and Deceased Tenant Report quarterly; and it is a requirement to pull the Identity Verification Reports monthly.

Finally, make sure you are maintaining a record of all tenant related **EIV reports** (Existing Tenant Search, Summary Report, Income Report, and Income Discrepancy Report) and all supporting documentation in the tenant files for the term of tenancy plus three years.

Last Note - failure to pull and/or maintain a record of all EIV Reports can result in a **5% decrease** in the voucher payment for the month following the date the violation was found. You will be required to make an adjustment on the next scheduled voucher to adjust for the 5% decrease. If the finding is not corrected within 30 days, both the owner and management agent, if applicable, will be flagged. Once the finding is corrected, the flag will be removed.

*For additional tips & information,
visit HUD on Youtube at: [HUD Youtube web site](#)*



Earthquake Preparedness



With all of the recent Earthquake activity in the Pacific, there is no better time than now to prepare for an earthquake here in California! The American Red Cross had designated April as Earthquake Preparedness Month and urges everyone to:

- **GET A KIT**
- **MAKE A PLAN**
- **BE INFORMED**

The American Red Cross has created an entire web page to help you prepare for this type of emergency. [American Red Cross website](#)

This is great information to share with your residents to help them and your staff be ready in the event of the “Big One.”

1st Quarter 2011 High Performing Properties



We would like to acknowledge the following properties that have earned at least an Above Average rating in their Management and Occupancy Review this quarter.

Congratulations to you all!

1309 Second Avenue Apartments
 Anaheim Memorial Manor
 Azusa Apartments
 Carondelet Sen. Cit. Apartments
 Casa Del Retiro
 Casa Maria Apartments
 Casa Pacifica
 Charter Oaks Apartments
 Columbus Terrace Apartments
 Commerce Family Homes
 Corona Community Towers
 Del Prado
 Douglas Park Apartments
 E. Victor Villas
 East LA North I
 Frazier Park
 Grace Tower
 Houston Homes Apartments

Leland Courts
 Magnolia Manor
 Leland Courts
 Magnolia Manor
 Magnolia Townhomes
 Miyako Garden Apartments
 Mountain View Estates
 Neilson Villa
 New Hampshire Apartments
 New Venice 1A
 New Venice 1B
 New Venice 1C
 New Venice 2A
 New Venice 2B
 New Venice 2C
 New Venice 2D
 Park View Terrace Apartments
 Ramona Estates

Rancheria Del Sol
 Rancho Moulton
 Royal Apartments II
 Sherman Arms Apartments
 Sherman Way Biltmore
 Subsidized Hsg. Corp. 44
 Subsidized Hsg. Corp. 65
 Telacu Terrace
 Urban Rehab #1
 Valencia Villa Apartments
 Vista Lane Court
 Wasco Arms
 Washington Townhouses
 Westside Apartments
 William Penn Manor
 Wilton Wilshire Arms