



OREGON HOUSING & COMMUNITY SERVICES
HUD CONTRACT ADMINISTRATION SECTION
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INTEROFFICE MEMO

DATE: January 14, 2011
TO: Owners and Management Agents
FROM: Rhonda Crawford, Manager
HUD Contract Administration Section
Asset & Property Management Division
SUBJECT: **Program Information**

EIV TRAINING

Quite a few owners/agents have asked us about EIV Security Awareness training, as this is an annual requirement. This memo and attachments contain all the information I have found for industry training opportunities.

Hixon Training and Consulting: Training in Portland in February 2011. Please see attached flyers.

You can view (and document that you have done this) the HUD webcasts located at <http://portal.hud.gov/hudportal/HUD?src=/webcasts/archives/multifamily>.

Paulhus & Associates: online training on various topics at <http://www.paulhus.net/>

Affordable Housing Training and Consulting Services LLC: <http://www.ahtconline.com/>

UNIT TRANSFER VS MOVE-OUT/MOVE-IN

OHCS has found instances where owners/agents are moving households from one unit to another unit in the same property and processing them as move-outs/move-ins instead of unit transfers. A couple of instances where this is being done are:

- In a tax credit property when the household moves from one building to a different building on the same property
- When an applicant qualifies for and goes on the waiting list for two different size units. The household is moved into the first unit that comes open, stays on the

waiting list for the other size unit, and subsequently moves to the other size unit when their name comes up on that waiting list.

OHCS asked HUD if this is an acceptable practice. Following is the answer that HUD headquarters gave:

“When a tenant is housed from a waiting list and subsequently moves to another unit in the property, this should be processed as a unit transfer and not a move-out/move-in. The definition of unit transfer is when, with owner approval, a tenant moves from one unit to another unit within the same property. The owner is required by HUD Handbook 4350.3 REV-1, paragraph 7-15.D to develop additional unit transfer requests beyond those needed for a change in family size. The tenant selection plan must include transfer policies including procedures for selecting between applicants on the waiting list and current tenants.”

Based on this information, OHCS requires moves from one unit to another in the same property (and same contract) to be processed as a unit transfer.

HUD REGION X WEBSITE

This is a reminder to check the HUD Region X website for information that pertains to Oregon affordable housing owners. The link to the website is:

<http://www.hud.gov/local/shared/working/r10/mf/whatsnew.cfm?state=wa>

OTHER INDUSTRY TRAINING OPPORTUNITIES

- NCHM – Find out what courses NCHM offers and when they will be training in your area. The web page is found at <http://www.nchm.org/SubTrainingLanding.html?Military.html>.
- Quadel – Please see the following website for all the course schedules: http://www.quadel.com/course_info.aspx?id=163
- Paulhus and Associates – Online training opportunities at <http://paulhus.net/training>
- The following link will take you to a Calendar of Events on the HUD RHIIP website where there may be other training possibilities: <http://www.hud.gov/offices/hsg/mfh/rhiip/eventscalendar.cfm>

If you have problems with any of the links in this memo, try the following:

- 1. First, hold down the Ctrl key and click on the link, or*
- 2. If #1 did not work, highlight the link and copy/paste it into the browser address bar.*