



**OREGON HOUSING & COMMUNITY SERVICES
HUD CONTRACT ADMINISTRATION SECTION
725 Summer Street NE, Suite B
Salem OR 97301-1266**

INTEROFFICE MEMO

DATE: January 26, 2011
TO: Owners and Management Agents
FROM: Rhonda Crawford, Manager
HUD Contract Administration Section
Asset & Property Management Division
SUBJECT: **Program Information**

DUNS NUMBERS AND CCR DOCUMENTATION

On January 6, 2011, OHCS sent an email and memo advising of the DUNS number and CCR requirement. In the email, the following statement was made:

“Until further notice, owners are still required to submit the DUNS number and CCR documentation with new HAP subsidy account Direct Deposit Forms and also requests for contract renewal.”

Clarification has been received from HUD, and this information is no longer required to be submitted with the contract renewal packet or the Direct Deposit forms.

MOR REPORT RESPONSES

In an effort to streamline the process for receipt of the owner's response to the MOR report, we ask that you follow the procedure outlined below:

- When sending a response via USPS, Fed Ex, UPS, etc. please send it to:

Attn: Verna Rutledge
Oregon Housing & Community Services
725 Summer Street NE Suite B
Salem OR 97301-1266

- When emailing the response, please send it to verna.rutledge@hcs.state.or.us and richard.arias@hcs.state.or.us. We need it to go to both staff members in case Verna is out of the office.

The MOR report cover letter will have these same instructions.

HUD REGION X WEBSITE

The HUD Region X website has 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>

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.*