



**OREGON HOUSING & COMMUNITY SERVICES**  
**HUD CONTRACT ADMINISTRATION SECTION**  
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**INTEROFFICE MEMO**

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

**NOTICE H 2011-03, "POLICIES AND PROCEDURES FOR THE CONVERSION OF EFFICIENCY UNITS TO ONE-BEDROOM UNITS"**

Notice H 2011-03 issued February 1, 2011 addresses owner requests to convert efficiency units to one-bedroom units in certain types of HUD-assisted and/or insured housing. HUD field offices are responsible for reviewing requests to convert units. A copy of the notice may be found at:

Notice: <http://portal.hud.gov/hudportal/documents/huddoc?id=11-03hsgn.pdf>

Attachment 1: <http://portal.hud.gov/hudportal/documents/huddoc?id=11-03hsgnatch1.doc>

Attachment 2: <http://portal.hud.gov/hudportal/documents/huddoc?id=11-03hsgnatch2a.pdf>

Attachment 3: <http://portal.hud.gov/hudportal/documents/huddoc?id=11-03hsgnatch3b.pdf>

Attachment 4: <http://portal.hud.gov/hudportal/documents/huddoc?id=11-03hsgnatch4.doc>

Attachment 5: <http://portal.hud.gov/hudportal/documents/huddoc?id=11-03hsgnatch5.pdf>

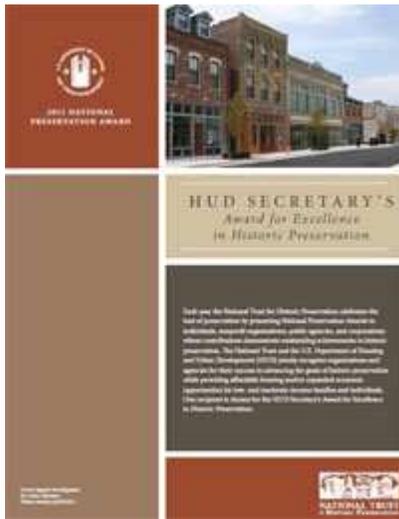
Attachment 6: <http://portal.hud.gov/hudportal/documents/huddoc?id=11-03hsgnatch6.doc>

**FY 2010 NOFA FOR SERVICE COORDINATORS IN MULTIFAMILY HOUSING**

The 02/01/2011 Federal Register published HUD's FY 2010 NOFA for Service Coordinators in Multifamily Housing. A copy of the NOFA may be found at: <http://www.gpo.gov/fdsys/pkg/FR-2011-02-01/pdf/2011-2169.pdf>

**NATIONAL HISTORIC PRESERVATION AWARD**

**2011 HUD Secretary's Historic Preservation Award Deadline February 17th**



The National Trust for Historic Preservation and HUD are inviting nominations for the 2011 HUD Secretary's Award for Excellence in Historic Preservation. This award recognizes the recipient for success in advancing the goals of historic preservation while providing affordable housing and/or expanded economic opportunities for low- and moderate-income families and individuals. Nominated projects or activities are judged for the successes they have achieved in preserving, rehabilitating, restoring, and interpreting our architectural and cultural heritage.

Any project, agency, individual, or organization involved in historic preservation is eligible to receive the award. Nominated projects must have been completed within the past three years.

Submissions must be submitted electronically no later than February 17, 2011. Award announcements and presentations will be made during the National Preservation Conference to be held October 19–22, 2011 in Buffalo, New York. Click [here](#) to view the

award criteria or to apply.

### **COORDINATOR SIGNATURE ON UAAF**

When an EIV user is initially set up and certified in the EIV system, they must complete a User Access Authorization Form (UAAF). This is where the user signs for acceptance of the Rules of Behavior. The user signs the certification on page 4. Below that is the coordinator's authorization of the request. The signature box for the coordinator is on the next page (the last page of the form). This is where you mark the site location that applies, print the name of the coordinator, and sign and date the form. This initial UAAF must be on file for review during the HUD/CA annual inspection.

The form is located at: <http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/useraccess.pdf>

### **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](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.*