



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

**INTEROFFICE MEMO**

DATE: September 22, 2011  
TO: Owners and Management Agents  
FROM: Rhonda Crawford, Manager  
HUD Contract Administration Section  
Asset & Property Management Division  
SUBJECT: **Program Information**

**PERFORMANCE BASED CONTRACT ADMINISTRATION UPDATE**

On Friday, August 26, 2011, OHCS signed a six-month extension contract with HUD. The contract is effective October 1, 2011 through March 31, 2012 and includes provision for three 3-month extensions.

OHCS has been working with HUD to understand the new contract and the timelines for implementation of the changes. HUD revised the number of tasks for which OHCS will be responsible from sixteen to six. This means that some of the work OHCS has performed for the past eleven years will no longer be required. It is not known if any of the tasks will be re-assigned when the contract re-bid is complete and the new two-year contract is signed.

One of the major changes is that OHCS will not perform Management and Occupancy Reviews (MOR) beginning with the September 2011 reviews. Some owners did have a September MOR before HUD advised us that we were not to proceed with these reviews. OHCS requests that owners and management agents reply as quickly as possible to the findings requests so that we can close as many MORs as possible before the end of September, 2011. All open MORs will be transitioned to HUD effective October 1, 2011.

Another change that will affect owners and management agents is that OHCS will no longer track the owner mitigation of Exigent Health and Safety findings from the REAC inspections. This will be performed by the HUD staff.

Beginning October 1, 2011, the tenant complaints will be serviced by one compliance officer, Melody Henricks. Her phone number is (503) 986-0965. Please be sure the Health and Safety posters are posted where your residents have access to the hotline number (800-453-5511). The posters are available on the OHCS website at [http://www.oregon.gov/OHCS/HCA\\_Health\\_and\\_Safety\\_Issues.shtml](http://www.oregon.gov/OHCS/HCA_Health_and_Safety_Issues.shtml).

OHCS will continue to renew contracts, approve rent adjustments, approve and pay monthly subsidy vouchers and special claims, and handle tenant complaints (health and safety and general). There will be an adjustment to the contract renewal/rent adjustment portfolios, so please pay particular attention to the contact name on the reminder letters.

Effective October 1, 2011, the compliance officers (Ken Morrell, Keslie Joyce, Kimber DeBoie, Melody Henricks, and Tracy Blanchard) will be reassigned to different duties in the agency and will no longer be available to provide assistance to owners and management agents. If you have technical questions (other than contract renewals, rent adjustments, HAP voucher, special claims, and tenant complaints), contact your project manager in the Portland HUD office. We thank you for your help and support as we work our way through the next few months.

### **TENANT SUBSIDY REPAYMENT REPORTING**

As of the 10/2011 HAP request, OHCS Voucher Specialists will no longer be moving Miscellaneous Accounting Adjustments to Manual Adjustments for accounting purposes. To comply with HUD Notice 2011-21, comments for adjustments due to repayment agreements need to indicate the following:

- a. Reason for the Miscellaneous Accounting Adjustments.
- b. Unit number
- c. Tenant Name
- d. If O/A retained processing costs or not.

Examples:

- Monthly payment from the tenant and the owner/agent is **not** deducting owner/agent costs, the comment would state:
  - “REPAYMENT - UNIT#1023 – JOHN SMITH, ZERO COST RETAINED. “
- Monthly payment from the tenant and the owner/agent is deducting owner/agent costs, comment would state:
  - “REPAYMENT - UNIT#1023 – JOHN SMITH, \$50 COLLECTED LESS COSTS OF \$8. “

### **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>

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- 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.*