

SOUTH DAKOTA
Housing
DEVELOPMENT AUTHORITY

MEMORANDUM NO. 07-10-10 MF-117

DATE: October 29, 2007

TO: Section 8 Property Owners and Management Agents

FROM: Vona Johnson, Director
Rental Housing Management *Vona*

SUBJECT: Housing Industry Updates

Following are a number of updates and policy changes that are vital to proper administration of HUD subsidies. Please review and incorporate as applicable to your properties.

SDHDA Web Site

SDHDA has changed the layout of the Section 8, HOME and Housing Tax Credit forms and manual page. You now will go to into www.sdhda.org - Property Compliance\Forms and Manuals\Section 8, HOME or HTC\ then forms, manuals and resources will be listed under each program.

The revised HOME manual and forms was sent out on October 5, 2007. This information can also be found on our webpage under Property Compliance\Forms and Manuals\HOME.

Make sure to check out the webpage for the latest 2007 SDHDA Housing Conference Agenda and Registration. The conference begins Tuesday, November 13, and concludes after lunch on Wednesday, November 14. A number of sessions are targeted to management agents and owners and we hope to see you there!

Fair Market Rents

Final Fair Market Rents for Fiscal Year 2008 for the Housing Choice Voucher Program and Moderate Rehabilitation Single Room Occupancy Program have been released, effective 10-1-2007. A link to the Fair Market rents is located on our webpage at www.sdhda.org Property Compliance\Forms and Manuals\Section 8\Resources.

Recertification of EIV Coordinator's contracts and properties

The first annual recertification of EIV Coordinators is due October 31, 2007, for those that are due for recertification between October 21, 2007, and December 31, 2007. If you are not sure when you are required to recertify, you may contact the Multifamily Help Desk at 1-800-767-7588. Refer to the EIV website at

<http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/eivhome.cfm>

and RHIIP List serves #73 and #76 regarding this process. If you do not receive the RHIIP List serves, SDHDA strongly suggests that you sign up to receive them by going to the RHIIP website at <http://www.hud.gov/offices/hsg/mfh/rhiip/mfhrhiip.cfm>.



4350.3 REV-1 Summary Questions

The 4350.3 REV-1 Frequently Asked Questions has been reposted to <http://www.hud.gov/offices/hsg/mfh/rhiip/qnaon4350pt3.pdf> and will also be on SDHDA's website under Property Compliance\Forms and Manuals\Section 8, HOME or HTC\Manuals. The questions were temporarily removed to be revised to comply with Change 2 to the Handbook. Questions pertaining to Change 2 are being prepared and will be posted at a later date.

Retention of Criminal Records

Although EIV training states that information should be destroyed as soon as it has served its purpose, the HUD Handbook 4350.3 REV-1 Change 2 addresses the confidentiality of the information and states that the intent should be to retain the information during the tenancy plus 3 years after tenancy is terminated. Please note this change in your procedures.

Lease

SDHDA has incorporated the South Dakota approved language to the lease and has posted a WORD printable and fillable version to the website under Property Compliance\Forms and Manuals\Section 8\Forms. A WORD fillable 202/8 lease has also been posted to our website at the same location. Please begin using these leases immediately.

New Fact Sheet – How Your Rent is Determined

This Fact Sheet has been updated and is posted on our webpage at Property Compliance\Forms and Manuals\Section 8\Forms.

Operating Cost Adjustment Factor (OCAF)

The 2008 OCAFs have been released and are effective February 11, 2008. The factor for South Dakota is 2.2.

Training

Training Services Association, LLC is offering several trainings in December; the following classes are being offered.

- December 19 & 20, 2007 Locksmithing For Facility Management, Rapid City, SD
- December 20 & 21, 2007 Gas and Electric Furnaces: Maintaining & Troubleshooting, Rapid City, SD
- December 20 & 21, 2007 Office Efficiency & People Skills, Rapid City, SD
- December 20 & 21, 2007 The Essentials of Custodial & Housekeeping Maintenance, Rapid City, SD.

Check out our website for other training and registration information.

New Contract Language and Funding Letters

For properties that are renewing their Section 8 HAP contracts you will see a change in the HAP contract language which includes a budget authority amount and the estimated number of months the budget authority is predicted to cover the HAP payments. You will then receive funding letters as appropriate that will notify you whenever HUD designates additional funding towards the property.

THIS IS A MULTIFAMILY MEMORANDUM. PLEASE RETAIN IT IN THE MEMORANDUM SECTION OF YOUR SDHDA MANAGEMENT AGENT HANDBOOK UNTIL AND UNLESS SUPERSEDED BY AN UPDATED MEMORANDUM.

VJ/LD/ps

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