



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Multifamily Northeast Region
New York Regional Center
Jacob K. Javits Federal Building
26 Federal Plaza, Suite 3214
New York, NY 10278-0068

Memorandum

To: Section 8 Performance Based Contract Administrators (PBCAs)
Section 8 Traditional Contract Administrators (TCAs)
Owners and Agents of Project Rental Assistance Contract (PRAC)-assisted Properties

From: Arden Sokolow
Director, Multifamily Northeast Region

Date: January 24, 2017

Re: National Standard of Work – Contract Renewal Process

The intention of this memorandum is to notify industry stakeholders that HUD has implemented a standard of work designed to enhance customer service and better facilitate the contract renewal process for Section 8- and PRAC-assisted properties. The information included in this memorandum identifies key timeframes for external-stakeholders which are necessary to complete renewals in a timely manner, and to eliminate or minimize obstacles that potentially result in interruptions of subsidies to assisted properties. All renewal requests still must be submitted in accordance with agency guidelines and standards. In addition, this memorandum includes information on Asset Management Processing System (AMPS) mailboxes that are to be used when submitting correspondence to the agency.

The contents of this memorandum do not supersede current requirements related to essential support documentation, certifications, budget documentation, and other documents required under a respective contract's renewal submission process.

CONTRACT RENEWALS

I. PBCA-administered Contracts

150 days prior to Contract Expiration

- PBCAs shall verbally remind and send formal correspondence to owner notifying them of their requirement to submit a renewal package

120 days prior to Contract Expiration

- If renewal package is still not received, the PBCA will send another follow up correspondence to owner and will continue to follow up until the package is received.

60 days prior to Expiration

- If renewal package is still not received, the PBCA will inform HUD via "incoming" AMPS mailbox to initiate HUD follow-up with owner.
- Once PBCA has completed the renewal paperwork with the unique IREMs Property Identification Number included, the PBCA sends a renewal pdf file to appropriate

electronic mailbox (regional funding mailbox and incoming mailbox if a Reserve for Replacement account exists at the property). *Note: For a list of applicable regional mailboxes, please listing at the end of this memorandum.*

Once Funding is Received

- Once funding is received, HUD staff shall e-mail the signed ACC along with a cover letter to PBCA.
- Once the ACC is received, the PBCA will finalize the HAP contracts and have them signed by the appropriate parties within one week.
- Once fully signed, the PBCA sends the documents to the funding mailbox for HUD execution. Once fully executed, HUD will return a copy to the PBCA electronically for distribution.
- Contract Renewal process is complete.

II. TCA-administered Contracts

150 days prior to Expiration

- TCA shall verbally remind and send formal correspondence to owner notifying them of their requirement to submit a renewal package

120 days prior to Expiration

- If renewal package is still not received, TCA will send another follow up correspondence to owners and will continue to follow up until the package is received

60 days prior to Expiration

- If renewal package is still not received, the TCA will inform HUD via incoming mailbox to initiate HUD follow-up with owner.
- Once TCA has completed the renewal paperwork, TCA sends a renewal pdf file to appropriate electronic mailbox (regional funding mailbox and incoming mailbox if a Reserve for Replacement deposit modification is necessary). *Note: For a list of applicable regional mailboxes, please listing at the end of this memorandum.*
- Often times the TCA does not have access to HUD's Integrated Real Estate Management System (iREMS). In such cases, HUD may need to input the contract renewal record into iREMS on their behalf.

Once Funding is Received

- Once funding is received, HUD shall e-mail the signed ACC along with a cover letter to the TCA.
- Once the ACC is received, the TCA will finalize the HAP contracts and have them signed by appropriate parties.
- Once fully signed, the TCA sends the documents to the appropriate HUD funding mailbox for HUD execution. Once fully executed, HUD will return a copy to the TCA electronically for distribution.
- Contract Renewal process is complete

III. Project Rental Assistance Contract (PRAC)

120 days prior to Expiration

- HUD staff will follow up with owners, reminding them of their requirement to submit a renewal package. Follow up will continue on a 30-day cycle until the renewal has been received for processing.
- Owners and Agents seeking renewal will submit a complete renewal request to HUD using the applicable funding mailbox.

Once Funding is Received

- HUD will prepare the contracts and e-mail them to the owner/agent for signature.
- Owner shall return signed contract to the appropriate funding mailbox. *Note: For a list of applicable regional mailboxes, please listing at the end of this memorandum.* Upon HUD final execution, HUD will distribute the fully executed PRAC to the owner / agent.
- Contract Renewal process is complete.

MULTIFAMILY NORTHEAST REGION ELECTRONIC SUBMISSION MAILBOXES

Contract Renewal Submissions

- Bos.funding@hud.gov
- Bal.funding@hud.gov
- NY.funding@hud.gov

Contract Renewal Reserve for Replacement Deposit Change Submissions, General Inquiries

- Bos.incoming@hud.gov
- Bal.incoming@hud.gov
- NY.incoming@hud.gov