



California Affordable Housing Initiatives, Inc.

## **Complete Package Requirements**

### ***Option 1B – Mark Up to Market***

If you are not eligible for Option 1A – Entitlement, you may still be eligible for Option 1B with HUD approval. Refer to the Section 8 Renewal Policy Guide for details explaining discretionary criteria and the HUD approval process.

- Owner signed Attachment 3A-2, Contract Renewal Request Form and Worksheet (sample attached);
- An RCS prepared in accordance with Chapter 9 of the Section 8 Renewal Policy Guidebook;
- Owner's RCS Certification (sample attached);
- Tenant One-Year Notification Letter (sample attached);
- Full Utility Allowance Analysis, if applicable (guidance attached);
- If a UA decrease, 30-Day Tenant Notification/Comment Letter (sample attached);
- Signed Owner's Certification of Compliance with Tenant Comment Procedures executed after the 30-day comment period has expired (sample attached);
- Documentation to support that the property meets at least one of the discretionary criteria (Vulnerable Populations, Vacancy Rates or Community Support); and
- If a USDA/Rural Housing Property (515/8), a letter or fully executed budget from USDA with the approved rents and utility allowances, if applicable.



## California Affordable Housing Initiatives, Inc.

NOTE: This list of documents is not exhaustive. Please be advised that other documents may be required for the renewal option selected. Additionally, with the exception of HUD-required forms (e.g. Attachment 3A-2), the sample attachments serve as acceptable templates. You are *not* required to use these documents.

Please submit all Rent Adjustment and Contract Renewal documents via email in pdf format to [signeddocs@cgifederal.com](mailto:signeddocs@cgifederal.com) with a cc to your CAHI Central Contract Specialist. An optional coversheet is available here: [O/A Transmittal](#).

Please contact your CAHI Central Contract Specialist if you have questions about complete package requirements. A listing of our staff including contact information can be found at: <http://cahi.cgigovt.local/Staff.aspx>.

**Contract Renewal  
Request Form  
Multifamily Section 8 Contracts**

**U.S. Department of Housing  
and Urban Development**  
Office of Housing

OMB No. 2502-0533  
(Exp, 09/30/2014 )

**Public reporting burden** for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Title V of the Departments of Veterans Affairs and Housing and Urban Development and Independent Agencies Appropriations Act of 1988 (P.L. 106-65, 111 Stat. 1384) authorizes the FHA Multifamily Housing Mortgage and Housing Assistance Restructuring Program. HUD implemented a statutory permanent program directed at FHA-insured multifamily projects that have project-based Section 8 contracts with above-market rents. The information collection is used to determine criteria eligibility of FHA-insured multifamily properties for participation in the Mark to Market program and the terms on which participation should occur. The purpose of the program is to preserve low-income rental housing affordability while reducing the long-term costs of Federal rental assistance. While no assurances of confidentiality are pledged to respondents, HUD generally discloses this data only in response to a Freedom of Information request.

## Cover Sheet

PROJECT NAME

PROJECT ADDRESS

PROJECT OWNER

FHA PROJECT NO.:

TOTAL UNITS IN PROJECT:

TOTAL SECTION 8 UNITS IN PROJECT:

DATE OF SUBMISSION:

DATE RECEIVED BY HUD:

**Section 8 contracts and stages in the project:**

Section 8 Contract Number	Stage Number (if applicable)	Combine (Yes?)	# Units	Expiration Date	Renew (Yes?)
		<input type="checkbox"/>			<input type="checkbox"/>
		<input type="checkbox"/>			<input type="checkbox"/>
		<input type="checkbox"/>			<input type="checkbox"/>
		<input type="checkbox"/>			<input type="checkbox"/>
		<input type="checkbox"/>			<input type="checkbox"/>
		<input type="checkbox"/>			<input type="checkbox"/>
		<input type="checkbox"/>			<input type="checkbox"/>

**I hereby elect to renew the above-indicated contracts under the following option** (*Check the appropriate box(es) below and provide the corresponding worksheet(s)*):

This is an  **Initial** or  **Subsequent** Renewal of a MAHRA contract.

**OPTION ONE - Request Renewal Under Mark-Up-To-Market Procedures**

**Option One A** Entitlement Mark-Up-To-Market

**Option One B** Discretionary Authority

I hereby request a contract renewal for a \_\_\_\_\_-year term. (A five-year minimum term)

**OPTION TWO - Request Renewal With Rents At or Below Comparable Market Rents And Without Restructuring**

I hereby request a contract renewal for a \_\_\_\_\_-year term. (A maximum 20-year term)

**OPTION THREE - Request Referral to OAHP for: Choose One**

**OPTION THREE-A** - Reduction of Section 8 Rents to Comparable Market Rents without Restructuring (Lite)

**OPTION THREE-B** - Restructure of the mortgage and reduction of Section 8 Rents to Comparable Market Rents (Full)

**OPTION FOUR - Request Renewal of the Contract for Projects Exempted from OAHP**

I hereby request a contract renewal for a \_\_\_\_\_-year term.

**OPTION FIVE - Portfolio Reengineering Demonstration and Preservation Contract Renewals**

**I request a contract renewal of my Demonstration Program Contract.**  
**(Based on Use Agreement)**

Mortgage Restructuring Demonstration Use Agreement

Budget Based Without Mortgage Restructuring Demonstration Use Agreement

**I request a contract renewal of my Preservation Program Contract.**

I hereby request a contract renewal for a \_\_\_\_\_-year term. (The term may not exceed the remaining term of the recorded Use Agreement.)

**OPTION SIX - Opt-Out of the Section 8 Contract**

**Owner's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# RENEWAL WORKSHEET FOR OPTION ONE

## Requesting a Contract Renewal Under the Mark-Up-To-Market Procedure

I hereby request a renewal of my contract under the Mark-Up-To-Market procedures. I have attached a **Rent Comparability Study** (RCS) and completed the "Initial Eligibility Worksheet" for the Section 8 Contract(s) eligible under this Option.

*Please select one of the following:*

**Option One A**

*I request Option One A, based on the RCS and the Initial Eligibility Worksheet; the comparable Market Rent Potential is at or above **100%** of the published Fair Market Rents (FMRs).*

The property does not have any low or moderate-income use restrictions that I cannot unilaterally eliminate.

**Option One B**

*I request Option One B of the Mark-Up-To-Market eligibility requirements because (Please select the following statements that apply)*

- The project has a high percentage ( $\geq 50\%$ ) of units rented to elderly, disabled, or large families.
- The project is located in a low-vacancy area ( $\leq 3\%$ ) where tenant-based assistance is difficult to be used and there is a lack of comparable rental housing; and/or
- The project is a high priority for the local community as the attached documentation of State or local funds demonstrates.

**I hereby certify that:**

- The property's most recent REAC score is 60 or above and there are no uncorrected Exigent Health and Safety (EHS) violations; and
- Neither I, nor any of my affiliates, are suspended or debarred, and/or requesting a contract renewal subject to HUD approval; and
- This information is true and complete.

**Project Name** \_\_\_\_\_

**Owner's Name** \_\_\_\_\_

**Owner's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*Warning: Any person who knowingly presents a false, fictitious, or fraudulent statement or claim in a matter within the jurisdiction of the U.S. Department of Housing and Urban Development is subject to criminal penalties, civil liability, and administrative sanctions, including but not limited to: (i) fines and imprisonment under 18 U.S.C. §§ 287, 1001, 1010 and 1012; (ii) civil penalties and damages under 31 U.S.C. § 3729; and (iii) administrative sanctions, claims, and penalties under 24 C.F.R parts 24, 28 and 30.*

Date

Property Owner Name

Owner/Agent Name

Address

City, State, Zip code

Re: Contract #

Property Name:

Address:

City, State, Zip Code

Dear California Affordable Housing Initiatives, Inc. (CAHI)

As owner/agent of the property referenced above, I hereby certify that in accordance with Chapter 9, Section 9-16 of the U. S. Department of Housing and Urban Development (HUD) Section 8 Renewal Policy Guide the following statements regarding the Rent Comparability Study commissioned (RCS) for (Name of Property) are true:

1. As Owner/Agent, I reviewed the content of the RCS and concluded that the RCS includes all material required by Appendix 9-10.
2. The appraiser's narratives and Rent Grid accurately describe the subject project and properly treat non-shelter services and their funding sources as required by Section 9-12.
3. There are no identity-of-interest conflicts existing between principals of the subject's Ownership or management agent entity and the principals that manage / own the projects used as comparables, except those identified here: \_\_\_\_\_.  
(See Handbook 4381.5, Paragraph 2-3 for a definition of the term "identity-of-interest".)
4. As Owner/Agent, I certify that:
  - a. neither the selection of the appraiser nor the appraiser's compensation was/is contingent upon the appraiser reporting a predetermined rent or direction in rent;
  - b. to the best of my knowledge, the appraiser meets Section 9-8A's conditions regarding absence of financial, employment, and family relationships;
  - c. the fee paid for the RCS is the only compensation the appraiser will receive for the RCS work and there is no side agreement or other consideration.
5. As Owner/Agent, HUD or the Contract Administrator should contact should contact (Name \_\_\_\_\_) at (Phone Number \_\_\_\_\_), and via e-mail at (e-mail address) with any questions regarding this RCS. Note: HUD/CA will send its decision letter to this contact unless the Owner directs otherwise.
6. As Owner/Agent, I grant HUD/CA the right to correspond directly with the appraiser and copy the appraiser on written materials.

Sincerely,

Owner/Agent

**THIS NOTICE MUST BE:**

- **Provided to tenants one year prior to the hap contract termination date**
- **On owner's letterhead**
- **Signed**
- **Served directly to each unit in the project or mailed to each tenant (taping the notice to the outside of each unit is not acceptable)**

**ONE-YEAR NOTIFICATION LETTER**

*Owner Intends To Renew*

(Date)

Dear Resident:

The Department of Housing and Urban Development subsidizes the rent of your apartment through the project-based Section 8 program. Federal law requires that owners provide tenants with a one-year notification before the expiration of a Section 8 contract. The Section 8 contract that pays the government's share of your apartment rent at (name of project) expires on (one year from date of this letter).

While there will be no immediate change in your rental assistance, we are required to inform you of our intended actions when the contract expires one year from now.

**This letter is to notify you that we intend to renew the current Section 8 contract when it expires.**

If Congress make funds available, which it has in the past and is expected to in the future, we will renew the Section 8 contract. However, in the unlikely circumstance that we cannot renew our contract, it is our understanding that, subject to the availability of funds, HUD will provide all eligible tenants currently residing in a Section 8 project-based assisted unit with tenant-based assistance.

If you have any questions or would like information on the Section 8 Program, the following sources may be of assistance:

Contract Administrator: **California Affordable Housing Initiatives, Inc., 505 14th Street, Suite 650, Oakland, CA 94612.**

HUD Field Office:

HUD Website:

Sincerely,

(Owner) \_\_\_\_\_  
(contact info)



## GUIDANCE FOR DETERMINING UTILITY ALLOWANCES

There have been questions raised by all of San Francisco Hub PBCAs and Hub Asset Management staff on how to implement both the [Carol Galante](#) and [Tom Azumbrado](#) policy memos regarding the Owner/Agent (O/A) submittal of the Utility Allowance (UA) Analysis and review and approval of the UA by HUD/PBCA. Following are key requirements in both the policy memos:

- The O/A must submit to the PBCA a UA Analysis with Rent Adjustment and Contract Renewal packages regardless of the increase, decrease, or no change in the amount for each unit type.
- At any time the recently approved UA increases by 10% or more due to increase in utility rates, the O/A must submit to the PBCA a request to adjust the UA. This request for adjustment does not have to be concurrent with the annual Rent Adjustment cycle or Contract Renewal submittal.
- If the O/A determines there should be a decrease in the UA, the O/A must notify the tenants in writing at least 30 days prior to submitting the request to the PBCA for approval and must provide the tenants with the right to participate in and comment on the proposed decrease in the UA. The written tenant notification must be included in the UA Analysis submittal.
- The approved decrease in the UA *can* go lower than the UA levels originally set in the HAP contract per result of the analysis.
- The O/A's best estimate of average monthly utility cost that an energy-conscious tenant will incur for the year can be better achieved by the PBCA recognizing anomalies in the O/A's UA Analysis such as unusually high or low utility consumption (high and low spikes) for each unit type. The PBCA must instruct the O/A's not to consider those high and low spikes in its analysis. If the high and low spikes are present in the analysis submitted by the O/A, the PBCA must not include those spikes in determining the approvable UA levels.
  - If only 3 are looked at, the high/low spikes may not be apparent, but the O/A should not be submitting supporting documentation from the same residents each year.
  - The Tom Azumbrado policy memo limits the number of supporting documentation to the UA Analysis to be submitted by the O/A, which is 10% of all unit types and from the minimum of three (3) to a maximum of twenty (20). The standard practice in requiring supporting documentation should be based on the 10% of all unit types; and





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- A minimum of three (3) supporting documentation should only be used in recognizing the O/A's best effort and verifiable hardship in acquiring the supporting documentation.
- On small properties where the 10% of all unit types result in just three supporting documentation, the PBCA must strive to not allow the O/A to submit the same supporting documentation from the same residents in every submittal. This is consistent with the intent of determining the average utility consumption from energy-conscious residents. This cannot be ascertained unless supporting documentation is received from other residents. However, the PBCA will be sensitive to the O/A's dilemma and hardship in getting cooperation from both the Utility Company and the residents and will exercise good judgment.
- The UA levels will be based on the PBCA's analysis of the O/A's submittal and cannot be left at the current level if the analysis results in a change of less than 10%. If there is even a \$1 change in UA based on the analysis, the change will proceed.

# SAMPLE 30-DAY NOTICE TO TENANT LETTER 24 CFR 245

Date

Take notice that on *(date)* we plan to submit a request for approval of an increase in the maximum permissible rents for *(name of apartment complex)* to the United States Department of Housing and Urban Development (HUD). The proposed increase is needed for the following reasons:

- 1.
- 2.
- 3.

The rent increases for which we have requested approval are:

# of Bedrooms	Current Rent	Proposed Rent
<i>(insert rent information by bedroom size here)</i>		

A copy of the materials that we are submitting to HUD in support of our request will be available during normal business hours at *(address)* for a period of 30 days from the date of service of this notice for the purpose of inspection and copying by tenants of *(name of apartment complex)* and if the tenants wish, by legal or other representatives acting for them individually or as a group.

During a period of 30 days from the date of service of this notice, tenants of *(name of apartment complex)* may submit written comments on the proposed rent increase to us at *(address)*. Tenant representatives may assist tenants in preparing those comments. (If, at HUD's request or otherwise, we make any material change during the comment period in the materials available for inspection and copying, we will notify the tenants of the change or changes, and the tenants will have a period of 15 days from the date of service of this additional notice (or the remainder of any applicable comment period, if longer) in which to inspect and copy the materials as changed and to submit comments on the proposed rent increase). These comments will be transmitted to HUD along with our evaluation of them and our request for the increase. You may also send a copy of your comments directly to HUD at the following address:

California Affordable Housing Initiatives, Inc.  
505 14th Street  
Suite 650  
Oakland, California 94612

RE: *(Project Number)*  
*(name of apartment complex)*

HUD will approve, adjust upward or downward, or disapprove the proposed rent increase upon reviewing the request and comments. When HUD advises us in writing of its decision on our request, you will be notified. If the request is approved, any allowable increase will be put into effect only after a period of at least 30 days from the date you are served with that notice and in accordance with the terms of existing leases.

Signed by managing owner/agent

**OWNER'S CERTIFICATION AS TO COMPLIANCE WITH TENANT COMMENT PROCEDURES IN 24 CFR 245 (FORMERLY IN 24 CFR 401)**

FHA or Non-Insured Project Name \_\_\_\_\_ Project No. \_\_\_\_\_

Acting on behalf of \_\_\_\_\_, the Project Owner, I certify that project management has taken ALL of the actions listed below.

- 1) Distributed a Notice to Tenants, in the forms and manner required by 24 CFR 245.310 and 245.410. (24 CFR 245.410 applies only if a reduction in utility allowances is proposed.)
- 2) Took reasonable steps to assure that any posted Notices remained intact and in legible form for the full comment period required by 24 CFR 245.
- 3) Made all materials submitted to justify the increase available during normal business hours in a place reasonably convenient to project residents.
- 4) Honored any resident's request to inspect those materials.
- 5) Reviewed and evaluated all comments received from project residents or their authorized representatives.
- 6) Examined all materials submitted to HUD/the State Agency in support of the rent increase request. I also certify, that all information submitted with my rent increase request is true, correct and complete.

WARNING: 18 U.S.C. 1001 provides, among other things, that whoever knowingly and willingly makes or uses a document or writing containing any, false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than \$10,000 or imprisoned for not more than 5 years, or both.

Signed by: \_\_\_\_\_ Name \_\_\_\_\_  
Title \_\_\_\_\_ Signature Date \_\_\_\_\_