



Multifamily Housing Field Operations Division

Partnership Updates - March 11, 2021

Agenda

- Welcome and Leadership Introduction
- GovDelivery
- CDC Eviction Guidance
- Emergency Rental Assistance Program
- Section 504 Unnumbered Letter
- Frequently Asked Questions - Annual Reports and COVID-19 Pandemic
- Annual Reporting Requirements
- Virtual Inspections
- LOPE Letter
- Property Assignments

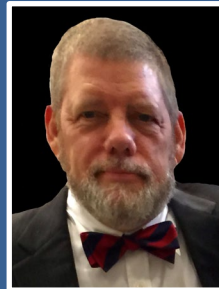
MFH Leadership



Nancie-Ann Bodell
Deputy Administrator



Ernie Wetherbee
Field Operations Division
Director



Carlton Jarratt
Acting Production &
Preservation Division
Director



Jennifer Larson
Asset Management
Division Director

MFH Field Operations Division – Regional Directors



Laurie Warzinski

Northeast Regional Director
Laurie.Warzinski@usda.gov



Karissa Stiers

Midwest Regional Director
Karrisa.stiers@usda.gov



Byron Waters

Southern Regional Director
Byron.waters@usda.gov



Becki Meyer

Western Regional Director
Becki.meyer@usda.gov

GovDelivery

What is GovDelivery?

GovDelivery is a marketing platform and communications cloud custom-built for government. It allows the USDA Rural Development Multifamily Housing to easily provide program updates to our partners across the country via email.

We will be using **GovDelivery** for all future general Multifamily Housing updates.

To ensure you are receiving these updates, please sign-up for GovDelivery at https://public.govdelivery.com/accounts/USDARD/subscriber/new?topic_id=USDARD_1272



CDC Eviction Guidelines

WASHINGTON, Feb. 1, 2021 — In one of his first acts in office, President Joe Biden requested federal agencies to extend the eviction and foreclosure moratorium for millions of Americans impacted by the COVID-19 pandemic. In response, the U.S. Centers for Disease Control and Prevention (CDC) extended the eviction and foreclosure moratorium to affected [multifamily housing residents through March 31, 2021](#). This halt in residential evictions allows the U.S. Department of Agriculture (USDA) to extend relief to the tens-of-thousands of Americans who rely on USDA-supported multifamily housing communities.



Emergency Rental Assistance Program

Keeping Families in their Homes

The Emergency Rental Assistance program makes available \$25 billion to assist households that are unable to pay rent and utilities due to the COVID-19 pandemic. The funds are provided directly to States, U.S. Territories, local governments, and Indian tribes. Grantees use the funds to provide assistance to eligible households through existing or newly created rental assistance programs.

Source: U.S. Department of the Treasury,
<https://home.treasury.gov/policy-issues/cares/emergency-rental-assistance-program>



Section 504 of the Rehabilitation Act of 1973 Compliance in Rural Development Multi-Family Housing Properties

PURPOSE

This Unnumbered Letter (UL) provides clarified guidance for complying with the requirements of Section 504 of the Rehabilitation Act of 1973 (Section 504). The Uniform Federal Accessibility Standards (UFAS), and Departmental Regulation 7 CFR 15b as it pertains to Rural Development Multi-Family Housing (MFH) Section 514, Section 515, Section 516, and Section 521 housing programs which is required by 7 CFR 3560.2.

Current UL expired on January 31, 2021.


Updated UL will be released soon via GovDelivery.



Fiscal Year (FY) 2020 Annual Reports and COVID-19 Pandemic

Frequently Asked Questions on Multifamily Annual Financial Reporting in FY 2020 was sent out via GovDelivery on February 18, 2021.

This notice provides further guidance regarding FY 2020 annual reports and several of the variables due to the COVID-19 pandemic.



USDA Rural Development
U.S. DEPARTMENT OF AGRICULTURE

Together, America Prospers

Multifamily Housing

February 18, 2021

Multifamily Housing Partners,

We appreciate your continued commitment to provide quality housing to tenants during the COVID-19 pandemic. This notice is to provide further guidance regarding fiscal year (FY) 2020 annual reports and several of the variables due to the COVID-19 pandemic.

Q1: Annual financial reports are due 90 days following the close of the project fiscal year. Will the Agency provide an automatic extension to the 90-day due date?

A: The Agency is not issuing an automatic extension of the due date for annual reports. However, the assigned Servicing Official may authorize up to a 30-day extension of the due date Per Handbook 2-3560, if the annual financial report cannot be submitted by the due date, the borrower must present a request for extension supported by evidence that delay is at the request of the auditor, and the request has a reasonable explanation of why an extension of the due date is needed.

Q2: If the project used reserve account funds for operating expenses, during the time the Agency was resolving the issues with processing the end of the COVID-19 Relief Plan deferral, do we show the withdrawal as transfer from reserve; and do we show the repayment of these funds to the reserve account as transfer to the reserve account?

A: Yes, the Agency approved withdrawal of the reserve account funds (temporary loan from the reserve account) to pay the operating expenses will be shown as transfers from reserve - operating deficit on Form RD 3560-7, MFH Project Budget/Utility Allowance form. And, when the rental assistance (RA) subsidy was received, the repayment to the reserve account of this temporary loan will be recorded as a transfer to reserve on Form RD 3560-7. Documentation that the reserve account has been replenished when the RA funds were received shall be provided to the Servicing Official (i.e. – copy of deposit receipt, copy of bank transfer confirmation, etc.)


Fiscal Year End 2020 Financials – Annual Reporting Requirements

The Agency requires annual financial reports be submitted by each borrower to ensure the project is in sound financial condition and is complying with the program financial management requirements.

Complete year-end report documents are due no later than **90 days following the close of the project fiscal year**; with the exception of the audit report for non-profit organizations which must be submitted the earlier of 30 days after receipt of the auditor's report, or **9 months after the end of the audit period**.

Refer to Handbook 2-3560 (HB 2), Chapter 4, Section 5 and 7 CFR 3560.308 for guidance on the requirements of annual financial reporting. [RD Handbook and Regulations](#)

Note: Sign-up for GovDelivery and you'll receive this information and additional updates automatically.

 United States Department of Agriculture

Rural Development
Multifamily Housing
Rural Housing Service
1400 Independence
Ave SW
Washington, DC 20250

March 3, 2021

TO: Multifamily Housing Owners and Property Managers

RE: FYE2020 Financials – Annual Reporting Requirements

The Agency requires annual financial reports be submitted by each borrower to ensure the project is in sound financial condition and is complying with the program financial management requirements.

Complete year-end report documents are due no later than 90 days following the close of the project fiscal year; with the exception of the audit report for non-profit organizations which must be submitted the earlier of 30 days after receipt of the auditor's report, or 9 months after the end of the audit period.

Refer to Handbook 2-3560 (HB 2), Chapter 4, Section 5 and 7 CFR 3560.308 for guidance on the requirements of annual financial reporting. [RD Handbook and Regulations](#). All reports must be completed utilizing the accrual method of accounting.

All annual financial reports shall include the following items:

1. Form RD 3560-7 and Form RD 3560-10 completed per the Forms Manual Insert or instructions. [RD Forms](#). For projects with eight units or more, these forms must be submitted through MNC.
2. Attachment 4-F, "Performance Standards Borrower Self-Certification Letter," including status of ownership.
3. Any project audits independently obtained by the borrower must be submitted to the Agency.
4. Written narrative shall be submitted to address any findings or weaknesses noted on the current audit report, deficiencies noted on Attachment 4-F, all expenses or income noted as "other" or "miscellaneous", and explanation of project expenses or cash sources that differ by 10% or more from the proposed budget amount
5. Any additional documentation or comments that may assist the Agency in its review of the year-end reports.

In addition to the above, the following audit reports are required:

[For-profit or limited profit borrowers](#) - receiving \$500,000 or more in combined federal financial assistance must submit an independent auditor's report performed by a Certified Public Accountant (CPA). Borrower's s will utilize [HUD's Office of Inspector General's \(OIG\) Consolidated Audit Guide](#) in

USDA is an equal opportunity provider, employer, and lender.

FY 2021 Virtual Inspections

We understand the limitations and challenges around conducting inspections due to the COVID-19 pandemic. Multifamily Housing is working on defining what a virtual inspection will look like.

More information will be provided by your servicing specialist once this information is available.



Letter of Priority Entitlement (LOPE)

Given the recent disaster declarations in Texas, information was sent out via GovDelivery on February March 2, 2021, to clarify guidelines for Rural Housing Service Multifamily properties and tenants.

If you have any questions about how Rural Development's policy applies for your property, please contact your assigned servicing specialist.



Property Assignments

A complete and sortable list of servicing Specialist for a specific property is located here: <https://www.sc.egov.usda.gov/data/MFH.html>

Multi-Family Housing 514 & 515 Property Assignments

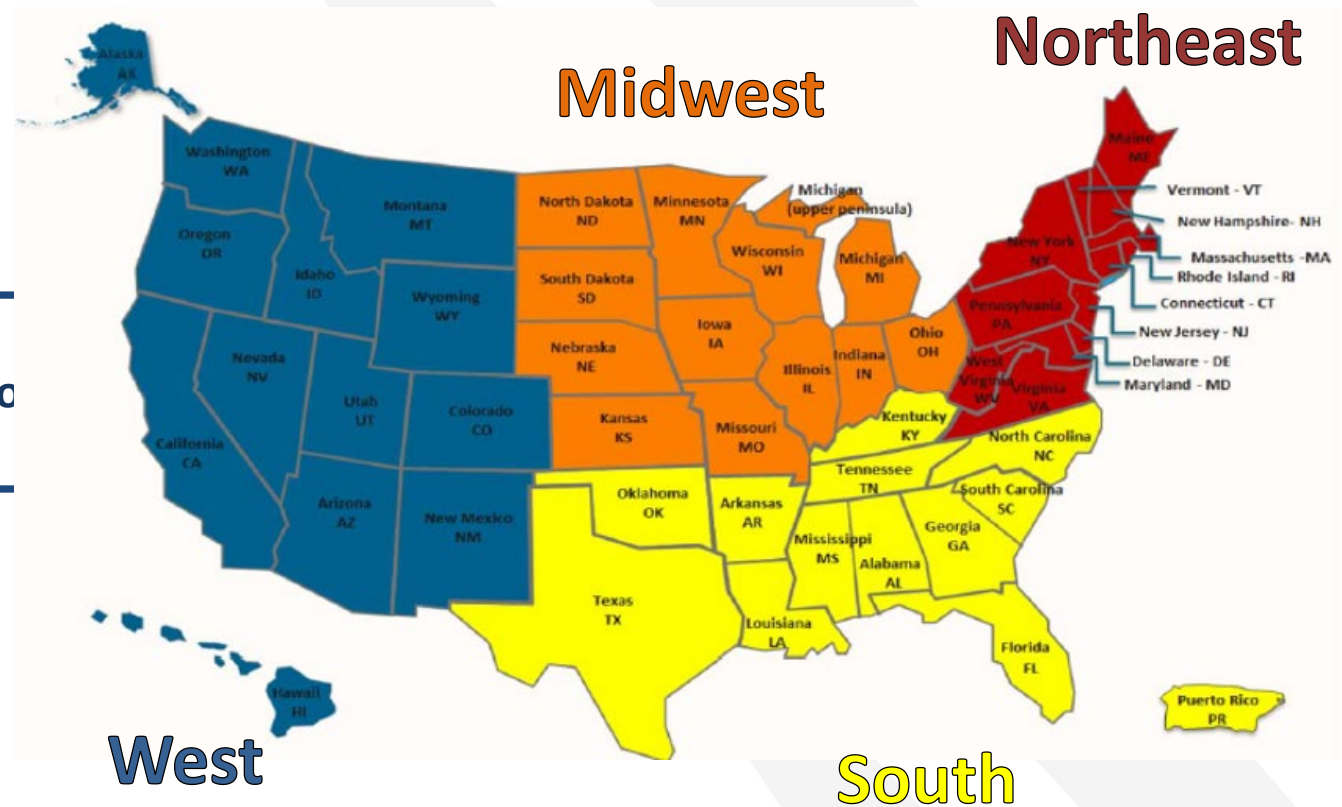
Midwest Region

Northeast Region

South Region

West Region

Click on the applicable Region to pull a sortable list.



Submission of Questions

The four regions and the contact information for each Regional Director follows:

Western Region: Becki Meyer, Regional Director

MFHFODWest@usda.gov

(AK, AZ, CA, CO, HI, ID, MT, NM, NV, OR, UT, WA, WY)

Southern Region: Byron Waters, Regional Director

MFHFODSouth@usda.gov

(AL, AR, FL, GA, KY, LA, MS, NC, OK, PR, SC, TN, TX, VI)

Midwest Region: Karissa Stiers, Regional Director

MFHFODMidwest@usda.gov

(IA, IL, IN, KS, MI, MN, MO, ND, NE, OH, SD, WI)

Northeast Region: Laurie Warzinski, Regional Director

MFHFODNortheast@usda.gov

(CT, DE, MA, MD, ME, NH, NJ, NY, PA, RI, VA, VT, WV)



USDA is an equal opportunity provider, employer, and lender.