




OFFICE OF HOUSING

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-8000

MAR 18 2015

MEMORANDUM FOR: All Multifamily Regional Center Directors  
All Multifamily Satellite Coordinators  
All Multifamily Hub Directors  
All Multifamily Program Center Directors  
All Multifamily Branch Chiefs  
All Multifamily Supervisory Project Managers

FROM:   
Benjamin T. Metcalf, Deputy Assistant Secretary for Multifamily  
Housing Programs, HT

SUBJECT: Renewal of Expiring Project Assistance Contracts (PACs) Under the  
Section 202 Program of Supportive Housing for the Elderly and for  
Persons with Disabilities for Fiscal Year (FY) 2015

This memorandum provides instructions for renewing expiring Project Assistance Contracts for Section 202 for all of FY 2015. Congress provided authority to renew PACS in the current fiscal year through three continuing resolutions and the Consolidated and Further Continuing Appropriations Act, 2015 (Public Law 113-235) (December 2014).

Owners must submit an operating budget for all projects with an expiring PAC. If the owner is requesting an increase in project assistance, the request must detail project needs and summarize the reasons why an increase in project assistance is needed, including necessary increases to the Reserve for Replacement Account. An increase in the project assistance should be effective the day after the contract expiration, i.e., the first day of renewal. For FY 2015, field offices should insert the following in Section 4.b of the PAC contract:

1. For those contracts expiring between October 1, 2014 and December 11, 2014, enter "*Public Law 113-164 (September 2014)*"
2. For contracts expiring between December 12, 2014 and December 13, 2014 enter, "*Public Law 113-202 (December 2014)*"
3. For contracts expiring between December 14, 2014 and December 15, 2014 enter, "*Public Law 113-203 (December 2014)*" and,
4. For contracts expiring between December 16, 2014 and September 30, 2015 enter, "*Public Law 113-235 (December 2014)*."

For general guidance on requesting and processing a rent increase, consult HUD Handbook 4350.1, *Multifamily Asset Management and Project Servicing*, Chapter 7 as modified below.

1. Disregard paragraph 7-30.P. of HUD Handbook 4350.1. The budget will no longer include a two percent contingency reserve for PAC projects owned by non-profits and those projects once owned by non-profits that have been sold to limited dividend

partnerships. In its place, an owner may include a typical vacancy factor not to exceed five percent.

2. PAC projects with low income housing tax credits may include in their budgets only those usual and customary fees and expenses for operating a tax credit project, including payment of the equity syndicator's asset management fees; state allocating agency's compliance and asset monitoring fees; mandatory interest payments of up to one percent due on subordinate debt provided by a governmental lender; and deferred developer's fees, plus interest accrued at the applicable federal rate, which may be deferred for no more than 12 years. The deferred developer's fee may be included as an operating budget line item but may only be paid from surplus cash.

In order for field offices to adequately review and timely process PAC renewal packages, owners should submit requests for renewals of PACs to field offices no later than 120 days prior to the expiration of the contract. The renewal term shall not exceed one year.

Owners of PAC projects cannot use funds remaining under the existing contract. The Department will be recapturing these funds.

Attached is a list of projects with a PAC that will expire this fiscal year (Attachment A). field offices are asked to submit the renewal needs for each of the projects on the attached list that are within their jurisdiction to their Desk Officer in the Office of Asset Management and Portfolio Oversight (OAMPO) in Headquarters.

No action is necessary by the Regional Center or Hub to request renewal funding. Funding for initial and subsequent PAC renewals will be provided automatically by OAMPO, Financial Operations Division (FOD). In the event that renewal funding was not provided, the Regional Centers/Hubs should submit the continual needs of the missed project on the HACAO/FOD's Funding SharePoint site at [http://hudsharepoint.hud.gov/sites/DASMFH/OHACAO/FOD/FOD\\_Funding/default.aspx](http://hudsharepoint.hud.gov/sites/DASMFH/OHACAO/FOD/FOD_Funding/default.aspx). This site provides a centralized forum for funding issues. The attached contract renewal form (Attachment B) must be executed upon reservation of the project rental assistance funds.

For further information regarding renewal policy, please contact Stan Houle at 202- 402-2600 and on funding issues, please contact Marina McCulley-Boyd at 202-402-2062 or Chiara Law at 202-402-3842.

Attachments

**LIST OF EXPIRING PROJECT ASSISTANCE CONTRACTS**

Field Office	Property ID	Property Name	Contract Number	Expiration Date
Birmingham	800000356	ONDERDONK COTTAGES	AL09D891003	4/26/2015
Boston	800008278	FIRST ASSOC PROPERTY HOMES	MA06D891002	2/26/2015
Boston	800008677	MHPI VI	MA06D901002	4/30/2015
Buffalo	800015088	Ellicott Place Apartments	NY06D891003	5/10/2015
Charleston	800023594	FMRS Housing Inc	WV15D891001	5/12/2015
Chicago	800011227	ROBERT WILL COMMUNITY HOUSING	MN46D891001	1/3/2015
Columbia	800019496	BRIDGEWOOD APTS., INC.	SC16D891005	3/29/2015
Columbia	800019592	GA Properties (Piedmont Properties/M.R. Develop)	SC16D891003	2/24/2015
Columbia	800019768	SANDWOOD APARTMENTS, INC.	SC16D891004	3/24/2015
Columbus	800017286	SOUTHSIDE MANOR	OH16D891004	5/30/2015
Columbus	800017297	St. Mark Community	OH10D891004	1/20/2015
Denver	800012354	EAGLE WATCH ESTATES	MT99D892001	6/2/2015
Fort Worth	800000546	Calm Seas	AR37D891005	3/3/2015
Fort Worth	800000696	MICHAEL T. O'BRIEN APARTMENTS	AR37D901009	2/28/2015
Fort Worth	800000733	PEACEFUL SHORES	AR37D891006	10/29/2014
Fort Worth	800000762	Safe Harbor	AR37D891001	2/28/2015
Fort Worth	800000772	Smooth Sailing Group Home	AR37D891003	1/29/2015
Fort Worth	800006347	Spoon River Apartments	IL06D891004	2/20/2015
Fort Worth	800008232	GREENWOOD LODGE	LA48D891002	7/31/2015
Fort Worth	800011301	SUPERIOR VIEW APTS aka Twin Ports 4 sites	MN46D891002	1/23/2015
Fort Worth	800011325	REDRUTH VALLEY APARTMENTS	MN46D891005	7/27/2015
Fort Worth	800014558	CONCHA ORTIZ Y PINO DE KLEVEN	NM16D891001	1/31/2015
Fort Worth	800014642	VERN JOLLY HOUSE	NM16D891002	11/30/2014
Fort Worth	800020663	ARLINGTON VOA LIVING CENTER	TX16D891001	5/31/2015
Fort Worth	800020861	Elliott Grant Homes	TX59D891003	4/27/2015
Fort Worth	800020999	KC Casa De Paz	TX59D891004	8/3/2015
Fort Worth	800021108	Monarch Place Apts	TX59D901001	4/29/2015
Greensboro	800012452	AS MECKLENBURG CO. G.H. #2	NC19D901031	2/23/2015
Greensboro	800012455	AS DURHAM CO. GROUP HOME #1	NC19D901027	3/23/2015
Greensboro	800012456	AS MECKLENBURG CO. G.H. #1	NC19D901026	2/23/2015
Greensboro	800012477	ARC/HDS ALAMANCE CO GH #9	NC19D901019	2/25/2015
Greensboro	800012479	ARC/HDS ALAMANCE CO GH #8	NC19D891008	3/11/2015

Greensboro	800012482	ARC/HDS ALAMANCE CO GH #7	NC19D891003	3/11/2015
Greensboro	800012497	ARC/HDS CARTERET CO GH #2	NC19D891001	2/4/2015
Greensboro	800012501	ARC/HDS CRAVEN CO GH #3	NC19D901003	2/26/2015
Greensboro	800012510	ARC/HDS CATAWBA CO GH #3	NC19D901004	8/28/2015
Greensboro	800012524	ARC/HDS Cumberland Co. GH #7	NC19D891006	2/26/2015
Greensboro	800012556	ARC/HDS GUILFORD CO GH #8	NC19D901001	2/25/2015
Greensboro	800012564	ARC/HDS GASTON CO GH #4	NC19D891005	8/28/2015
Greensboro	800012566	ARC/HDS GUILFORD CO GH #7	NC19D901008	2/25/2015
Greensboro	800012584	ARC/HDS LEE COUNTY GROUP HOME	NC19D901007	6/3/2015
Greensboro	800012589	ARC/HDS LINCOLN COUNTY GROUP HOME	NC19D901002	8/28/2015
Greensboro	800012590	ARC/HDS Mecklenburg County Group Home	NC19D891007	1/2/2015
Greensboro	800012627	ARC/HDS RANDOLPH COUNTY GROUP HOME	NC19D901005	8/29/2015
Greensboro	800012658	ARC/HDS UNION COUNTY GROUP HOME #3	NC19D901011	5/18/2015
Greensboro	800012665	ARC/HDS WASHINGTON COUNTY GROUP HOME #3	NC19D901009	2/26/2015
Greensboro	800012704	AS WAKE CO. G.H. #1	NC19D901025	3/23/2015
Greensboro	800012990	JADE TREE/GLEN EDEN Group Home	NC19D891020	7/30/2015
Greensboro	800013028	MHA of the Piedmont	NC19D901014	7/31/2015
Greensboro	800013028	MHA of the Piedmont	NC19D901015	7/31/2015
Greensboro	800013028	MHA of the Piedmont	NC19D891013	7/31/2015
Greensboro	800013031	MHA Housing of Central NC	NC19D891015	7/31/2015
Greensboro	800013034	MHA HSG. OF WESTERN NC	NC19D891014	7/31/2015
Greensboro	800013060	MHA Housing of Eastern NC	NC19D901029	7/31/2015
Greensboro	800013295	WHITTECAR HOME	NC19D901016	5/20/2015
Hartford	800056810	233 ALLEN STREET	CT26D891001	9/30/2015
Indianapolis	800006755	GROUP LIVING	IN36D891009	5/8/2015
Indianapolis	800006904	OPPORTUNITY APARTMENTS	IN36D901006	2/26/2015
Jackson	800012213	NORTH WILLOWS	MS26D891001	4/5/2015
Jacksonville	800004133	LIFE CONCEPTS LIVING II	FL29D901008	1/28/2015
Jacksonville	800004245	LIFE CONCEPTS GROUP HOME II	FL29D901011	6/29/2015
Kansas City	800007165	COF Independent Living	KS16D901004	2/28/2015
Kansas City	800007301	MEADOWLARK HOUSING	KS16D891003	2/28/2015
Kansas City	800011592	GOOD SHEPHERD MANOR	MO16D891006	5/29/2015
Kansas City	800011606	HARAMBEE HOUSE	MO36D891002	6/10/2015
Kansas City	800011843	REGENCY TERRACE OF CAPE GIRARDEAU	MO36D891005	9/30/2015
Kansas City	800013533	MOSAIC HOUSING CORPORATION I	NE26D901002	3/31/2015
Kansas City	800013555	COMMUNITY ALLIANCE HOUSING I	NE26D901001	12/31/2014
Kansas City	800013555	COMMUNITY ALLIANCE HOUSING I	NE26D891002	6/17/2015
Kansas City	800013683	PLATTE VALLEY	NE26D891001	9/30/2015
Kansas City	800225094	Center II Apartments	MO36D891008	7/5/2015

Los Angeles	800002043	NEW VISIONS	CA16D891010	4/9/2015
Louisville	800007664	Hallmark Group Home	KY36D891006	9/3/2015
Miami	800000306	MAGNOLIA GARDENS, III	AL09D891001	1/26/2015
Miami	800000357	CHRISTOPHERSON ESTATES	AL09D891002	4/26/2015
Minneapolis	800011377	HAYDEN LAKE APTS aka The Wiggins	MN46D891003	5/16/2015
New York	800015555	NASHOPA HOUSE	NY36D891004	5/11/2015
New York	800015691	PROJECT SHARE	NY36D891003	3/5/2015
Pittsburgh	800018547	IRMA SELIGMAN APTS.	PA28D901001	3/22/2015
Pittsburgh	800018686	MOSHANNON VALLEY APTS.	PA28D891006	2/24/2015
Portland	800017960	LAUREL GROVE APARTMENTS	OR16D891001	3/6/2015
Portland	800018131	TRYON MEWS	OR16D901004	6/14/2015
San Francisco	800000993	Aaron House	CA39D891001	2/17/2015
San Francisco	800002073	Nova House	CA39D891008	3/31/2015
San Francisco	800002513	Stonehaven House	CA39D891007	1/31/2015
Seattle	800022439	COUNTRY HEIGHTS APARTMENTS	WA19D891002	6/28/2015

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

OFFICE OF HOUSING

PROJECT ASSISTANCE CONTRACT

CONTRACT RENEWAL FOR FISCAL YEAR 20\_\_

ONE-YEAR TERM

1. CONTRACT INFORMATION:

Project Assistance Contract Number \_\_\_\_\_

FHA Project Number (if applicable): \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Number: \_\_\_\_\_

Project Address: \_\_\_\_\_

\_\_\_\_\_

Name of Owner: \_\_\_\_\_

Address of the Owner: \_\_\_\_\_

\_\_\_\_\_

2. EXPIRING CONTRACT:

Except as specifically modified by this Contract Renewal, all provisions of the Expiring or Expired Project Assistance Contract are renewed.

3. TERM OF THE RENEWAL:

The term of the Contract Renewal begins on \_\_\_\_\_ and shall run for a period of one year and will end on \_\_\_\_\_.

Execution of this Contract by HUD is an obligation of \$\_\_\_\_\_, an amount sufficient to provide project assistance payments for approximately \_\_\_\_\_ months of the Renewal Contract term.

[In the event HUD is unable to fund the Renewal Contract for the full 12 month term, HUD will provide funding for the remainder of the Renewal Contract term subject to the availability of appropriations. When such appropriations are available, HUD will obligate additional funding and provide the Owner written notification of (1) the amount of such additional funding, and (ii) the approximate period of time the Renewal Contract term to which it will be applied.]

4. RENEWAL CONTRACT

a. Parties

The Renewal Contract is a project assistance contract ("PAC Contract") between HUD and the Owner of the Project

b. Statutory and Regulatory Authority

Renewal of PACs is authorized under Public Law \_\_\_\_\_.

The Owner executing the Renewal Contract shall be subject to all applicable HUD requirements, including but not limited to 24 CFR § 891, subpart E.

c. Expiring Contract

Previously, HUD and the Owner had entered into a PAC Contract ("existing contract") to make assistance payments to the Owner for eligible residents living in the Project.

d. Purpose of Renewal Contract

(1) The purpose of the Renewal Contract is to renew the expiring or expired contract for a one-year term. During the term of the Renewal Contract, HUD shall make project assistance payments to the Owner in accordance with the provisions of the Renewal Contract.

(2) In accordance with 24 CFR §891, subpart E, Project assistance payments shall only be paid to the Owner of the contract units occupied by eligible residents leasing decent, safe and sanitary units from the Owner in accordance with statutory requirements, and with all HUD regulations and other requirements. If HUD determines that the Owner has failed to maintain one or more contract units in decent, safe and sanitary condition, HUD may reduce the number of units covered by the PAC.

e. Contract Units

The Renewal Contract applies to the contract units.

5. EXPIRING CONTRACT – PROVISIONS RENEWED:

a. Except as specifically modified by the Renewal Contract, all provisions of the Expiring Contract are renewed (to the extent such provisions are consistent with the regulatory requirements in effect at the beginning of the Renewal Contract term).

b. The following provisions of the Expiring or Expired Contract concerning any of the following subjects shall be amended as necessary:

(1) Identification of contract units by size and applicable contract rents;

(2) The amount of the monthly contract rents;

(3) Contract rent adjustments; and

(4) Project account as previously established and maintained by HUD pursuant to 24 CFR §891.715(b).

c. The Renewal Contract includes those provisions of the Expiring Contract that are renewed in accordance with the section 5.

6. CONTRACT RENT:

The contract rents for each bedroom size (number of bedrooms) shall be the contract rent amount listed on Exhibit A of this Contract Renewal Amendment.

7. OWNER WARRANTIES:

a. The Owner warrants that it has the legal right to execute the Renewal Contract and to lease dwelling units covered by the contract.

b. The Owner warrants that the rental units leased by the Owner under the Renewal Contract are in decent, safe and sanitary condition (as defined and determined in accordance with HUD regulations and procedures), and shall be maintained in such condition during the term of the Renewal Contract.

8. OWNER TERMINATION NOTICE:

a. Before termination of the Renewal Contract, the Owner shall provide written notice to HUD and each assisted resident in accordance with HUD requirements.



b. If the Owner fails to provide such notice in accordance with the law and HUD requirements the Owner termination will have no effect.

9. HUD REQUIREMENTS:

The Renewal Contract shall be construed and administered in accordance with all HUD requirements, including changes in HUD regulations and other requirements during the term of the Renewal Contract. However, any changes in HUD requirements that are inconsistent with the provisions of the Renewal Contract, including provisions of section 6 (contract rent), shall not be applicable.

10. STATUTORY CHANGES DURING TERM:

If any statutory change during the term of the Renewal Contract is inconsistent with section 6 of the Renewal Contract, and if HUD determines, and so notifies the Owner, that HUD is unable to carry out the provisions of section 6 because of such statutory change, the Owner may terminate the Renewal Contract upon 120 days written notification to HUD.

11. EXCLUSION OF THIRD-PARTY RIGHTS:

a. HUD does not assume any responsibility for injury to, or any liability to, any person injured as a result of the Owner's action or failure to act in connection with HUD's implementation of the Renewal Contract, or as a result of any other action or failure to act by the Owner.

b. The Owner is not the agent of HUD and the Renewal Contract does not create or affect any relationship between HUD and any lender to the Owner or any suppliers, employees, contractors or subcontractors used by the Owner in connection with implementation of the Renewal Contract.

12. WRITTEN NOTICES:

a. Any notice by HUD or the Owner to the other party pursuant to the Renewal Contract shall be given in writing.

b. A party shall give notice at the other party's address specified in section 1 of the Renewal Contract, or at such other address as the other party has designated by a contract notice. A party gives notice to other party by taking steps reasonably required to deliver the notice in ordinary course of business. A party receives notice when the notice is duly delivered at the designated address.

SIGNATURES:

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

BY: \_\_\_\_\_  
Signature by authorized representative

\_\_\_\_\_  
Name and official title (Print)

Date: \_\_\_\_\_

OWNER

Name of Owner (Print): \_\_\_\_\_

By: \_\_\_\_\_  
Signature of authorized representative

\_\_\_\_\_  
Name and title (Print)

Date: \_\_\_\_\_

EXHIBIT A

IDENTIFICATION OF UNITS (“CONTRACT UNITS”)  
BY SIZE AND APPLICABLE CONTRACT RENTS

PROJECT NAME: \_\_\_\_\_

PROJECT ASSISTANCE CONTRACT NUMBER: \_\_\_\_\_

PROJECT NUMBER: \_\_\_\_\_

Effective Date of the Rent Increase (if applicable): \_\_\_\_\_

Number of Contract Units	Number of Bedrooms	Contract Rent	Utility Allowance	Gross Rent
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