



# Board of Commissioners Meeting

Wednesday, April 18, 2018

LOCATION:

THA ADMINISTRATION OFFICES  
5301 WEST CYPRESS STREET  
TAMPA, FLORIDA 33607





**BOARD OF  
COMMISSIONERS**

Susan Johnson-Velez  
Chair

James A. Cloar  
Vice Chair

Hazel S. Harvey

Billi Johnson-Griffin

Rubin E. Padgett

Bemetra L. Simmons

**Jerome D. Ryans**  
President/CEO

5301 West Cypress Street  
Tampa, Florida 33607

P. O. Box 4766  
Tampa, Florida 33677

OFFICE: (813) 341-9101

[www.thafi.com](http://www.thafi.com)

# Board of Commissioners Meeting Wednesday, April 18, 2018

## Table of Contents

1. Agenda
2. Minutes from Previous Meeting
3. Resolutions:
  - Resolution No. 2018-4090
  - Resolution No. 2018-4092





**AGENDA FOR THE REGULAR BOARD MEETING**  
**Of The Housing Authority of the City of Tampa, Florida**

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April 18, 2018

**\*PLEASE APPROACH MICROPHONE TO SPEAK AND STATE YOUR NAME FOR THE RECORD, THANK YOU\***

**I. REGULAR MEETING**

- Call to Order
- Roll Call
- Moment of Silent Prayer and/or Personal Meditation
- Pledge of Allegiance to the Flag
- Reading of the Mission Statement

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**MISSION STATEMENT**

The Housing Authority of the City of Tampa promotes the development and professional management of a variety of affordable housing opportunities, facilities and supportive services, to nurture neighborhoods, provide economic development and self-sufficiency activities for residents, while assuring equal access to safe, quality housing for low and moderate income families, throughout the community.

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**II. APPROVAL OF MINUTES**

- Board Meeting of March 21, 2018

**III. PUBLIC FORUM**

- Maximum three-minute limit per speaker
- Speakers must register prior to the Board Meeting with the form available at the entrance to the meeting room.

**IV. EMPLOYEES OF THE MONTH (Central Administration/Properties)**

- Administration ~ [Alicia Banks](#)
- Properties ~ [James Coleman](#)

**V. SPECIAL RECOGNITIONS**

- Geraldine Barnes Award Recipients ~ [Gregory Durant](#)

**AGENDA FOR THE REGULAR BOARD MEETING**

**Of The Housing Authority of the City of Tampa, Florida**

**VI. RESOLUTIONS**

No. 2018-4090 <a href="#">David Iloanya</a>	A RESOLUTION AUTHORIZING THE PRESIDENT/CEO OF THE HOUSING AUTHORITY OF THE CITY OF TAMPA TO AWARD THE NORTH BOULEVARD HOMES DEMOLITION AREA/PARTIAL DEMOLITION TO THE LOW BID, HOWARD JIMMIE, LLC AS DELINEATED IN THE CONTRACT DOCUMENT.
No. 2018-4091 <a href="#">Margaret Jones</a>	A RESOLUTION APPROVING THE REVISION OF THE PAYMENT STANDARDS AS A DIRECT RESULT OF HUD'S IMPLEMENTATION OF THE SMALL AREA FAIR MARKET RENTS FOR USE IN THE HOUSING CHOICE VOUCHER PROGRAM.

**VII. PRESIDENT / CEO's REPORT**

- Finance and Related Entities** ~ [Susi Begazo-McGourty](#)
- Operations and Real Estate Development** ~ [Leroy Moore](#)
  - Assisted Housing ~ [Margaret Jones](#)

**VIII. NOTICES AND UPDATES**

**IX. LEGAL MATTERS**

**X. UNFINISHED BUSINESS**

**XI. NEW BUSINESS**

**XII. ADJOURNMENT**

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## Minutes of the Regular Meeting of the Board of Commissioners of the Housing Authority of the City of Tampa, Florida

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March 21, 2018

### I. REGULAR MEETING

Chairwoman Susan Johnson-Velez called the regular meeting of the Tampa Housing Authority Board of Commissioners to order at 8:35 a.m. Other Board members present were Hazel Harvey, James Cloar, Billi Johnson-Griffin and legal counsel Ricardo Gilmore. Commissioner Rubin Padgett arrived after approval of the minutes and during the first resolution was presented. Commissioner Bemetra Simmons was not present for this meeting.

The Chair began by asking everyone for a moment of silent prayer and/or personal meditation; those in attendance were also asked to stand for the Pledge of Allegiance; recital of the agency's mission statement followed.

### II. MINUTES

A motion to approve the Minutes of the Regular Board Meeting of February 21, 2018 was made by Commissioner Cloar and seconded by Commissioner Johnson-Griffin:

Commissioner Harvey	Yes	Commissioner Johnson-Velez	Yes
Commissioner Cloar	Yes	Commissioner Johnson-Griffin	Yes

### III. PUBLIC FORUM (3 Minute limit allotted per speaker)

None to come before this forum

### IV. EMPLOYEES OF THE MONTH

- Administration ~ [Anna De Oliveira](#)
- Properties ~ [Alfonso Brown](#)

### V. SPECIAL RECOGNITION

- Geraldine Barnes Award Recipient ~ [Raquel Jones](#)
- Former Board Member ~ [Ben Wacksman](#)

### VI. RESOLUTIONS

The Sr. VP/COO, Mr. Leroy Moore presented resolutions 2018-4087 and 2018-4091.

No. 2018-4087	A RESOLUTION AUTHORIZING THE PRESIDENT/CEO OF THE HOUSING AUTHORITY OF THE CITY OF TAMPA TO EXECUTE A VACANT LAND CONTRACT FOR THE SALE OF A VACANT LOT LOCATED AT 1603 GREENRIDGE ROAD IN DELANEY CREEK ESTATES.
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A motion was made by Commissioner Johnson-Griffin and seconded by Commissioner Cloar:

Commissioner Harvey	Yes	Commissioner Johnson-Velez	Yes
Commissioner Cloar	Yes	Commissioner Johnson-Griffin	Yes

No. 2018-4091	RESOLUTION AUTHORIZING THE PRESIDENT/CEO OF THE HOUSING AUTHORITY OF THE CITY OF TAMPA, FLORIDA ("AUTHORITY") TO FUND A MEMBER LOAN TO CENTRAL PARK DEVELOPMENT GROUP, LLC FOR THE CONTINUATION OF SUPPORT IN FURTHERANCE OF THE REDEVELOPMENT OF ENCORE TAMPA.
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A motion was made by Commissioner Cloar and seconded by Commissioner Johnson-Griffin:

Commissioner Harvey	Yes	Commissioner Johnson-Velez	Yes
Commissioner Padgett	Yes	Commissioner Johnson-Griffin	Yes
Commissioner Cloar	Yes		

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## **Minutes of the Regular Meeting of the Board of Commissioners of the Housing Authority of the City of Tampa, Florida**

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### **VII. PRESIDENT/CEO'S REPORT**

#### **Finance and Related Entities**

The Sr. VP/CFO, Ms. Susi Begazo-McGourty briefed Commissioners on her report, consisting of eleven months of the current fiscal year, as of February 2018, as well as future RAD conversions, West River closings and other redevelopment projects to complete the RAD conversions portfolio. Details were included in the Board meeting information packet prepared and provided to Commissioner.

Ms. Begazo-McGourty let the Director of North Tampa Housing Development Corp. (NTHDC), Mr. Don Shea provide an update regarding new developments. Mr. Shea stated that the solicitation process had been completely withdrawn for restructuring by HUD due to questions and issues raised by the industry; HUD was expected to start again from scratch. At this time, NTHDC was doing business as it had been for the last 15 years, fortunately with continued revenue. The latest report from the House Appropriations Committee was that the language sought and put into the bid process was being discussed among Congressional Representatives, which was in itself considered progress. Although currently approved through December, it was expected to go beyond 2018, due to the solicitation being restructured, concluded Mr. Shea.

Other updates by the CFO included status on NTHDC reserves, currently at approximately \$7 million; a commitment by the Board was agreed to not reduce reserves for more than \$3 million. One-on-one presentations of the THA budget with Commissioners will be scheduled.

#### **Operations and Real Estate Development**

The Sr. VP/COO, Mr. Leroy Moore began his report with a quick update on Encore, as the Tempo construction continued to move along; it was projected to be completed in June or July with move-ins to begin at completion. THA staff will get a 30 day notice on the grand opening of the Barber Shop and/or Full Service Salon for the ground floor of the Reed building, recently was completed; Faedo's continued to do well as the owners were pleased with the steady traffic.

Mr. Moore stated that lot 12 was still under contract with a grocer. Lot 10 was under contract for a hotel and closer to the end of their 120 day due diligence. Lot 9 currently had two offers, one for a 340 unit market rate rental and the other for a 410 unit aimed at the senior population. There were discussions to move the second offer on lot 9 to lot 11 and closer to the grocer lot. If all mentioned contracts follow through, lot 5 will be the remaining lot without a contract, with four/five offers for combination retail and storage; THA was disinclined to have a storage facility on the Encore footprint and hoped that once the grocer closes, there will be more interest to bring the right type of use for lot 5. The COO also announced a Gospel Extravaganza scheduled for that weekend at the Harvey Perry Park.

The first closing for West River was scheduled for May, this was for the tentatively named Boulevard Residences One building; a job fair by the contractor and a larger job fair by THA were also in the works for May, both to be hosted onsite. There were two projects starting in the next six months, Bethune Residences One and the Mary Bethune high-rise renovation, with expected closings in June. THA has been awarded tax credits for the T3A lot, 118 unit family building. A fourth application for funding had been submitted for a second 118 unit family housing building. Phase one demolition of North Boulevard Homes (NBH) was progressing, said the COO. The final phase of the demolition had gone through a bidding process that resulted in one protest. Since staff believed that the protest had merit, the contract will go through another bidding process in the next 30 days, hoping to bring to the Board in April.

Handouts were provided regarding the planning process for the new Five Year Business Plan that will need to be completed in 120 days. Commissioners were given several dates and locations of upcoming workshop meetings to adopt a new plan, which may include a new mission statement, new goals and objectives as well as a new vision. Another handout provided by the COO was an updated progress report towards completing the last five year plan goals and objectives, highlighting and providing reasons for a few that may not be completed and instead will be added in the new five year plan.

Among other matters mentioned or inquired by some Commissioners, the need for more benches at Encore was an inquiry brought up by Dr. Harvey and asked staff to respond at the next Board meeting.

THA staff was in final negotiations with the City of Tampa to acquire a parcel for a Job Training Center; this was a partnership with Hillsborough Community College (HCC) and/or others to provide job training that may lead to business development or employment opportunities.



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## Minutes of the Regular Meeting of the Board of Commissioners of the Housing Authority of the City of Tampa, Florida

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Lastly, the COO informed Board members that a line item valued at roughly \$60,000 for Chinese Drywall remediation will be included in next month's budget presentation.

The Director of Program & Property Services, Ms. Stephanie Brown-Gilmore updated Board members earlier on the Urban Farm at Encore; during her presentation she briefed Commissioners on her report that included a few handouts; Mr. Kevin Knots was on hand to provide additional information regarding activities such as the Boxing Program, a THA partnership with the Police Athletic League and Powerhouse Gym.

The Director of Assisted Housing, Ms. Margaret Jones briefed Board members on the 5K Race to End Homelessness from the past Saturday March 10<sup>th</sup>. The Director also showed pictures and videos of the activities that took place during the race.

### **VIII. NOTICES AND UPDATES**

None to come before this forum

### **IX. LEGAL MATTERS**

None to come before this forum

### **X. UNFINISHED BUSINESS**

Dr. Harvey updated Board members on the status of a book on the history of North Boulevard Homes. The book had been completed and was sent to the Library of Congress, she hoped to be able to present it to the Board soon.

### **XI. NEW BUSINESS**

The Director of Community Affairs, Ms. Lillian Stringer announced that the new HUD Region IV Director, Ms. Denise Cleveland-Leggett was scheduled to visit THA for two days on the 28<sup>th</sup> and 29<sup>th</sup> of March.

### **XII. ADJOURNMENT**

There being no further business to come before this Board, the Chair declared this meeting of the THA Board of Commissioners adjourned at 10:28 a.m.

Approved this 18<sup>th</sup> day of April 2018,

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Chairperson

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Secretary



**THE HOUSING AUTHORITY OF THE CITY OF TAMPA  
RESOLUTION SUMMARY SHEET**

**1. Describe the action requested of the Board of Commissioners**

Re.: Resolution Number: #2018-4090 – West River Partial Demolition – AREA 1

The Board of Commissioners is requested to approve the above-referenced resolution in order to award a contract to Howard Jimmie, LLC, for the Phase 2 and final demolition of North Boulevard Homes as delineated in contract document.

**2. Who is making request:**

- A. Entity: The Housing Authority of the City of Tampa
- B. Project: North Boulevard Homes Area 1 Demolition
- C. Originator: David Iloanya, Director of Real Estate Development

**3. Cost Estimate (if applicable):**

**The Contractor's total base bid is \$1,920,000.00**

**Narrative:**

The Housing Authority of the City of Tampa's Real Estate Development Department is seeking approval to award **HOWARD JIMMIE, LLC**, Phase 2 Demolition (Final Phase) at North Boulevard Homes as delineated in the contract document for the lowest bid amount of **\$1,920,000.00**. See the attached Resolution Memo, dated April 18/ 2018.

**Attachments (if applicable):**

1. Memorandum providing further detail
2. Attachment A THA's Invitation For Bid No. FY17-IFB-07
3. Attachment B Pre-Bid Conference Sign In Sheet
4. Bid Tabulation
5. Demolition Area
6. Resolution 2018-4090

## **RESOLUTION NO. 2018-4090**

### **A RESOLUTION AUTHORIZING THE PRESIDENT/CEO OF THE HOUSING AUTHORITY OF THE CITY OF TAMPA TO AWARD THE NORTH BOULEVARD HOMES DEMOLITION AREA/PARTIAL DEMOLITION TO THE LOW BID, HOWARD JIMMIE, LLC AS DELINEATED IN THE CONTRACT DOCUMENT**

**Whereas**, The Housing Authority of the City of Tampa has determined that the Phase 2 and final area of North Boulevard Homes, as outlined in the attached document at both FL003000001 and FL29P003010 (which will include THA old main office) will need to be demolished at this time, in order to complete demolition activity for North Boulevard Homes,

**Whereas**, the development was built in phases, Phase I was completed in 1940 while Phase II in 1964;

Whereas, The Housing Authority of the City of Tampa put out the required IFB as advertised in the local publications – LA Gaceta, Sentinel and Tampa Bay Times including the Authority’s Website in March in view of soliciting for a qualified Contractor to carry out the work of the proposed demolition at NBH,

**Whereas**, the Authority has completed its due diligence review, complying with HUD regulations of competitive bidding process to select lowest and responsive bidder, and recommends entering into contractual agreement with Howard Jimmie, LLC, for the partial demolition of North Boulevard Homes as delineated in the contract document in the amount of One Million, Nine Hundred and Twenty Thousand dollars (\$1,920,000.00) for the completion of the final Phase project.

**Whereas**, The Housing Authority of the City of Tampa conducted a Pre-Bid conference on March 28, 2018, with four interested Contractors in attendance.

Therefore, be it resolved that the Board of Commissioners of the Housing Authority of the City of Tampa authorizes the President/CEO to execute the final demolition contract at North Boulevard Homes project as delineated in the contract document.

**ADOPTED THIS 18<sup>TH</sup> DAY OF APRIL 2018**

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Secretary

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Chairperson

April 11, 2018

**MEMORANDUM**

**TO:** Board of Commissioners

**Through:** Leroy Moore, Sr. Vice President COO

**From:** David Iloanya, Director of Real Estate Development

**Ref:** **Resolution #2018-4090 – Authorizing the President/CEO to award a Phase 2 (Final) Demolition of North Boulevard Homes - Order Contract No. FY17-IFB-07 to HOWARD JIMMIE, LLC.**

The Housing Authority solicited for sealed bids from qualified Contractors for the final demolition of North Boulevard Homes, Phase 2, as delineated in the contract document, with Contract Number FY17-IFB-07. The request for a sealed bid was publicly advertised on March 21, 2018, in Tampa Bay Times and March 30, 2018, in La Gaceta and Sentinel including on THA Website, all with a three (3) sealed bids were received. Prior to the bid opening date, the Authority conducted a pre-bid conference, held on March 28, 2018, at 10:00 A.M. A total of four (4) potential bidders attended. The bids were opened on the bid opening date of April 10, 2018, at 2:00P.M., prevailing Tampa Florida as scheduled and in accordance with the requirements of 24CFR 85.36.

In response to the publicly solicited bids from General Contractors, the Housing Authority received four (4) sealed bids. Upon opening and reviewing the bid, **HOWARD JIMMIE, LLC** submitted the lowest, responsive bid in the amount of \$1,920,000.00. Given the extent of participation and the quality of bids received, the Authority is confident that the bids are supportive of the current market value of carrying out this type of project.

The Authority is requesting Board approval to authorize the President/CEO to award **HOWARD JIMMIE, LLC** the Contract for the demolition of North Boulevard Homes, Phase 2 with #IFB FY17-IFB-07 as delineated in the contract document.

If you have any questions, please do not hesitate to contact David Iloanya, Director of Real Estate Development, at extension 2640 by e-mail [David.Iloanya@thafll.com](mailto:David.Iloanya@thafll.com).

**CC:** Leroy Moore Senior Vice President/Chief Operating Officer.





## INVITATION FOR BID

**Bid # FY17-IFB-07**

### **North Boulevard Homes Demolition Phase 2**

**Date Issued: March 21, 2017**

The Housing Authority of the City of Tampa (the "Authority") will receive sealed bids for **North Boulevard Homes Demolition – Phase 2** until **2:00 p.m. (prevailing Tampa, Florida time), on Monday April 9, 2018**. All bids are to be submitted to the 1st floor receptionist to be date and time stamped in and dropped in the bid repository of the Authority's Administrative office located at 5301 West Cypress Street, Tampa, Florida, 33607, **at which time and place all bids will be publicly opened and read aloud**. Bids received after the above stated time may not be considered.

Qualified Contractors may download copies of the bidding documents by visiting THA's website at [www.thafl.com/Departments/Contract-n-Procurement/Default.aspx](http://www.thafl.com/Departments/Contract-n-Procurement/Default.aspx) and obtain a copy of the plans and drawings via drop box link:

[https://www.dropbox.com/sh/ys028kaoqwozci9/AA1e0Ynp-jhhV93O9\\_VqLha?dl=0](https://www.dropbox.com/sh/ys028kaoqwozci9/AA1e0Ynp-jhhV93O9_VqLha?dl=0)

The Authority will hold a pre-bid conference on **Wednesday, March 28, 2018 at 10:00am** at the Tampa Housing Authority's Administrative office located at 5301 West Cypress Street, Tampa, Florida, 33607, in the Board Conference Room. A site visit will follow immediately after the pre-bid conference.

All questions concerning the bid documents requiring additional information or clarification shall be submitted in writing to THA via e-mail at [bidderquestions@thafl.com](mailto:bidderquestions@thafl.com). All questions will be accepted until 12:00 noon, **Friday, March 30, 2018** and responded to in writing with addendum(s) issued to all prospective bidders by visiting the THA's website at [www.thafl.com/Departments/Contract-n-Procurement/Default.aspx](http://www.thafl.com/Departments/Contract-n-Procurement/Default.aspx).

THE HOUSING AUTHORITY OF THE CITY OF TAMPA IS AN EQUAL OPPORTUNITY EMPLOYER, BY ORDER OF JEROME D. RYANS, PRESIDENT/CEO.

3/30/18 1T

### -Ad Proof-

This is the proof of your ad scheduled to run on the dates indicated below. Please proof read carefully if changes are needed, please contact us prior to deadline at or email at dalmeida@tampabay.com.

<p><i>Date:</i> 03/22/18</p> <p><i>Account #:</i> 132775</p> <p><i>Company:</i> CITY OF TAMPA</p> <p><i>Contact:</i></p> <p><i>Address:</i> 306 E. JACKSON ST., 3N TAMPA, FL 33602</p> <p><i>Telephone:</i> (813) 274-7998</p> <p><i>Fax:</i></p> <p><i>Email:</i> Vanessa.McCleary@tampagov.net</p>	<p><b>Publications:</b> Tampa Bay Times TampaBay.com</p> <p><b>Zones or Sections:</b> Baylink Hillsborough</p> <p><b>Classification:</b> Legal</p>
<p><i>Ad ID:</i> 615346</p> <p><i>Start:</i> 03/24/18</p> <p><i>Stop:</i> 04/07/18</p> <p><i>Total Cost:</i> \$650.00</p> <p><i>Billed Lines:</i> 76.0</p> <p><i>Total Depth:</i> 3.236</p> <p><i># of Inserts:</i></p> <p><i>Phone #</i></p> <p><i>Email:</i> dalmeida@tampabay.com</p>	

**INVITATION FOR BID**  
**Bid # FY17-IFB-07**  
**North Boulevard Homes Demolition Phase 2**  
**Date Issued: March 21, 2017**

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[https://www.dropbox.com/sh/ys028kaoqwozcj9/AAC1e0Ynp-\\_jhhV9309\\_VqLha?dl=0](https://www.dropbox.com/sh/ys028kaoqwozcj9/AAC1e0Ynp-_jhhV9309_VqLha?dl=0)

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THE HOUSING AUTHORITY OF THE CITY OF TAMPA IS AN  
EQUAL OPPORTUNITY EMPLOYER,  
BY ORDER OF JEROME D. RYANS, PRESIDENT/CEO.

March 24, 2018 & March 31, 2018 615346



# Publisher's Affidavit

## LA GACETA

PUBLISHED WEEKLY  
Tampa, Hillsborough County, Florida

State of Florida

County of Hillsborough,

Before the undersigned authority personally appeared

Patrick Manteiga

who under oath says he is the Publisher of La Gaceta, a weekly newspaper published in Tampa, Hillsborough County, Florida, that the attached copy of advertisement, being a

INVITATION FOR BID

in the matter of

BID # FY17-IFB-07  
NORTH BOULEVARD HOMES DEMOLITION  
PHASE 2

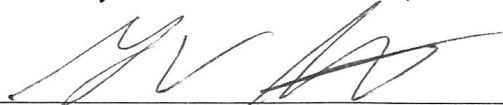
Legal Advertisement  
Attached To  
Reverse Side

In the Thirteenth Judicial Circuit Court, was  
published in said newspaper in the issues of 03/30/2018

Affiant further says that the said La Gaceta is a newspaper published in Tampa, in said Hillsborough County, Florida, and that the said newspaper has heretofore been continuously published in said Hillsborough County, Florida, each week and has been entered as second class mailing matter at the post office in Tampa, in said Hillsborough County, Florida, for a period of one year preceding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.



personally known sworn to and subscribed before me  
on this 30TH day of MARCH, A.D. 2018



March 28, 2018, 10:00 am

MBH Demo, Phase 2 Pre-Bid Meeting.

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Name.

Email

Phone Number

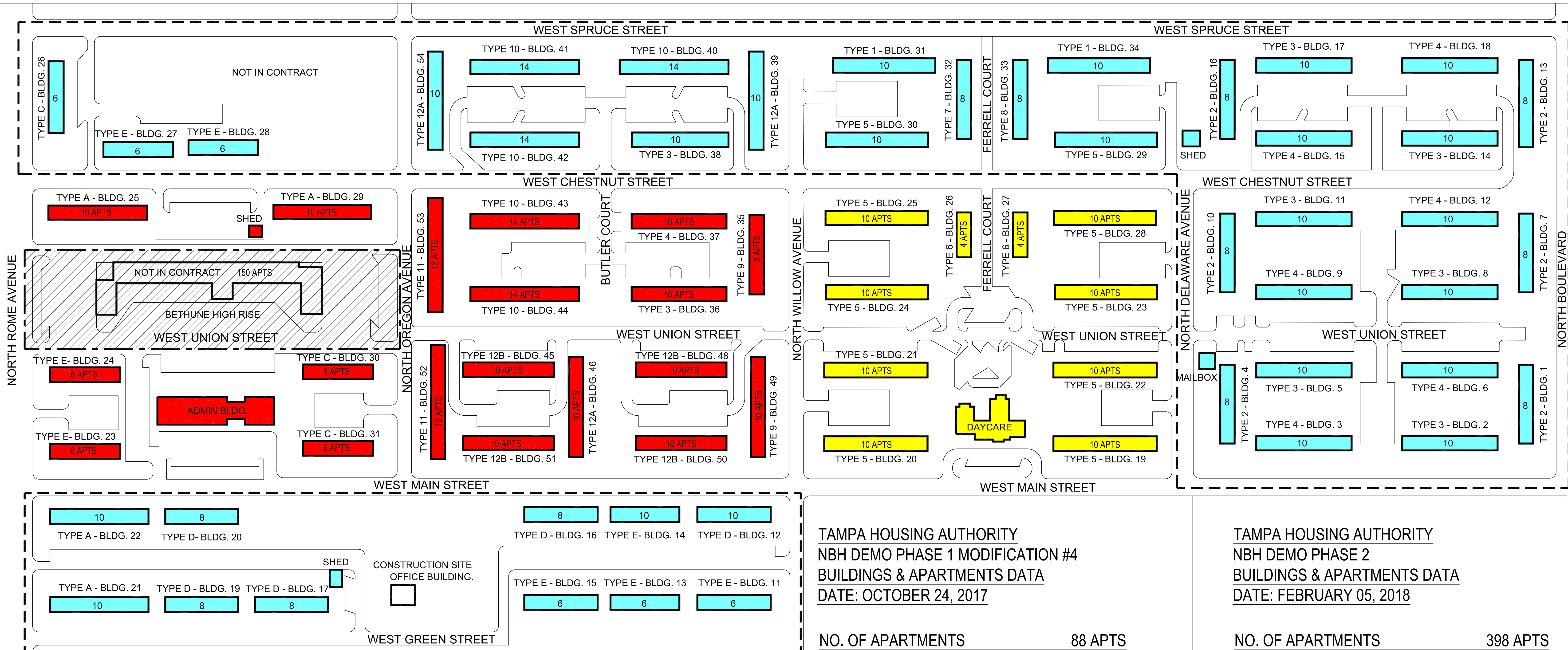
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Rownie Wilson	ROW@L-E.CC	813 376-2190
David Orr	dorre@jvscontracting.com	813-695-2525
Robert DeVito	rdevito@eeandg.com	321-243-7645
MIKE SEWELL	msewell@eeandg.com	813 416 4343
Kari Stubbs	kstubbs@angelosrm.com	727 214 7127
HAI WANG	HWANG@GLEASSOCIATES.COM	813.241.8950
CATHERINE MELLAK	CMELLAK@GLEASSOCIATES.COM	813.241.8350



**BID TABULATION "FY17-IFB-07 NORTH BOULEVARD HOMES DEMOLITIOIN PHASE 2"**

DUE DATE: 04/10/2018@ 2:00 PM											
<b>BIDDER</b>	<b>Contact Information</b>	<b>Date Received</b>	<b>Time Received</b>	<b>BID FORM</b>	<b>BID BOND</b>	<b>Section 3 Participation</b>	<b>Non-Colusive Affidavit</b>	<b>Bidder's Qualifications</b>	<b>Addendum 1 &amp; 2</b>	<b>HUD FORM 5369A</b>	<b>Total Base BID</b>
CES, INC	P.O. BOX 1299 CRYSTAL SPRINGS, fl 33524	4/10/2018	1:17 PM	✓	✓		✓	✓		✓	\$3,795,783.00
JVS CONTRACTING, INC.	1608 N 43RD STREET, TAMPA, FL 33605	4/10/2018	1:19 PM	✓	✓	✓	✓	✓	✓	✓	\$1,946,900.00
HOWARD JIMMIE, LLC	607 NICHOLAS ST CLEARWATER, FL 33755	4/10/2018	1:50 PM	✓	✓	✓	✓	✓	✓	✓	\$1,920,000.00
<b>CONTRACTING OFFICER'S SIGNATURE:</b>									<b>3:00 PMPM</b>	<b>DATE: 04/11/18</b>	



TAMPA HOUSING AUTHORITY  
 NBH DEMO PHASE 1  
 BUILDINGS & APARTMENTS DATA  
 DATE: JULY 11, 2017

NO. OF APARTMENTS 184 APTS  
 NO. OF BUILDINGS DEMOLISHED:  
 APARTMENTS 19  
 FORMER THA OFFICE 1  
 TOTAL 20 BUILDINGS

BUILDINGS DEMOLISHED IN PHASE 1

TAMPA HOUSING AUTHORITY  
 NBH DEMO PHASE 1 MODIFICATION #4  
 BUILDINGS & APARTMENTS DATA  
 DATE: OCTOBER 24, 2017

NO. OF APARTMENTS 88 APTS  
 NO. OF BUILDINGS 10  
 FORMER PROPERTY MGR'S OFFICE 1  
 TOTAL # OF BUILDINGS 11

BUILDINGS UNDER DEMOLITION IN PHASE 1

TAMPA HOUSING AUTHORITY  
 NBH DEMO PHASE 2  
 BUILDINGS & APARTMENTS DATA  
 DATE: FEBRUARY 05, 2018

NO. OF APARTMENTS 398 APTS  
 TOTAL # OF BUILDINGS 44

DEMO AREA  
 BUILDINGS TO BE DEMOLISHED IN PHASE 2  
 BUILDING NOT IN CONTRACT



IFB - FY17-IFB-07 N Boulevard Homes Demolition Phase 2

V-Code	Company Name	Email	Phone	Date Accessed
	Howard Jimmie	kevin@hjdemolition.com	7272815548	4/10/2018
	Howard Jimmie	kevin@hjdemolition.com	7272815548	4/10/2018
	jvs contracting inc	dorr@jvscontracting.com	8136952525	4/10/2018
	JVS Contracting Inc.	dorr@jvscontracting.com	8136952525	4/10/2018
	EEG	msewell@eeandg.com	8132871005	4/9/2018
	Dodge Data and Analytics	jay.oculam@construction.com	4138930072	4/9/2018
v0002334				4/9/2018
	Howard Jimmie LLC	office@hjdemolition.com	7274431448	4/9/2018
	brian williams	brian@hjdemolition.com	7169463064	4/4/2018
	Howard Jimmie	kevin@hjdemolition.com	7272815548	4/3/2018
	Construction Journal	bids@constructionjournal.com	8007855165	4/3/2018
	Prime Vendor Inc.	laurie@prime-vendor.com	8007469554	4/3/2018
	the bg group llc	ivy@bgdemolition.com	5617150530	4/3/2018
	the bg group llc	ivy@bgdemolition.com	5617150530	4/3/2018
	McMillan Sons And Associates Inc.	constructionfla@gmail.com	8133153903	4/3/2018
	Debbie Joyce	debbie.joyce@thafl.com	8133419101	4/3/2018
	THA	debbie.joyce@thafl.com	8133419101	4/3/2018
v0007179				4/3/2018
v0007179				4/3/2018
	JVS Contracting Inc.	dorr@jvscontracting.com	8136952525	4/3/2018
	Tampa Housing Authority	bidderquestions@thafl.com	8133419101	4/3/2018
	cj	bids@thecj.com	8007855165	4/3/2018
	cj	bids@thecj.com	8007855165	4/3/2018
	asad	asdasf@gmail.com	9848548954	4/2/2018
	dg	ghjhj@gmail.com	9658742125	4/2/2018
	tha	francis.ihedoro@thafl.com	8132670485	4/2/2018
	tampa housing authority	latoya.escourse@thafl.com	8133419101	4/2/2018

**THE HOUSING AUTHORITY OF THE CITY OF TAMPA  
RESOLUTION SUMMARY SHEET**

**1. Describe the action requested of the Board of Commissioners**

Re.: Resolution Number: 2018-4092

The Board of Commissioners is requested to approve the above-referenced resolution in order to:

**Revise the payment standards based on the mandatory implementation of the Small Area Fair Market Rents**

**2. Who is making request:**

A. Entity:	<b>Assisted Housing</b>
B. Project:	<b>Administrative Plan</b>
C. Originator:	<b>Margaret Jones</b>

**3. Cost Estimate (if applicable):**


**Narrative:**

In the Housing Choice Voucher (HCV) program, subsidy levels are based on Fair Market Rents (FMRs) that are set for each metropolitan area (or non-metropolitan county) and vary by unit size (number of bedrooms). Public Housing Agencies (PHAs) generally have only a limited ability to adjust the maximum subsidy level to reflect differences in rent levels between neighborhoods within their jurisdiction. Rents tend to be higher in certain neighborhoods than others, and neighborhoods with higher rents tend to have better access to amenities that provide opportunity. For this reason, using a single metropolitan-wide standard as the basis for setting the maximum subsidy available to HCV holders makes it difficult for them to access housing located in areas of opportunity. The Small Area Fair Market Rent (SAFMR) demonstration was developed to evaluate if more local rents (at the ZIP Code) could provide an effective means for HCV holders to move into higher-opportunity areas without significantly raising overall subsidy costs.

The metropolitan areas identified to use ZIP code-based FMRs are those metropolitan areas with both significant voucher concentration challenges and market conditions where establishing FMRs by ZIP code areas has the potential to significantly increase opportunities for voucher families. The use of SAFMRs is expected to give HCV tenants access to areas of high opportunity and lower poverty areas by providing a subsidy that is adequate to cover rents in those areas, thereby reducing the number of voucher families that reside in areas of high poverty concentration. Tampa was one of the 25 metropolitan cities selected for mandatory implementation.

**RESOLUTION 2018-4092**

**A RESOLUTION APPROVING THE REVISION OF THE PAYMENT STANDARDS AS A DIRECT RESULT OF HUD’S IMPLEMENTATION OF THE SMALL AREA FAIR MARKET RENTS FOR USE IN THE HOUSING CHOICE VOUCHER PROGRAM**

**WHEREAS**, HUD Regulation 24 CFR Part 982.503 allows the Housing Authority to adjust the payment standard schedule so that families can continue to afford to lease units with assistance under the Housing Choice Voucher Program; and

**WHEREAS**, HUD Regulation 24 CFR Part 982.503 allows the Housing Authority to adopt a maximum payment standard between 90- 110 percent of the published Fair Market Rent effective for the specific unit (bedroom) size; and

**WHEREAS**, HUD’s Office of Public and Indian Housing (PIH) posted [Notice PIH 2018-01](#) on January 17<sup>TH</sup>, 2018 providing guidance regarding the provisions of the Small Area Fair Market Rent (Small Area FMR or SAFMR) rule. Public housing agencies (PHAs) in 24 metropolitan areas that are required to use SAFMRs are now expected to implement SAFMRs by April 1, 2018;

**WHEREAS**, in the Housing Choice Voucher (HCV) program, subsidy levels are based on Fair Market Rents (FMRs) that are set for each metropolitan area (or non-metropolitan county) and vary by unit size (number of bedrooms). Public Housing Agencies (PHAs) generally have only a limited ability to adjust the maximum subsidy level to reflect differences in rent levels between neighborhoods within their jurisdiction. Rents tend to be higher in certain neighborhoods than others, and neighborhoods with higher rents tend to have better access to amenities that provide opportunity. For this reason, using a single metropolitan-wide standard as the basis for setting the maximum subsidy available to HCV holders makes it difficult for them to access housing located in areas of opportunity. The Small Area Fair Market Rent (SAFMR) demonstration was developed to evaluate if more local rents (at the ZIP Code) could provide an effective means for HCV holders to move into higher-opportunity areas without significantly raising overall subsidy costs;

**WHEREAS**, the metropolitan areas identified to use ZIP code-based FMRs are those metropolitan areas with both significant voucher concentration challenges and market conditions where establishing FMRs by ZIP code areas has the potential to significantly increase opportunities for voucher families. The use of SAFMRs is expected to give HCV tenants access to areas of high opportunity and lower poverty areas by providing a subsidy that is adequate to cover rents in those areas, thereby reducing the number of voucher families that reside in areas of high poverty concentration. Tampa was one of the 25 metropolitan cities selected for mandatory implementation;

**WHEREAS**; the SAFMRs will effect 4,534 families across the Housing Choice Voucher program. The SAFMRs do not apply to Project Based units. For those families affected by a reduction in payment standards, THA will use the lower payment standard to calculate the family’s HAP beginning at the effective date of the family’s second regular reexamination following the effective date of the decrease in the payment standard. THA will notify families one year in advance as well as the owners;

**WHEREAS**, the payment standards currently in effect are as follows:

<b>Efficiency</b>	<b>One Bedroom</b>	<b>Two Bedroom</b>	<b>Three Bedroom</b>	<b>Four Bedroom</b>	<b>Five Bedroom</b>
\$765	\$845	\$1045	\$1381	\$1657	\$1906



WHEREAS, the proposed payment standards effective April 1, 2018 are as follows:

<b>ZIP Code</b>	<b>Efficiency</b>	<b>One Bedroom</b>	<b>Two Bedroom</b>	<b>Three Bedroom</b>	<b>Four Bedroom</b>	<b>Five Bedroom</b>
<a href="#">33527</a>	\$704	\$803	\$1,001	1,331	\$1,595	\$1,834
<a href="#">33567</a>	\$704	\$803	\$1,001	1,331	\$1,595	\$1,834
<a href="#">33592</a>	\$704	\$803	\$1,001	1,331	\$1,595	\$1,834
<a href="#">33605</a>	\$715	\$803	\$1,001	1,331	\$1,595	\$1,834
<a href="#">33570</a>	\$726	\$803	\$1,001	1,331	\$1,595	\$1,834
<a href="#">33563</a>	\$759	\$836	\$1,034	1,364	\$1,639	\$1,884
<a href="#">33598</a>	\$759	\$814	\$1,045	1,381	\$1,656	\$1,906
<a href="#">33534</a>	\$765	\$842	\$1,045	1,381	\$1,656	\$1,906
<a href="#">33548</a>	\$765	\$842	\$1,045	1,381	\$1,656	\$1,906
<a href="#">33612</a>	\$765	\$842	\$1,045	1,375	\$1,656	\$1,906
<a href="#">33566</a>	\$765	\$842	\$1,045	1,381	\$1,656	\$1,906
<a href="#">33610</a>	\$765	\$842	\$1,045	1,381	\$1,656	\$1,906
<a href="#">33603</a>	\$765	\$842	\$1,045	1,381	\$1,656	\$1,906
<a href="#">33604</a>	\$765	\$842	\$1,045	1,381	\$1,656	\$1,906
<a href="#">33613</a>	\$765	\$842	\$1,045	1,381	\$1,656	\$1,906
<a href="#">33559</a>	\$765	\$842	\$1,045	1,381	\$1,656	\$1,906
<a href="#">33565</a>	\$765	\$842	\$1,045	1,381	\$1,656	\$1,906
<a href="#">33810</a>	\$765	\$825	\$1,045	1,381	\$1,656	\$1,906
<a href="#">33549</a>	\$765	\$842	\$1,045	\$1,381	\$1,656	\$1,906
<a href="#">33619</a>	\$765	\$842	\$1,045	\$1,381	\$1,656	\$1,906
<a href="#">33510</a>	\$765	\$842	\$1,045	\$1,381	\$1,656	\$1,906
<a href="#">33558</a>	\$765	\$842	\$1,045	\$1,381	\$1,656	\$1,906
<a href="#">33617</a>	\$765	\$842	\$1,045	\$1,381	\$1,656	\$1,906
<a href="#">33509</a>	\$765	\$842	\$1,045	\$1,381	\$1,656	\$1,906
<a href="#">33550</a>	\$765	\$842	\$1,045	\$1,381	\$1,656	\$1,906
<a href="#">33568</a>	\$765	\$842	\$1,045	\$1,381	\$1,656	\$1,906
<a href="#">33583</a>	\$765	\$842	\$1,045	\$1,381	\$1,656	\$1,906
<a href="#">33587</a>	\$765	\$842	\$1,045	\$1,381	\$1,656	\$1,906
<a href="#">33601</a>	\$765	\$842	\$1,045	\$1,381	\$1,656	\$1,906
<a href="#">33614</a>	\$765	\$842	\$1,045	\$1,381	\$1,656	\$1,906
<a href="#">33620</a>	\$765	\$842	\$1,045	\$1,381	\$1,656	\$1,906
<a href="#">33622</a>	\$765	\$842	\$1,045	\$1,381	\$1,656	\$1,906
<a href="#">33637</a>	\$765	\$842	\$1,045	\$1,381	\$1,656	\$1,906
<a href="#">33680</a>	\$765	\$842	\$1,045	\$1,381	\$1,656	\$1,906
<a href="#">33682</a>	\$765	\$842	\$1,045	\$1,381	\$1,656	\$1,906
<a href="#">33684</a>	\$765	\$842	\$1,045	\$1,381	\$1,656	\$1,906
<a href="#">33687</a>	\$765	\$842	\$1,045	\$1,381	\$1,656	\$1,906
<a href="#">33584</a>	\$765	\$842	\$1,045	\$1,381	\$1,656	\$1,906
<a href="#">33616</a>	\$765	\$842	\$1,045	\$1,381	\$1,656	\$1,906
<a href="#">33578</a>	\$765	\$842	\$1,045	\$1,381	\$1,656	\$1,906
<a href="#">33607</a>	\$765	\$842	\$1,045	\$1,381	\$1,656	\$1,906

WHEREAS, the proposed payment standards effective April 1, 2018 are as follows (continued):

<b>ZIP Code</b>	<b>Efficiency</b>	<b>One Bedroom</b>	<b>Two Bedroom</b>	<b>Three Bedroom</b>	<b>Four Bedroom</b>	<b>Five Bedroom</b>
<u>33609</u>	\$765	\$842	\$1,045	\$1,381	\$1,656	\$1,906
<u>33615</u>	\$765	\$842	\$1,045	\$1,381	\$1,656	\$1,906
<u>33618</u>	\$765	\$842	\$1,045	\$1,381	\$1,656	\$1,906
<u>33634</u>	\$765	\$842	\$1,045	\$1,381	\$1,656	\$1,906
<u>33624</u>	\$774	\$855	\$1,062	\$1,395	\$1,683	\$1,935
<u>33629</u>	\$774	\$855	\$1,053	\$1,386	\$1,674	\$1,925
<u>33573</u>	\$783	\$855	\$1,071	\$1,404	\$1,692	\$1,946
<u>33635</u>	\$792	\$873	\$1,089	\$1,422	\$1,719	\$1,977
<u>33611</u>	\$801	\$882	\$1,089	\$1,431	\$1,728	\$1,987
<u>33511</u>	\$819	\$900	\$1,116	\$1,467	\$1,764	\$2,029
<u>33625</u>	\$819	\$900	\$1,116	\$1,467	\$1,773	\$2,039
<u>33647</u>	\$864	\$945	\$1,179	\$1,548	\$1,863	\$2,142
<u>33556</u>	\$891	\$981	\$1,215	\$1,593	\$1,926	\$2,215
<u>33606</u>	\$900	\$990	\$1,233	\$1,620	\$1,953	\$2,246
<u>33594</u>	\$918	\$1,008	\$1,251	\$1,638	\$1,980	\$2,277
<u>33626</u>	\$945	\$1,044	\$1,296	\$1,701	\$2,043	\$2,349
<u>33569</u>	\$963	\$1,053	\$1,314	\$1,728	\$2,079	\$2,391
<u>33579</u>	\$1,008	\$1,107	\$1,377	\$1,809	\$2,178	\$2,505
<u>33547</u>	\$1,035	\$1,134	\$1,413	\$1,854	\$2,232	\$2,567
<u>33572</u>	\$1,035	\$1,134	\$1,413	\$1,854	\$2,232	\$2,567
<u>33596</u>	\$1,035	\$1,134	\$1,413	\$1,854	\$2,232	\$2,567
<u>33602</u>	\$1,035	\$1,134	\$1,413	\$1,854	\$2,232	\$2,567
<u>33621</u>	\$1,035	\$1,134	\$1,413	\$1,854	\$2,232	\$2,567

**NOW THEREFORE BE IT RESOLVED THAT:**

**THE BOARD OF COMMISSIONERS** of the Housing Authority of the City of Tampa hereby approves the adjustment of the payment standards effective April 1<sup>st</sup> 2018.

**ADOPTED THIS 18th DAY OF APRIL 2018**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary



## U.S. Department of Housing and Urban Development Office of Public and Indian Housing

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### SPECIAL ATTENTION OF:

Public Housing Agency Directors  
Public Housing Hub Office Directors  
Public Housing Field Office Directors

### NOTICE PIH 2018-01 (HA)

Issued: January 17, 2018

This notice remains in effect until amended, superseded, or rescinded

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### Subject: Guidance on Recent Changes in Fair Market Rent (FMR), Payment Standard, and Rent Reasonableness Requirements in the Housing Choice Voucher Program

- (1) **Purpose.** This Notice provides guidance on the regulatory provisions implemented under the Small Area FMR (SAFMR) Final rule (FR-5855-F-03, “Establishing a More Effective Fair Market Rent System; Using Small Area Fair Market Rents in the Housing Choice Voucher Program Instead of the Current 50th Percentile FMRs; Final Rule,” published in the *Federal Register* on November 16, 2016). The effective date of the Final rule is January 17, 2017.

In addition to affecting how FMRs are calculated in certain designated metropolitan statistical areas (MSAs), the final rule makes changes to payment standard and rent reasonableness requirements that apply to all public housing agencies (PHAs) administering the Housing Choice Voucher (HCV) program, regardless of whether the PHAs operate in an area where SAFMRs have been adopted.

- (2) **Background.** In the administration of the HCV program, SAFMRs (i.e., FMRs established at the ZIP code–area level) replace the 50<sup>th</sup> percentile FMRs previously required in metropolitan areas with high concentrations of voucher families. SAFMRs are intended to provide families residing in such areas with access to low-poverty areas by providing rental assistance at a level that makes the higher rents in such areas affordable to them. For HCV-assisted families who reside in metropolitan areas where the use of SAFMRs is mandatory, PHAs are required to use SAFMRs in establishing families’ payment standards.

HUD published a final rule<sup>1</sup> in the *Federal Register* on November 16, 2016, establishing the SAFMR selection parameters and naming 24 metropolitan areas that met the selection criteria and were designated for mandatory use of SAFMRs commencing on October 1, 2017. The final rule became effective on January 17, 2017. On August 10, 2017, HUD

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<sup>1</sup> “Establishing a More Effective Fair Market Rent System; Using Small Area Fair Market Rents in the Housing Choice Voucher Program Instead of the Current 50<sup>th</sup> Percentile FMRs,” 81 Fed. Reg. 221 (November 16, 2016).

exercised the authority under 24 CFR 888.113(c)(4)(iii) to suspend the SAFMR designation for 23 of the 24 designated areas that would have gone into effect on October 1, 2017, until October 1, 2019 (the start of FY 2020). On December 23, 2017, the U.S. District Court for the District of Columbia entered a preliminary injunction, voiding that suspension. This means that the mandatory use of SAFMRs is now in effect for all 24 designated SAFMR areas, which are listed in Appendix A to this notice. PHAs operating in these metropolitan areas must act as quickly as is reasonably feasible to implement the use of SAFMRs by revising any payment standard that is not within the basic range of the SAFMR for the applicable ZIP code area. PHAs are expected to have completed the implementation as expeditiously as possible and no later than April 1, 2018. Any PHA that does not believe it will be able to complete the SAFMR implementation before April 1, 2018, should immediately contact the Office of Public Housing in the local HUD field office for assistance. (MTW agencies should contact the MTW office.)

The final rule also made several regulatory changes to the HCV program with respect to payment standards and rent reasonableness determinations that apply to all PHAs, regardless of whether they operate within a metropolitan area designated for SAFMRs, choose voluntarily to adopt use of the SAFMRs, or choose not to do so.

HUD is issuing this guidance now to help PHAs better understand their options under the final rule. HUD is likely to amend and extend this guidance once it has received and evaluated the complete results of the Small Area FMR Demonstration Evaluation.

In addition to developing this guidance, HUD has established a set of Frequently Asked Questions (FAQ) specific to SAFMRs. To access the FAQs please click the following link: <https://www.hudexchange.info/programs/public-housing/small-area-fair-market-rents/>. Questions may be sent to [SAFMRs@hud.gov](mailto:SAFMRs@hud.gov).

**(3) Categories of PHAs.** This notice refers to four categories of PHAs:

- (a) “Designated SAFMR PHAs” refers to PHAs that directly administer HCV assistance for any family that resides in a designated SAFMR area (i.e., a metropolitan area where the use of SAFMRs is required). Appendix A lists designated SAFMR areas as of FY 2018.
- (b) “Opt-in SAFMR PHAs” refers to PHAs that are not required to use SAFMRs in a particular area within their jurisdiction but choose voluntarily to do so.
- (c) “Non-SAFMR PHAs” refers to PHAs that are not required to use SAFMRs and choose not to do so.
- (d) “PHAs” refers to any PHA with an HCV program, regardless of SAFMR status.

In the final rule and in this Notice, the term FMR is used collectively to include ZIP code-based SAFMRs, metropolitan area FMRs (MAFMRs), and nonmetropolitan county FMRs.

**(4) Changes Affecting All HCV PHAs.** The final rule implements a number of HCV provisions that apply to all PHAs.

- (a) Decreases in FMRs. The final rule amends 24 CFR §888.113(b), governing the establishment of 40<sup>th</sup> percentile FMRs. Based on this amendment, the following standards apply:
- In areas where MAFMRs are in use, any decline in the MAFMR from one year to the next will not exceed 10 percent.
  - In areas where HUD has not required the use of SAFMRs, the SAFMRs for a ZIP Code area will be no lower than 90 percent of the higher of (1) the previous year's SAFMRs for that ZIP Code area or (2) the previous year's MAFMRs.
  - For a HUD-designated SAFMR area (where use of the SAFMRs is required within the metropolitan area by all PHAs), the SAFMRs for a ZIP code area will be no lower than 90 percent of the previous year's SAFMRs for that ZIP code area. In the year that a metropolitan area first transitions to a HUD-designated area, the SAFMRs will also be no lower than 90 percent of the previous year's MAFMRs. However, in all subsequent years following the transition to the HUD-designated SAFMR area, the relationship between the SAFMRs and the MAFMRs will no longer be relevant. The only applicable restriction from that point forward is that the SAFMRs will be no lower than 90 percent of the previous year's SAFMRs for that ZIP code area.
- (b) Rent reasonableness. The final rule changes the percentage decrease in FMRs that triggers the need for a rent reasonableness determination from 5 to 10 percent (see 24 CFR §§982.507(a)(2)(ii), 983.302(a)(2), and 983.303(b)(1)). A rent reasonableness determination will be required only when the decrease in the FMRs from the previous year is exactly 10 percent. (An FMR will never decrease by more than 10 percent from the previous year's FMR, regardless of whether a PHA is voluntarily using SAFMRs, is operating in a designated SAFMR area, or is not using SAFMRs. This outcome results from HUD's decision, described above, to establish SAFMRs at a level that will not decrease by more than 10 percent from the prior year's MAFMR levels.)
- A PHA is still required to redetermine rent reasonableness before any increase in rent to owner and/or if directed by HUD.
- (c) Revisions to payment standard amounts and schedules. The final rule provides that all PHAs must revise and implement their payment standard amount and schedule, if a revision is necessary to stay within the basic range, no later than 3 months following the effective date of the change in the FMR (see 24 CFR §982.503(b)(1)(ii)). For example, if a published FMR that went into effect on October 1, 2018, pushed a PHA's payment standards to 89 or 111 percent of the

FMR, then the PHA would have until January 1, 2019, to revise and implement its payment standard amounts to bring them back within the basic range.

Pursuant to this change, a new payment standard schedule may go into effect on or after the effective date of the published FMR, but no later than 3 months following the effective date of the published FMR. The following scenarios apply:

- (i) For reexaminations of income with an effective date prior to the effective date of the new payment standard schedule, the old payment standard schedule will be used.
- (ii) For reexaminations of income that are effective on or after the effective date of the new payment standard schedule, the new payment standard will be used.
- (iii) The payment standard employed for a newly issued voucher will depend on the effective date of the HAP contract. If the effective date of the HAP contract is before the effective date of the new payment standard schedule, then the old payment standard schedule is used. If the effective date of the HAP contract is on or after the effective date of the new payment standard schedule, then the new payment standard schedule is used.

In order to assure that families are informed about the effect of payment standard changes, HUD recommends that PHAs provide both the old and the new payment standard schedules to families who have been issued a voucher and whose search term will extend beyond the effective date of the new payment standard schedule.

- (d) Exception payment standards. The final rule establishes the following exception payment standard provisions:
  - (i) *Non-SAFMR PHAs.* PHAs that are not using SAFMRs have two options for establishing exception payment standards:
    - (I) MAFMR-based exception payment standards (24 CFR §982.503(c)(2)). As was the case prior to the implementation of the final rule, a non-SAFMR PHA may adopt an exception payment standard above 110 percent up to 120 percent of the published FMR for an area upon approval from the local HUD field office. The final rule changes the parameters used by the local HUD field office in evaluating the request. Prior to the rule, the field office would determine whether the request is justified using either (1) the median rent method or (2) the 40<sup>th</sup> or 50<sup>th</sup> percentile rent method. The final rule now allows use of either (1) the median rent method or (2) the 40<sup>th</sup> or SAFMR method, in accordance with revised 24 CFR §982.503(c)(2)(ii). This change reflects the fact that the 50<sup>th</sup> percentile rent method is no longer in effect. (Note that 50<sup>th</sup> percentile FMRs remain in effect for the purpose of determining success rate payment standards.)

- (II) SAFMR-based exception payment standards (24 CFR §982.503(b)(1)(iii)). A non-SAFMR PHA may establish an exception payment standard for a ZIP code area of up to and including 110 percent of the SAFMR determined by HUD for that ZIP code area. Regardless of the level of the exception payment standard compared to the MAFMR, the PHA must simply send an email to [SAFMRs@hud.gov](mailto:SAFMRs@hud.gov) to notify HUD that it has adopted an exception payment standard based on the SAFMR. In other words, HUD no longer approves or disapproves the exception payment standard amount under this method, nor does the limitation at 24 CFR §902.982(c)(5), governing the total population of HUD-approved exception areas, apply to exception payment standard areas established for a ZIP code area pursuant to this authority.

A PHA that adopts an exception payment standard pursuant to this authority must apply it to the entire ZIP code area, for both its HCV and, if applicable, PBV program. For the PBV program, this means that the rent to owner may not exceed the new exception payment standard amount, provided the rent is still reasonable (24 CFR §983.301(b)).

A PHA that adopts an exception payment standard area must revise its briefing materials to make families aware of the exception payment standard and the area that it covers.

- (ii) *Designated SAFMR PHAs and Opt-in SAFMR PHAs*. HUD will issue a separate *Federal Register* notice proposing conditions and procedures under which a PHA using SAFMRs may request HUD approval to establish an exception payment standard that exceeds 110 percent of the SAFMR. The requirements at 24 CFR §982.503(c) do not apply to such requests.
- (iii) *Reasonable accommodation requests*. Per 24 CFR §982.505(d),<sup>2</sup> any PHA may, without HUD approval, establish an exception payment standard of up to and including 120 percent of the FMR if required as a reasonable accommodation for a family that includes a person with a disability. The Small Area FMR rule further clarified that a PHA may request HUD approval to establish a payment standard that exceeds 120 percent of the FMR if necessary as a reasonable accommodation for such a family.
- (e) Decrease in the payment standard amount during the HAP contract term. The Housing Opportunity Through Modernization Act of 2016 (HOTMA) amended the United States Housing Act of 1937 to provide that no PHA is required to reduce a family's payment standard based on a reduction in the FMR. Prior to this

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<sup>2</sup> "Streamlining Administrative Regulations for Public Housing, Housing Choice Voucher, Multifamily Housing, and Community Planning and Development Programs; Final Rule," 81 *Federal Register* 12354, March 8, 2016.

change, if the amount on the PHA's payment standard schedule decreased during the term of the HAP contract, the PHA was required to use the lower payment standard to calculate the family's HAP beginning on the effective date of the family's second regular reexamination following the effective date of the decrease in payment standard. The final rule amends the voucher program regulations at 24 CFR §982.505(c)(3) to reflect the change made by HOTMA, providing PHAs with three options for applying a decrease in the payment standard amount to families under HAP contract on the effective date of the decrease in the payment standard amount. Specifically, a PHA may adopt one of the policies listed below if there is a decrease to the payment standard schedule during the term of a family's HAP contract:

- (i) *Hold harmless — no reduction in subsidy.* A PHA may continue to use the existing higher payment standard for the family's subsidy calculation for as long as the family continues to receive the voucher assistance in that unit.
- (ii) *Gradual reduction in subsidy.* A PHA may gradually reduce the payment standard amount used to calculate the family's subsidy, phasing in the reduction. The initial reduction in payment standard cannot take place before the effective date of the family's second regular reexamination following the effective date of the decrease in payment standard. Phased-in reductions may proceed annually from the second regular reexamination until the payment standard amount for the family meets the normally applicable payment standard amount on the PHA's voucher payment standard schedule.
- (iii) *No change in policy.* A PHA may continue to use the lower payment standard to calculate the family's HAP beginning at the effective date of the family's second regular reexamination following the effective date of the decrease in the payment standard.

A PHA's Administrative Plan must indicate how it will handle decreases in the payment standard amount for families under HAP contract. Whatever the policy, the PHA must apply it uniformly to all families. A PHA may establish different policies for designated areas within its jurisdiction (for example, for different ZIP code areas), but within each designated area, the policy must be applied uniformly to all families under HAP contract.

If a PHA chooses to reduce the payment standard for a family under HAP contract, the initial reduction in payment standard cannot take place before the effective date of the family's second regular reexamination following the effective date of the decrease in payment standard. Per 24 CFR §982.516(a), PHAs must conduct a reexamination of family income and composition at least annually. The requirement to conduct an annual reexamination is in effect even if the PHA implements a streamlined income determination for fixed-income families, as is currently permitted under 24 CFR §982.516(a). Even if the PHA conducts a full



income recertification only every three years, it will review the family's payment standard annually as part of the streamlined annual reexamination, and the decrease in payment standard will take effect in the second calendar year after the effective date of the payment standard reduction.

A family that will be affected by a payment standard reduction must receive notice. A PHA must provide such notice in writing 12 months before the effective date of the reduced payment standard amount. This notice is required for any reduction in payment standard, even if the PHA chooses to reduce the payment standard gradually. Appendix B to this Notice provides PHAs with tips for strengthening their written notices to such families.

**(5) Adoption of SAFMRs: Designated SAFMR PHAs and Opt-In PHAs.** The elements of the final rule that pertain only to designated SAFMR PHAs and opt-in PHAs are presented below, followed by a listing of factors that apply to all SAFMR adopters.

- (a) Designated SAFMR PHAs Only. As discussed in section 4(c) above, section 982.503(b)(1)(i) provides that a PHA must revise the payment standard amount no later than 3 months following the effective date of the published FMR if a change is necessary to stay within the basic range. For a PHA that directly administers HCV assistance to families in metropolitan areas where the adoption of SAFMRs is mandatory, the PHA has no later than 3 months from the effective date of the FMRs to adopt payment standards within the basic range of the SAFMRs. In other words, the PHA must adjust the payment standard for any ZIP code area where the current payment standard falls outside of the basic range of the SAFMR for that ZIP code area.

HUD recommends that any agency that is required to adopt SAFMRs review the SAFMRs for the fiscal year prior to mandatory adoption to estimate the effect of moving from MAFMRs to SAFMRs. For example, if a large number of families residing in the PHA's jurisdiction will experience a decrease in subsidy at the second regular reexamination following the effective date of the mandatory use of the SAFMRs, PHAs will want to consider whether to adopt the *hold harmless* or *gradual reduction in subsidy* options described in paragraph (4)(e) of this Notice.

Since designated SAFMR agencies are required to adopt SAFMRs, they need not amend their Administrative Plans to indicate that they will be doing so. However, all PHAs (including designated SAFMR agencies) must state in its Administrative Plan how it will handle decreases in the payment standard amount for families under HAP contract, even if the agency will not adopt any of the discretionary policies, such as the hold harmless or gradual reduction in subsidy options mentioned above.

- (b) Opt-in PHAs. An agency that administers vouchers in a metropolitan area where the adoption of SAFMRs is *not* required may request approval from HUD voluntarily to adopt SAFMRs.

In evaluating whether to opt in, an agency must compare the applicable SAFMRs and MAFMRs to:

- (i) consider whether adoption of SAFMRs is likely to have an adverse effect on the availability of rental housing that is both affordable and available to program participants and applicants;
- (ii) estimate the effect on families of SAFMR adoption and consider whether to adopt the *hold harmless* or *gradual reduction in subsidy* options described in paragraph (4)(e) of this Notice;
- (iii) identify any areas where the difference between the MAFMR and the (lower) SAFMR is exactly 10 percent and opt-in will therefore trigger the need for rent reasonableness determinations;
- (iv) consider whether to apply SAFMRs to its PBV program, if applicable, in which case PBV-assisted projects may also be subject to a rent reasonableness determination (see paragraph (4)(b)(ii), above).

An agency that chooses to adopt SAFMRs must submit a written request to its local HUD Office of Public Housing via [SAFMRs@hud.gov](mailto:SAFMRs@hud.gov), stating that it has completed the evaluation in paragraph (5)(b), above. The request must indicate the PHA's proposed effective date of SAFMR implementation.

If HUD approves the request, the PHA must then amend its Administrative Plan, stating in its plan that it will operate according to SAFMRs and also identifying any policies it has adopted with respect to SAFMRs (e.g., applying SAFMRs to its PBV program, adopting tenant protections as described in paragraph (4)(e)).

A PHA that opts in to SAFMRs may opt out, returning to the use of MAFMRs, via revision of its Administrative Plan and notification to its local HUD field office (again at [SAFMRs@hud.gov](mailto:SAFMRs@hud.gov)), after taking into consideration any disruptions to its program, families, and owners that may result.

- (c) All SAFMR adopters. The items presented below apply to all SAFMR adopters, whether they are designated PHAs or opt-in PHAs.
  - (i) *Exception payment standards.* Exception payment standards that were approved prior to the adoption of SAFMRs may remain in effect, subject to the conditions in the approval letter. In some cases, the amounts previously approved may now fall within the SAFMR basic range and will therefore no longer be exceptions. Any amounts that remain above the basic range must be maintained unless, following the adoption of SAFMRs, an agency subsequently elects to reduce its payment standards or otherwise seeks to establish a higher payment standard (but, see paragraph (4)(d)(ii), above), in which case another waiver must be requested and approved before the new, higher payment standard may be adopted.

- (ii) *Establishing payment standards within the basic range and payment standard groupings.* As is the case for any FMR area, the payment standard amount for the ZIP code area must be within the basic range (90 to 110 percent) of the SAFMR for the ZIP code area (unless an exception payment standard is in effect for the area). As discussed in paragraph (4)(c) above, the PHA is required to revise its payment standard amount and schedule if the payment standard amount for the ZIP code area is outside of the basic range (unless the payment standard is an exception payment standard or a payment standard below the basic range that was previously approved by HUD). If the payment standard amount for the ZIP code area is within the basic range, the PHA may revise its payment standard amounts at any time for the ZIP code area, provided the revised payment standard amount remains within the basic range.

The PHA establishes the payment standard amounts for the ZIP code area for a unit size at any level between 90 percent and 110 percent of the published SAFMR for that unit size. The percent of the SAFMR that the payment standard equals may vary between different unit sizes and from ZIP code area to ZIP code area. For example, in lieu of establishing a unique payment standard for each ZIP code area within its jurisdiction, a PHA may use this flexibility to establish payment standards for “grouped” ZIP code areas, provided the payment standard in effect for each grouped ZIP code area is within the basic range of the SAFMR for each ZIP code area in the group. So, for example, a PHA could establish a payment standard schedule that falls within the basic range for a group of ZIP code areas and identify that group of ZIP code areas as Group A, another as Group B, and so on.

<b>Exhibit 1: Example of Payment Standard Groupings of ZIP Code Areas</b>				
<b>ZIP Code</b>	<b>SAFMR</b>	<b>Basic Range</b>	<b>Payment Standard</b>	<b>Group</b>
90012	\$1,490	\$1,341-1,639	\$1,440	A
90013	\$1,630	\$1,467-1,793	\$1,630	B
90014	\$1,810	\$1,629-1,991	\$1,630	B
90015	\$1,180	\$1,062-1,298	\$1,100	C
90016	\$1,340	\$1,206-1,474	\$1,440	A
90017	\$1,090	\$981-1,199	\$1,100	C

Adopting groups, as illustrated above, may help to minimize the administrative burden of managing multiple payment standard areas.

- (iii) *Applicability of SAFMRs to the project-based voucher (PBV) program.* No PHA is required to use SAFMRs for its PBV program. Thus, a PHA that operates under SAFMRs must determine whether to apply MAFMRs or SAFMRs to its PBV program.

A PHA that chooses to apply SAFMRs to its PBV program must adopt such a policy in its Administrative Plan and must apply SAFMRs uniformly for all projects within its jurisdiction for which notice of owner selection under 24 CFR §983.51(d), regarding owner proposal selection procedures, was made after the effective dates of the agency’s adoption of both SAFMRs and a revised Administrative Plan. For any project where the notice of owner selection was made prior to either or both of these effective dates, the PHA and owner may agree mutually to apply SAFMRs to the project. If the rent to owner will increase as a result of this mutual agreement, then the rent increase shall go into effect no earlier than the first anniversary of the HAP contract and must comply with the requirements of 24 CFR §983.302(b), regarding rent increases.

For any PBV project to which SAFMRs have been applied, an owner and PHA may not subsequently choose to apply the MAFMR, even if the PHA changes its policy so that SAFMRs will no longer apply to its PBV program.

In considering whether to adopt SAFMRs for its PBV program, HUD recommends that a PHA compare the HAP contract rents of *current* PBV-assisted projects (if any) within their jurisdiction with what the rents would be under a SAFMR regime. Consider the examples below:

<b>Exhibit 2: Example of Higher PBV Maximum Rent to Owner under SAFMRs</b>				
<b>ZIP Code</b>	<b>MAFMR</b>	<b>Maximum Rent to Owner</b>	<b>SAFMR</b>	<b>Maximum Rent to Owner</b>
90010	\$1,545	\$1,700	\$2,130	\$2,343
90013	\$1,545	\$1,700	\$1,630	\$1,793
90014	\$1,545	\$1,700	\$1,810	\$1,991
90024	\$1,545	\$1,700	\$2,290	\$2,519
90025	\$1,545	\$1,700	\$2,000	\$2,200

If the adoption of SAFMRs would create a significant discrepancy in individual ZIP code areas between existing PBV-assisted projects and newly developed projects under an SAFMR regime, then PHAs will want to consider the effect on neighborhoods and HCV applicants and program participants before taking a decision about whether to adopt SAFMRs for their PBV program. Consider the ZIP codes described above, for example.

A family can reside in any of these ZIP codes at lower cost to the PHA under MAFMRs than SAFMRs. If the PHA has existing properties in these ZIP codes, then it may not make sense to adopt SAFMRs.

<b>Exhibit 3: Example of Lower PBV Maximum Rent to Owner under SAFMRs</b>				
<b>ZIP Code</b>	<b>MAFMR</b>	<b>Maximum Rent to Owner</b>	<b>SAFMR</b>	<b>Maximum Rent to Owner</b>
90005	\$1,545	\$1,700	\$1,190	\$1,309
90006	\$1,545	\$1,700	\$1,170	\$1,287
90011	\$1,545	\$1,700	\$1,240	\$1,364
90029	\$1,545	\$1,700	\$1,230	\$1,353
90033	\$1,545	\$1,700	\$1,170	\$1,287

Alternatively, if a PHA adopts PBVs and places properties in any of the ZIP codes described above, the PHA may be called upon to justify why it is paying so much more for some projects than others. Despite the change in rules that provides an explanation for the difference, a PHA may face pressure to terminate (or at least not extend) the PBV HAP on pre-SAFMR properties, with potential consequences for tenants, lenders, and investors. If an owner has 30-year debt on the project and the appraised value has declined at the point of extension due to the adoption of SAFMRs, then the adoption of SAFMRs could create problems.

- (iv) *Portability and vouchers administered outside of SAFMR areas.* The vouchers of families who port will be administered according to the policies of the receiving PHA (as the term is used for portability purposes). If the receiving PHA is operating under SAFMRs, then the family’s voucher will be administered using SAFMRs. If the receiving PHA has not adopted SAFMRs, then the family’s voucher will not be administered using SAFMRs (regardless of whether the initial PHA uses SAFMRs). Likewise, if a PHA operates in a SAFMR area but also administers vouchers outside of that SAFMR area, then the vouchers that are administered outside of the SAFMR area will be administered using MAFMRs. If such a PHA wishes to apply SAFMRs to vouchers administered outside of a SAFMR area, then the PHA must request HUD approval to do so following the requirements of paragraph (5)(b).
- (v) *Special Housing Types.* If use of the SAFMR has been designated for a metropolitan area or a PHA has voluntarily chosen to use SAFMRs, the SAFMRs apply to all tenant-based vouchers, including special housing vouchers.

All special housing types are subject to the SAFMRs. For example, under the Single Room Occupancy (SRO) special housing type, the payment standard is 75 percent of the zero-bedroom payment standard amount on the PHA payment standard schedule. If the PHA revised the payment standard schedule as a result of the applicability of SAFMRs, the payment standard for SRO units would likewise be revised to reflect 75 percent of the applicable zero-bedroom payment standard amount.

Revisions to the payment standard as a result of the implementation of SAFMRs would also apply to the voucher homeownership program at 24 CFR §§982.625 through 982.641. The PHA must use the same payment standard schedule and payment standard amounts for the homeownership option as for the rental voucher program. The same protections that the PHA may employ for families under HAP when the payment standard decreases would apply to families assisted under the voucher homeownership option. Furthermore, the payment standard for a voucher homeownership family is always the greater of the payment standard used at the commencement of homeownership assistance for occupancy of the home or current payment standard in effect at the most recent regular reexamination.

- (vi) *Optional reporting.* HUD's Office of Policy Development and Research (PD&R) has developed a mobile application that delivers the most current FMR and Income Limit information to a mobile user based on the GPS location of their mobile device (available at [https://www.huduser.gov/portal/pdr\\_mobile.html](https://www.huduser.gov/portal/pdr_mobile.html)). In order to provide additional information to voucher families searching for a unit, PD&R would like to include payment standards in the application. PHAs that are willing to provide their payment standard information to HUD may do so by contacting PD&R at [SAFMRs@hud.gov](mailto:SAFMRs@hud.gov).

(6) **Applicability of SAFMRs to Moving to Work (MTW) agencies.** An MTW PHA that operates in a mandatory SAFMR metropolitan area may be exempt from use of SAFMRs. An individual MTW PHA is exempt from the requirement to use SAFMRs if that agency has an alternative payment standards policy in its HUD-approved Annual MTW Plan. An MTW PHA that does not have such a policy in its HUD-approved Annual MTW Plan is required to use SAFMRs as outlined in the final rule. Any MTW PHA that does not operate in a metropolitan area where the use of SAFMRs is mandatory may choose to adopt SAFMRs, following the procedures outlined in this Notice.

(7) **Inapplicability of SAFMRs to other HUD programs.** SAFMRs do not apply to any programs other than the HCV program. Other programs that use FMRs (e.g., HOME Investment Partnerships Program) continue to use MAFMRs regardless of whether SAFMRs have been designated for HCV tenant-based assistance within the same metropolitan area. The use of SAFMRs in HUD's Rental Assistance Demonstration (RAD) is addressed in Notice PIH 2012-32 (HA) H-2017-03, REV-3, which was published on January 12, 2017, and was in effect at the time of publication of this notice.

Generally, under RAD, an owner may use the SAFMR in place of the metropolitan area FMR in the computation of PBV rents, with HUD approval.

- (8) Impact of Final rule on current 50<sup>th</sup> percentile FMR areas.** The final rule eliminates the regulations that had governed the establishment of FMRs using 50<sup>th</sup> percentile rents and establishes requirements for the transition of 50<sup>th</sup> percentile FMR areas. A PHA that is operating in a metropolitan area in which 50<sup>th</sup> percentile FMRs are effective, and for which the 3-year period has not expired prior to January 17, 2017, will, for the purposes of the HCV program, transition out of the use of 50<sup>th</sup> percentile FMRs, as follows.
- (a) A PHA that is operating in a metropolitan area that is designated for SAFMRs shall transition to the use of SAFMRs, as of the effective date of the area's SAFMR designation.
  - (b) A PHA that is operating in an area that is not designated for SAFMRs may choose one of the following options:
    - (i) Adopt SAFMRs without regard to the expiration of the 3-year period.
    - (ii) Remain subject to 50<sup>th</sup> percentile FMRs until the expiration of the 3-year period, then revert to the use of 40<sup>th</sup> percentile FMRs.
    - (iii) Revert to the use of the 40<sup>th</sup> percentile MAFMRs at the end of the 3-year period and then establish exception payment standards for a ZIP code area of up to and including 110 percent of the relevant SAFMR area by notifying HUD, as described in paragraph (4)(d)(ii)(II) of this Notice.
    - (iv) If a PHA scored the maximum number of points on the SEMAP deconcentration bonus indicator in the prior year or in two of the last three years (24 CFR §982.503(f)), then, upon the expiration of the 3-year period, it may request HUD approval of payment standard amounts based on the 50<sup>th</sup> percentile rent in accordance with 24 CFR §982.503(f), governing payment standard protections for PHAs that meet deconcentration objectives. The request must be made to the local HUD field office during the period between the release of revised FMRs and the effective date of those FMRs.

PHAs interested in more information on 50<sup>th</sup> percentile areas should review HUD's FY 2018 FMR *Federal Register* notice. This notice is available at:

<https://www.huduser.gov/portal/datasets/fmr/fmr2018/FY2018-FMR-Preamble.pdf>

- (9) Suspension of SAFMRs or Temporary Exemption for an Individual PHA.** The regulations at 24 CFR §888.113(c)(4) provide that HUD may suspend a SAFMR designation from a metropolitan area, or may temporarily exempt a PHA in a designated SAFMR area from use of the SAFMRs, when HUD by notice makes a documented determination that such action is warranted. The process for reviewing whether a suspension or temporary exemption is warranted may be initiated by HUD or at the request of a PHA.

- (a) Suspension by HUD. In the event HUD determines that it is necessary to suspend an area's SAFMR designation or temporarily exempt an individual PHA from use of the SAFMRs within a designated SAFMR area, HUD will issue a Notice of Suspension or Exemption with information on the adverse rental market condition that is the reason for the suspension, the duration and timing of the suspension, and other details as HUD determines necessary. HUD may take either action by itself or upon request by a PHA or PHAs as described below.
- (b) Suspension of an SAFMR designation for the metro area or exemption from use of the SAFMRs for a PHA at the request of a PHA. PHAs may request either (1) a suspension of the Small Area FMR designation for a metropolitan area or (2) a temporary exemption from use of the SAFMRs within the designated SAFMR area for an individual PHA. In both cases, the request must be based on a documented finding of an adverse rental housing market condition specific to the area or PHA requesting a suspension or temporary exemption. If the request is for a suspension of the SAFMR designation for the metropolitan area, the requesting PHA or PHAs must administer more than 50 percent of the vouchers leased in the metropolitan area. PHA requests for suspension or exemption must be emailed to [SAFMRs@hud.gov](mailto:SAFMRs@hud.gov).
- (c) Adverse rental housing market condition. Adverse rental housing market conditions may include, but are not limited to, current vacancy rates falling below four percent (insufficient supply); a sudden influx of families into the metropolitan area (demand shock); a sudden loss of rental units (supply shock); a rapid increase in the PHAs per unit costs (PUC) causing the PHA to experience a funding shortfall (supply or demand shocks). Adverse rental housing market conditions may apply to the broad rental housing market, or may apply to the part of the rental market that is affordable and available to HCV families. For example, declining success rates and increasing rent burdens despite PHA owner outreach efforts may be evidence of adverse rental market conditions for HCV families due to lack of units that are both affordable and owned by owners willing to participate in the HCV program. There are likely to be other circumstances that cause adverse rental market conditions and HUD will review the documentation of these conditions on a case by case basis.
- (10) **Paperwork Reduction Act.** The information collection requirements contained in this Notice have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3520) and assigned OMB control number 2577-0169.

/s/

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Dominique Blom  
General Deputy Assistant Secretary  
Office of Public and Indian Housing



## **APPENDIX A — METROPOLITAN AREAS WHERE THE USE OF SAFMRs IS MANDATORY AS OF FY 2018**

Atlanta-Sandy Springs-Roswell, GA HUD Metro FMR Area  
Bergen-Passaic, NJ HUD Metro FMR Area  
Charlotte-Concord-Gastonia, NC-SC HUD Metro FMR Area  
Chicago-Joliet-Naperville, IL HUD Metro FMR Area  
Colorado Springs, CO HUD Metro FMR Area  
Dallas, TX HUD Metro FMR Area (Dallas-Plano-Irving, Texas Metro Division)  
Fort Lauderdale, FL HUD Metro FMR Area  
Fort Worth-Arlington, TX HUD Metro FMR Area  
Gary, IN HUD Metro FMR Area  
Hartford-West Hartford-East Hartford, CT HUD Metro FMR Area  
Honolulu, HI MSA  
Jackson, MS HUD Metro FMR Area  
Jacksonville, FL HUD Metro FMR Area  
Monmouth-Ocean, NJ HUD Metro FMR Area  
North Port-Sarasota-Bradenton, FL MSA  
Palm Bay-Melbourne-Titusville, FL MSA  
Philadelphia-Camden-Wilmington, PA-NJ-DE-MD MSA  
Pittsburgh, PA HUD Metro FMR Area  
Sacramento--Roseville--Arden-Arcade, CA HUD Metro FMR Area  
San Antonio-New Braunfels, TX HUD Metro FMR Area  
San Diego-Carlsbad, CA MSA  
Tampa-St. Petersburg-Clearwater, FL MSA  
Washington-Arlington-Alexandria, DC-VA-MD HUD Metro FMR Area  
West Palm Beach-Boca Raton, FL HUD Metro FMR Area

## APPENDIX B

Tips for PHAs on language to include in any written notice to families who will experience a reduction in subsidy due to a decrease in the payment standard.

- Provide a simple, clear letter, mailed directly to the family. This approach is preferable to a general meeting or training, even if all families are invited.
- Provide the notice at least one year in advance of the effective date of the lower payment standard and change in the HAP calculation for the family. Even a second notice sent less than a year before the date of implementation of the lower payment standard can not make up for proper notice (i.e., notice sent at least one year in advance of the implementation date of the lower payment standard).
- In the letter, clearly define and explain the term “payment standard,” and explain how a change in the payment standard is likely to affect the family’s subsidy. Do not assume that the family understands what is meant by “payment standard” or the connection between a change in the payment standard and a change in their subsidy. Include a sample calculation to illustrate the likely effect of the change.
- Identify a point of contact for families who have questions or wish to seek new housing, given the change. Make clear whom families may contact if they have questions, as well as how to contact that person.

All materials provided to residents communicating a change in their subsidy must be presented in a manner that is accessible for those with hearing and/or vision impairment, in addition to those with limited English proficiency, as described below.

- Effective Communication Requirements. All notices and communications must be provided in a manner that is effective for persons with hearing, visual, and other communication-related disabilities consistent with Section 504 of the Rehabilitation Act, Title II of the ADA, and implementing regulations. Recipients must provide appropriate auxiliary aids and services necessary to ensure effective communication, which includes ensuring that information is provided in appropriate accessible formats as needed (e.g., Braille, audio, large type, assistive listening devices, sign language interpreters, accessible websites, and other electronic communications). See 24 CFR §8.6; 28 CFR §35.160.
- Limited English Proficiency (LEP) Requirements. Recipients of HUD funds must take reasonable steps to ensure meaningful access to their programs and activities to LEP individuals. See HUD’s published Final Guidance to Federal Financial Assistance Recipients: Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (LEP Guidance), 72 Fed. Reg. 2732, for more information.