



Multifamily Housing

Partnership Updates – January 20, 2022

MFH Leadership Introduction



Nancie-Ann Bodell
Deputy Administrator



Ernie Wetherbee
Field Operations Division
Director



Dan Rogers
Production &
Preservation Division
Director



Jennifer Larson
Asset Management
Division Director

MFH Field Operations Division – Regional Directors



Laurie Warzinski

Northeast Regional Director
Laurie.Warzinski@usda.gov



Karissa Stiers

Midwest Regional Director
Karrisa.stiers@usda.gov



Byron Waters

Southern Regional Director
Byron.waters@usda.gov



Becki Meyer

Western Regional Director
Becki.meyer@usda.gov

Nancie-Ann Bodell, Deputy Administrator

- Build Back Better
- Fiscal Year 2022 & 2023 Funding
- Staffing
- Afghan Refugee Resettlement

MFH Contact Information

➤ Central Phone Number

- 800-292-8293

➤ MFH Website

- Direct Web Address:
<https://www.rd.usda.gov/multifamily>
- [MFH Organization Structure](#) is located on the bottom of the site and is updated bi-weekly.

Multifamily Housing Programs

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We provide affordable multifamily rental housing in rural areas by financing projects geared for low-income, elderly and disabled individuals and families as well as domestic farm laborers. We extend our reach by guaranteeing loans for affordable rental housing designed for low to moderate-income residents in rural areas and towns.

We preserve our portfolio of more than 14,000 properties by aggressively restructuring loans for existing rural rental housing and off-farm labor housing projects to allow for sufficient reserves to meet major repairs and improvements over the lifetime of the property. On a yearly basis we provide grants to sponsoring organizations to repair or rehabilitate housing for needy families. We also subsidize rents for low-income tenants in our projects who cannot afford to pay their full rent.

If you are interested in one of our programs, select a Multifamily Housing Program from the following list:

- [Farm Labor Direct Loans & Grants](#)
- [Multifamily Preservation and Revitalization \(MPR\) Loans and Grants](#)
- [Multifamily Housing Direct Loans](#)
- [Multifamily Housing Loan Guarantees](#)
- [Multifamily Housing Rental Assistance](#)
- [Nonprofit Transfer TA Grants](#)
- Nonprofit Farm Labor Housing (FLH) TA Grants (Coming soon)

Multifamily Housing Contacts

Our Field Operations Division maintains local relationships through regionally organized servicing teams and handles all day-to-day servicing of Multifamily housing properties to ensure that tenants have safe and affordable housing. The four regions and the contact information for each Regional Director follows:

Western Region: Becki Meyer, Regional Director, MFHFODWest@usda.gov
(AK, AZ, CA, CO, HI, ID, MT, NM, NV, OR, UT, WA, WY)

Southern Region: Byron Waters, Regional Director, MFHEODSouth@usda.gov
(AL, AR, FL, GA, KY, LA, MS, NC, OK, PR, SC, TN, TX, VI)

Midwest Region: Karissa Stiers, Regional Director, MFHEODMidwest@usda.gov
(IA, IL, IN, KS, MI, MN, MO, ND, NE, OH, SD, WI)

Northeast Region: Laurie Warzinski, Regional Director, MFHEODNortheast@usda.gov
(CT, DE, MA, MD, ME, NH, NJ, NY, PA, RI, VA, VT, WV)

If you need information on a loan transaction currently in process, or have questions on a new transaction, our Production & Preservation Division (PPD) processes, underwrites, and closes all multifamily direct, preservation, and guaranteed loan transactions. PPD will support all the Multifamily Housing Programs, including 515, 538, Multifamily Preservation and Revitalization (MPR), prepayments, and preservation efforts. This division will also oversee Notice of Solicitation of Applications (NOSA) drafting and administration efforts for Farm Labor Housing, Housing Preservation Grants, MPR, technical assistance, and 515. The email contact information for the Production & Preservation Division follows:

Processing and Report Review Branch 1 MFHprocessing1@usda.gov
(CT, DE, IA, IL, IN, KS, MA, MD, ME, MI, MN, MO, ND, NE, NH, NJ, NY, OH, PA, RI, SD, VA, VT, WI, WV)

Processing and Report Review Branch 2 MFHprocessing2@usda.gov
(AK, AL, AR, AZ, CA, CO, FL, GA, HI, ID, KY, LA, MS, MT, NC, NM, NV, OK, OR, PR, SC, TN, TX, UT, VI, WA, WY)

[Multifamily Housing Organizational Structure](#)

Multifamily Housing General Inquiries: 800-292-8293

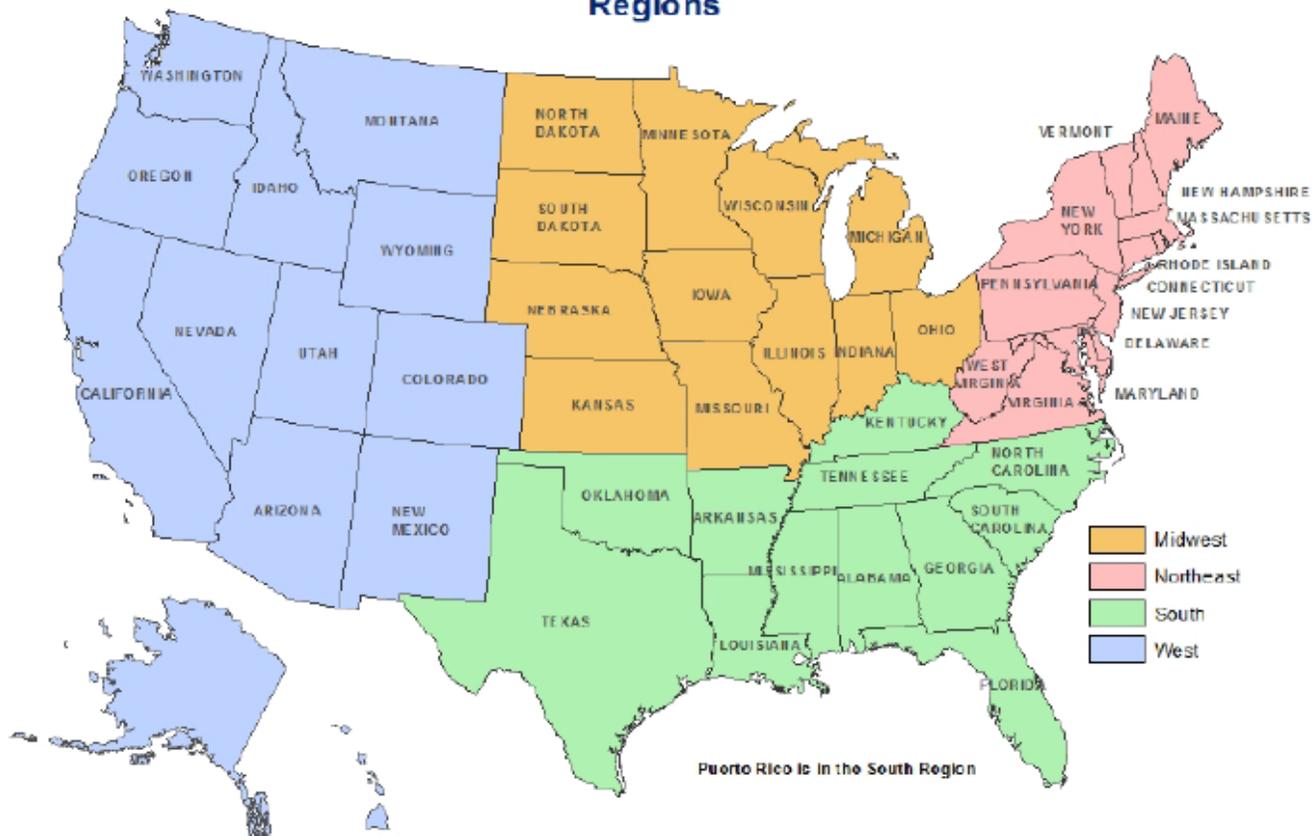
MFH Regional Summary

MFH RD Regional Summary

Ernie Wetherbee, Director of the Field Operations Division

Ernie.Wetherbee@usda.gov

Regions



Northeast	
Laurie Warzinski, Regional Director Laurie.Warzinski@usda.gov	
2,066 Properties	65,459 Total Units
	47,902 RA Units
South	
Byron Waters, Regional Director Byron.Waters@usda.gov	
5,065 Properties	171,637 Total Units
	132,598 RA Units
Midwest	
Karissa Stiers, Regional Director Karissa.Stiers@usda.gov	
4,209 Properties	104,351 Total Units
	74,976 RA Units
West	
Becki Meyer, Regional Director Becki.Meyer@usda.gov	
1,851 Properties	66,559 Total Units
	54,693 RA Units

Emergency Management Notifications

- Coordination with RD Emergency Management Office and FEMA
 - RD provides 515 vacancy list to FEMA monthly
 - Coordinates water and food needs on-site
- Letter of Priority Entitlement (LOPE)
 - LOPE factsheets are available on the RD website in [English](#) and [Spanish](#).

Emergency Management Notifications

➤ Disaster Preparedness

- Pre-Disaster
 - GovDelivery Notification when possible
 - Impact Area
 - RD Contact Links
 - Cell Phone Contact for Regional Directors
 - LOPE Information
 - Standard Operating Procedure
 - Training for staff
- Post-Disaster
 - Provide tenants with management emergency contact.
 - ★ **Gather tenant emergency contact and relocation information, if possible.**
 - Provide LOPE information.
 - Provide contact information for RD, FEMA, local emergency management services and emergency shelter information (if needed).

Emergency Management Notifications

After the weather event passes and when it is safe to do so, please send me a report of any property damage, along with tenant food and water needs. The food and water needs will be shared with FEMA for their assistance.

Please provide your property damage assessment report based on the following metrics:

Affected	The building(s) has cosmetic damage only. <ul style="list-style-type: none">• Damage that does not adversely impact the functionality of the building.• No damage that affects unit habitability.
Minor	The building(s) is damaged and requires minimal repairs. <ul style="list-style-type: none">• No structural damage to the building.• No damage that affects unit habitability.
Major	The building(s) has sustained significant damage and requires extensive repairs. <ul style="list-style-type: none">• Structural damage or damage that created areas that are no longer decent, safe and sanitary.• Damage that affects unit habitability.
Destroyed	The building(s) is a total loss.
Inaccessible	Damage to building(s) that cannot be visually verified.

If there are tenants displaced due to the disaster, they are eligible for a Letter of Priority Entitlement, (LOPE) letter. When it is safe to do so, please have them (or you) contact the servicing specialist for a LOPE letter, which will provide them with priority placement in another Rural Development (RD) multifamily housing property.

Emergency Management Notifications

➤ Tornado Assessments:

- **Impacted Properties in IL, KY and TN**
 - **Destroyed** – 4 complexes totaling 115 units. All in Mayfield, KY.
 - **Major** – 1 complex with 24 units. This property in Dawson Springs, KY
 - **Minor Damage** – 3 complexes with 3 units down due to electrical panel damage on the units. Tenants moved to hotel and will move back asap.
 - 173 individuals displaced
 - 83 Letters of Priority Entitlement (LOPE) issued by MFH to RHS tenants in KY
 - No loss of life in Section 515 properties.



Field Operations Division Updates

➤ Budgets

- Overview of 1st Quarter Budget Review
- Fiscal Year End 2021 Financials – Annual Reporting Requirements

➤ GAO Audit (30 Properties) – Continuing Resolution Impact on Rental Assistance

- Florida, Iowa, Idaho, Rhode Island, and Virgin Islands

➤ Electronic Customer File (ECF)

- Transition to 100% electronic correspondence

Multifamily Housing

January 20, 2022

Multifamily Housing Partners,

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

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

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

All annual financial reports shall include the following items:

1. Form RD 3560-7 and Form RD 3560-10 completed per the Forms Manual Insert or instructions. [RD Forms](#) For projects with eight units or more, these forms must be submitted through MINC.
2. Attachment 4-F, "Performance Standards Borrower Self-Certification Letter," including status of ownership.
3. Any project audits independently obtained by the borrower must be submitted to the Agency.
4. Written narrative submitted to address any findings or weaknesses, if noted on the current audit report and or deficiencies noted on Attachment 4-F.
5. Any additional documentation or comments that may assist the Agency in its review of the year-end reports, which could include a detailed list of expenses or income noted as "other" or "miscellaneous", if not detailed on Form RD 3560-7 comments.

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

For-profit or limited profit borrowers - receiving **\$500,000 or more** in combined federal financial assistance must submit an independent auditor's report performed by a Certified Public Accountant (CPA). Borrower's s will utilize [HUD's Office of Inspector General's \(OIG\) Consolidated Audit Guide](#) in developing the audit. The audit will not utilize HUD's Chart of Accounts, nor will the report require the CPA to review any tenant files.

Non-profit organizations, State and local governments, and Indian tribes - receiving **\$750,000 or more** in combined federal financial assistance must submit a single audit report in accordance with 2 CFR 200, Part F, and the Office of Management and Budget's (OMB) Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.

Field Operations Division Updates

- Questions from Regional Partnership Meetings
 - Reaching Servicing Specialist
 - Inspections
 - Supervisory Visits
 - Unused Rental Assistance
 - Budgets

Emergency Housing Vouchers (EHVs)

- Meetings with Public Housing Authorities (PHAs)
 - EHV's for USDA Rural Development
[Frequently Asked Questions](#) link
 - Worried about missed rent payments or eviction?
[Help is available](#) brochure



United States Department of Agriculture

Rural Development

Multifamily Housing
Rural Housing Service

1400 Independence
Ave SW
Washington, DC 20250

August 5, 2021

Dear Rural Public Housing Authority:

We are reaching out to Public Housing Authorities with geographic coverage alignment with our USDA/Rural Housing Service Affordable Multifamily Housing Programs. In addition to amplifying the availability of existing federal housing resources in rural America, we wanted to take this opportunity to provide you with more information on our Multifamily Programs and existing portfolio.

To maximize delivery of critically needed affordable housing in rural America, we would like to initiate closer partnerships with rural Public Housing Authorities. Enclosed you will find both a brief overview of our existing portfolio and an organizational listing of Rural Housing Service Multifamily Senior Leadership in your jurisdiction. Please reach out to the Director of our field staff, Ernie Wetherbee, to begin conversation about how our collective resources might be better leveraged to mission deliver in rural America.

In terms of other existing federal resources currently available, we wanted to highlight the Department of Housing and Urban Development Emergency Housing Vouchers. As you are aware, the Emergency Housing Voucher (EHV) program is part of the American Rescue Plan. EHV's have been awarded to Public Housing Authorities around the country to provide rental assistance for homeless or at-risk of becoming homeless individuals and families, and for those fleeing domestic violence. We have included links below to the most up to date information on the program.

Within the Rural Housing Service multifamily portfolio of affordable rental housing, there are existing vacancies at properties that do not currently benefit from rental assistance. These vacant units are available for occupancy by eligible households that are issued an EHV. Additionally, PHAs will receive a \$100 placement fee to support the initial lease-up costs as well as the added costs to expedite leasing for each EHV leased and reported to HUD in Inventory Management System/PIH Information Center within HUD specified time periods. This fee along with other EHV administrative fees outlined in Section 6 of PIH Notice 2021-15 are intended to help support the PHA in standing-up this program and provide the supportive services for this vulnerable population. We understand that the availability of housing stock to utilize EHV's has been challenging, so this vacant cohort within our portfolio could be targeted for EHV's. Please reach out to Ernie Wetherbee to obtain more information about where these units are located.

The Department of Treasury's Emergency Rental Assistance Program (ERA) program is another key federal response to help tenants cover housing costs and stay in stable housing during the COVID-19 pandemic. ERA funds come from the federal government, but local programs distribute the money in their own communities. You are likely aware of this key resource, but we wanted to share the most up-to-date information for your use. Links have been included below.

MINC Home Page / Help Desk

MINC Homepage

- <https://usdaminc.sc.egov.usda.gov/MFHContact2.asp>

Contact Information

- 1-866-600-7984
- multifamily@usda.gov

Contact Us

If you are experiencing problems with the MINC application, we now have a one stop number for you to contact. Please contact us at the Customer Service Center (CSC).

Toll Free Number: 1-866-600-7984

Email: multifamily@USDA.GOV

Hours: Monday through Friday, 7 a.m. to 5 p.m. (Central Standard Time)

Mailing Address: USDA, RD, MFH, PO BOX 979082, ST LOUIS, MO 63197

Please be prepared to provide the following information:

- Management Agent Name
- Management Agent ID
- Contact Person
- Phone Number
- Description of the Specific Problem

We can assist you with:

- Transmission issues regarding Payments or Tenant Certifications
- Rental Assistance Checks
- Navigating through MINC
- Waivers for Late Fees and Overages
- PAD/EFT
- Account Status or Delinquencies
- Accessing or Releasing Project Worksheets (PWS)
- Correcting Social Security Numbers

If you have questions about Budget Transmissions, RD Policy or RD-3560 Regulations, please contact your local Servicing Office or State Office.

If you do not have a Level 2 eAuthentication account and wish to obtain one, visit the [eAuthentication website](#). Click the "Create an Account" link and follow the screens. Upon successful completion of creating an account, please follow the instructions sent in the email.

eAuthentication Help documentation is available from this link:

https://www.eauth.usda.gov/_GlobalAssets/Documents/USDA_eAuth_FAQ_508.pdf

Includes links/information for:

- "Forgot your User ID"
- "Forgot your Password"
- "Frequently Asked Questions"

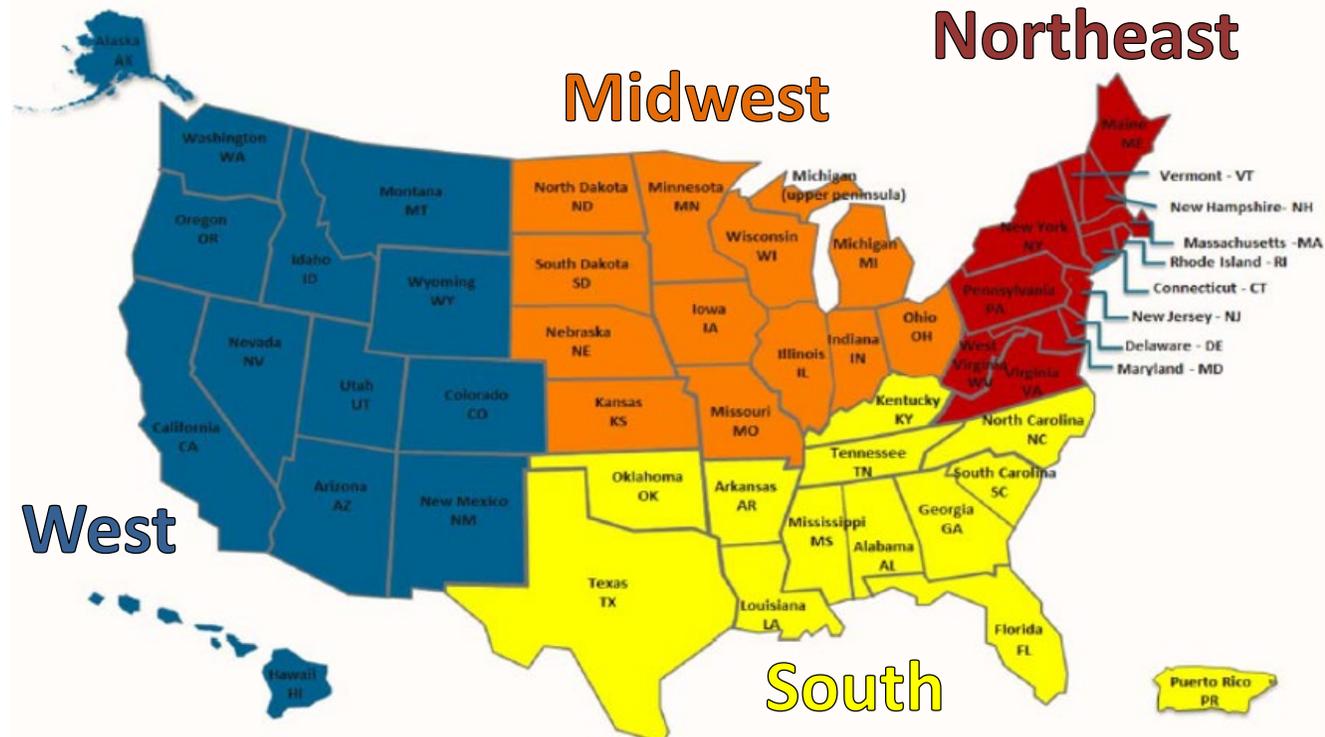
The eAuthentication Help Desk is available 1-800-457-3642, Option 1 or eAuthHelpdesk@ftc.usda.gov

Property Assignments

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

Multi-Family Housing 514 & 515 Property Assignments
[Property Assignments by Region as of 11-17-2021](#)

Click on the Property Assignment by Region link to pull a sortable list.



Asset Management Division Updates

- Rental Assistance Update
- Property Insurance Working Group
- Physical Inspection pilot plan
- Questions from Regional Partnership Meetings
 - Physical Inspections
 - Reserve Requirements
 - Management Fees
 - Risk Rating Information

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

PURPOSE

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

[Updated UL published January 4, 2022](#)



- ULs are posted on the RD Directives website: <https://www.rd.usda.gov/resources/directives/unnumbered-letters>

Upcoming policy initiatives and training

- Rental Assistance Technical Corrections in final stages of publication
- Rural Development Voucher Program proposed rule to be published soon
- Training for servicing staff
 - Annual Financial Statement Review
 - Disaster Servicing

Asset Management Division Leadership Team

Jen Larson, *Director*
Brandt Witte, *Program Analyst*
Donna Dudgeon, *Program Analyst*
Nancy Conway, *Management and Program Analyst*

Servicing Support Branch I
Wilma Marconnet
Branch Chief

Servicing Support Branch II
Melodie Taylor-Ward
Branch Chief

Policy and Budget
Mike Resnik
Branch Chief

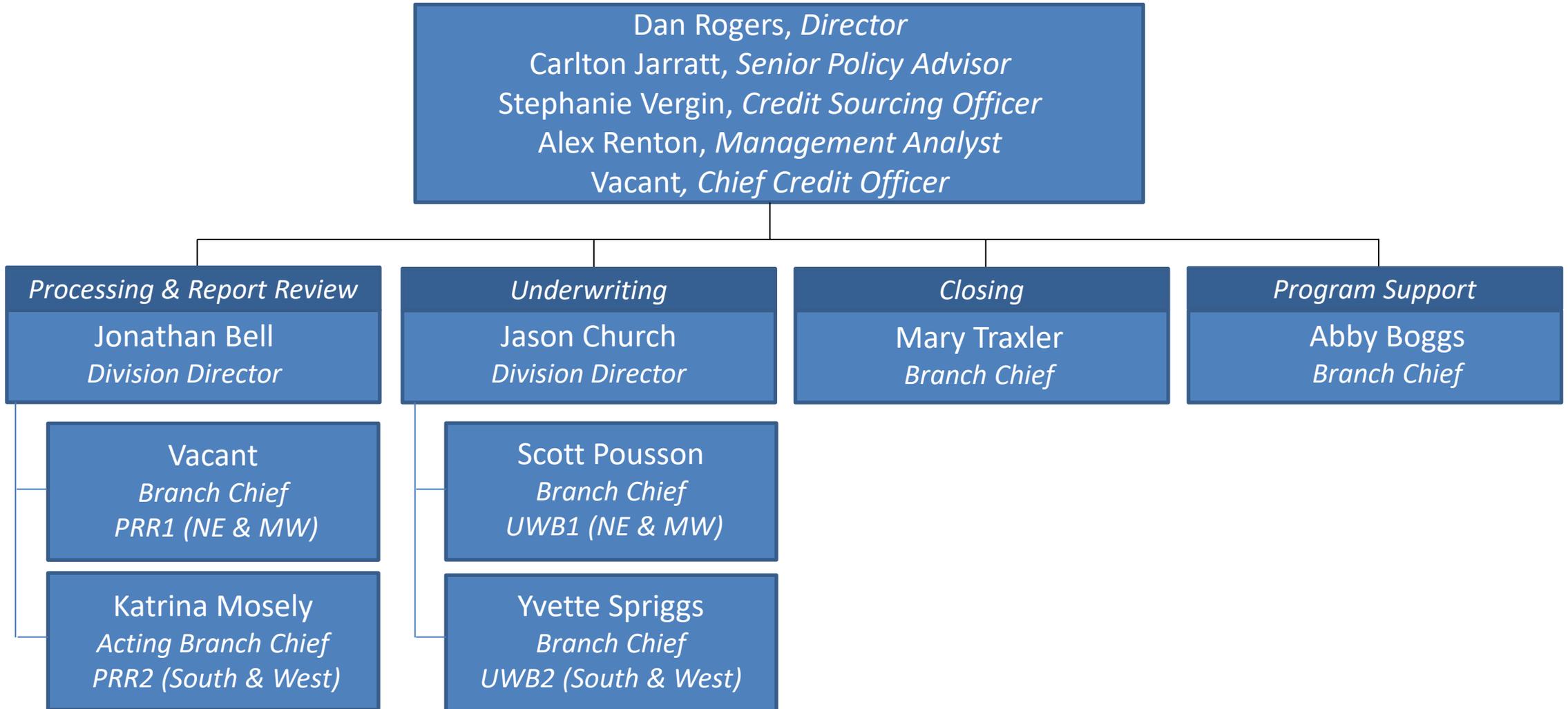
Risk & Counterparty Oversight
Dana Daugherty-Perez
Branch Chief

Production & Preservation (P2)

General Update: Priorities, Goals, and Objectives

- Transition into the New Model
 - Key Staffing Updates
- Priority Initiatives
- Source Leveraging
- Preservation Strategy for the 515 Portfolio
- Updated NOSA / NOFA Schedule
- Technical Assistance Initiatives
- Quick Hits
 - Transfer Tool
 - Processing Timeframes

Production & Preservation Leadership Team



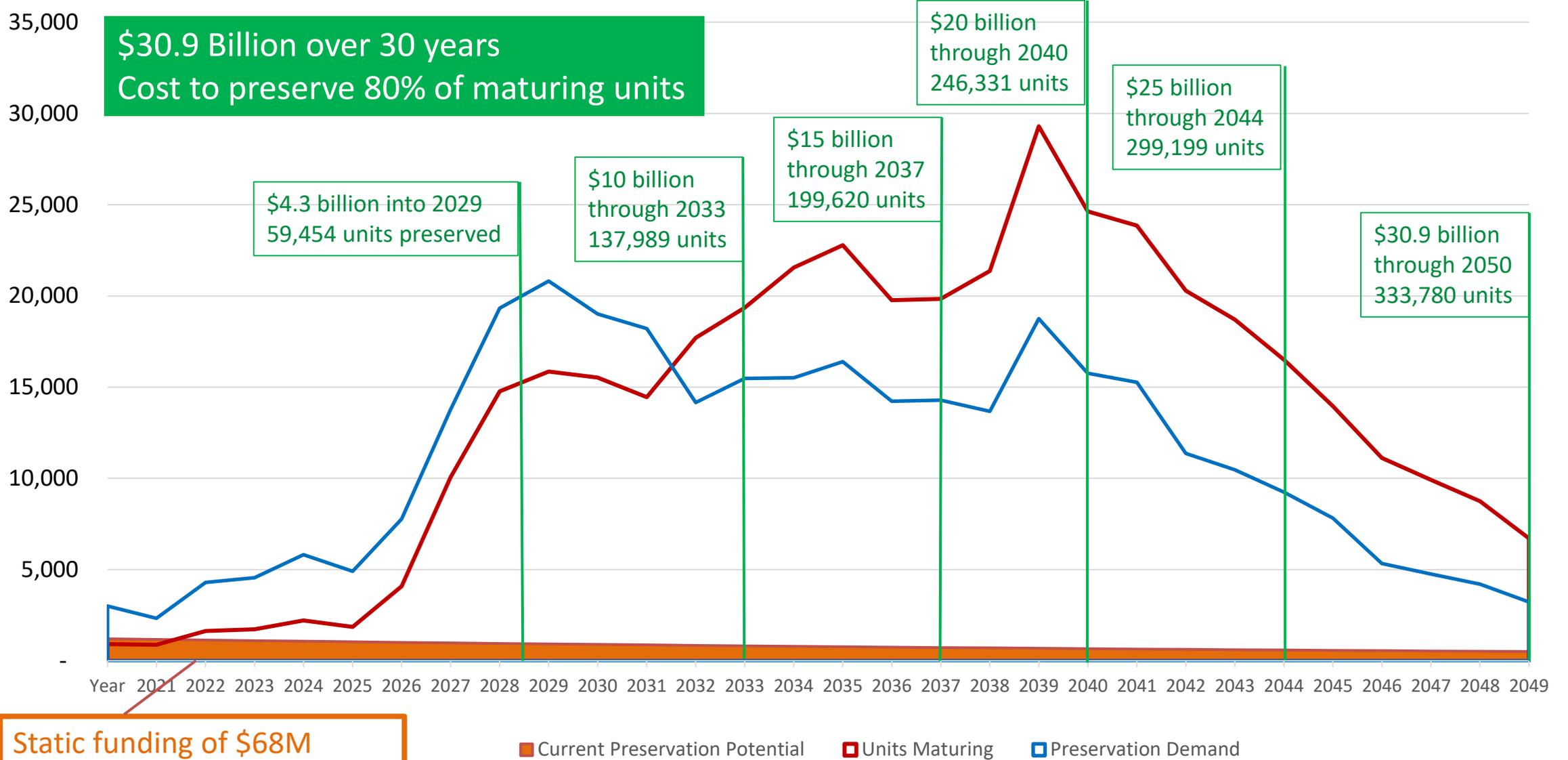
Priority Initiatives

- 538 Guaranteed Fee Reduction
 - *Status: In Clearance, Anticipated Late-January Implementation*
 - *Implementing Across-the-Board Reduction in Initial and Annual Fees*
 - *Deeper Fee Reduction for Properties that Feature:*
 - *Workforce Housing*
 - *538 New Construction / Sub Rehab with Energy Efficiency / Green Components*
 - *Preservation of Existing 515, 514 / 516 Assets*
- Decoupling Section 521 Rental Assistance (RA) from Section 515 Mortgages
 - *Enables RA to survive when 515 Mortgage is terminated via prepayment or maturity*
 - *Regulatory oversight survives in Rental Assistance contracts and Restrictive Use Covenant*
 - *Clears title of 515 programmatic encumbrances, eliminating regulatory conflicts with other federal, state, and local programs / sources*
 - *Stand alone contracts can be used to leverage private capital needed to recapitalize asset and preserve affordability*

Source Leveraging / Enhanced Program Compatibility

- Section 515-assisted assets
 - Issuing “Preservation Support Letters” for properties applying for LIHTC & state sources
 - Waivers related to collateralization of accounts in certain capital stacks
 - Enhanced flexibility with regulatory waivers related to tenant selection
 - 515 preservation transactions use many federal, state, and local resources
 - Each resource typically includes affordability requirements / target demographics
 - 515 regulations require chronological selection off the application waiting list
 - Waivers permit preference for targeted households (homelessness, farm labor, etc.)
- Section 514 / 516 Farm Labor Housing
 - Modified NOFA to soften requirements related to 3rd party financing at application
 - Modified award letters by extending expiration and allowing recipients / stakeholders to leverage FLH award when competing in LIHTC funding rounds
- Section 538 Guaranteed Loan Program
 - Guaranteed Fee Reduction
 - Ongoing Improvements with 538 Lenders (Subordination Agreements, Depository Agreements)

Property preservation goal versus current funding



Static funding of \$68M annually preserves a decreasing amount of units

■ Current Preservation Potential
 ■ Units Maturing
 ■ Preservation Demand

Preservation Strategy for 515 Portfolio

- Enhanced Collaboration with Asset Management and Field Operations
 - Forecast Mortgage Maturity, Expiration of Affordability
 - Analysis of Other Preservation- and Recapitalization-driven Factors
 - Identify Anticipated Budgetary Needs Based on Forecast
 - Factor in a Risk-rank Approach to Preservation
- Continue Advocacy to Decouple Rental Assistance from 515
- Financing Preservation Fund (Additional Rental Assistance)

P2 Snapshot: Status of P2 NOFAs & NOSAs

NOSA / NOFA / RFP	Status
Off-Farm Labor Housing New Construction Round 1	COMPLETE: Awards Announced 9/30/21
Off-Farm Labor Housing New Construction Round 2	Closed 11/1/21, Final Applications Due 5/2/22
MFH NP Tech Assistance Grant	Published 12/10/2021, Closes 2/8/22
FLH Technical Assistance Grant	Published 1/20/22
Off-Farm Labor Housing Repair	Target Publication Date: 1/31/22
MPR No-Cost Debt Deferral NOSA	Target Publication Date: 1/31/22
Off-Farm Labor Housing New Construction Round 3	Target Publication: May 2022
Section 538 Guaranteed Loan Program	Ongoing Applications / Rolling

Technical Assistance Initiatives

- Non-Profit Technical Assistance NOFA
 - Date Published: December 10, 2021
 - Eligible Applicants: Nonprofit Organizations, Tribal Housing Nonprofits, PHAs, Tribal Designated Housing Entities
 - Amount Available: \$3 million
 - Applications Due: February 8, 2022
 - Awards Announced: July 2022
- Farm Labor Housing Technical Assistance NOFA
 - Date Published: 1/20/2022
 - Industry Listening Session: 2/17/2022
 - Eligible Applicants: Qualified Public and Private Nonprofit Organizations
 - Amount Available: \$1 million
 - Applications Due: ~April 2022
 - Awards Announced: ~September 2022

For additional information, please contact Stephanie Vergin at Stephanie.Vergin@USDA.gov

Quick Hits: Multifamily Housing Transfer Tool

- Issued in the Form of Unnumbered Letter (anticipated early February)
- Driven by Industry Feedback and Collaboration with External Partners
- Provides Internal and External Guidance on Various Transfer Types:
 - Organizational Changes
 - Deceased Borrowers
 - Transfer of Ownership
- Identifies:
 - Which Division is Responsible for Applicable Tasks (AMD, FOD, P2)
 - Application Portals
 - Contact Information / Email Addresses / Mailboxes
- Consolidated Resources
 - Handbook Links
 - Regulations
 - Instruction Portals
 - FAQs

Quick Hits: MFH Processing Timeframes

- Collect Baseline Data to Analyze and Forecast Predictability
- Building Production & Preservation Lending Suite Pipeline Dashboard
 - March 2022
- Establish Internal Processing Timeframes as Pilot Goals for in FY22
 - Processing timeframes in each Branch of Business Line
 - Timeframes vary based on program, transaction type
 - Identify delays, “pain points”, areas of improvement
- Incorporate FY22 Baseline Timeframes into Programmatic Processing Timeframes
- Analyze FY22 Data, Modify Timeframes to Adopt as Formal Goals for FY23

Division Directors

Field Operations Division: Ernie.Wetherbee@usda.gov

Asset Management Division: Jennifer.Larson@usda.gov

Production and Preservation Division: Daniel.Rogers2@usda.gov

Submission of Questions

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

Western Region: Becki Meyer, Regional Director

MFHFODWest@usda.gov

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

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MFHFODSouth@usda.gov

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

Midwest Region: Karissa Stiers, Regional Director

MFHFODMidwest@usda.gov

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

Northeast Region: Laurie Warzinski, Regional Director

MFHFODNortheast@usda.gov

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

GovDelivery

What is GovDelivery?

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

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

To ensure you are receiving these updates, please sign-up for GovDelivery at <https://public.govdelivery.com/accounts/USDARD/subscriber/new?email=&commit=Sign+Up>





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