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## In Memory of



## Mr. Willie E. Martin

July 8 1956—September 9, 2010

Willie Martin served as past Chairman, Vice Chairman and Member of Florida Non Profit Housing, Inc.'s Board of Directors for the past 17 years and as a community leader in the State of Mississippi. His professional career was centered around assisting, developing and promoting housing for citizens of the State of Mississippi and the Southeastern United States.

He gave of his life for a good cause, bestowed freely, and unselfishly his expertise, resources and time for the betterment of the community in which he lived. The passing of Willie has left us deeply saddened; he will be missed but not forgotten; his presence we will miss, his memory we will treasure.

The Board of Directors and Staff of Florida Non Profit Housing, Inc., embrace his family to show our support and love.

*Johnnie Hill, President*

*Selvin McPahee, Executive Director*

## MARK YOUR CALENDARS

### 2010 National Rural Housing Conference Washington Wardman Park Marriott Washington, DC December 1-3, 2010

Housing Assistance Council Celebrating 40 Years (1971-2011)  
**A Place to Live: Rural Housing in a Changing Landscape**

The HAC National Rural Housing Conference 2010 is scheduled for December 1-3, 2010 at the Washington Marriott Wardman Park in Washington, D.C., with preconference activities beginning on November 30, 2010.

This year's conference theme, "A Place to Live: Rural Housing in a Changing Landscape", reminds us that positive change is the result of our work toward a common goal.

### **Reserve Your Hotel Room Now!**

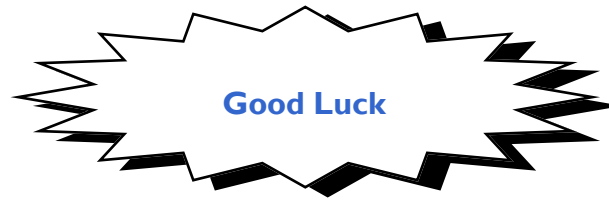
Washington Wardman Park Marriott  
2660 Woodley Road  
Washington, DC  
(202) 328-2000  
(202) 234-0015

A block of rooms has been reserved at the special conference rate of \$199.00 (single room), excluding taxes. This is lower than the prevailing per diem and will be available for conference participants on or before Nov. 5, 2010.

To register for the conference visit HAC's website at [www.ruralhome.org](http://www.ruralhome.org)

Contact Information  
Housing Assistance Council  
Phone 202-842-8600  
Email - [HACconference2010@ruralhome.org](mailto:HACconference2010@ruralhome.org)

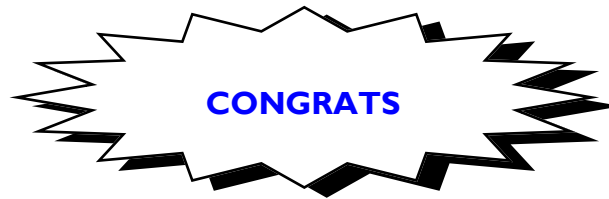
**Join HAC and Celebrate 40 years of building rural communities**



**Housing Assistance Corporation in Hendersonville**, North Carolina, has submitted their 523 Grant Application for \$424,800. They plan to assist 15 families construct their homes in Henderson County.

**North Carolina Indian Housing Authority**, in Fayetteville, North Carolina, has submitted their 523 Grant Application for \$204,072. They plan to assist 8 families construct their homes in Cumberland, Robeson & Hoke Counties.

**Pee Dee Community Action Partnership, Inc.** in Columbia, South Carolina, has submitted their 523 Grant Application for \$275,000. They plan to assist 11 families construct their homes in Marion County.



**Florida Home Partnership Inc. (Small Business)  
Article from Florida Trend Magazine**

Over the past 17 years, the non-profit Florida Home Partnership Inc. (FHP) near Tampa has built affordable, sustainable homes for more than 450 low-to moderate-income families and individuals under the USDA Mutual Self-Help Housing Program model.

In early 2006, an FHP staff member began exploring criteria for incorporating green building principles and energy and water conservation into construction practices. The motivation was twofold: to make the homes more sustainable for low-to moderate-income homeowners by reducing monthly utility bills and to help preserve Florida's natural resources.

In 2007, FHP was awarded a grant to begin incorporating green building techniques into housing construction. A portion of these funds was designated for staff and homeowner education. The lasting impact will come from the lessons learned by the children raised in these environmentally friendly homes. The knowledge they put into practice today will conserve natural resources for tomorrow.

“This is the climax for us in our journey to build homes for low- to moderate- income families”, said Earl Pfeiffer, executive director of Florida Home Partnership. “We truly believe it’s the right thing to do.”

***Congratulations Florida Home Partnership, Inc. on a Great Effort***

## Maintaining I-9s: Top 10 do's and don'ts

Don't get sloppy with your I-9 employment eligibility verification forms. In the past year, the U.S. Citizenship and Immigration Services (USCIS) has initiated "a horde of paperwork audits looking at I-9s," said Cynthia Juarez Lange, a partner at the Fragomen, Del Ray immigration law firm.

USCIS also increasingly brings cases against employers under the criminal code, rather than civil penalties. It made more than 900 criminal arrests in FY08, up from just 72 arrest five years ago.

Penalties: Poor documentation can cost you \$1,000 per worker, and knowingly hiring an illegal immigrant can result in a \$10,000 per worker fine.

To sidestep potential legal trouble and discrimination complaints, follow these 10 I-9 do's and don'ts.

1. **Do** require all new hires to complete and sign Section I on their first day of work.
2. **Don't** ask an applicant to complete an I-9 prior to making a job offer. Unhired applicants can use I-9 information to allege that you discriminated against them.
3. **Do** review employee documents to make sure they're on the new version of the I-9's list of acceptable documents and that they appear genuine. (see *the new I-9 at [www.uscis.gov/I-9](http://www.uscis.gov/I-9)*.)
4. **Don't** ask new hires for any particular documents or for more documents than the I-9 requires. The employee chooses the documents, not you.
5. **Do** establish a consistent procedure for completing I-9's, and educate your hiring managers on that procedure.
6. **Don't** consider the expiration date of I-9 documentation when making hiring or firing decisions.
7. **Do** make and retain copies of all I-9 documentation provided. (Only a few states make this mandatory, but it's a good idea.)
8. **Don't** forget to keep a tickler file to follow up on expiring documents that limit the employee's authorization to work. You don't have to reverify identity documents, such as a driver's license.
9. **Do** keep I-9's and copies of documents for three years after the employee's hire date or one year after his or her termination, whichever comes later.
10. **Don't** put the I-9 in an employee's personnel file. To protect against discrimination claims, keep it and supporting documentation in a separate file.

To print the new I-9 form—Visit [www.uscis.gov/I-9](http://www.uscis.gov/I-9)

## Time Management

### Doing Battle with the clock?

### 4 Ways To Win The Game

You're swimming in e-mails, phone calls, "quick questions" interruptions... and it's only 10 a. m. How do you find time to be "strategic" - or even get to that one project you planned to complete today?

Here are a few tips on becoming more efficient:

1. Beat clutter with the "D" system. Every document and e-mail you receive should be discarded, deleted, done, dated (as in, when you'll do it), drawered (filed) or deterred (forwarded to someone else). The goal? Handle each piece of paper or e-mail once.
2. Manage interruptions. You can't stop people from dropping by or calling. But you can determine how you'll react to their requests. Decide within the first minute whether to deal with the issue on the spot or whether you need to schedule time for a longer conversation .
3. Make a daily plan. Block out time for what you want to accomplish in a day. Schedule high-focus tasks for the time of day when you're most alert. Ideally, you want to tackle your top priority within 20 minutes at the start of the day. Set aside five to 15 minutes for planning first thing in the morning and at day's end.
4. Prioritize tasks: It's as easy as ABC, 1-2-3. At the start of the week, list five things you have to accomplish during that week. Compare No. 1 and No.2, asking, "If I could get only one done this week, which would it be?" Put a tick mark by the chosen one. Then compare No. 1 against No. 4 and 5. Now, begin the process again, starting with the No. 2 item. Compare it with No. 1, and put a tick mark by the chosen item. Go down the list, comparing No. 2 against the other items. Do the same with No. 3, then No. 4 and No. 5. The item with the most marks is your A, and next highest number of marks is your B, and so on.

#### **Career checkup: 25 question self-quiz**

Everybody feels their on-the-job motivation dips at times. But the blues can turn into full-blown job burnout if they're combined with overwork and under appreciation. To see if you're edging toward the crispy end of the burnout scale, take the 25 question self-assessment at

[www.theHRSpecialist.com/burnout](http://www.theHRSpecialist.com/burnout)

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**FYI**

**Interest Rate for 502 Direct Loans:**

The interest rate for July 2010 was 4.625 percent. The August rate is down to 4.5 percent.

**Annual Income Limits:**

USDA Rural Development published its adjusted Median income limits for 2010, which went into effect June 2. The Pacific Islands (American Samoa, Guam and Northern Marianas, Republic of the Marshall Islands, Republic of Palau and the Federated State of Micronesia) information is available on page 468 of the All States listing. Here is the link to the indexed webpage: [www.rurdev.usda.gov/HSF-Direct\\_Income\\_Limits.html](http://www.rurdev.usda.gov/HSF-Direct_Income_Limits.html)

**Unnumbered Letters:**

A new website has been established for access to the Unnumbered letters. View the website at: [www.rurdev.usda.gov/RD\\_UnnumberedList.html](http://www.rurdev.usda.gov/RD_UnnumberedList.html).

⇒ **Released 9/13/10—Direct Single Family Housing Program Obligation Subject to Appraisal**

**Administrative Notice:**

A new website has been established for Administrative notices. The web address is: [www.rurdev.usda.gov/rd-an\\_list.html](http://www.rurdev.usda.gov/rd-an_list.html).

**Forms: HUD Affirmative Fair Housing Marketing Plan**

HUD has posted a new multifamily affirmative Fair Housing Marketing plan with a revision date of 5/2010. The multifamily form now includes additional worksheets associated with it, which also need to be completed. The form, HUD-935.2A, expires 4/30/13. Find the current official form at:

[www.hud.gov/offices/adm/hudclips/forms/files/935.2a.pdf](http://www.hud.gov/offices/adm/hudclips/forms/files/935.2a.pdf)

For the self-help housing program applications, continue to use the expired Single Family form.

**Survey on Ensuring Equal Opportunity for Applicants**

This Faith-Based Initiative form is required for all USDA grants. It is not on the application checklist, but can either be submitted with the application or provided later at grant closing. More information on the current administration's continuation of the initiative and the form can be seen by visiting the following links.

[www.rurdev.usda.gov/rd/fbnp/fbnp\\_resources.html](http://www.rurdev.usda.gov/rd/fbnp/fbnp_resources.html) or

[www.rurdev.usda.gov/rd/fbnp.070306UI\\_EOSurvey.pdf](http://www.rurdev.usda.gov/rd/fbnp.070306UI_EOSurvey.pdf)

**Update Your Bulletin Board: EEOC issues revised poster.**

The EEOC has issued a new version of the "EEO is the Law" poster that U.S. employers must display in their workplaces. The updated poster now explains employees' rights under the Genetic Information Nondiscrimination Act (GINA), which took effect at the end of 2009. Employers should tack up the new poster now to be in compliance. Get your poster at the following link.

[www.theHRSpecialist.com/EEOCposter](http://www.theHRSpecialist.com/EEOCposter).