

**FLORIDA
NON-PROFIT
HOUSING,
INC.**

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Self-Help Newsletter

FALL 2011

2011 Self-Help Homeownership Opportunity Program (SHOP) Application and Instructions

Its time to apply for the Self-Help Homeownership Opportunity Program (SHOP). If you are new to HAC's SHOP Program and interested in applying, please contact Jann Yankauskas, Senior Loan Officer @ jann@ruralhome.org, or Dierdra Pressley, Loan Officer @ dierdra@ruralhome.org or call (202) 842-8600.

Please read the 2011 Funding Round SHOP Description and Application Instructions, in its entirety, before completing this application.

Eligible Borrowers - Eligible applicants for SHOP funds include public and private nonprofit self-help organizations.

Eligible Projects - SHOP loans must be for affordable housing projects, in which the eligible homebuyer contributes a significant amount of sweat equity on the construction of their own home, minimum of 100 hours. SHOP eligible projects may be located in urban and rural areas.

Eligible Uses - SHOP funds are to be used exclusively for land acquisition and infrastructure improvements associated with self-help housing for low-income households. SHOP funds may not be used for actual unit construction or rehabilitation of existing units.

All application are due in HAC's national office no later than 4:00 pm Eastern Time on **Friday, October 7, 2011**. No Electronic or facsimile submission will be accepted.

To access the application documents, forms and reference materials. Please visit HAC's web site @ <http://www.ruralhome.org>. If you experience difficulties accessing the site or downloading materials contact Tanisha Jacob, Loan Fund Assistant, at (202) 842-8600 ext. 128.

Senate committee's FY12 rural housing spending levels higher than House's

The Senate Appropriations Committee passed a bill September 7 that provides more funding for almost all USDA housing programs than the House, though less than FY11 appropriations. The Section 502 guarantee and Section 538 programs would remain at FY11 levels. The bill includes \$30 million for Section 523 self-help, \$2 million for multifamily preservation, and \$904.7 million for Section 521 Rental Assistance. The \$900 million for RA contract renewals is the amount proposed in the Administration's budget, which assumed 300 properties (HAC estimates about 8,100 units) will leave the Section 515 and 514/516 programs in FY12.

USDA Rural Development Program (dollars in millions)	FY10 Appropriations	FY11 Appropriations	FY12 Administrations Budget	FY12 Housing (H.R. 2112)	FY12 Senate Appropriations Committee (H.R. 2112)
Loans and Payments					
502 Single Family Direct	\$1,121	\$1,121	\$211.4	\$845.6	\$900
502 Single Family Guar.	12,000	24,000	24,000	24,000	24,000
504 Very Low-Inc. Rpr.	34.4	23.4	0	0	10
514 Farm Labor Hsg.	27.3	b	27	d	23.4
515 Rental Hsg. Direct	69.5	69.5	95.2	58.6	64.5
538 Rental Hsg. Guar.	129.1	30.9	0	0	130
Rental Prsrv. Revig. Loans	1.8	l	0	0	0
Grants					
504 Very Low-Inc. Rpr.	31.6	c	11.5	32	27
516 Farm Labor Housing	9.9	b	9.8	d	8
523 Self-Help TA	41.9	37	0	22	30
533 Hsg. Prsrv. Grants	9.4	c	0	0	7.3
521 Rental Assistance	980	955.6	906.7	890	904.7
Preservation RA	(6)	0	0	0	0
New Constr. 515 RA	(2.03)	(2.03)	(3)	(1.5)	(2)
New Constr. 514/516 RA	(3.4)	(3)	(3)	(2.5)	(2)
542 Rural Hsg. Vouchers	16.4	14	16	11	11
Rental Prsrv. Demo. (MPR)	25	15	0	0	2
Rural Cmnty. Dev't Init.	6.3	5	8.4	3	4.2

a. Figures shown do not include 0.2% across the board reduction. b. Budget authority (the cost to the government) in the farm labor housing account remains at FY10 levels, but loan costs have risen as interest rates have risen, so the 514/516 program levels could be somewhat lower. c. The Rural Housing Assistance Grants pool, which funds Section 504 loans, Section 533, and some other smaller programs, is reduced by \$1.1 million from FY10 levels. d. The BA for Section 514 and 516 would fall from \$9.7 million in FY11 to \$2.5 million for FY12, but the House bill does not allocate amounts specifically for loans or grants. e. Figures shown do not include 0.78% across the board reduction.

What to do when a Department of Labor Auditor comes Knocking

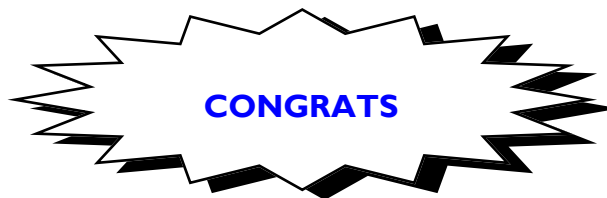
Suppose an employee has complained to the U.S. Department of Labor (DOL) about possible wage-and-hour or overtime violations in your workplace. Once you've been notified that an auditor is coming, get prepared by conducting your own audit.

Labor's auditor have plenty of latitude to inspect records and interview employees, so make sure you've done everything possible to discover and correct any compliance problems as well as gather documents to defend your decisions.

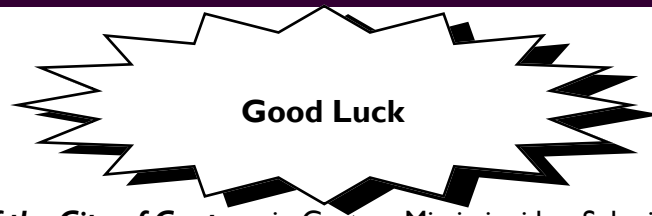
If Faced with an audit, you should:

- ⇒ **Review the differences** between state and federal laws to ensure you're complying with the stricter of the two.
- ⇒ **Reread the job descriptions** of any positions that might be in question. Interview people in those jobs and their supervisors to ensure their job descriptions are accurate. Find out what the workers actually do, and check timekeeping records. Promptly correct any errors.
- ⇒ **Interview exempt employees** to find out how much time they spend on duties typically done by hourly employees. If it's more than 20 percent (or in retail, 40 percent), consider reclassifying the employee as nonexempt. (There's no liability in classifying to many people as nonexempt; it's the opposite that plunges companies into hot water.)
- ⇒ **Check to see that employees are performing the job as assigned** and working the hours designated by management. If they're not, insist they start doing so.
- ⇒ **Train supervisors** and managers on how to determine who's exempt and who's not.
- ⇒ **Check your overtime records.** If you discover unpaid overtime, pay it immediately-even if the overtime wasn't approved.
- ⇒ **Enlist help** with all this from a consultant or attorney. Many of the regulations are difficult to interpret, and the wrong call could cost you plenty.

Article from HRSpecialist.com



Central Mississippi, Inc., in Winona, Mississippi has closed their Section 523 Application for \$317,540.00. They plan to assist 12 families build their homes in Attala County.



The Housing Authority of the City of Canton., in Canton, Mississippi has Submitted their Section 523 Pre-Development Application for \$10,000. They plan to assist 14 families build their homes in Madison County.

Washington-Clay Community Development, Inc., in Atlanta, Georgia has submitted their Section 523 Pre-Development Application for \$10,000. They plan to assist 15 families build their homes in Coweta & Fulton Counties.

Early County Community Development Corporation, in Blakely, Georgia has submitted their Section 523 Pre-Development Application for \$10,000. They plan to assist 15 families build their homes in Blakely, GA.

Mountain Projects, Inc., in Waynesville, North Carolina has submitted a Refunding Section 523 Application for \$320,000. They plan to assist 11 families build their homes in Haywood & Jackson Counties.

Pathstone, Inc., in Puerto Rico has submitted a Refunding 523 Application for \$367,500. They plan to assist 20 families build their homes in Lajas, PR.

Community Action Network, in Springville, Tennessee has submitted their Section 523 Pre-Development Application for \$10,000. They plan to assist 15 families build their homes in Henry and Benton Counties.

Cape Fear Regional Community Development Corporation, in Wilmington, North Carolina has submitted their Section 523 Pre-Development New Construction Application for \$10,000. They plan to assist 20 families build their homes in the City of Northwest, Brunswick County.

Cape Fear Regional Community Development Corporation, in Wilmington, North Carolina has submitted their Section 523 Pre-Development Rehabilitation Application for \$10,000. They plan to assist 20 families in the City of Northwest, Brunswick County.

Robeson County Community Development Corporation, Inc., in Rowland, North Carolina has submitted their Section 523 Pre-Development Application for \$10,000. They plan to assist 8 families build their homes in Scotland, Bladen and Columbus Counties.

Esther Stewart Buford Foundation, in Yazoo City, MS has submitted their a Refunding Application for \$363,000. They plan to assist 15 families build their homes in Yazoo County.

The Good Shephard of Northeast Florida, Inc., in Lake City, FL has submitted their 523 Pre-Development Application for \$10,000. They plan to assist 18 families in Columbia County build their homes.

Leon-Wakulla County Community Housing & Development Agency, Inc., in Tallahassee, FL has submitted their 523 Pre-Development Application for \$10,000. They plan to assist 10 families in Leon and Wakulla Counties.

Mid-Delta Community Development Corporation, in Itta Bena, Mississippi has submitted their 523 Pre-Development Application for \$10,000. They plan to assist 10 families in Leflore County.

FARMWORKER RENTAL HOUSING

Alabama Non Profit Housing, Inc. (ANPH) Casa Bonita



Dedication/Ribbon Cutting Ceremony
October 13, 2011
31 Morales Drive
Oneonta, Blount County, Alabama

Ten farm laborers and their families will have a decent, and affordable place to live in Oneonta, AL. ANPH was established in 2006 to address the critical need for affordable housing, especially to farmworkers in Blount County. Florida Non Profit Housing, Inc. (FNPH) provides Technical Assistance to ANPH. During the past five years, through Contracts and Grants from **USDA/RHS** Farmlabor Housing Technical Assistance Program and the **US Department of Labor's** Migrant and Seasonal Farmworker Housing Program, respectively, FNPH assisted ANPH from the inception of an "idea" to fruition of Casa Bonita from organizational development to housing development:

- *Organizational Documents (Articles of Incorporation, By-Laws, EIN, DUNs, IRS 501(c)(3).*
- *Site Selection*
- *Market Analysis Study*
- *Development Team (architect, attorney, management)*
- *Packaging and submitting pre-application and final application*
- *Construction Management*
- *Continued Technical Assistance, until rent-up*

ANPH received loan and grant funding from the USDA/Rural Development Farm Labor Housing Program to construct this development. Casa Bonita consists of: 4 - 2 bedroom; 4 - 3 bedroom; and 2 - 4 bedroom units. They received interim financing from the Housing Assistance Council (HAC) to purchase the site and pay necessary costs until the loan was closed. USDA/RD State and Area Offices not only provided the funds but played a significant role in with their support.

How Homes Become Green

- More durable roof coverings such as steel and fiber cement reduce the frequency of roof replacement.
- Energy-efficient window incorporating advanced technologies like low-emittance (low-E) glass coating, gas filler between layers, and composite framing materials keep heat inside in the winter and outside in the summer.
- Vinyl siding on exterior walls saves money on installation and maintenance: fiber-cement siding is termite and water-resistant and warranted to last 50 years.
- Increasing the amount and R-Value of insulation.
- Incorporating passive solar design features.
- Xeriscaping or using native plants.
 - Preserves water.
 - Provides lots of attractive planting options.
 - Presents minimal pest and disease problems.
 - Thrives with little fertilization.
 - Requires low pruning and maintenance.
 - Saves valuable landfill space.
- Covered entries.
- Selecting more efficient, correctly sized heating, cooling and water-heating equipment.
- Foundations should be well insulated.
- In addition to natural wood, flooring choices include low-voc (volatile organic compound) carpets for better indoor air quality, laminates that successfully mimic scarce hardwood, and linoleum, a natural product making a design comeback.
- Factory built components including trusses and pre-hung doors.
- The energy efficiency of refrigerators and freezers
- Recycled plastic lumber and wood composite materials.
- New toilets have redesigned bowls and tanks that use less water. Advanced shower and sink faucet aerators provide the same flow regardless of pressure to reduce water use and the energy required to heat it.
- Tree preservation reduces landscaping and future energy costs and helps provide winter wind breaks or summer shade.
- Oriented strand board (OSB) is an engineered wood product that does not require large trees for its manufacture. It is resource efficient and enhances durability and is used to sheathe roofs and walls in 75% of new homes.

Source—National Association of Home Builders

Procedural Notice 451 Changes to Handbook 3550

Rural Development issued on September 1, 2011, Procedural Notice 451 that has changed some major areas that have been used in qualifying families for the 502 Direct Loan Program.

Here are a few of the changes now implemented.

Paragraph 4.3, to clarify that unemployment income requires a two-year documentation, to remove foster care income and food stamps from repayment income and to define and exclude from annual and repayment income special purpose payments.

Paragraph 4.7 and 4.8, to update examples for calculating income from assets using newer limitation on assets.

Paragraph 4.22 b, to clarify that minimum monthly payment for revolving accounts, contingent liabilities, and new trade lines must be included in the total debt ratio if the conditions noted are not met; and

Attachment 4-C, to expand guidance on self-employment income calculation.

Visit <http://www.rurdev.usda.gov/regs/pn/pn451.html> for additional information.

Continuing Resolution Expected to start FY12

Funding Bills, including those for USDA and HUD, are not likely to be complete by the beginning of fiscal year 2012 on October 1, 2011 visit <http://www.ruralhome.org> for updates and <http://thomas.loc.gov/home/approp/app12.html> for bill texts.

House Subcommittee Proposes HUD spending cuts

On September 8, 2011 the House Appropriations Subcommittee passed an FY12 spending bill for HUD that would reduce funding for most programs. Self-Help Homeownership (SHOP) would be reduced from FY10 27 to FY12 15.9.

Article taken from HAC News published 9/14/11

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Art Gonzales Retires from 523 Self-Help Housing

After 41 years of dedicated Self-help housing service, Art Gonzales and Southeastern Housing Corporation of Racine County, WI are retiring from the 523 Self-Help Housing Program. We know that over the years Art has formed friendships and professional relationships with many across the country. We are dedicating a page in NCALL's "Self-Helper" newsletter to celebrate his activity and dedication to this program and affordable housing in rural America. If you would like to bid him farewell or send him your best wishes to be published in the "Self-Helper", you can do so by sending them to Jill Lordon, jlordon@ncall.org no later than Monday, September 26th.

After this date, you can log onto www.selfhelphousinghub.com and place your comments on the page dedicated to Art's retirement from Self-Help Housing.

We would like this to be a surprise until after the publication of the "Self-Helper" newsletter, September 28th. Your help in keeping this a surprise will be greatly appreciated.

NCALL's Self-Help Team

Why is Safety and Health Important for a Small Business

As an employer, you have a duty to protect your workers from injury and illness on the job. Protecting workers also makes good business sense. Accidents and injuries are more expensive than many realize. Costs mount up quickly. But substantial saving in workers' compensation and lost workdays are possible when injuries and illness decline. The Occupational Safety and Health Administration (OSHA) can help you.

Visit: <http://www.OSHA.org> for additional information and tips on safety.

Links for Support Documents

RD AN No. 4552 (1944-I Technical Assistance Grant Calculations and Grant Extension Requests

* <http://www.rurdev.usda.gov/SupportDocuments/an4552.pdf>

RD AN No. 4553 (1944-I) Self-Help Technical Assistance Grants Administration

* <http://www.rurdev.usda.gov/SupportDocuments/an4553.pdf>

RD AN No 4507 (1944-I) approval of Properties Developed under the Mutual Self Help Housing Program

* <http://www.rurdev.usda.gov/SupportDocuments/an4507.pdf>