



U.S. Department of Housing and Urban Development

Office of Housing

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**Special Attention of:**

Regional Directors  
Multifamily Hub Directors  
Multifamily Program Center  
Directors  
Supervisory Project Managers  
Project Managers  
Owners, Management Agents  
Field Office Directors

**Notice:** H 2002-17

**Issued:** August 2, 2002

**Expires:** August 31, 2003

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Cross Reference:

Handbook 4350.1

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**SUBJECT:** Renewal of Expiring Project Rental Assistance Contracts (PRACS) for Projects Under the Section 202 Program of Supportive Housing for the Elderly and the Section 811 Program of Supportive Housing for Persons with Disabilities

**PURPOSE:** The Departments of Veterans Affairs and Housing and Urban Development and Independent Agencies Appropriations Act of 2002 authorized the Department to renew expiring PRACS for a term of one year. This Notice provides instructions for renewing expiring Project Rental Assistance Contracts for Section 202 and Section 811 projects.

**PROCEDURES FOR REQUESTING A PRAC RENEWAL:** Owners must submit an operating budget for all projects with an expiring PRAC. If the owner is requesting an increase in project rental assistance, the request must detail project needs and summarize the reasons why an increase in project rental assistance is needed, including necessary increases to the Reserve for Replacement. An increase in the project rental assistance should be effective the date of the expiring contract. For general guidance on requesting and processing a rent increase, consult HUD Handbook 4350.1, *Multifamily Asset Management and Project Servicing*, Chapter 7.

In order for the Field Office to adequately and timely review and process the request for the renewal of a PRAC, the request for a renewal of the PRAC should be submitted to the Field Office no later than 120 days prior to the expiration of the contract. See example in Attachment A. The renewal term shall not exceed one year.

Prior to Field Office approval of a PRAC renewal and any needed  
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increase in project rental assistance, owners of PRAC properties must first use funds remaining in the existing contract. If there are sufficient funds in the existing contract to cover project needs for a period of one year, there is no need to execute a contract renewal form. Instead, Field Office staff must amend the existing contract by extending the expiration date of the contract.

**PROCEDURES FOR FUNDING PRAC RENEWALS:** Attached is a list of properties with a PRAC that will expire this fiscal year (Attachment B). Field Offices are asked to submit the renewal needs of each of the projects on the attached list that are within your jurisdiction to your Desk Officer in the Office of Asset Management in Headquarters. If there are projects that should be added to, or removed from, the attached list, please do so. Based on the renewal needs that have been confirmed by each Field Office Funding Coordinator, funds will be assigned and allocated to the Multifamily Hub.

Each Processing Center will submit the request for PRAC renewal funds to the Hub. In turn, the Hub will forward the request to the Fort Worth Accounting Center for obligation. At the discretion of the Hub Director, the Field Office may submit the request for funding directly to the Fort Worth Accounting Center.

If, during the one-year contract renewal period, it is determined that the original estimate was too low and/or it is determined that the project needs have increased, the Field Office will submit a request to their Desk Officer in the Office of Asset Management for funds to amend the contract. The term of the amended contract will not exceed the term of the one-year renewal contract period.

**CONTRACT AMENDMENT:** The attached contract renewal form (Attachment C) must be executed upon reservation of the project rental assistance funds.

**FOR FURTHER ASSISTANCE** and additional information regarding the renewal of PRACs, please contact staff in the Office of Asset Management.

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John C. Weicher  
Assistant Secretary for Housing-  
Federal Housing Commissioner

Attachments

**EXAMPLE**

**ATTACHMENT A**

**DETERMINING CONTRACT RENEWAL AMOUNT**

Approved annual operating budget:	\$480,000
Subtract the remaining funds in the expiring contract:	\$120,000
Amount needed to support the PRAC renewal contract:	\$360,000

**ATTACHMENT B**

**LIST OF EXPIRING PROJECT RENTAL ASSISTANCE CONTRACTS**

hub_name	servicing_site	property_name	property_manager	property_id	contract_number	tracs_status_name	currency
Atlanta	Atlanta	Dogwood Terrace	NELSON E MITCHELL	80006484	GA06Q941008	Expired	
Atlanta	Knoxville	Magnolia Manor	JOSEPH O WEBSTER	80002032	TN37Q951004	Active	
Atlanta	Knoxville	Roy J. Messer Apartments	JOSEPH O WEBSTER	80002018	TN37S951005	Active	
Atlanta	Louisville	ARC APARTMENTS	JANICE S PAGE	80011235	KY36Q981003	Active	
Baltimore	Baltimore	STANSBURY HOMES	OLIVIA A SMITH	80000946	MD06Q951005	Active	
Baltimore	Baltimore	TRINITY HOUSE	OLIVIA A SMITH	80000949	MD06S941001	Expired	
Baltimore	Baltimore	WEINBERG TERRACE	CAROL L GRASSO	80000954	MD06S951003	Active	
Baltimore	Richmond	GLENSHIRE GROUP HOME	LARRY E EDWARDS	80002184	VA36Q951006	Active	
Baltimore	Richmond	Longwood Group Home	LARRY E EDWARDS	80002191	VA36Q951001	Active	
Baltimore	Richmond	Magnolia Gardens	TERESA H LITTLE	80006203	VA36S971004	Active	
Baltimore	Richmond	Marlwood Group Home	LARRY E EDWARDS	80002194	VA36Q951004	Active	
Baltimore	Richmond	Rock Creek	LARRY E EDWARDS	80002204	VA36Q951002	Active	
Baltimore	Richmond	THE MEADOWS	LARRY E EDWARDS	80002204	VA36S951008	Active	
Baltimore	Washington, DC	GEORGETOWNE APARTMENTS	LEONETTE J TERRY	80000923	MD06Q951003	Active	
Baltimore	Washington, DC	SECOND STEP II	JASON P ROTH	80021169	MD39Q991001	Executed	
Baltimore	Washington, DC	THOMAS' CONTENTMENT	CHARLES G OSBORNE	80000948	MD06Q951004	Active	
Boston	Boston	SOMERVILLE PLACE	ANNEMARIE CONNOLLY	80005748	MA06Q961021	Active	

Boston	Manchester	SUNDANCE VILLAGE	RITA R PERRY	80001389	NH36S951003	Active
Boston	Providence	ELDER CARE II	BARRY D TATE	80005627	RI43S951003	Active
Boston	Providence	WENTWORTH APARTMENTS INC	BARRY D TATE	80005634	RI43Q951002	Active
Buffalo	Buffalo	BRICK SCHOOL HOUSE RESIDENCE	HELENA MALABRE	80001484	NY06Q951006	Expired
Buffalo	Buffalo	Blandina Street Apartments	HELENA MALABRE	80001478	NY06Q951012	Expired
Buffalo	Buffalo	Living Independently, Inc.	CAMILLE M SEWERYNIAK	80001536	NY06Q951004	Active
Buffalo	Buffalo	RIDGE ROAD APARTMENTS	HELENA MALABRE	80001572	NY06Q951007	Active
Chicago	Chicago	Bridgeview Apartments	ROBERTA FLOWERS	80011236	IL06Q981004	Active
Chicago	Indianapolis	AHEPA 78 APARTMENTS III	STEVEN J COOK	80006893	IN36S951009	Active
Chicago	Indianapolis	CLIFFORD BIERS HOUSE	BERNARD L ROBERTS	80000664	IN36Q951001	Active
Chicago	Indianapolis	STEPPING STONE	ROSALIE A FATTIC	80000700	IN36Q951006	Active
Columbus	Columbus	NWC Corporation HUD 2, Inc.	GEORGE MYERS	80006052	OH16Q951001	Active
Columbus	Columbus	OBANNON TERRACE	PAMELA TRAMMELL	80006125	OH10S951003	Active
Columbus	Columbus	STATION HILL	PETE POLITES	80006125	OH10S951006	Active
Denver	Denver	ARKVA GROUP HOME	EDWARD HOLLOWAY	80000291	CO99Q951003	Active
Denver	Denver	CROSSROADS VILLA, INC.-COMMUNITY HOUSING SERVICES	GERI JOHNSON	80020956	UT99S981002	Active
Denver	Denver	CRYSTAL MEADOWS II	JERRY BAKER	80007313	CO99S951002	Active
Denver	Denver	DEVELOPMENTAL PATHWAYS	EDWARD HOLLOWAY	80007324	CO99Q961002	Active
Denver	Denver	GLENDALE SENIOR HOUSING	GERI JOHNSON	80007369	UT99S971002	Active
Denver	Denver	JUSTIN C. STEWART PLAZA	GERI JOHNSON	80007373	UT99Q951001	Active
Denver	Denver	SIOUX FALLS GOOD SAMARITAN HOUSING	JOAN M ROSALES	80007212	SD99S951001	Active
Denver	Denver	VILLA MARIA	DONNA L BEEM	80007313	CO99S951006	Active
Detroit	Detroit	CLAIR CIRCLE	PAMELA M WILDFONG	80001000	MI28Q951011	Active
Detroit	Detroit	EAST VILLAGE APARTMENTS	PAMELA M WILDFONG	80001007	MI28Q951008	Active
Detroit	Detroit	INDEPENDENCE SQUARE APT II	PAMELA M WILDFONG	80001023	MI28Q951007	Active
Detroit	Detroit	MARINERS COURT APARTMENTS	PAMELA M WILDFONG	80001032	MI28Q951009	Active
Detroit	Grand Rapids	SPRING VALLEY CROSSING	KAY L HAMMEL	80006156	MI33S961003	Active

Detroit	Grand Rapids	WATERTOWER PLACE / BIG RAPIDS	BRUCE ROTH	80001068	MI33Q951003	Active
Fort Worth	Albuquerque	AHEPA 501 APTS	RITA E JARAMILLO	80007498	NM16S951002	Active
Fort Worth	Fort Worth	ACCESSIBLE RESIDENCES	BARBARA A SHOUSE	80002063	TX21Q941001	Active
Fort Worth	Fort Worth	CLIFF VIEW VILLAGE	PAMELA D SPICER	80007394	TX16S951002	Active
Fort Worth	Fort Worth	FORT WORTH COMMUNITY HOMES, INC.	BARBARA A SHOUSE	80002088	TX21Q951002	Active
Fort Worth	Fort Worth	PLANO COMMUNITY HOME IV	GLORIA TRAVIS	80002118	TX16S951001	Active
Fort Worth	Fort Worth	TARRANT COUNTY COMMUNITY HOMES, INC	BEVERLY G DENNEY	80002141	TX21Q951003	Active
Fort Worth	Houston	AHEPA NATIONAL HOUSING CORP.	LARRY CAMPBELL	80007440	TX24S951006	Active
Fort Worth	Houston	EL REDENTOR APARTMENTS II	JOYCE YOUNG	80011220	TX24S981007	Active
Fort Worth	Houston	EVERGREEN VILLAGE	WILLO WORTHAM	80002083	TX24Q951003	Active
Fort Worth	San Antonio	CASA DE AMISTAD, INC.	PAULITA B RAMIREZ	80002073	TX59S951002	Active
Fort Worth	San Antonio	GONZALES INDEPENDENCE HOMES	EDDIE DE LA GARZA	80002122	TX59Q941003	Active
Fort Worth	Shreveport	Magnolia Manor	DIANNE ADAMS-SMITH	80011239	LA48Q981003	Active
Fort Worth	Shreveport	Oakwood Apartments	DIANNE ADAMS-SMITH	80011229	LA48S981005	Active
Fort Worth	Shreveport	RUSTON VOA LIVING CENTER	DIANNE ADAMS-SMITH	80000816	LA48Q921001	Expired
Greensboro	Columbia	ADAPTIVE LIFESTYLES INC	RUBY J BROWN	80001945	SC16Q951001	Active
Greensboro	Columbia	PLEASANT MEADOWS APARTMENTS FOR SENIORS	MARIA B MARKELL	80011215	SC16S981004	Active
Greensboro	Columbia	SLOAN STREET HSG. DEV. CORP., INC.	MARIA B MARKELL	80006370	SC16S951004	Active
Greensboro	Greensboro	ARC/HDS ALAMANCE COUNTY APTS.	MARTHA N JOHNSON	80001246	NC19Q951004	Active
Greensboro	Greensboro	ARC/HDS ASHE CO APTS	EVELYN J KINGSBERRY	80001247	NC19Q951003	Active
Greensboro	Greensboro	ARC/HDS DAVIDSON CO GH #4	BARBARA P NICHOLS	80001252	NC19Q951002	Expired
Greensboro	Greensboro	AS STANLY CO. APTS. #2	JOANN M DAVIS	80001269	NC19Q951006	Active
Greensboro	Greensboro	AS WAKE CO. G.H. #3	JOANN M DAVIS	80001269	NC19Q951005	Active
Greensboro	Greensboro	CAC OF CATAWBA	ANNIE MAYES	80001301	NC19Q951013	Active

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Greensboro	Greensboro	PROVIDENCE PLACE II	KENNETH R ANTHONY	80001313	NC19S951001	Active
Greensboro	Greensboro	RSS SCATTERED SITE CONDOS	JOANN M DAVIS	80001267	NC19Q951001	Expired
Jacksonville	Coral Gables	COLLIER HOUSING ALTERNATIVES	JERALD D THOMPSON	80000401	FL29Q951008	Active
Jacksonville	Coral Gables	SOUTHWEST FL GWI HOUSING	CATHY F CONEY-SANDERS	80000444	FL29Q951007	Active
Jacksonville	Jacksonville	ABILITIES OF WINDJAMMER	EVERETT H ROTHSCHILD	80000389	FL29Q951006	Expired
Jacksonville	Jacksonville	CHOICE APARTMENTS	JOHN R CARRAWAY	80000400	FL29Q951018	Active
Kansas City	Des Moines	Maple Heights Annex	JANET E WILLIAMS	80000548	IA05S951001	Active
Kansas City	Des Moines	Oak Tree Apartments	RANAE S RIDLEN	80000539	IA05Q951001	Active
Kansas City	Kansas City	RIDGEVIEW ESTATES	MARY ANN GARCIA	80000737	KS16S951002	Active
Kansas City	Kansas City	THE VILLAS	BRUCE L LADD	80001193	MO16Q951001	Active
Kansas City	Oklahoma City	VENTURE VILLA, INC. II	RITA A CREWS	80001776	OK56S951003	Active
Kansas City	Omaha	BEACON HEIGHTS	DANIEL G BAMBERRY	80001352	NE26Q951001	Active
Kansas City	Omaha	SEVEN OAKS OF FLORENCE	WILMA V MILES	80001369	NE26S951001	Active
Kansas City	Tulsa	HOPE HOUSING OF MIAMI	MARY SURBER	80001763	OK56Q951001	Active
Kansas City	Tulsa	KC ESTATES	DEBBIE YEAROUT	80000726	KS16Q951005	Active
Kansas City	Tulsa	LAKEFRONT SENIOR RESIDENCES	DEBBIE YEAROUT	80000728	KS16S951004	Active
Los Angeles	Los Angeles	CLARK TERRACE	NETTIE E WINSTEAD	80000129	CA43S951009	Active
Los Angeles	Los Angeles	HOMEWARD BOUND-CULVER CITY	NETTIE E WINSTEAD	80007680	CA16Q951012	Active
Los Angeles	Los Angeles	HOMEWARD BOUND-INGLEWOOD	NETTIE E WINSTEAD	80007680	CA16Q951009	Active
Los Angeles	Los Angeles	HOPE CONDOS	CHRIS T YAO	80007681	CA16Q951018	Active
Los Angeles	Los Angeles	TELACU - MONTEREY PARK	DESIREE WRIGHT	80007636	CA16S951004	Active
Los Angeles	San Diego	BIG SISTER LEAGUE RESIDENCY	DESIREE WRIGHT	80007801	CA33Q951005	Active
Minneapolis	Milwaukee	JAMES AND JOHN APARTMENTS	JOSEPH A THIBEDAU	80002309	WI39S951010	Active
Minneapolis	Milwaukee	JOSEPH J. VINOPAL VILLA	MICHAEL D FURNNER	80002310	WI39S951012	Active
Minneapolis	Minneapolis	BOULEVARD GARDENS	RITA A NUNWEILER	80001076	MN46S951003	Active
Minneapolis	Minneapolis	COUNTRY PLACE of	JOAN L HERRERA	80021128	MN46S991007	Active

polis	polis	PIERZ - Horizon Health				
Minnea	Minnea	EAGLE COURT APTS	JOAN L HERRERA	80021128	MN46S991006	Active
polis	polis	aka Horizon Health				
Minnea	Minnea	EXCELSIOR COURT	JUNE H TRASK	80001100	MN46Q95100	Active
polis	polis				6	
Minnea	Minnea	Milaca VOA Living	JOAN L HERRERA	80021125	MN46Q99100	Active
polis	polis	Center			2	
Minnea	Minnea	Park Villa	HELEN J DEMERS	80011228	MN46S981004	Active
polis	polis					
Minnea	Minnea	Penelope 35 Apts aka	LAURA L SIMPSON	80011219	MN46S981006	Active
polis	polis	AHEPA Nat'l Hsing				
Minnea	Minnea	WILLOW WOOD	JUNE H TRASK	80001134	MN46S951002	Active
polis	polis	APARTMENTS				
New	New	OPTIONS	VICTORIA HEATH	80005541	NY36Q951001	Active
York	York	SUPPORTIVE HSG II				
Philadel	Newark	DUNELLEN	NANCY E CURREN	80001409	NJ39Q951015	Active
phia		CONSUMER HOME				
Philadel	Newark	MAPLEWOOD	BARBARA G	80001425	NJ39Q951010	Active
phia		CONSUMER HOME	DICKERSON			
Philadel	Newark	PRINCETON	BARBARA G	80001437	NJ39Q951032	Active
phia		CONSUMER HOME	DICKERSON			
Philadel	Newark	PROIJECT LIVE V	JUAN M BONILLA	80001438	NJ39Q951014	Active
phia		CONSUMER HOME				
Philadel	Newark	RIDGEFIELD PARK	NANCY E CURREN	80001440	NJ39Q951013	Expired
phia		CONSUMER HOME				
Philadel	Newark	SOUTH ORANGE	DEAN J SANTA	80001443	NJ39Q951017	Active
phia		CONSUMER HOME				
Philadel	Newark	South Bound Brook	JOSEPH RUDO	80001443	NJ39Q951016	Active
phia		Consumer Home				
Philadel	Newark	TRENTON II	JUAN M BONILLA	80001447	NJ39Q951033	Active
phia		CONSUMER HOME				
San	Phoenix	CASA DE MERCED	MANDY M COOLEY	80000083	AZ20S951004	Active
Francisc						
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San	Phoenix	FILLMORE	KATHY DEHLER	80000089	AZ20S951007	Active
Francisc		COURTYARD				
o						
San	Phoenix	VALLY OF THE SUN 2	MANDY M COOLEY	80000097	AZ20Q951003	Active
Francisc						
o						
San	Sacram	DELLA WILLIAMS	MARGUERITE BEANE	80000137	CA30Q951001	Active
Francisc	ento	GARDENS				
o						
San	Sacram	President Grover	MARGUERITE BEANE	80000224	CA30S961003	Active
Francisc	ento	Cleveland Manor				
o						
San	Sacram	Shasta Manor	MARGUERITE BEANE	80011230	CA30S981005	Active
Francisc	ento					
o						
San	Sacram	Shasta Point	F. DENISE WILLIAMS	80011226	CA30S981001	Active
Francisc	ento					
o						



San Francisco	San Francisco	AUTUMN GLOW ALZHEIMER'S RESIDENTIAL	RAJANI N KHARE	80007607 CA39Q951003	Active
San Francisco	San Francisco	OAK HILL APARTMENTS	GWEN Y KELLEHER	80000207 CA39Q921004	Active

**ATTACHMENT C**

**U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**  
**OFFICE OF HOUSING**  
**CONTRACT RENEWAL TO THE**  
**PROJECT RENTAL ASSISTANCE CONTRACT**

**I. Contract Information:**

Project Rental Assistance Contract No. \_\_\_\_\_

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

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

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

\_\_\_\_\_

**II. EXPIRING CONTRACT:**

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

**III. TERM OF THE RENEWAL:**

The term of the Contract Renewal begins on \_\_\_\_\_

Subject to the availability of appropriations, to make housing assistance payments for any year in accordance with

the Contract Renewal Amendment, as determined by HUD, the Contract Renewal Amendment shall run for a period of one year, beginning on the first day of the term.

IV. CONTRACT RENT:

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

SIGNATURES:

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

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

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

\_\_\_\_\_  
Date

OWNER

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

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

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

\_\_\_\_\_  
Date

EXHIBIT A

IDENTIFICATION OF UNITS BY SIZE AND APPLICABLE  
CONTRACT RENTS

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

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

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

Number of  
Contract Units

Number of  
Bedrooms

Contract  
Rent

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_