

# JANUARY 2004 NEWSLETTER

## 2004 BUDGETS

Thanks to all of you that have submitted the 2004 proposed budget and utility allowance updates. We would like to remind managers that the proposed notice of rent or utility allowance changes CANNOT be posted until RD staff has reviewed the budget and utility information and has approved the posting.

For those who have not submitted their 2004 budgets, please do so immediately.

## WINTER WEATHER

If you have not had all air conditioners removed from units in any of your complexes, please do so now. Very cold weather is upon us and there is a great deal of heat loss around air conditioners left in over the winter months. Thank you for your attention to this matter.

This would be a great time to post or send tenants a new letter reminding them of the snow removal policies at your property. Also it would be nice to remind them to be careful when venturing outside in bad weather.

## ARE YOUR MANAGEMENT DOCUMENTS UP TO DATE?

We would just like to remind you to review your Management Agreement, Identity of Interest, annual review of Management Plan for changes and expiration dates. Has annual marketing per your plan been completed?

## WHEN ARE YOU REQUIRED TO RECERTIFY A TENANT?

### ❖ IF TENANT INCOME CHANGES:

Landlords MUST recertify tenant households whenever permanent changes to gross household income or adjustments to household income result in an increase of \$40 or more per month or \$480 or more per year.

Landlords MUST recertify tenant households whenever changes to the household's income or adjustments to income result in a decrease of \$20 or more per month or \$240 per year. If the change of income or adjustments does not exceed \$20 a month or \$240 annually, AND THE TENANT REQUESTS CERTIFICATION, the borrower WILL process the recertification.

### ❖ IF TENANT HOUSEHOLD SIZE OR COMPOSITION CHANGES:

Landlords MUST recertify changes in household size or composition.

## WHAT CHANGES ARE YOU TO POST BY REVISING THE CURRENT TENANT CERTIFICATION?

The current certification form will be revised (per 1930-C, Exhibit B, VII, F, 3, & 4) by correcting entries and being initialed by the tenant and the owner's representative when there are project changes such as:

- ✳ Changes to rental rates and/or utility allowances
- ✳ Tenant relocating (transferring) within the project
- ✳ Addition or removal of Rental Assistance

### State Office Staff

967 Illinois Avenue, Suite 4  
P.O. Box 405  
Bangor, ME 04402-0405

Phone: (207) 990-9110  
Fax #: (207) 990-9119  
TTD/TTY: (207) 942-7331

Michael W. Aube  
State Director  
[M.Aube@me.usda.gov](mailto:M.Aube@me.usda.gov)

Dale D. Holmes  
Housing Program Director  
[Dale.Holmes@me.usda.gov](mailto:Dale.Holmes@me.usda.gov)

Catherine A. Witham  
Acting MFH Specialist  
[Cathy.Witham@me.usda.gov](mailto:Cathy.Witham@me.usda.gov)

Tammy L. Carter  
MFH Technician  
[Tammy.Carter@me.usda.gov](mailto:Tammy.Carter@me.usda.gov)

Jeffery L. Thurlow  
Construction Analyst  
[Jeff.Thurlow@me.usda.gov](mailto:Jeff.Thurlow@me.usda.gov)  
Car Phone 949-4618

Conrad McAllister  
Construction Analyst  
[Conrad.McAllister@me.usda.gov](mailto:Conrad.McAllister@me.usda.gov)  
743-5789 ext. 106

Darrin S. Dyer  
Construction Analyst  
[Darrin.Dyer@me.usda.gov](mailto:Darrin.Dyer@me.usda.gov)

### Centralized Payment Center (CPC)

967 Illinois Avenue, Suite 4  
P.O. Box 405  
Bangor, ME 04402-0405

Phone: (207) 990-9179  
Fax #: (207) 990-9119  
TTD/TTY: (207) 942-7331

Alice M. H. Kelley  
MFH Technician  
[Alice.Kelley@me.usda.gov](mailto:Alice.Kelley@me.usda.gov)

Rachel L. Henderson  
MFH Assistant  
[Rachel.Henderson@me.usda.gov](mailto:Rachel.Henderson@me.usda.gov)

### Presque Isle Area Staff

99 Fort Fairfield Road  
Presque Isle, Me 04769-5000

Phone: (207) 764-4157, Ext. 4  
Fax #: (207) 762-2246

Richard W. Ireland  
Area Director  
[Richard.Ireland@me.usda.gov](mailto:Richard.Ireland@me.usda.gov)

Robert G. McCurry  
Senior MFH Area Specialist  
[Robert.McCurry@me.usda.gov](mailto:Robert.McCurry@me.usda.gov)

Cathy S. Letarte  
MFH Area Specialist  
[Cathy.Letarte@me.usda.gov](mailto:Cathy.Letarte@me.usda.gov)

Debbie J. Michaud  
MFH Assistant  
[Debra.Michaud@me.usda.gov](mailto:Debra.Michaud@me.usda.gov)

### Bangor Area Staff

28 Gilman Plaza, Suite 3  
Bangor, ME 04401-3550

Phone: (207) 990-3676, Ext. 5  
Fax #: (207) 990-5092

Raymond S. Roberts III  
Area Director  
[Raymond.Roberts@me.usda.gov](mailto:Raymond.Roberts@me.usda.gov)

Catherine A. Witham  
Senior MFH Area Specialist  
[Cathy.Witham@me.usda.gov](mailto:Cathy.Witham@me.usda.gov)

Beverly A. Stone  
MFH Area Specialist  
[Beverly.Stone@me.usda.gov](mailto:Beverly.Stone@me.usda.gov)

Mary J. Zerrien  
MFH Area Specialist  
[Mary.Zerrien@me.usda.gov](mailto:Mary.Zerrien@me.usda.gov)

Cynthia A. Bowe  
MFH Technician  
[Cynthia.Bowe@me.usda.gov](mailto:Cynthia.Bowe@me.usda.gov)

### Lewiston Area Staff

P.O. Box 1938  
Lewiston, ME 04240-1938

Phone: (207) 753-9400, Ext. 226  
Fax #: (207) 784-1335

Alan C. Daigle  
Area Director  
[Alan.Daigle@me.usda.gov](mailto:Alan.Daigle@me.usda.gov)

Trudy L. Ellis  
Senior MFH Area Specialist  
[Trudy.Ellis@me.usda.gov](mailto:Trudy.Ellis@me.usda.gov)

Joel Ann Oshansky  
MFH Area Specialist  
[Joel.Oshansky@me.usda.gov](mailto:Joel.Oshansky@me.usda.gov)

Celine T. Skinner  
MFH Technician  
[Celine.Skinner@me.usda.gov](mailto:Celine.Skinner@me.usda.gov)

### Scarborough Area Staff

300 US Route 1, Suite B1  
Scarborough, ME 04074-9774

Phone: (207) 883-0159  
Fax #: (207) 883-2740

William F. Bailey, Jr.  
Area Director  
[William.Bailey@me.usda.gov](mailto:William.Bailey@me.usda.gov)

Robert J. Pelletier  
Senior MFH Area Specialist  
[Robert.Pelletier@me.usda.gov](mailto:Robert.Pelletier@me.usda.gov)

Roderick R. Elliott, Jr.  
MFH Area Specialist  
[Rod.Elliott@me.usda.gov](mailto:Rod.Elliott@me.usda.gov)

Maine USDA RD Web Site  
<http://www.nurdev.usda.gov/me/>

For USDA RD Forms/Regulations/Admin. Notices:  
<http://rdinit.usda.gov/regs>