



**Rural Development**

March 9, 2015

Oregon State Office

1201 NE Lloyd Blvd  
Suite 801  
Portland, OR 97232

Voice: (503) 414-3300  
Fax: (855) 824-6182

TO: Multi-Family Housing (MFH) Partners  
Oregon

RE: Outstanding Multi-Family Housing Site Managers, Maintenance People of the  
Year Awards, Fiscal Year 2015

Dear MFH Partners:

I know you will agree with me that USDA Rural Development's Section 515 and Section 514 rental housing property management staff guarantee the success of our rental complexes. They make sure that day-to-day operations go smoothly and help to ensure a decent and sanitary living environment for the residents. Often they invest a great deal of their own free time in providing tenants with a safe and cohesive community. Although these management staff would do their jobs regardless of whether they received recognition, I believe we, as management industry professionals, should do whatever we can to let them know we appreciate their efforts.

They deserve recognition for their outstanding work. For this reason, we are sponsoring a program to recognize the best Rural Development site staff in Oregon. New this year, we will not only recognize a site manager for each property type (i.e. family, elder/disabled, and farm labor), we will also recognize a maintenance person in each category. I hope you are able to join me in this important program by nominating someone you consider to be an outstanding nominee.

Please use the attached form to nominate the manager and maintenance person.

You will note that the form asks you to comment on four factors:

- The level of tenant satisfaction with the nominee.
- The curb appeal of the property.
- Compliance with Rural Development's regulations.
- The nominee consistently doing more than what the job requires.

Make your presentations as complete as possible. Letters from tenants, members of the community, housing groups, and others highlighting the good qualities of your nominee are encouraged. Also include any local media coverage that has occurred.

USDA is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Enclose as many pictures as you like of the property that depict its curb appeal. Pictures of tenant activities sponsored, encouraged, or provided are also beneficial. Please provide specific examples of your nominee's outstanding contributions and accomplishments in the above factors.

Submit your nominations no later than **4:00 p.m. on Monday, April 20, 2015**, to:

USDA Rural Development  
ATTN: MFH Program Director  
1201 NE Lloyd Blvd, Suite 801  
Portland, OR 97232

A selection committee will evaluate and score each factor on a point scale of 1-25, including compliance with Rural Development's regulations. The nominee(s) with the highest overall score will be presented with a certificate at the Oregon AHMA conference in May 2015. We also hope to engage the press in recognizing the exceptional efforts of the winner manager, as well as all of our great managers.

I hope you will make the necessary effort to complete the enclosed nomination form. I assure you, it will be worth your time.

Sincerely,

A handwritten signature in cursive script that reads "Vicki L. Walker".

VICKI L. WALKER  
State Director

cc: Ramona Mitchell, Multi-Family Housing Program Director, USDA Rural Development,  
Portland, Oregon

Enclosure