



Section 8 Matters

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Homeless Prevention and Rapid Re-Housing Program

Tennessee Housing Development Agency was recently awarded \$13,467,433 to administer the statewide Homeless Prevention and Rapid Re-Housing Program (HPRP). HPRP is one of many grant opportunities made available to states and cities through the American Recovery and Reinvestment Act of 2009. This is one-time funding from HUD with a primary goal of providing housing stability to individuals and families most affected by recent economic conditions or experiencing a life crisis leading to homelessness.

To assure a full 95-county program and meet HUD recommendations, THDA has contracted with Tennessee's 10 Continuum of Care organizations to provide HPRP services. The Continuum of Care organizations serve as area planning and service delivery organizations that focus on homelessness and supportive housing programs for some of Tennessee's most vulnerable populations.

HPRP provides temporary financial assistance – rent and utilities, including arrearages and deposits – and case management services to help persons maintain housing stability. The intent is to serve persons who are homeless or would be homeless without this assistance and who can remain stably housed after this limited assistance ends.

HPRP is not a mortgage assistance program or intended to serve persons who need long-term and/or intensive on-going supports. THDA's program will allow rent, utility and moving assistance for a maximum 12-month period. Typical support will be 2-6 months. Income eligibility is limited to individuals and families at or below 50% of Area Median Income (\$22,200-\$34,500 annual income, depending on county of residence and family size).

THDA has established groups of special interest that we want to make sure have access to the program. This includes families with young children, victims of family violence, individuals being released from institutions and youth aging out of foster care. We are also interested in preventing non-behavioral Section 8 and Public Housing evictions where possible. THDA is projected to serve almost 5,500 individuals in 2,200 households in the first year of the program.

The program officially started on October 1, 2009 and is scheduled to last 2 years. A state map with local HPRP contacts is available at www.TNHousingResource.org. For further general information about the program contact Steve Meinbresse, the HPRP program coordinator, at 615-815-2129 or smeinbresse@thda.org.

Most Common Special Claims Processing Errors

- Claims submitted more than 180 days after the rent ready date.
- Not using the current THDA checklist. See www.thda.org/s8ca/specialclaims/scover.html.
- Not using the current HUD Forms 52670-A Part 2, 52671-C and 52671-A. (These can also be found at www.thda.org/s8ca/specialclaims/scover.html.)
- Forms not signed and/or dated.
- Failure to submit a signed move in HUD form 50059. See The Special Claims Processing Guide Chapter 3, Section 3-3, C 2.
- Failure to submit documentation showing that the appropriate security deposit was collected from the resident. See the Special Claims Processing Guide Chapter 3, Section 3-3, C 3.
- Failure to submit a copy of the security deposit disposition form indicating whether a 30-day notice was provided by the former resident.
- Failure to submit documentation regarding the disposition of the security deposit (whether refunded, transferred, or forfeited) when a resident transfers to another unit. See HUD 4350.3 Chapter 6, Section 6-16.
- Failure to enter the proper amount on line 11 of the HUD form 52671-C regarding security deposits and amounts paid by other sources. See the Special Claims Processing Guide Chapter 3, Section 3-3, F 3, note and FAQ question 17.
- Failure to submit documentation of the date the unit was ready for occupancy – this is the day after all work was completed in the unit. See the Special Claims Processing Guide & 4350.3 Chapters 9, Section 9-14 D. 3.
- Failure to submit a copy of the waiting list from which the **new resident** was selected.
- Failure to submit proof of marketing efforts showing that the date marketing occurred was within 90 days from the ready for occupancy date.
- Miscalculation of the “claim period” which begins on the date the unit was ready for occupancy and ends the day before the unit is re-rented.
- Submitting the move out or unit transfer of the former resident through TRACS.
 - ◊ If the unit is not re-occupied by a subsidized tenant, the move in will not be viewable in TRACS. In this instance, you **must** submit a hard copy of the move in HUD form 50059 for the market rent resident.
- When submitting a claim for unpaid rent/damages, a copy of the certified letter to the former resident detailing the unpaid rent and other charges due is required. See the Special Claims Processing Guide Chapter 5, Section 5-3, and C 2 C.
- Failure to submit an itemized list of damages.
- Failure to submit a breakdown of costs to repair the damages.
- Failure to voucher for claims within 90 days of any approval and/or adjustment by THDA.

Reminder:

Always refer to the Special Claims Processing Guide, the 4350.3 Change 2, Chapter 9, Section 9-14, and the Special Claims FAQ's, dated February 26, 2007.

Important Web links:

- THDA: www.thda.org/s8ca/specialclaims/scover.html.
- Special Claims Processing Guide FAQ's: www.hud.gov/offices/hsg/mfh/rfp/faq_scpq.pdf.

Do you have a question for THDA?

If there is a question you would like us to answer, or a topic you would like us to address, just "Ask THDA." Send your questions and/or topics to the attention of Carolyn Head Estep, Tennessee Housing Development Agency, 404 James Robertson Parkway, Suite 1200, Nashville, TN 37243-0900 or by email to cestep@thda.org.

What's In a RHIP Issue?

The Multifamily Housing Rental Housing Integrity Improvement Project (RHIP) was designed to help find, locate, correct and resolve errors with respect to calculation of assets, income, medical expenses and incorrect resident information. These errors are discovered during tenant file reviews at the Management and Occupancy Review (M&OR) and are a large part of the reason for an M&OR to remain open for a long period or possibly be turned over to HUD for administrative actions. Program Compliance has implemented steps to alleviate these problems which should help you close your M&OR as well as provide guidance in the future.

THDA has been using the attachment 8A form when on site to summarize and explain calculation errors. What this form does is clarify to management exactly how and why the actual error occurred and what actions need to be taken in order to resolve the issue. This is the form that your monitor will have you sign on site as acknowledgement that an error was made and that it will in fact be corrected.

When correcting these errors, it is critical to the process to resolve them as soon as possible. For this reason, your compliance monitor may allow you to correct these errors on site, or before your report is issued. While the findings will still be in your report, this will save you time with a lengthy response and will certainly help keep these issues from dragging on and costing valuable time. THDA will need to know that the proper voucher adjustments have been made. If you are submitting your corrections as part of the response to the M&OR report, the corrected 50059 will need to be submitted, and make sure these are also submitted electronically. Also remember that if an interim recertification or a gross rent change has been processed since the certification you are correcting, THDA will need to see corrections and revisions to these as well.

The main thing to remember is that it is to everyone's benefit to use the tools in place to correct and resolve these issues as quickly as possible.

New Vouchering Software for THDA

THDA has installed, and is now using, a new software program for processing vouchers and payments. Although this is a very positive change, sites may initially experience more fatal errors due to this software addressing more MAT Guide related compliance issues as files are received, as well as with the changes related to the implementation of 202-C. THDA feels these changes will benefit both the properties and THDA by ensuring that proper payments are made.

More on MORS

“Refinement of Income and Rent Determination Requirements” Final Rule: Delayed Yet Again

On August 28, 2009, HUD delayed the effective date of the “Refinement of Income and Rent Determination Requirements in Public and Assisted Housing.” What was supposed to be fully implemented on September 30, 2009, has now been pushed back to January 31, 2010. This rule includes the following provisions:

- Mandatory implementation and use of HUD’s Enterprise Income Verification System (EIV)

- Modification of Social Security Number Requirements
- Mandatory verification of Declaration of Status as a US citizen or national
- Change to the income calculation

Due to this delay, owners and agents have a little more time to implement the usage of EIV for all of their properties. Also, be aware that HUD has developed new Rules of Behavior for Use of Enterprise Income Verification (EIV) Information. This can be found on the Multifamily EIV Application webpage under Related Information at: www.hud.gov/offices/hsg/mfh/rhiip/eiv/rulesofbehavior.pdf.

Did You Know About the New EIV Tool?

Did You Know?

On July 27, 2009 HUD posted a RHIP related brochure for residents entitled EIV & You. The brochure addresses such topics as What is EIV?, What income information is in EIV and where does it come from?, What are my responsibilities?, What if I did not report income previously and it is now being reported in EIV? and several other related topics. This brochure will provide information to applicants and residents which will clearly identify the need to report all income accurately and timely. The link is: www.hud.gov/offices/hsg/mfh/rhiip/eivbrochure.pdf.

Property Owners & Agents, We Need Your Help!

THDA would like to communicate with you in the most efficient way possible. To accomplish this goal, we believe the use of email for most correspondence would allow us to ensure timely transmission of information. For this reason, we are requesting that you share your email address with us.

Our Information Technology division has chosen Microsoft® Outlook for our email system which should be compatible with most other systems. Please let us know if you have any questions or

encounter any problems.

Please send an e-mail to rbaxter@thda.org to provide your most current email address. If you want specific correspondence to go to one person and newsletters and updates to go to another, detail that and we will create our list to reflect your preferences.

Thank you in advance for your assistance in reducing paper and transmittal time.

Meet Section 8's New Staff Members



LaMar Brooks
Contract Operations Specialist



Ruth Brown
Resident Issues Specialist



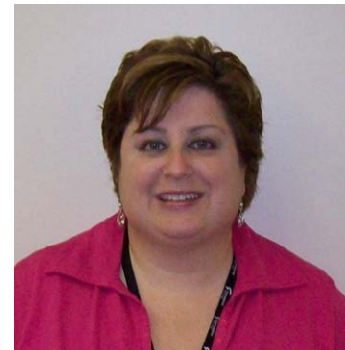
Jenna Crotzer
Compliance Monitor



Joan Daniel
Special Claims



Herley Maclin
Compliance Monitor



Melissa Nolan
Special Claims



Theresa Schweizer
Senior Compliance Monitor



Dionne Taylor-Placide
Contract Operations Specialist



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