

2009 MOR Preparation Tips

As of February we will have officially begun the new audit season. We wanted to share a few quick tips to help you prepare for your upcoming audit:

- Make sure the OMB lease is on-file for all residents.
- Ensure that you have implemented or are in the process of implementing all VAWA requirements.
- If you are a current EIV user, make sure that you have read the RHIIP guide, watched the HUD webinar regarding EIV and have all new required documentation in place.
- Check your verification forms to ensure the Title 18 verbiage, and the release of authorization have been updated and are correct.
- Check your current forms to ensure you are using the proper versions (OMB v. no OMB numbers, dates, etc...).
- Make sure the current (2/2003) version of the Fair Housing Poster is posted on site.
- Have all documents requested in the MOR notification letter pulled and ready for review prior to IHFA's arrival.
- Ensure that the grounds and common areas have been checked and are clean, free of debris and ready for inspection.

EIV Requirements for MOR

For those of you that were unable to attend the EIV Webinar presented by HUD on December 16th and 17th, the following link is to the archive of this cast.

<http://www.hud.gov/webcasts/archives>.

If you do not have time to watch the entire presentation, IHFA suggests that you at least view the monitoring section at the end of day two. This section of the webcast talks about IHFA's requirements as the Contract Administrator at MOR, and outlines what we are required to check and the actions required for missing documentation. IHFA strongly recommends viewing this portion so that you can ensure you are meeting the requirements prior to your MOR.



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2008 Compliance Workshops

IHFA would like to say thank you to all those who attended our training workshops this fall and winter, and express our gratitude to everyone who took the time to share your feedback through our survey. We are working to incorporate your suggestions while planning the next round of workshops and are excited by the positive responses we received.

NEW LOOK FOR PROGRAM TIPS AND SUGGESTIONS

WE'VE CHANGED THE FORMAT OF OUR PUBLICATION. PLEASE FEEL FREE TO SUBMIT COMMENTS OR SUGGESTIONS REGARDING THIS CHANGE TO ERIN SHELTON AT ERINS@IHFA.ORG, OR CALL (208) 331-4733.

THE COMPLIANCE MONITOR



Social Security Number Verification

HUD has now published two list serve messages regarding the up-coming requirement that all persons receiving assistance will be required to have a valid Social Security number. There is a change in process that will make this mandatory. Even though it is not yet the case, HUD and IHFA are encouraging everyone to obtain these numbers for any resident that is not currently on file. This will apply to persons under 6 years of age, non-citizens, and persons that have never been issued a number. If you begin collecting now before the rule is in place, rather than trying to obtain them all at once, it may save you a great deal of time and work.

Police Reports for the 2009 MOR



The MOR process will now require submission of police activity logs for calls to the development during the past 12 months. (These reports can be obtained from your local Police Department). See HUD Handbook 4350.1 Chapter 6 pages 6-8 for more information. Please ensure that this report is obtained and submitted when requested

Who's New in Compliance?

The newest member of the Compliance Team is Lynae Steadman, Housing Compliance Analyst. She began work at IHFA on November 10, 2008. Lynae is responsible for processing contract renewals and special claims among other things. Her contact number is (208) 331-4764, or email her at lynaes@ihfa.org. Please join us in welcoming her!



Property Assignment List

Do you know who your auditor is??? The project assignments for 2009 have been posted to the IHFA website. Please go to www.ihfa.org, click on the Housing Compliance bar and follow the arrows out to Section 8 Project Based Contract Administration and Compliance Staff/Development Assignments to determine who will be your compliance auditor for 2009.



If you have any questions or concerns regarding any of these reminders, please feel free to contact your compliance auditor by phone or email, or call (208) 331-4707. Thanks for a great 2008 and we look forward to a fun and challenging 2009!

IHFA Compliance Department