

To: Owners and Agents of Section 8 Housing
From: Idaho Housing and Finance Association Compliance Department
Date: August 22, 2008
Re: Program Tips and Suggestions

❖ **Signature dates in TRACS:**

- When creating the HAP vouchers each month, one of the requirements is to enter signature dates for all 50059's processed during that month. These dates must be actual signature dates that are obtained on the 50059. The 4350.3 Section 9-8 A NOTE: states that "...**Signatures must be obtained on the HUD-50059 prior to submitting the tenant data to the Contract Administrator or HUD...**". It may be appropriate to create a tracking system or spreadsheet for these dates to expedite this process. This is something that will be checked during the Management and Occupancy Review process in the future.

❖ **236 security deposit:**

- If you have a 236 property that has partial section 8 assistance, and you are taking a 236 tenant and assigning them section 8, the security deposit for this tenant will remain the same. A new deposit will not be required to be collected. There has been some conflicting guidance on this issue and IHFA has recently received clarification and we wanted to ensure this was passed along. Please reference 4350.3 6-14 for more information in this topic.

❖ **Counting medical expenses at move in:**

- With the publication of change 2, there has been one significant clarification to the way that medical expenses are calculated at move in. Per 4350.3 Section 5-10 D 6 ... "Past, one-time, non-recurring medical expenses that have been paid in full are not applicable when calculating anticipated medical expenses at move-in". This is only true of new move ins. This has been a big finding over this audit year and has resulted in calculation errors. Please read this section of the 4350.3 for more detailed information.

❖ **Application at move in:**

- ❖ There have been two issues in relation to applications that we have seen during this audit year that IHFA would like to bring to your attention:
 - **Incomplete applications**-One of the few requirements that HUD makes on the application process is that the application must be complete. We are seeing blanks and incomplete information on applicants that are allowed to be added to the wait list and/or housed. Please review applications and ensure that they are complete before accepting them. Please read 4350.3 4-14 for more information on the application process.
 - **Conflicting information**-As part of IHFA's audit process when looking at a move in file, the income/assets/expenses and any other pertinent eligibility information (i.e. student status or household members, etc...) listed on the application is cross checked to the Income/Asset Declaration and other documents that are completed at interview. If there are inconsistencies in any of

this information (i.e. AABD listed on the application but not the Income/Asset Declaration) we would expect the file to reflect clarification of this inconsistency or additional verification in the file. In many cases throughout this audit year, we have not been seeing this clarification/verification. Please be aware and ensure that all information reported by the resident is thoroughly reviewed and/or verified.

❖ **Addressing IHFA correspondence:**

- We would like to touch on a few key points about correspondence with the Housing Compliance Department at IHFA:
 - **HAP email address-** All HAP vouchers that are being scanned and e-mailed should be sent to www.compliance@ihfa.org . This address was set up specifically for receiving HAP vouchers and related correspondence. In order to ensure timely receipt of your voucher, please check to make sure that this is the email address you are using.
 - **Written correspondence-** The building that IHFA is housed in is 4 floors and contains approximately 100 employees. We have a centralized mail room where the mail is received and distributed. If the mail sent to us just says IHFA, sometimes it may take 3-4 days before it is routed to the correct person as research must be done by the mail room staff. For more timely receipt of mail we would like to ask that the correspondence is addressed to: IHFA, Housing Compliance Department, and Attn: (whoever your intended recipient may be). This will expedite the process and ensure that your correspondence is received in a timely manner.

❖ **Regional Training:**

- IHFA is tentatively planning to conduct some regional training workshops in the Fall/Winter of 2008 for the Section 8 and Tax Credit programs. The cities that we are considering going to are Twin Falls, Idaho Falls, Coeur d'Alene, Lewiston and Boise. We are interested in hearing any suggestions that you may have on topics you would like to see covered. Please e-mail any suggestions to www.heatherw@ihfa.org and we will see what we can do about adding them to the agenda, and stay tuned for further information!

❖ **AFHMP best practice:**

- IHFA was recently at an MOR and saw that they had their AFHMP laminated and hanging on their bulletin board. We felt this was a great simple solution to the plans getting dirty and/or damaged throughout the year and wanted to pass this best practice on to everyone. Thank you to Dasha at The Housing Company for sharing this with everyone. Do you have a best practice that you would like to share? A solution to a HUD regulatory problem that has helped you? Send it to www.heatherw@ihfa.org and we will try and share them with the rest of the state.

❖ **Change of Management Agent or Owner:**

- Recently, there have been several inquires regarding changes in management agents and/or the potential sale of Section 8 properties. Please keep in mind that for the Traditional Portfolio of properties, the Regulatory Agreement usually requires IHFA approval of management and owner changes. We must also consult with HUD prior to granting approval. Finally, we request that in the case of a potential sale, the owner provide the seller with the documentation they need to make an informed decision as to whether or not they want to purchase the property.

❖ **Erin Shelton:**

- We will have a new person in our department that we would like to introduce. Her name is Erin Shelton and she is the Administrative Assistant for the Housing Compliance Department. She will begin work at IHFA on August 21, 2008. Erin will be responsible for the processing of the HAP vouchers and for the EH&S follow up during the REAC process among other things. Her contact number is 208-331-4733 or email her at www.erins@ihfa.org

❖ **HAP voucher submission:**

- There are a few things that we would like to discuss regarding the new process of submitting the HAP vouchers for clarification purposes:
 - **Fax Copies-** Please remember that this is not an acceptable form of submission as they are difficult to read. You may either send a hard copy, or scan and e-mail.
 - **Duplicate submission-** Please do not fax or scan and then send the original. We do not require an original copy and per the 4350.3 9-12 B 2 the owner is to retain the original signatures on the voucher. As stated above, faxing is not an acceptable form of submission at this time. If duplicates are received it takes time to research this and may result in duplicate processing.

If you have any questions or concerns regarding any of these reminders, please feel free to contact your compliance auditor by phone or e-mail or call 208-331-4707.