

PHFA is Hiring!
View and apply for
employment postings
at:

<https://www.phfa.org/about/employment.aspx>

COVID-19 Resources

- <https://www.phfa.org/mhp>
- <https://www.phfa.org/news/covid19/>
- <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- <https://www.hud.gov/coronavirus>

2022 COLA Announced-5.9%
For Social Security, VA Benefits, Civil
Service and Railroad Retirement

Upcoming Dates

<u>Task</u>	<u>Due Date</u>
Budgets	November 1
Rental Schedule and TIC uploads	December 31 although prefer monthly
Annual Reports: TC, PennHOMES, HTF, and CMF	January 31, 2022 for properties that have closed.

Eviction Moratorium Update

The Supreme Court [ruling](#) on evictions has ended the federal eviction moratorium. The Housing Alliance of PA has a [brochure](#) to assist with Landlord-Tenant mediation to prevent evictions.

Emergency Rental Assistance for Pennsylvania Renters

The PA Department of Human Services (DHS) is coordinating the new 2021 round of financial assistance for PA renters. Visit www.dhs.pa.gov/coronavirus/Pages/Emergency-Rental-Assistance-Program.aspx to keep abreast of the latest Emergency Rental Assistance Program (ERAP) information. DHS also posts updates on their [Facebook](#) and [Twitter](#) pages.

"DHS is working with county agencies and advocates to share information as broadly as possible now that the application for rental assistance is available. Renters are advised to watch their local news for updates, as well".
~Scott Elliott, PHFA Director of Communications

Occupancy Reporting

All Agency funded properties must report occupancy information on a monthly basis. An email is sent on the 25th of each month with a link to enter the property's occupancy information and a reminder email is sent on the 2nd of each month to properties that have not reported in a timely manner. Failure to provide the information by the due date may result in a lowered management review score. Enter the total number of **occupied** units, not vacant units. Each property may use only one email address to receive the notice. To update contact information or to ask a question about the report, contact Nicole Timbers at ntimbers@phfa.org. Be sure to include the property's PHFA #.

Hot Off the Presses! New Documents on our Website

- ◆ Capital Magnet Funds: *Income Limit charts*
- ◆ Housing Trust Fund with Tax Credits: *Income Limit charts*
- ◆ Compliance Calendar

Housing Management How-to Video Training Series

[How To Training Videos are available on the PHFA YouTube Channel.](#)

How to Retrieve Rent and
Income Limits

How to Submit a Tenant
Income Certification



Compliance Corner

Child Support Payments

Child support can be calculated using an official court document or a disbursement printout. When using the printout, pay attention to the “Disbursement Issued” dates and the payment amounts. The dates will determine if payments are made weekly, bi-weekly, semi-monthly, or monthly. If the court document states monthly, but the printouts show weekly, then weekly must be used. Add a minimum of 6 payments together, divide by 6 to get

the average, and multiply by the payment frequency to obtain the annual average. If using more than 6 payments, divide by the number of payments used. If the printout states “Sent to Welfare”, the funds go to the welfare department and then to the recipient. This is called a “pass through” payment and it may be listed on PA Compass paperwork. The pass through amount may be listed separately, or lumped in with the Cash Assistance (TANF) payment. Be sure to include the pass through amount, if listed separately on the Compass printout.

Asset Calculations

A checking account 6-month average should be taken from either the beginning or ending balances. Daily average balances should **not** be used to calculate the 6 month average. If the financial institution does not provide the required information on the verification form, statements must be obtained to determine the average.

Properties Renting Up

Please notify your property’s Housing Management Representative (HMR) when you begin to lease up your property. This will trigger the quarterly rent-up report process. Rent-up reports will be completed quarterly via email until each unit has been occupied at least once.

Uploading TICs

Per PHFA’s *Low-Income Housing Tax Credit Manual*, upload TICs into the Web Entry System as events occur, or at least monthly.

Tip: If a TIC is already in the system and no changes have been made, you will receive an error message that the TIC did not upload. This error indicates that a TIC for the unit is already in the system.

Rental Assistance (RA) on TICs

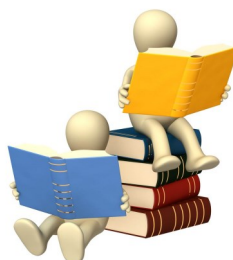
Rental assistance type must be entered on page 2 of the TIC. If the unit has no RA, that must be noted. If the RA is a voucher, select either “Tenant-Based” or “Project-Based”. If the RA type does not automatically populate in the software you are using, you must manually enter it on page 2 of the TIC and then edit the TIC in the PHFA Web Entry System.

Resource Center

Training

https://www.phfa.org/forms/housing_management/calendar/2021-training-calendar.pdf

https://www.phfa.org/forms/housing_management/calendar/affordable-housing-training-programs.pdf



PHFA Website Helpful Links

Start here! <https://phfa.org/mhp/>

Section 8: <https://phfa.org/mhp/section8ca/>

Break-out sessions from our 2021 conference can be accessed at <https://www.phfa.org/mhp/propertymanagement/> >Multifamily Affordable Housing Conference

PHFA offers a “Rent Designation Matrix” for the mapping / tiering of their units:

<https://phfa.org/mhp/propertymanagement/> Agency-Financed Properties →Exhibits

HUD Resources

Income Calculator

<https://www.hudexchange.info/incomecalculator/>

HOME Training

<https://www.hudexchange.info/trainings/>

4350.3 Chapter 5: Calculating Income and Assets

<https://www.hud.gov/sites/>