

COMPLIANCE CONNECTION



Fall/Winter 2026

Housing Management

phfa.org



Thank you to all who attended the 2026 Multifamily Affordable Housing Conference!

Save the date for 2027
MAHC:
June 16th -18th

The Penn Stater Hotel &
Conference Center
15 Innovation Blvd.
State College, PA 16803

More information to come in
the Spring 2027 newsletter.

HOTMA

PHFA requires HOTMA compliance even though HUD has delayed implementation for Multifamily Housing. HOTMA Implementation began 07/01/2025. PHFA wants to ensure you have resources at your fingertips to guide you in maintaining compliance.

The [PHFA HOTMA Matrix](#) offers information, including links to REQUIRED forms. Additional information is available through the links below:

- [HUD Exchange Income and Asset Resources](#)
- [HUD HOTMA Resources](#)
- [Inflationary Adjustments Chart](#)

The Disposal of Assets Form is no longer required as the information is included on the Asset Self-Certification and Manager Worksheet.

Upcoming Year-End Deadlines

December 31, 2026: Submit a Tenant Income Certification (TIC) via the PHFA Web Entry System for each household.

January 31, 2027:

- Submit the Owner's Certificate of Continuing Program Compliance and Rental Schedule via the PHFA Web Entry System.
- Upload the PennHOMES Addendum and PennHOMES Annual Report via the PHFA Web Entry System, if applicable.
- Properties with HTF, CMF, or PennHOMES only (no Tax Credits), retrieve the applicable annual report from the Agency's website under Agency Financed-Manual and submit directly to the Housing Management Representative.

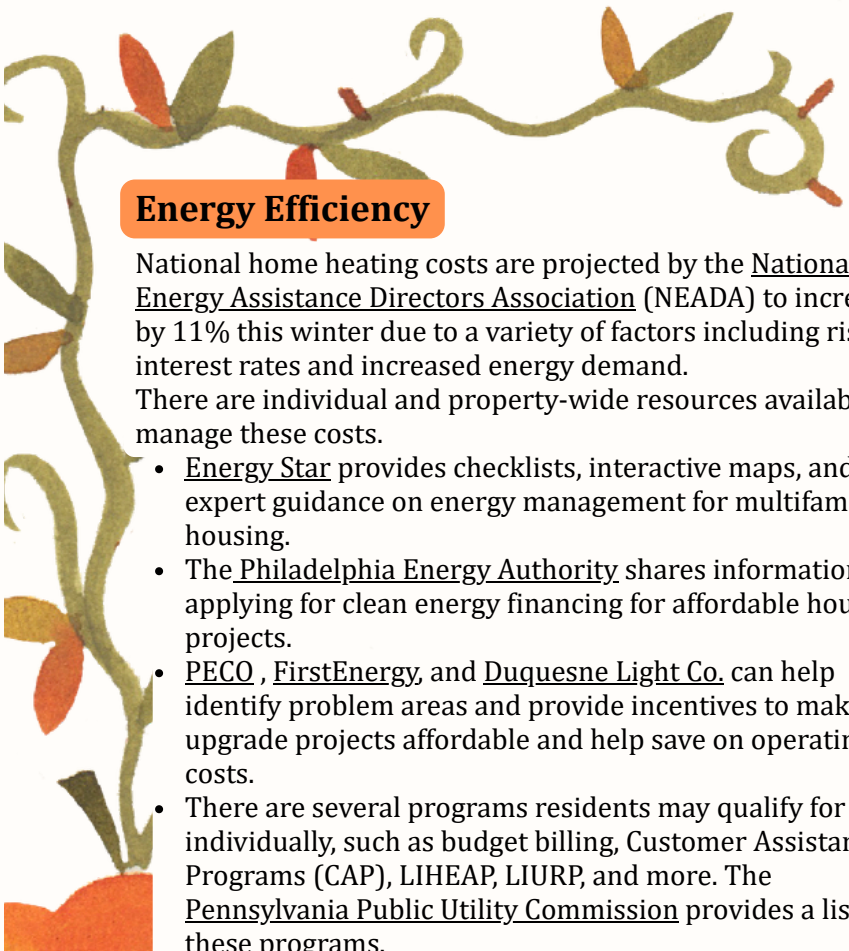
Dear HMR...

Do you have a question you've always wanted to ask your Housing Management Representative (HMR)? "Dear HMR" is a [new form-based feature](#) designed to answer common questions and share practical tips to help make property management—and working with PHFA—a little easier.

Dear HMR, I just received notice that our property is scheduled for a management review and file audit. What is the best way to prepare?

Dear Property Manager, Start by carefully reading the entire Notification Letter and requirements. Your HMR will request a rent roll to select files for review, and all the new move-in files will be reviewed.





Energy Efficiency

National home heating costs are projected by the National Energy Assistance Directors Association (NEADA) to increase by 11% this winter due to a variety of factors including rising interest rates and increased energy demand.

There are individual and property-wide resources available to manage these costs.

- Energy Star provides checklists, interactive maps, and expert guidance on energy management for multifamily housing.
- The Philadelphia Energy Authority shares information on applying for clean energy financing for affordable housing projects.
- PECO, FirstEnergy, and Duquesne Light Co. can help identify problem areas and provide incentives to make upgrade projects affordable and help save on operating costs.
- There are several programs residents may qualify for individually, such as budget billing, Customer Assistance Programs (CAP), LIHEAP, LIURP, and more. The Pennsylvania Public Utility Commission provides a list of these programs.

AFHMP Reminders

The Affirmative Fair Housing Marketing Plan (AFHMP) – HUD-935.2A) is required and helps ensure housing opportunities are marketed equitably including outreach to individuals least likely to apply.

Owners/Agents should review the property's AFHMP annually and update the plan whenever marketing procedures change. Five years after an AFHMP is approved, the O/A must either submit a revised AFHMP or a Five-Year Acknowledgment confirming that an update is not needed.

Important Reminders:

- Keep the current AFHMP and all required attachments on-site and available for public review.
- Maintain an active PAHousingSearch.com listing and keep information current; monthly updating is REQUIRED.
- Retain documentation of marketing and outreach efforts.
- Conduct outreach to local service agencies regarding available accessible units.
- If an accessible unit becomes available and no applicant requires the features, submit the Marketing Worksheet to Danielle Rudy at PHFA.
- Display required Fair Housing Poster.

Tip: Use the AFHMP Checklist and Census Navigation Tool when completing or revising the plan to ensure all required information, attachments, census documentation and PHFA AFHMP Addendum are included.

PHA Income Determination Certification

In multi-funded Low Income Housing Tax Credit (LIHTC) developments the PHA Income Determination Certification provides a streamlined compliance pathway when units receive subsidy assistance under HUD Section 8 (50058/50059) housing programs.

Execute the following documentation concurrently with the PHA Income Determination Certification:

- Tenant Income Certification (TIC):
 - Enter the gross household income listed on the HUD Section 8 (50058 / 50059) onto the TIC as the household's certified annual income. Attach a copy of the 50058 / 50059.
- Asset Self-Certification / Manager Worksheet:
 - Required for households certifying net family assets within HOTMA threshold limits.
- Child Support or Alimony Affidavit:
 - Document court-ordered vs. actual received amounts, payment frequency, or formal certification of non-receipt.
- Student Status Certification (LIHTC / HOME):
 - Verify whether household members are full-time students. Required for all adult household members. If all occupants are full-time students, the file must include documented proof of a valid Section 42 student exemption.
- PHFA LIHTC Lease Addendum:
 - Enforces Section 42 provisions (e.g. student status change reporting, eviction protection without cause).
- VAWA Lease Addendum:
 - Protects tenants under the Violence Against Women Act.

