

Now Hiring HMRs!

The Pittsburgh office is currently looking to hire two Housing Management Representatives.

Apply online:

<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>

PHFA's Multifamily Affordable Housing Conference (MAHC) has gone virtual in 2021!

Upcoming Dates

<u>Task</u>	<u>Due Date</u>
Register for MAHC	Now!
Rent Summary	30 days after PennHOMES limits are published

Eviction Moratorium Update

The Centers for Disease Control and Prevention has extended its [nationwide moratorium on evictions](#) from March 31st through **June 30, 2021**.

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 information. DHS is also posting 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. So renters are advised to watch their local news for updates, as well".
~Scott Elliott, PHFA Director of Communications

Hot Off the Presses! New Documents on our Website

- ◆ Student Certification: *Student Questionnaire LIHTC and HOME*
- ◆ Capital Magnet Funds: *CMF Calculation Worksheet* and *CMF Resident Questionnaire*
- ◆ *Census Navigation Tool* to complete AFHMP Worksheets
- ◆ Our former *Rent Schedule* has been simplified and has a new name. Look for an email notification with the new *Rent Summary* when HOME rent and income limits are released.

How to Request Staffing Changes

Requests for a change in staffing must be approved by the Agency for all PHFA funded properties. Send requests to the property's Housing Management Representative with a copy to your Financial Analyst. Instructions can be found in Chapter 19 of the Agency Financed Properties - Manual.

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

Verification Procedures for Assets

While reviewing verification forms and source documentation can feel straightforward, there can be subtle cues that additional information may need to be obtained.

Retirement accounts such as a **401(k)** or an **IRA** can be identified by reviewing a pay stub, which will indicate the deductions from each check. Ask the resident which financial institution holds it, then send out the asset verification for

the cash value. A 401(k) can be cashed out early, typically with a tax penalty imposed. The financial institution should provide the details of the penalty.

Investment accounts held with major banking institutions may show up on a summary of accounts with a checking or savings account. These statements are helpful to identify the additional assets, but may need additional verification if no income from assets is indicated on the summary. Find out if there is a different department that manages investment accounts and proceed

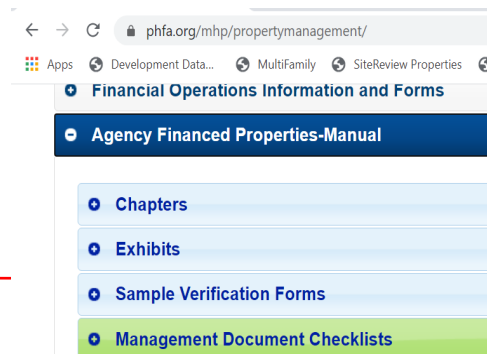
to verify the income on the investment account.

Life Insurance Policies are assets that the company may offer both a “Cash Value” and a (Cash) “Surrender Value”. Be careful to read the fine print on the print-outs, and when in doubt, call the company to answer any questions. The surrender value may have included possible fees if the policy holder wishes to convert it to cash. Check for dividends as well!

Friendly Reminders

- ◆ When reporting monthly occupancy for your property, indicate the *occupied* units, not the *vacant* units.
 - ◆ To avoid an audit finding, make sure that applications for housing are date and time stamped before the household is placed on a waitlist.
 - ◆ Personnel changes for any owners / agents must be reported to PHFA
- ◆ for our records. Provide the name, title, email address, and phone number for each change.
 - ◆ Check Page 2 of each TIC to ensure the correct unit designation, maximum rent and income limits, and program type(s) are recorded.
 - ◆ PHFA provides checklists on our website to help management agents successfully complete management documents

(including Management Plans, TSPs, AFHMPs, etc.). Finalized documents must be submitted along with the checklists to the HMR for approval.



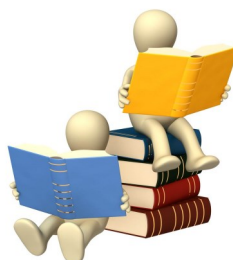
PHFA is Hiring! <https://www.phfa.org/about/employment.aspx>

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 2019: <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/documents/43503C5HSGH.PDF>