

Save the Date!

**Multifamily
Affordable Housing
Conference**
July 18-20, 2023
**[Seven Springs
Resort](#)**
Hot Topic Session
[HOTMA!](#)

**[PHFA is
Now Hiring!](#)**

**View available
positions and
apply online:**
[Employment
Opportunities](#)

Upcoming Dates

Event	Due Date
MAH Conference	July 18-20th
Rent Summaries	July (tentative)

Management Document Updates

Management documents must be reviewed and approved by PHFA for Agency-funded properties prior to implementation. This includes the Management Plan, Tenant Selection Plan, Affirmative Fair Housing Marketing Plan, Lease including any addenda, VAWA Emergency Transfer Plan, and Grievance Procedure. Owner/Agents are required to review the property's AFHMP regularly to determine if updates are necessary. If market conditions change, the plan must be updated and submitted for approval. At a minimum, it must be reviewed every five years. If changes are made to the other documents, they must be submitted for approval. Additionally, upon change of an Owner or Management Agent, new management documents are required to be submitted for review and approval.

LIHTC Lease Addendum and Resident Notification Letter

On November 1, 2022, PHFA revised the [PHFA LIHTC Lease Addendum](#) and required its utilization as an attachment to the lease. Additionally, a Resident Notification Letter (to be printed on your letterhead) must be provided to each resident. A separate acknowledgment of receipt or a signed copy of the Resident Notification Letter must be maintained in the resident's file for auditing purposes. The [Resident Notification Letter](#) can be found on the PHFA website.

Income Limits Delayed / Rent Summary Submission

Properties with certain types of funding must submit a Rent Summary with proposed rents for the coming year to their Housing Management Representative (HMR). The submission must be made no later than 30 days after the PennHOMES limits are released. HUD has announced that there will be a delay in releasing the 2023 income limits so this will push back the typical Rent Summary due date. PHFA will send an email detailing the process and indicating the due date once the limits are posted on the website and entered in the [PHFA Multifamily Portal](#). The [Rent Approval Policy](#) and the [Rent Summary](#) forms are available on the PHFA website.

Useful Resources on our Website

- ◆ [New Certification of Real Estate Calculation—How-To video coming soon!](#)
- ◆ VAWA Resources:
 - [HUD Violence Against Women Act](#)
 - [2/1/2023 VAWA Press Release](#)
 - [FHEO-2023-01-FHEO VAWA Notice](#)
- ◆ [2022 Conference Breakout Sessions](#)
- ◆ [Contact Change Form](#)
- ◆ [Independent Contractor Certification Form \(Uber, Instacart, DoorDash, etc.\)](#)
- ◆ [New AFHMP Census Navigation Tool](#)



Compliance Corner

Per Diem Not Counted as Income

When an applicant/resident is receiving a Per Diem with their job, do you count this as income? Per diem is a payment made for expenses such as travel, lodging, and meals, and is not taxable income. The IRS states that if your employer reimburses you for work-related expenses, do not include the payment as part of the income. In addition, reimbursement expenses do not show on the W-2 as pay.

Using the Disposal of Assets and Under \$5,000 Asset Certification Forms

Ensure each household is provided with

the correct Asset Disposition form. [The Disposal of Assets form](#) can be used by ALL households regardless of the value of their assets. However, the [Under \\$5,000 Asset form](#) can only be utilized by households whose assets do not exceed \$5,000. Tax Credit only properties may self-certify their assets (at recertification) utilizing the Under \$5,000 Asset Certification form when applicable; while properties with HOME and or Housing Trust Funds (HTF) must third-party verify all household assets.

Clarification Records

Clarification records can be helpful to explain that due diligence was taken to account for all possible income, asset or household situations that may affect eligibility. Comments or missing information may be clarified via phone, and

recorded on a separate form, NOT on the third party verification form.

Common situations to use them may be:

- ◆ A joint bank account with a non-household member should have a clarification record identifying the person and the purpose of the account, such as a relative who would assist the resident in paying the resident's bills in case of emergency.
- ◆ A verification form that is unclear or not completed in its entirety. Clarify any calculations that are not completed accurately.
- ◆ An asset that does not indicate the frequency of a dividend on the statement.
- ◆ Unexpected employment hours or overtime due to temporary staff shortage.

Friendly Reminders

- ◆ **Properties with PennHOMES or HTF funding:** When verifying employment income, you must have two months Source Documentation, even if third-party verification is received. Remember that the paystubs must be consecutive and within 120 days of move-in and/or recertification.
- ◆ Use PHFA's Multifamily Web Entry System to obtain property-specific income and rent limits based on its

funding source(s).

- ◆ VAWA documents (addendum and acknowledgments) must be signed by **all** adult household members, regardless of their gender.
- ◆ All original applications **MUST** be date **and** time stamped.
- ◆ When utility allowance changes occur, review all TICs completed to ensure gross rent does not exceed the maximum rents.
- ◆ Upon the release of new rent and income limits, the new limits must be manually (hand) corrected on the TIC, reflecting the

limits based on the effective date of the TIC. For example, if the limits are released on May 15, annual certifications from April-June may already be signed. If the limits are effective as of April 1, these must all be hand-corrected to ensure compliance with the new limits.



Resource Center

Training—**New!**

[Management Calendar of Events & Trainings](#)

[Affordable Housing Programs Training & Consulting Organizations](#)

HUD Resources

[Income Calculator](#)

[HOME and HTF Training](#)

[Compliance in HOME Rental Projects](#)

4350.3 Resources:

[Chapter 5: Determining Income and Calculating Rent](#)

[Appendix 3: Acceptable Forms of Verification](#)



PHFA Website Helpful Links

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

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

[Fall 2022 Newsletter](#)

[New! Alphabetized Index of Housing Management Newsletter Topics](#)

[Pennsylvania Region List for Owner's Certification of Continuing Compliance](#)