

Rental Schedule Session
June 29, 2018
Questions from Participants

1. When are rent schedules due? What if we have different types of funding?

Rent schedules are due 30 days after the PennHOMES rent limits are released. Page 15 of the Financial Reporting Manual details the rent schedule requirements and due dates.

https://www.phfa.org/forms/housing_management/financial_management/table_of_contents/hf_frm_annual_operating_budget.pdf

2. Can a management agent raise rents (above the rents on the rental schedule) after the rental schedule has been approved?

Management agents are encouraged to anticipate the rental increases they plan to implement throughout the fiscal year. Rents may never exceed the maximum allowable rents. In addition, agents may not increase rents in excess of 5%; notwithstanding residents whose rent is based on 30% of their annual adjusted income based on program regulations. The agency must approve all rent increases for HOME funded projects before implementation by a management agent.

3. Will an agent be penalized for charging lower rents than the rents that are submitted on the rental schedule?

There is no penalty to charge tenants lower rents than what were approved on your rent schedule. Any significant decrease in rents should be explained in the variance tab. The Financial Analyst will require additional information if actual rental income is significantly lower than the amount budgeted.

4. Should an agent enter in the variance amount?

It is required to complete the variance tab for all variances over +/- 10%. It is encouraged to use the variance tab to provide Agency staff with any necessary information even if the variance is under the 10% threshold.

5. Will the market rate units be flagged for being over the rent/income limits on mixed income properties?

No. The market rate units are not subject to approval by the agency.

- 6. On projects with Project Based or Tenant Based vouchers we take a conservative approach when filling out the rental schedule as we don't know what the Housing Authority will do with rents. Will we be penalized for raising rents up to the Housing Authority payment standard if it is higher than what we submitted on the rental schedule?**

There is no "penalty" for accepting approved rental increases for subsidized tenants. However, program regulations (i.e. HOME) must be followed when implementing an increase at the payment standard.

- 7. Do Section 8 properties need to submit a rental schedule?**

No. Section 8 projects should use their current rents to calculate the gross rent amount that will be entered on line 1 of the operating budget.

- 8. Is November 1st the deadline for Section 8 properties?**

All budgets are due 60 days prior to the start of the project's fiscal year.

- 9. Is it possible to have a webinar when there are changes to the rent schedule?**

Yes. If major changes are made to our process, we will look at all options available to make our Agent/Owners aware of the change.

- 10. Our utility allowance was calculated but not yet approved by the agency. What UA should we use?**

The currently approved utility allowance must be used on the rent schedule; however, the "future" approved utility allowance must be implemented according to program regulations. The Housing Management Representative will monitor at the property's annual management review.

- 11. We use the Housing Authority utility allowance for Project Based voucher households. What should we use for Tenant Based voucher households?**

In the case of Tenant Based Vouchers where the utility allowance from the Housing Authority (HA) must be used, please attach the documentation/ approved utility allowance schedule from the Housing Authority with your rental schedule.

- 12. We eliminated our van driver and received a letter stating we could hire a Supportive Service person instead. Is this okay and how do we address it when submitting our budget?**

Please consult with Housing Services Rep on any changes concerning Supportive Service Staffing.

13. What if a director submits a request for an additional position but they don't follow through?

You are required to gain PHFA approval for any increase in staff or hours. It is a business decision if the owner decides not to follow through on the request.

14. Where is the "Changes in Staffing" section of the Agency Financed Property Manual?

This information can be found in Chapter 19 of the PennHOME manual. The link is https://www.phfa.org/forms/housing_management/agency_financed/manuals_and_documents/chapters/hm_ph_chapter19.pdf

15. Would we consider opening the conference to the agent's accounting team?

We will pass this request on to the people responsible for planning the conference.

Rent Schedule issue:

For Tenant Based voucher households – If a household pays zero rent, we are not able to enter a zero. We must put in .25 for it to show up as a zero.

We will correct this the next time we revise the rent schedule.