



TO: Owners and Managers of All MaineHousing or MaineHousing Affiliated Properties

FROM: Robert Conroy, Director of Asset Management

TOPIC:

- I. 2010 Management and Maintenance Seminar – May 27, 2010
- II. Fiscal Year 2010 Income Limits Released
- III. Clarification: MaineHousing Access To EIV Information
- IV. Clarification: Additional Locking Mechanisms on Rental Units
- V. Update: Project-Based Section 8 - Tenant Selection Plan (TSP) Checklist

I. 2010 Management and Maintenance Seminar – May 27, 2010

The Maine Real Estate Managers Association (MREMA), in collaboration with MaineHousing, HUD and the USDA-Rural Development, is sponsoring the **2010 Management and Maintenance Seminar** scheduled for May 27, 2010 at the Augusta Civic Center. Attached, please find the agenda and registration form for this event. Please note that registrations are **due no later than Friday, May 21, 2010**. The maximum seating for this event is 150 persons, so please register immediately.

II. Fiscal Year 2010 Income Limits Released

The US Department of Housing and Urban Development (HUD) has released the Fiscal Year 2010 income limits. The Limits may be found at <http://www.huduser.org/portal/datasets/il/il10/index.html>. The effective date of these new Limits is May 14, 2010.

MaineHousing will be preparing their standard Income and Rent Limits Charts for FedHOME and Non-FedHOME properties. These charts will be published and placed on the MaineHousing website as soon as possible. Once they have been posted, MaineHousing will send out an Asset Management Notice.

III. Clarification: MaineHousing Access To EIV Information

MaineHousing Asset Management staff have been conducting Management and Occupancy Reviews (MORs) for project-based Section 8 properties. As part of those MORs, Asset Management staff are reviewing Enterprise Income Verification (EIV) information pursuant to HUD's guidance. Security and limited access to the information is paramount and owners/managers must secure this information in accordance with the guidance provided by HUD.

At recent reviews, MaineHousing staff have been asked to sign Rules of Behavior forms as part of the owners'/managers' attempt to ensure security of the information provided through EIV.

HUD guidance in **Notice H 09-20, dated December 7, 2009** provides guidance regarding the security of EIV data. Section IX of this notice provides

access to EIV information to Contract Administrators for both Traditional Contracts and Performance-Based Contracts. Each MaineHousing staff member that prepares for MORs or conducts them on-site have already completed a Rules of Behavior form which is kept on file at MaineHousing. The tenant's execution of forms HUD-9887 and HUD-9887A grant permission to MaineHousing staff to view income data. Therefore, additional documentation or the signing of additional releases by MaineHousing staff is unnecessary.

If anyone has questions regarding this interpretation of the HUD guidance may contact Kevin Rose, Portfolio Manager at 207-626-4631 or by email at krose@mainehousing.org.

IV. Clarification: Additional Locking Mechanisms on Rental Units

Recently, questions from owners/managers have been raised regarding tenants adding additional locking mechanisms to their apartment doors (e.g. chain locks). Owners/managers, through the house rules of the property may prohibit the installation of additional locking devices. For those properties which do allow the installation of additional locking devices, adherence to the National Fire Protection Association 101 (NFPA-101) Life Safety Code is required.

NFPA-101 Section 7.2.1.5.9 states:

“A latch or other fastening device on a door shall be provided with a releasing device that has an obvious method of operation and that is readily operating under all light conditions.”

NFPA-101 Section 7.2.1.5.9.1 states:

“The releasing mechanism for any latch other than existing installations shall be located not less than 865 mm (34 in.), and nor more than 1220 mm (48 in.), above the finished floor.”

NFPA-101 Section 7.2.10.5.9.2 states:

“The releasing mechanism shall open the door with not more than one releasing operation, unless otherwise specified in sections 7.2.1.5.9.3 and 7.2.1.5.9.4.”

For additional information regarding additional locking mechanisms, please see NFPA-101 Life Safety Code. If anyone has questions regarding these requirements or the results of a unit inspection involving improper installation of locking mechanisms, please contact David Ranslow, Inspection Services Manager at 207-626-4602 or by email at dranslow@mainehousing.org.

V. Update: Project-Based Section 8 – Tenant Selection Plan (TSP) Checklist

On April 8, 2010 in Asset Management Notice 2010-07, the Tenant Selection Plan (TSP) Checklist was disseminated. Since that Notice, another revision has been made. Attached please find the most current version of the TSP. For additional information about its use, please refer to Asset Management Notice 2010-07. This and all previous Notices may be found at MaineHousing's website at www.mainehousing.org. Select the Housing Partners tab in the lower-right corner, then select the Downloads option.

ATTACHMENTS:

- ✳ *2010 Management and Maintenance Seminar – Agenda and Registration Form*
- ✳ *Tenant Selection Plan (TSP) Checklist*

MAINEHOUSING NONDISCRIMINATION NOTICE

Maine State Housing Authority (“MaineHousing”) does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, age, physical or mental disability, or familial status in the admission or access to, or treatment or employment in, its programs, and activities. MaineHousing will provide appropriate communication auxiliary aids and services upon sufficient notice. MaineHousing will also provide this document in alternative formats upon sufficient notice. MaineHousing has designated the following person responsible for coordinating compliance with applicable federal and state nondiscrimination requirements and addressing grievances: Mary Darling, Maine State Housing Authority, 353 Water Street, Augusta, Maine 04330-4633, Telephone Number (207) 626-4000 or 1-800-452-4668 (voice), or 1-800-452-4603 (TTY).



TENANT SELECTION PLAN (TSP) CHECKLIST
Project-Based Section 8 Properties
(Based on HUD Handbook 4350.3, Rev. 1, Chg. 3)

Project Name: _____	Project Number: _____
Project Type: _____	Eld/Disabled: _____ Fam: _____ Disabled Only: _____ Eld. Only (62+): _____
Revision Date of Current Tenant Selection Plan: _____	

Required Topics/Provisions (Figure 4-2)	Citation	Y	N	Comments
Project-specific requirements <i>(If property is designated for special, targeted population, the owner must define population to be served.)</i>	Ch. 3, Sec. 2			
Citizenship Requirements <i>(Owner must describe how citizenship/immigration requirements are implemented, including policies regarding verification of citizenship and under what circumstances the owner will permit a temporary deferral of termination of assistance.)</i>	Ch. 3, Sec. 1			
Social Security Number (SSN) Requirements <i>(Owner must identify the requirements for providing SSNs, allowing extended time to provide proof of SSNs and procedures used when an individual has no SSN.)</i>	Ch. 3, Sec. 2 Notice H 10-08, Sec. IV			
Income Limits <i>(Owner must identify the income limit schedule used – i.e. LI -80% AMI, VLI - 50% AMI, or ELI – 30% AM. See HAP contract to determine income limits requirements.)</i>	Ch. 3, Sec. 1			
Procedures for Accepting Applications and Pre-applications	Ch. 4, Sec. 3			
Procedures for Applying Preferences <i>(Owner should describe the acceptable sources of preference verification and must define how preferences affect order in which applicants are accepted.)</i> <i>NOTE: state, local or residency preferences must be HUD approved.</i>	Ch. 4, Sec. 1 & 4			
Income-targeting <i>(Owners must including income targeting – i.e. 40% of new move-ins at 30% AMI and a description of how the income targeting affects the order in which applicants are selected from the waiting list.)</i>	Ch. 4, Sec 2 and Notice H 00-18, Sec. 5			
Required drug-related or criminal activity criteria <i>(Owner must describe property standards used to screen information on drug-related or criminal activity – including sex offender registration.)</i>	Ch. 4, Sec. 1 & 4 and Notice H 2002-22			
Other allowable screening criteria <i>(Owner must describe property standards used to screen information such as rental history, credit history, home visitations, and references.)</i>	Ch. 4, Sec. 1 & 4			
Procedures for Rejecting Ineligible applicants <i>(Owner must describe circumstances for rejection and how extenuating circumstances may be considered, including right of applicant to appeal.)</i>	Ch. 4, Sec. 1			
Occupancy Standards <i>(Owner must describe the determination of appropriate unit size and procedures to place families on the list for more than one unit size.)</i>	Ch. 3, Sec. 2			

Unit transfer policies - including selection of in-place residents vs. applicants from the waiting list <i>(Owner's description must include provisions for circumstances which include transfer because of family size, changes in household composition, change in subsidy, certifiable medical reasons or accessibility features.)</i>	Ch. 7, Sec. 3			
Policies with Sec. 504 of the Rehabilitation Act of 1973 and the Fair Housing Act and other relevant civil rights laws and statutes <i>(Owner must include language regarding non-discrimination based on race, color, religion, sex, national origin, disability, familial status and, in Maine, sexual orientation – M.R.S.A Title 5, Sec. 4852)</i>	Ch. 2, Sec. 3			
Policy for opening and closing the waiting list <i>(Owner must describe the methods used to announce opening and closing the waiting list.)</i>	Ch. 4, Sec. 3			
Eligibility of students to receive Section 8 rental assistance	Ch. 3, Sec. 1 & 3			
Disclosure of EIV Use <i>(O/As using the Existing Tenant Search in EIV as part of their screening criteria for new tenants must include written policies for using the search in their Tenant Selection Plan.)</i>	Notice H09-20 Sec 6 A 1 a.			

Recommended Topics/Provisions (Figure 4-2)	Citation	Y	N	Comments
VAWA Requirements <i>(O/As should update their Tenant Selection Plans and/or House Rules, as applicable, to incorporate the VAWA policies and protections.)</i>	Notice H08-07 Sec 6 A 1			
Applicant Notification and opportunity to supplement information	Ch. 4, Sec. 1 & 4			
Procedures for identifying applicant needs for the features of accessible units or reasonable accommodations	Ch. 2, Sec. 3			
Updated the waiting list	Ch. 4, Sec. 3			
Policy for notifying applicants and potential applicants of changes in the tenant selection plan	Ch. 4, Sec. 1			
Procedures for assigning units with originally constructed design features for persons with physical disabilities	Ch. 2, Sec. 3			
Charges for facilities and services	Ch. 6, Sec. 3			
Security Deposit Requirements	Ch. 6, Sec. 2			
Unit Inspections	Ch. 6, Sec. 4			
Annual recertification requirements	Ch. 7, Sec. 1			
Interim recertification reporting policies	Ch. 7, Sec. 2			
Implementation of house rules	Ch. 6, Sec. 1			

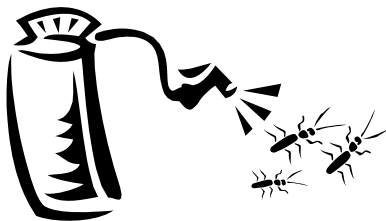
NOTE: Pursuant to Sec. 2-9, Sec. 3 of HUD Handbook 4350.3, REV-1, Chg. 3 and the “Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons” which was published in the Federal Register on January 22, 2007, housing owners must take reasonable steps to ensure meaningful access to the information and services they provide for persons with limited English proficiency. This may include interpreter services and/or written materials translated into other languages.

2010 Management and Maintenance Seminar

May 27, 2010
Augusta Civic Center



- 8:00 – 8:30 AM Coffee & Registration
- 8:30 – 8:45 AM Opening Remarks
- 8:45 – 10:15 AM Blood Pathogens/H1N1 – Presented by Clean-O-Rama
- 10:15 – 10:30 AM Break
- 10:30 – 12:00 AM Fire Prevention & Hoarders - Presented by David Jackson
- 12:00 – 1:15 PM LUNCH & VENDOR EXHIBITS
- 1:15 – 3:15 PM Lightning Round
- | | |
|------------------------------|---|
| Grounds Pests | Jeff Street, Street's Landscape & Lawn Center |
| Sink Drains | Gary Foss, Home Depot |
| Innovative Locks | Darren Douglas, Hardware Consultants |
| Green Paints/Nicotine Stains | Aaron Smith, Sherwin Williams |
| Spring Pests (Ants, etc.) | First Atlantic |
| Light Bulbs & Ballasts | Jim Hilton, Rockingham Electric |
- 3:15 -3:30 PM Comments and Questions
- 3:30 PM Door prizes and wrap-up.



A property management and maintenance seminar sponsored by



2010 Management and Maintenance Seminar

May 27, 2010
Augusta Civic Center

Registration and Payment

Must be received no later than May 21, 2010

Maximum Seating 150 – Register Early!

Participant 1 _____ Participant 4 _____

Participant 2 _____ Participant 5 _____

Participant 3 _____ Participant 6 _____

Company Name _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

E-mail _____

Number of people attending _____

Cost per person \$30.00 (includes lunch)

Total Due _____

Please mail registration form with check for total due, payable to "MREMA", to:

Michael Myatt
Avesta Housing
307 Cumberland Ave
Portland, ME 04101
Phone: 207-553-7777
Fax: 207-553-7778

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