



**To: All Owners and Managers**  
**From: Bob Conroy, Director of Asset Management**

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**I. EIV-Beyond the Theory to the Practical Training – May 24, 2011**

MaineHousing is pleased to announce the tremendous success of the Enterprise Income Verification (EIV) training which was co-sponsored by MREMA, MaineHousing and NEAHMA on May 24, 2011. There were approximately 140 owners, managers, and MaineHousing staff present for this one-day training. The presenters from Mahoney Properties: Debbie Piltch; Michelle Prunier; Melissa Rodrigues; and Nicole Scott; were excellent and the training materials provided were extremely valuable. The evaluations from the event were very positive. **Many thanks to all who made this event such a resounding success!**

**II. Staffing Changes in MaineHousing’s Asset Management Department**

After 32 years of dedicated service, Joyce Achramowicz retired from the position of Senior Financial Officer on May 31, 2011. Over her many years at MaineHousing, Joyce served in a variety of capacities. In recent years she worked directly with owners, managers and developers regarding insurance coverage, audited financial statements, annual operating budgets, and other finance related activities. Joyce will be greatly missed and we all wish her the best in her retirement.

On May 12, 2011, after 13 years with the Asset Management Department, Jennifer Boardman, Financial Officer, left to assume a new position with Preservation Management. Jennifer was part of the HUD Programs Team and worked primarily with subsidy issues, HAP Contract Renewals, rent comparability studies, rent increases and utility allowance analysis.

Asset Management staff is also pleased to announce that Mary Young, Program Analyst, was hired to fill the role of Financial Officer. All correspondence relating to multifamily property subsidy should be referred to Mary at [myoung@mainehousing.org](mailto:myoung@mainehousing.org) or at 1-800-452-4668 ext. 1636.

Charlotte Perkins, Housing Program Assistant in MaineHousing's Energy and Housing Services Department will be joining the Asset Management staff. She will be filling the Program Analyst position vacated by Mary Young. Charlotte will be commencing her new role later in June.

**We wish Jennifer, Mary and Charlotte much success in their new positions!**

### **III. PUBLIC Law, Chapter 157, LD 1048, 125th Maine State Legislature: An Act To Delay the Implementation of the Rental Housing Radon Testing Requirement**

The Maine State Legislature recently amended an earlier requirement for radon testing to commence in 2012. The following legislation was passed and reads as follows:

**Be it enacted by the People of the State of Maine as follows:**

**Sec. 1. 14 MRSA §6030-D, sub-§1**, as amended by PL 2009, c. 566, §19, is further amended to read:

**1. Testing.** By March 1, 2014 and every 10 years thereafter, a landlord or other person who on behalf of a landlord enters into a lease or tenancy at will agreement for a residential building shall have the air of the residential building tested for the presence of radon. A test required to be performed under this section must be conducted by a person registered with the Department of Health and Human Services pursuant to Title 22, chapter 165.

**Effective 90 days following adjournment of the 125th Legislature, First Regular Session, unless otherwise indicated.**

### **IV. HUD Releases FY11 Income Limits, Now Incorporating 5-Year ACS Data**

The following information appeared as an article in the June 3, 2011 edition of "Memo to Members" from the National Low Income Housing Coalition (NLIHC). This article provides a detailed explanation of the methodology in calculating the new income limits.

The published income limits for 50% and 80% AMI can be used for project-based Section 8 properties and software vendors should be providing updates to TRACS applications. In the near future, MaineHousing will be publishing income and rent charts that address the other income targeted units for use in the Low-Income Housing Tax Credit program and other rent/income restricted programs.

#### **Memo to Members, June 3, 2011 Volume 16, Issue No. 22**

**On May 31, HUD released the FY11 Income Limits and estimated median family incomes (MFIs) with some significant changes to its methodology. These data are used to set income eligibility requirements for public housing, the Section 8 Housing Choice Voucher program, and the Section 202 and Section 811 housing programs. The geography of the income limits coincides with the areas used to set Fair Market Rents (FMRs).**

In FY11, the estimated MFI for the U.S. is \$64,200. The MFI declined in 29% of FMR Areas from 2010 to 2011.

This year HUD was able to discontinue its use of data collected during the 2000 Census in the production of MFIs. Instead, HUD incorporated the 2005-2009 5-year American Community Survey (ACS) data, released in December 2010, into their calculations. In areas where 2009 1-year ACS data is available and produces a valid MFI, HUD will use this data if it significantly different from the 5-year MFI. The estimates are then brought to the midpoint of FY11 using an annual trend factor of 3%.

HUD's Income Limits are based on the MFIs and are then adjusted for family size and for areas with unusually high or low income-to-housing-cost relationships. Beginning last year, with the removal of the "hold harmless" policy (see Memo, 5/14/10), Income Limits can now decline from year to year, but all annual decreases are limited to 5% and all annual increases are capped at either 5% or twice the change in the national MFI, whichever is greater.

Very low income limits for four-person families are the most well-defined income limits, and form the basis of most other income limits. From FY10 to FY11, there were almost 700 FMR areas, or 27% of all FMR areas, where the 4-person very low income limit decreased. This is up from 23% of FMR areas that declined between FY09 and FY10. Among the areas that saw a decline in their very low income limit, the average decline 2.4%, also up from an average decline of only 1.0% between FY09 and FY10. However, overall, the very low income limits increased by 1.6% from FY10 to FY11.

To learn more about the FY11 MFIs and Income Limits, and to access the online documentation system that shows how these estimates are derived for specific areas, go to: <http://www.huduser.org/portal/datasets/il/il11/index.html>.

NLIHC membership information is available at [www.nlihc.org/join](http://www.nlihc.org/join).

## V. **Maine Real Estate Managers Association Sponsors Two-Day Advanced Training August 9-10, 2011, South Portland**

The Maine Real Estate Managers Association (MREMA) is sponsoring a two-day training event with A.J. Johnson. The two-day advanced training event will focus on HUD Section 8 4350.3/RD 515 management requirements, how to handle the mixture of the two programs, and Low-Income Housing Tax Credit (LIHTC) management requirements. The two days topics are listed below:

### **Day One: August 9, 2011: Section 8 / Rural Development Management Requirements**

This full day course outlines the more complex requirements of the HUD Project-Based Section 8 and Rural Development 515 Programs. The training provides an overview of HUD Section 8 / RD 515 Program regulations, including rent rules, resident eligibility, income restrictions, and recertification requirements with an expanded discussion on AFMPH, civil rights and nondiscrimination requirements, waiting list and tenant selection, occupancy and lease requirements. The session goes into detail with regard to the changes created by Change 3 to HUD Handbook 4350.3 with explanations when HUD and RD requirements differ. The training is designed primarily for those involved in the site management of Section 8 and Rural Development 515 properties.

## **Day Two: August 10, 2011: LIHTC Management Requirements**

Designed for more experienced managers, supervisory personnel, investment asset managers, and compliance specialists, this program provides an in-depth discussion of income and asset verification issues as well as a discussion of minimum set-aside requirements, optional fees and use of common areas. The Available Unit Rule is covered in great detail, as are the requirements for units occupied by students. Attendees will also learn the requirements relating to setting rents at a tax credit property.

For additional information about the training, please see the attached training announcement and registration information. Registration and payment must be received **no later than August 2, 2011**.

## **VI. Maine Real Estate Managers Association (MREMA) – Quarterly Meeting/Training – June 16, 2011 – Lewiston, Maine**

On June 16, 2011, MREMA will be conducting its Quarterly Meeting/Training at the Ramada Inn in Lewiston. Attached is additional information regarding the training, entitled “How to Get the Most Bang for Your Energy Buck and Other Fun Energy Stuff” and registration information. Please note that registrations are **due to Sara LaBrecque no later than Thursday, June 9, 2011**.

## **VII. REMINDER: Commonly Used HUD Forms**

From time to time, HUD issues new OMB expiration dates for commonly used forms without making substantive changes to the form. Recently, HUD issued new expiration dates for HUD model leases and form HUD-50059. It is important to be sure that the most current forms are being used and that HUD OMB expiration dates appear on model leases. Attached is a list of the most commonly used HUD forms, their current revision dates, their OMB numbers and the OMB expiration dates. This is not a comprehensive list of all HUD forms and owner/managers should check HUD’s website to be sure they are using the most current version of the form. To access the most current copies of these and other HUD forms, go to [www.hudclips.org](http://www.hudclips.org).

### **Attachments:**

- ***MREMA Training Announcement and Registration Forms – August 9-10, 2011***
- ***MREMA Quarterly Meeting/Training Announcement and Registration Form – June 16, 2011***
- ***Commonly Used HUD Forms List***

*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: Louise Patenaude, Maine State Housing Authority, 353 Water Street, Augusta, Maine 04330-4633, Telephone Number 1-800-452-4668 (voice in state only), (207) 626-4600-(voice), 1-800-452-4603 (TTY in state only), or (207) 623-2985 (TTY).*



**AJ Johnson sponsored by MREMA**  
**August 9 and 10 in Portland, Maine**

**DAY ONE: AUGUST 9, 2011**

**Section 8 / Rural Development Management Requirements**

This full day course outlines the more complex requirements of the HUD Project-Based Section 8 and Rural Development 515 Programs. The training provides an overview of HUD Section 8 / RD 515 Program regulations, including rent rules, resident eligibility, income restrictions, and recertification requirements with an expanded discussion on AFMPH, civil rights and nondiscrimination requirements, waiting list and tenant selection, occupancy and lease requirements. The session goes into detail with regard to the changes created by Change 3 to HUD Handbook 4350.3 with explanations when HUD and RD requirements differ. The training is designed primarily for those involved in the site management of Section 8 and Rural Development 515 properties.

**DAY TWO: AUGUST 10, 2011**

**LIHTC Management Requirements**

Designed for more experienced managers, supervisory personnel, investment asset managers, and compliance specialists, this program provides an in-depth discussion of income and asset verification issues as well as a discussion of minimum set-aside requirements, optional fees and use of common areas. The Available Unit Rule is covered in great detail, as are the requirements for units occupied by students. Attendees will also learn the requirements relating to setting rents at a tax credit property.

# MREMA

## TRAINING

A.J. Johnson, Trainer, will be coming to Portland, Maine on August 9 & 10, 2011 to conduct 2 separate One Day Advanced Trainings on HUD Section 8 4350.3/RD 515 Management Requirements, the Low Income Housing Tax Credit Program Management Requirements and How to Handle the Mixture of the Two Programs.

Dates: August 9 & 10, 2011

Location: Wyndham Hotel  
363 Maine Mall Road  
South Portland, Maine 04106 (directly off I-95 Exit 45)  
(207)756-6505

Cost:	MREMA Members	Non-Members
o \$125	(each single day)	o \$250 (each single day)
o \$200	(Both days)	o \$450 (Both days)

*Includes Lunch and breaks*

August 9, 2011 – **Advanced Section 8 & RD 515 Management Requirements**

August 10, 2011 – **Advanced LIHTC Management Requirements**

Space is limited to please register early. Please complete this registration form and forward it along with your check made payable to MREMA to:

Sara LaBrecque  
LaBrecque Property Management, LLC  
P.O. Box 460  
Sabattus, ME 04280  
207-375-8694  
[lpm375@myfairpoint.net](mailto:lpm375@myfairpoint.net)

Registration form and payment must be received no later than August 2, 2011.

***Special room rate for double occupancy of \$109.00 + tax if booked by  
5:00 p.m., July 10, 2011***

**SAVE \$60.00!**

MAINE REAL ESTATE MANAGERS ASSOCIATION  
*"Promoting Professional Real Estate Management in Maine"*

**AJ Johnson Training 2011**

Participant 1: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Participant 2: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Participant 3: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Participant 4: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Participant 5: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: (Management Organization \_\_\_\_\_ Site: \_\_\_\_\_)  
Organization or Site Name: \_\_\_\_\_  
Street/P.O.Box: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**CANCELLATION POLICY:** Full refunds will be issued provided that written cancellation requests are received on or before 14 business days prior to the start of the program. Due to financial obligations incurred by MREMA, no refunds or credits will be issued on cancellation requests received after 14 business days prior to the start of the program. Each registrant has an obligation to pay the full price of the class in the even that he or she cancels after 14 business days prior to the event or fails to attend class. Substitutes (defined as any person replacing a currently registered student at the same class, location and dates) will be processed without penalty. All substitutions must be received in writing prior to the start of the program. All registrations received after 14 business days prior to the start of the program are still bound to this cancellation policy.

MREMA is not responsible for expenses incurred as a result of a program cancellation or rescheduling. MREMA reserves the right to change this policy without prior notice.

**LANGUAGE:** All programs are taught in English.

*I have read, and agree to be bound by the terms and conditions set forth on this registration form. In addition, I am authorized by the organization listed above, to incur these charges on its behalf. (If you are not authorized, please have an authorized person sign this section of the registration form.)*

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_



HUD FORM	COMMONLY USED HUD FORMS TITLE	CURRENT REV.	OMB#	OMB EXPIRATION
HUD 9887 & 9887A	Release of Information	02/2007	2502-0118	11/30/2012
HUD 2530	Previous Participatiuon Certification	07/2009	2502-0204	11/30/2012
<b>MODEL LEASES</b>				
HUD-90105a	Section 8 Family Model Lease	12/2007	2502-0204	3/31/2014
HUD-90105b	Model Lease for Section 202/8 or 202 PAC	12/2007	2502-0204	3/31/2014
HUD-90105c	Model Lease for Section 202 PRAC	12/2007	2502-0204	3/31/2014
HUD-90105d	Model Lease for Section 811 PRAC	12/2007	2502-0204	3/31/2014
HUD-27061-H	Race & Ethnic Data Reporting Form	9/1/2003	2502-0204	5/31/2011
HUD-50059	Owner's Certification of Compliance with HUD's Tenant Eligibility and Rent Procedures	03/2011	2502-0204	3/31/2014
HUD-935.2	Affirmative Fair Housing Marketing Plan	05/2010	2529-0013	8/31/2013
HUD-91067	VAWA	09/2008	2502-0204	3/31/2014