



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

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I. Staffing Changes in MaineHousing's Asset Management Department

2011 brought many changes to the Asset Management Department with more anticipated for 2012.

Restructuring

With the retirement of long time employee David Ranslow and the decision to bring the Service Bureau work performed by Paulhus in-house, the Asset Management department was restructured to include the formation of a Financial Team and the movement of the Construction Analysts and HQS Inspector under the supervision of the Asset Operations Manager.

The newly formed Financial Team includes a Risk Management Group and a HUD Contracts Group. This team is led by Lori Johnson, Financial Team Manager who previously served as a Financial Officer. In addition to being responsible for the monthly HAP payments, rent increases and contract renewals this team also reviews the financial risk of all MH financed projects.

Kimberly Weed assumed the role of Asset Operations Manager at the end of October. Kimberly previously served as MaineHousing's Internal Audit Manager and later the Manager of Compliance & Quality Assurance in the Energy & Housing Services Department.

Retirement

After 30+ years of dedicated service, Gloria Campbellton retired from the position of Construction Analyst on January 3, 2012. Gloria performed both HQS and multi-family inspections and was the "face of MaineHousing" to many of the clients served by our agency. Gloria will be greatly missed by us and our clients and we all wish her the best in her retirement.

Recent Developments/Pending Changes

Recent developments with the Section 8 Housing Choice Voucher program in Norway resulted in the need for MaineHousing to evaluate the overall current program delivery model in the State of Maine. After an investigation by MaineHousing's Internal Auditor and careful analysis of the review's conclusions, a decision was made to change the current agent model to an in-house administration model. These changes will be taking effect over the next several months. Details on how this will be structured are being evaluated and information will be provided as soon as possible.

II. Smoking in Public Housing

Several news media outlets have recently publicized a list of new Maine laws that took effect on January 1, 2012. Among those mentioned is that Maine has become the first state in the nation to ban smoking in all public housing, and this has led to some confusion regarding the status of subsidized and rent restricted properties. In fact, no such new statute has been enacted.

An editorial published on August 4, 2011, in the Lewiston Sun Journal does accurately describe the smoking bans that have gradually been phased in by the 24 local public housing authorities in Maine over the past several years, starting with the Auburn Housing Authority in 2004. According to the Sun Journal, the final housing authority in Maine to ban smoking was Van Buren who made it effective January 1, 2012. The editorial can be found at <http://www.sunjournal.com/our-view/story/1068765>.

While Maine currently has no statute that bans smoking in individual rental units, the 125th Maine Legislature did pass legislation in its first regular session that requires all landlords to disclose to tenants and potential tenants what the smoking policy is for residential premises. Additional information and a sample smoking policy disclosure form can be found on the website for The Smoke-Free Housing Coalition of Maine at <http://www.smokefreeforme.org>. This disclosure requirement became effective September 28, 2011.

In September 2010, HUD published Notice H 2010-21, "Optional Smoke-Free Housing Policy Implementation", for the process to be followed in HUD subsidized multifamily housing. A copy of that Notice can be found at <http://portal.hud.gov/hudportal/documents/huddoc?id=10-21hsgn.pdf>.

III. HUD publishes 2012 utility allowances

Attached are the 2012 utility allowances by region. They are also posted under our website at www.mainehousing.org/Charts/rent-income-charts.

IV. RHIP Listserv Posting #267 – EIV Existing Tenant Search Clarification

Recently we have been asked to clarify what documentation is needed in an applicant's file if the applicant household is rejected for a reason identified in an owner's Tenant Selection Plan. The policies for rejecting applicants have not changed with the addition of the EIV Existing Tenant Search screening criteria.

HUD Handbook 4350.3 REV-1, paragraph 4-9 allows an owner to reject an applicant if the applicant is ineligible for occupancy in a particular unit or property. There are several program and project eligibility requirements that must be met by an applicant household. If an applicant fails to meet one of these eligibility requirements, the applicant is considered ineligible for occupancy and must not be housed from the waiting list. Accordingly, once the applicant is determined to be ineligible for occupancy there is no need to continue screening the applicant household for any other eligibility factor including the EIV Existing Tenant Search. The applicant file must contain documentation demonstrating ineligibility but does not necessarily need to contain the EIV Existing Tenant Search.

If an applicant household is being housed from the waiting list, the EIV Existing Tenant Search, along with all other program and project eligibility requirements, must be performed and the documentation must be retained in the tenant file.

V. HUD Notice PIH 2012-01 “Income Exclusion of Kinship, Kin-GAP and Other Guardianship Care Payments.”

The notice clarifies the treatment of income received from Kinship Guardian Assistance Payments (Kin-GAP), kinship care payments, and other guardianship care payments for the Public and Indian Housing (PIH) rental assistance programs including: Public Housing, Section 8 Moderate Rehabilitation, Housing Choice Voucher and Section 8 Project-Based Voucher and Certificate Programs.

A copy of the notice may be found here: <http://portal.hud.gov/huddoc/12-01pihn.doc>

Attachments:

- **2012 Utility Allowance Schedules for all regions**

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