



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

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## **I. Double Subsidy**

We recently have been working with our Housing Choice Voucher Department regarding double subsidy issues that have arisen with tenants in multi-family housing.

This is a reminder that per HUD Notice 2011-21 (EIV System) Section VII (B)(2)(a), page 32, that the Existing Tenant Search must be run – “at the time they are processing an applicant for admission to determine if the applicant or any applicant household members are currently being assisted at another Multi-Family Housing or Public and Indian Housing (PIH) Location.” Running this report will assist in flagging applicants that are already receiving subsidy at another location.

If it is determined that an applicant has subsidy, coordination of the tenant move-in or move-out dates should be made with both the landlord and the Issuing Housing Choice Voucher Agency.

If there are any questions please do not hesitate to contact Mary Young, Financial Officer at 207-626-4636 or at [myoung@mainehousing.org](mailto:myoung@mainehousing.org).

If there any questions regarding a tenant with a Housing Choice Voucher issued by Maine State Housing Authority, please contact Maureen Brown, HUD Programs Manager at 207-626-4695 or at [mbrown@mainehousing.org](mailto:mbrown@mainehousing.org).

## **II. Protecting Client Personal Identifiable Information**

Personally Identifiable Information (PII) is any information about an individual that can be used to trace a person's identity or is information linked directly to a person. This includes such things as personal identification numbers (social security numbers, passport numbers, driver's license number), name and address, and healthcare/medical information. It is a federal and state mandate that personally identifiable information of persons we serve be protected and secured at all times.

Much of the correspondence that flows between MaineHousing and our owner/managers includes data about the tenants living in the rental properties. For instance, Tenant Income Certification (TIC) sheets include social security numbers.

When sending out e-mails or an e-mail attachment with PII, use a secure e-mail server when transmitting the data to MaineHousing. If you do not have access to an application that encrypts e-mail, you may send an e-mail to your contact at MaineHousing and request they send you a secure e-mail. You can then reply to that e-mail and your e-mail and attachments will be encrypted.

If sending the paper copies through the mail, please ensure you have hidden (blacked out) any PII information. On the TIC, that would be the social security number and date of birth.

If you have any questions or need assistance with transmitting personal information, please contact Kimberly Weed at 207-624-5781 or via e-mail at [kweed@mainehousing.org](mailto:kweed@mainehousing.org).

### III. Announcing Energy Efficiency Investment Incentives

Good news for owners of multifamily buildings.

Efficiency Maine has four incentive programs that can help make energy efficiency investments even easier and more affordable:

- 1) [The low-income, electric-heat, multi-family program](#) – Efficiency Maine pays 100% of all cost-effective investments, usually envelope improvements and/or heat pumps. Properties must be electrically heated and  $\geq 66\%$  of tenants must be LIHEAP-eligible.
- 2) [The all-income, all-fuels multi-family program](#) – for 5-20 unit buildings
  - a. Efficiency Maine provides free benchmarking
  - b. Efficiency Maine will pay 100% of the cost of a modeled Energy Reduction Plan up to \$200/unit
  - c. Efficiency Maine will pay 50% of the upgrade costs up to \$1,400/unit if the project saves at least 20% on energy
- 3) [The Business Incentive Program](#) for electric savings in common areas (e.g. lighting, HVAC)
  - a. Prescriptive incentives for specific measures
  - b. Custom incentives for modeled projects.
- 4) [Business natural gas program](#) with incentives up to \$10,000 per central heating system in multi-family buildings served by Unitil.

For more information, please call Efficiency Maine at 866-376-2463 or visit their website at [www.energymaine.com](http://www.energymaine.com).

### IV. HUD Notice 2012-14 – Use of Residual Receipts to Offset HAP Payments

On August 3, 2012, HUD published Notice 2012-14 which sets forth the policy and procedures for the

Department's use of new regulation Residual Receipts to offset Housing Assistance Payments for projects subject to a new regulation Project-Based Section 8 HAP contract and outlines the obligations and duties of Owners and the responsibilities of HUD Field staff in processing and monitoring the use of this project resource.

A copy of this Notice is attached for your reference.

## V. New Radon Disclosure Form

On Monday, September 24, 2012 – MREMA's Legislative Chair distributed the latest Radon Disclosure Form along with instructions that guidance had been received from Bob Stilwell, Radon Section Leader, Maine DHHS, that the form should be used immediately going forward. The form was revised last spring to add the ID number of the radon tester. A copy of the new form is attached for your reference.

All multifamily units must be tested for radon by 3/1/2014. Bob said that after the long delay, the State's radon rules should be out for comment in the next couple of weeks but the important piece – the protocol for testing multifamily buildings – has already been out for a year or two. The rules themselves should be only a couple of pages long.

## VI. Integrated Pest Management: A Guide for Affordable Housing

In July 2012, the Northeastern IPM Center released "Integrated Pest Management: A Guide for Affordable Housing" that will help affordable housing managers, owners, and agents use integrated pest management (IPM) to contend with a variety of urban pests in their facilities. The illustrated, 81-page guide gives readers

- \* a basic knowledge of pests and pesticides that will help them make informed pest control decisions with a pest management professional;
- \* an understanding of how to implement IPM in housing;
- \* and tools to orient staff to their role on an IPM team.

This guide was developed through a project supported by an interagency agreement between the U.S. Department of Agriculture's National Institute of Food and Agriculture (USDA-NIFA) and the U.S. Department of Housing and Urban Development's (HUD) Office of Health Homes and Lead Hazard Control.

To download a free copy of the guide, visit [www.stoppests.org](http://www.stoppests.org).

### Attachments:

- **HUD Notice 2012-14**
- **Radon Disclosure Form**

*Please note that MaineHousing provides notices as a service to our partners. Notices are not intended to replace ongoing training and do not encompass all compliance and regulatory changes that may occur on the wide arrange of housing programs in which we work. MaineHousing recommends partners establish an ongoing training program for their staff.*

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