



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

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I. Revised Utility Allowances including Sewer and Water – effective 10/1/2013

Revised utility allowances including sewer and water, effective 10/1/2013, are attached to this notice for your reference and are posted to MaineHousing's website at www.mainehousing.org.

II. Tenant Income Self Certification form – Revised

Along with some formatting changes, MaineHousing has made the following updates to the Tenant Income Certification Form:

1. A box has been added to the top of page 1 to indicate if the household is in a fed HOME unit.
2. Clarification added to the definition of a Full time Student in Part II Section D on page 1.

See attached revised Tenant Income Self Certification form.

III. Physical Plant Corner newsletter

Attached is the second edition of MaineHousing's newly created Physical Plant Corner newsletter meant to provide owners, managers and maintenance staff with tidbits of useful information related to physical plant.

IV. RHIIP Listserv #306 – Cost of Living Adjustment (COLA) for 2014

Social Security Announces 1.5 Percent Benefit Increase for 2014

Monthly Social Security and Supplemental Security Income (SSI) benefits for nearly 63 million Americans will increase 1.5 percent in 2014, the Social Security Administration announced today.

The 1.5 percent cost-of-living adjustment (COLA) will begin with benefits that more than 57 million Social Security beneficiaries receive in January 2014. Increased payments to more than 8 million SSI beneficiaries will begin on December 31, 2013.

Some other changes that take effect in January of each year are based on the increase in average wages. Based on that increase, the maximum amount of earnings subject to the Social Security tax (taxable maximum) will increase to \$117,000 from \$113,700. Of the estimated 165 million workers who will pay Social Security taxes in 2014, about 10 million will pay higher taxes as a result of the increase in the taxable maximum.

Attachments:

- **UAs effective 10/1/2013**
- **Tenant Income Self Certification Form**
- **Physical Plant Corner**

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.

Maine State Housing Authority (“MaineHousing”) does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, physical or mental disability, age, familial status or receipt of public assistance in the admission or access to or treatment in its programs and activities. In employment, MaineHousing does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, age, physical or mental disability or genetic information. 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) or Maine Relay 711.

Allowances for Tenant-Furnished Utilities and Other Services		U.S. Department of Housing and Urban Development Office of Public and Indian Housing		Date October 1,2013				
Locality 1		Unit Type Low Rise,Walk up, Row,Garden,Townhouse						
Utility or Service		Monthly Dollar Allowances						
		0BR	1BR	2BR	3BR	4BR	5BR	6BR
HEATING								
a. Oil		101	138	175	216	258	295	341
b. Electric		92	119	151	193	223	253	274
c. Natural Gas		--	--	--	--	--	--	--
d. Bottle Gas(Propane)		88	98	101	135	185	219	253
e. Wood		36	48	63	76	88	103	129
f. Kerosene		113	154	195	241	287	328	379
g. Electric (thermal storage heat)								
AIR CONDITIONING								
COOKING								
a. Electric		8	9	11	14	17	20	24
b. Natural Gas		--	--	--	--	--	--	--
c. Bottle Gas(Propane)		16	18	23	29	37	42	47
OTHER ELECTRIC LIGHTING REFRIGERATION, ETC.		24	29	35	43	51	55	71
WATER HEATING								
a. Oil		32	36	43	54	71	82	93
b. Electric		24	35	43	51	59	67	75
c. Natural Gas		--	--	--	--	--	--	--
d. Bottle Gas(Propane)		31	39	52	57	78	84	104
WATER		10	13	17	29	40	55	68
SEWER		20	30	46	90	136	200	260
TRASH COLLECTION								
RANGE		9	9	9	9	9	9	9
REFRIGERATOR		11	11	11	11	11	11	11
ACTUAL FAMILY ALLOWANCES (To be used by family to compute allowance)		Utility or Service				Per Month		
Name of Family		Heating.....						
		Air Conditioning.....						
Address of Unit		Cooking.....						
		Other Electric.....						
		Water Heating.....						
		Water.....						
		Sewer.....						
		Trash Collection.....						
		Range.....						
		Refrigerator.....						
Number of Bedrooms		Other.....						
		TOTAL						

Allowances for Tenant-Furnished Utilities and Other Services		U.S. Department of Housing and Urban Development Office of Public and Indian Housing		Date October 1, 2013				
Locality 1		Unit Type Semi-Detached, Single Family, Mobile Home						
Utility or Service		Monthly Dollar Allowances						
		0BR	1BR	2BR	3BR	4BR	5BR	6BR
HEATING								
a. Oil		115	152	193	230	267	318	364
b. Electric		113	132	166	203	233	263	284
c. Natural Gas		--	--	--	--	--	--	--
d. Bottle Gas(Propane)		98	128	148	199	253	303	354
e. Wood		41	51	65	79	94	116	140
f. Kerosene		128	169	215	256	297	353	405
g. Electric (thermal storage heat)								
AIR CONDITIONING								
COOKING								
a. Electric		8	9	11	14	17	20	24
b. Natural Gas		--	--	--	--	--	--	--
c. Bottle Gas(Propane)		16	18	23	29	37	42	47
OTHER ELECTRIC LIGHTING		24	29	35	43	51	55	71
REFRIGERATION, ETC.								
WATER HEATING								
a. Oil		32	36	43	54	71	82	93
b. Electric		24	35	43	51	59	67	75
c. Natural Gas		--	--	--	--	--	--	--
d. Bottle Gas(Propane)		31	39	52	57	78	84	104
WATER		10	13	17	29	40	55	68
SEWER		20	30	46	90	136	200	260
TRASH COLLECTION								
RANGE		9	9	9	9	9	9	9
REFRIGERATOR		11	11	11	11	11	11	11
ACTUAL FAMILY ALLOWANCES (To be used by family to compute allowance)		Utility or Service				Per Month		
Name of Family		Heating.....						
		Air Conditioning.....						
Address of Unit		Cooking.....						
		Other Electric.....						
		Water Heating.....						
		Water.....						
		Sewer.....						
		Trash Collection.....						
		Range.....						
		Refrigerator.....						
Number of Bedrooms		Other.....						
		TOTAL						

Allowances for Tenant-Furnished Utilities and Other Services		U.S. Department of Housing and Urban Development Office of Public and Indian Housing		Date October 1, 2013			
Locality 1		Unit Type High Rise w/ Elevator					
Utility or Service	Monthly Dollar Allowances						
	0BR	1BR	2BR	3BR	4BR	5BR	6BR
HEATING							
a. Oil	78	101	124	152	216	230	276
b. Electric	66	87	129	162	184	214	234
c. Natural Gas	--	--	--	--	--	--	--
d. Bottle Gas(Propane)	61	81	98	121	168	195	229
e. Wood	29	38	56	70	80	93	108
f. Kerosene	87	113	138	169	241	256	307
g. Electric (thermal storage heat)							
AIR CONDITIONING							
COOKING							
a. Electric	8	9	11	14	17	20	24
b. Natural Gas	--	--	--	--	--	--	--
c. Bottle Gas(Propane)	16	18	23	29	37	42	47
OTHER ELECTRIC LIGHTING REFRIGERATION, ETC.	24	29	35	43	51	55	71
WATER HEATING							
a. Oil	32	36	43	54	71	82	93
b. Electric	24	35	43	51	59	67	75
c. Natural Gas	--	--	--	--	--	--	--
d. Bottle Gas(Propane)	31	39	52	57	78	84	104
WATER	10	13	17	29	40	55	68
SEWER	20	30	46	90	136	200	260
TRASH COLLECTION							
RANGE	9	9	9	9	9	9	9
REFRIGERATOR	11	11	11	11	11	11	11
ACTUAL FAMILY ALLOWANCES (To be used by family to compute allowance)		Utility or Service				Per Month	
Name of Family		Heating.....					
Address of Unit		Air Conditioning.....					
		Cooking.....					
		Other Electric.....					
		Water Heating.....					
		Water.....					
		Sewer.....					
		Trash Collection.....					
		Range.....					
		Refrigerator.....					
		Other.....					
Number of Bedrooms		TOTAL					

Allowances for Tenant-Furnished Utilities and Other Services		U.S. Department of Housing and Urban Development Office of Public and Indian Housing		Date October 1, 2013				
Locality 2,3		Unit Type Low Rise,Walk up, Row,Garden,Townhouse						
Utility or Service		Monthly Dollar Allowances						
		0BR	1BR	2BR	3BR	4BR	5BR	6BR
HEATING								
a. Oil		97	133	168	208	248	283	328
b. Electric		79	102	130	166	192	218	235
c. Natural Gas		--	--	--	--	--	--	--
d. Bottle Gas(Propane)		89	99	103	137	188	222	256
e. Wood		36	48	64	77	89	105	131
f. Kerosene		110	150	190	235	280	320	370
g. Electric (thermal storage heat)		0	0	0	0	0	0	0
AIR CONDITIONING								
COOKING								
a. Electric		7	8	9	12	15	17	20
b. Natural Gas		--	--	--	--	--	--	--
c. Bottle Gas(Propane)		16	18	23	29	37	42	47
OTHER ELECTRIC LIGHTING REFRIGERATION, ETC.		20	25	30	37	43	47	60
WATER HEATING								
a. Oil		30	34	41	51	68	78	88
b. Electric		20	30	37	43	50	57	63
c. Natural Gas		--	--	--	--	--	--	--
d. Bottle Gas(Propane)		31	39	52	57	78	84	104
WATER		10	17	29	40	40	55	68
SEWER		17	19	29	57	86	127	164
TRASH COLLECTION								
RANGE		9	9	9	9	9	9	9
REFRIGERATOR		11	11	11	11	11	11	11
ACTUAL FAMILY ALLOWANCES (To be used by family to compute allowance)		Utility or Service				Per Month		
Name of Family		Heating.....						
		Air Conditioning.....						
Address of Unit		Cooking.....						
		Other Electric.....						
		Water Heating.....						
		Water.....						
		Sewer.....						
		Trash Collection.....						
		Range.....						
		Refrigerator.....						
Number of Bedrooms		Other.....						
		TOTAL						

Allowances for Tenant-Furnished Utilities and Other Services		U.S. Department of Housing and Urban Development Office of Public and Indian Housing		Date October 1, 2013				
Locality 2,3		Unit Type Semi-Detached, Single Family, Mobile Home (formerly Detached)						
Utility or Service		Monthly Dollar Allowances						
		0BR	1BR	2BR	3BR	4BR	5BR	6BR
HEATING								
a. Oil		111	146	186	221	257	306	350
b. Electric		97	114	142	174	200	226	244
c. Natural Gas		--	--	--	--	--	--	--
d. Bottle Gas(Propane)		99	130	150	202	256	308	359
e. Wood		44	51	66	81	95	118	142
f. Kerosene		125	165	210	250	290	345	395
g. Electric (thermal storage heat)		0	0	0	0	0	0	0
AIR CONDITIONING								
COOKING								
a. Electric		7	8	9	12	15	17	20
b. Natural Gas		--	--	--	--	--	--	--
c. Bottle Gas(Propane)		16	18	23	29	37	42	47
OTHER ELECTRIC LIGHTING		20	25	30	37	43	47	60
REFRIGERATION, ETC.								
WATER HEATING								
a. Oil		30	34	41	51	68	78	88
b. Electric		20	30	37	43	50	57	63
c. Natural Gas		--	--	--	--	--	--	--
d. Bottle Gas(Propane)		31	39	52	57	78	84	104
WATER		10	17	29	40	40	55	68
SEWER		17	19	29	57	86	127	164
TRASH COLLECTION								
RANGE		9	9	9	9	9	9	9
REFRIGERATOR		11	11	11	11	11	11	11
ACTUAL FAMILY ALLOWANCES (To be used by family to compute allowance)		Utility or Service				Per Month		
Name of Family		Heating.....						
		Air Conditioning.....						
Address of Unit		Cooking.....						
		Other Electric.....						
		Water Heating.....						
		Water.....						
		Sewer.....						
		Trash Collection.....						
		Range.....						
		Refrigerator.....						
Number of Bedrooms		Other.....						
		TOTAL						

Allowances for Tenant-Furnished Utilities and Other Services		U.S. Department of Housing and Urban Development Office of Public and Indian Housing		Date October 1, 2013				
Locality 2,3		Unit Type High Rise w/ Elevator						
Utility or Service		Monthly Dollar Allowances						
		0BR	1BR	2BR	3BR	4BR	5BR	6BR
HEATING								
a. Oil		75	97	120	146	208	221	266
b. Electric		57	75	111	139	159	184	201
c. Natural Gas		--	--	--	--	--	--	--
d. Bottle Gas(Propane)		62	82	99	123	171	198	232
e. Wood		29	38	57	72	81	94	110
f. Kerosene		85	110	135	165	235	250	300
g. Electric (thermal storage heat)		0	0	0	0	0	0	0
AIR CONDITIONING								
COOKING								
a. Electric		7	8	9	12	15	17	20
b. Natural Gas		--	--	--	--	--	--	--
c. Bottle Gas(Propane)		16	18	23	29	37	42	47
OTHER ELECTRIC LIGHTING REFRIGERATION, ETC.		20	25	30	37	43	47	60
WATER HEATING								
a. Oil		30	34	41	51	68	78	88
b. Electric		20	30	37	43	50	57	63
c. Natural Gas		--	--	--	--	--	--	--
d. Bottle Gas(Propane)		31	39	52	57	78	84	104
WATER		10	17	29	40	40	55	68
SEWER		17	19	29	57	86	127	164
TRASH COLLECTION								
RANGE		9	9	9	9	9	9	9
REFRIGERATOR		11	11	11	11	11	11	11
ACTUAL FAMILY ALLOWANCES (To be used by family to compute allowance)		Utility or Service				Per Month		
Name of Family		Heating.....						
		Air Conditioning.....						
Address of Unit		Cooking.....						
		Other Electric.....						
		Water Heating.....						
		Water.....						
		Sewer.....						
		Trash Collection.....						
		Range.....						
		Refrigerator.....						
Number of Bedrooms		Other.....						
		TOTAL						

Allowances for Tenant-Furnished Utilities and Other Services		U.S. Department of Housing and Urban Development Office of Public and Indian Housing		Date October 1, 2013				
Locality 4,5,6,7		Unit Type <u>Low Rise,Walk up, Row,Garden,Townhouse</u>						
Utility or Service		Monthly Dollar Allowances						
		0BR	1BR	2BR	3BR	4BR	5BR	6BR
HEATING								
a. Oil		90	122	155	191	228	260	301
b. Electric		79	101	129	165	191	217	234
c. Natural Gas		56	62	79	98	114	129	148
d. Bottle Gas(Propane)		77	86	89	119	164	193	223
e. Wood		32	42	56	67	78	91	114
f. Kerosene		100	136	172	213	253	290	335
g. Electric (thermal storage heat)								
AIR CONDITIONING								
COOKING								
a. Electric		9	10	12	16	19	23	26
b. Natural Gas		5	7	8	10	14	15	17
c. Bottle Gas(Propane)		16	18	23	29	37	42	47
OTHER ELECTRIC LIGHTING REFRIGERATION, ETC.								
26		32	39	48	56	61	78	
WATER HEATING								
a. Oil		32	36	43	54	71	82	93
b. Electric		26	39	48	56	65	74	82
c. Natural Gas		19	25	32	39	49	58	66
d. Bottle Gas(Propane)		31	39	52	57	78	84	104
WATER		18	20	26	45	61	85	105
SEWER		35	40	60	120	181	266	346
TRASH COLLECTION								
RANGE		9	9	9	9	9	9	9
REFRIGERATOR		11	11	11	11	11	11	11
ACTUAL FAMILY ALLOWANCES (To be used by family to compute allowance)		Utility or Service				Per Month		
Name of Family		Heating.....						
		Air Conditioning.....						
Address of Unit		Cooking.....						
		Other Electric.....						
		Water Heating.....						
		Water.....						
		Sewer.....						
		Trash Collection.....						
		Range.....						
		Refrigerator.....						
Number of Bedrooms		Other.....						
		TOTAL						

Allowances for Tenant-Furnished Utilities and Other Services		U.S. Department of Housing and Urban Development Office of Public and Indian Housing		Date October 1, 2013				
Locality 4,5,6,7		Unit Type Single Family, Semi-Detached, Mobile Home (formerly Detached)						
Utility or Service		Monthly Dollar Allowances						
		0BR	1BR	2BR	3BR	4BR	5BR	6BR
HEATING								
a. Oil		102	134	171	203	236	281	322
b. Electric		96	113	142	173	199	225	243
c. Natural Gas		62	66	84	100	117	138	155
d. Bottle Gas(Propane)		86	113	131	176	223	268	312
e. Wood		38	45	57	70	83	103	123
f. Kerosene		113	149	190	226	262	312	358
g. Electric (thermal storage heat)								
AIR CONDITIONING								
COOKING								
a. Electric		9	10	12	16	19	23	26
b. Natural Gas		5	7	8	10	14	15	17
c. Bottle Gas(Propane)		16	18	23	29	37	42	47
OTHER ELECTRIC LIGHTING REFRIGERATION, ETC.								
26		32	39	48	56	61	78	
WATER HEATING								
a. Oil		32	36	43	54	71	82	93
b. Electric		26	39	48	56	65	74	82
c. Natural Gas		19	25	32	39	49	58	66
d. Bottle Gas(Propane)		31	39	52	57	78	84	104
WATER		18	20	26	45	61	85	105
SEWER		35	40	60	120	181	266	346
TRASH COLLECTION								
RANGE		9	9	9	9	9	9	9
REFRIGERATOR		11	11	11	11	11	11	11
ACTUAL FAMILY ALLOWANCES (To be used by family to compute allowance)		Utility or Service				Per Month		
Name of Family		Heating						
Address of Unit		Air Conditioning.....						
		Cooking.....						
		Other Electric.....						
		Water Heating.....						
		Water.....						
		Sewer.....						
		Trash Collection.....						
		Range.....						
		Refrigerator.....						
Number of Bedrooms		Other.....						
		TOTAL						

Allowances for Tenant-Furnished Utilities and Other Services		U.S. Department of Housing and Urban Development Office of Public and Indian Housing			Date October 1, 2013			
Locality 4,5,6,7		Unit Type High Rise w/ Elevator						
Utility or Service		Monthly Dollar Allowances						
		0BR	1BR	2BR	3BR	4BR	5BR	6BR
HEATING								
a. Oil		69	90	110	134	191	203	244
b. Electric		56	74	110	139	158	183	200
c. Natural Gas		41	56	74	86	98	116	133
d. Bottle Gas(Propane)		54	71	86	107	149	173	202
e. Wood		25	33	49	62	71	82	96
f. Kerosene		77	100	122	149	213	226	272
g. Electric (thermal storage heat)								
AIR CONDITIONING								
COOKING								
a. Electric		9	10	12	16	19	23	26
b. Natural Gas		5	7	8	10	14	15	17
c. Bottle Gas(Propane)		16	18	23	29	37	42	47
OTHER ELECTRIC LIGHTING REFRIGERATION, ETC.								
26		32	39	48	56	61	78	
WATER HEATING								
a. Oil		32	36	43	54	71	82	93
b. Electric		26	39	48	56	65	74	82
c. Natural Gas		19	25	32	39	49	58	66
d. Bottle Gas(Propane)		31	39	52	57	78	84	104
WATER		18	20	26	45	61	85	105
SEWER		35	40	60	120	181	266	346
TRASH COLLECTION								
RANGE		9	9	9	9	9	9	9
REFRIGERATOR		11	11	11	11	11	11	11
ACTUAL FAMILY ALLOWANCES (To be used by family to compute allowance)		Utility or Service				Per Month		
Name of Family		Heating.....						
		Air Conditioning.....						
Address of Unit		Cooking.....						
		Other Electric.....						
		Water Heating.....						
		Water.....						
		Sewer.....						
		Trash Collection.....						
		Range.....						
		Refrigerator.....						
Number of Bedrooms		Other.....						
		TOTAL						

PART I SECTION A- DEVELOPMENT DATA (To be completed by Manager)

1. Project Name: _____	2. Project #: _____ Building ID _____ - _____ - _____ (LIHTC)	Move-in Date: _____ (MM/DD/YYYY) Effective Date: _____ (MM/DD/YYYY)
3. Unit #: _____	4. # Bedrooms: _____ SF _____	5. City/Town _____ County: _____

PART I SECTION B - RENT (To be completed by Manager)

Tenant Paid Rent \$ _____	Rental Assistance \$ _____	Other non-optional charges \$ _____
Utility Allowance: \$ _____	For: <input type="checkbox"/> Heat <input type="checkbox"/> H/W <input type="checkbox"/> Lights <input type="checkbox"/> Cooking <input type="checkbox"/> Other	Household Meets the unit Income Restriction at:
GROSS RENT FOR UNIT: (Tenant paid rent plus Utility Allowance & other non-optional charges) \$ 		<input type="checkbox"/> 60% <input type="checkbox"/> 50% <input type="checkbox"/> 40% <input type="checkbox"/> 30% <input type="checkbox"/> _____%

SIGNATURES

DATE _____	SIGNATURE OF OWNER/AGENT _____	DATE _____
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PART II SECTION A - HOUSEHOLD COMPOSITION (completed by head of household)

Hshld Mbr #	Last Name	First Name & Middle Initial	Sex	Relationship to Head of Household	Date of Birth (MM/DD/YYYY)	F/T Student (Y or N)	Social Security or Alien Reg. No.
1				HEAD			
2							
3							
4							
5							
6							
7							

PART II SECTION B - ANNUAL INCOME -USE ANNUAL AMOUNTS (completed by head of household)

Hshld Mbr. #	(A) Employment or Wages	(B) Soc. Security/Pensions	(C) Public Assistance	(D) Other Income
TOTALS	\$ _____	\$ _____	\$ _____	\$ _____

PART II SECTION C - INCOME FROM ASSETS (completed by head of household)

Hshld Mbr #	(E) Type of Asset	Cash Value of Asset	(F) Annual Income from Asset
TOTALS		\$ _____	\$ _____

TOTAL INCOME:
Add totals from (A) through (F) \$

PART II SECTION D - STUDENT STATUS (LIHTC only) (completed by head of household)

ARE ALL OCCUPANT'S FULL TIME STUDENTS? _____ yes _____ no For the purpose of this form, a full-time student is defined as one who is or will be carrying a full-time subject load at an institution with a degree or certificate program (including school age children) or one who will/was carrying a full-time subject load during any portion of five months within the current calendar year.	If yes, Enter student explanation* (also attach documentation) Enter 1-5 	*Student Explanation: 1 TANF/assistance 2 Job Training 3 Single parent/dependent child 4 Married/joint return 5 The household consists of at least one student who was previously under foster care.
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PART II SECTION E - DIVESTURE OF ASSETS (completed by head of household)

Has any household members disposed of any assets within the last 2 years for less than fair market value in excess of \$1,000?
 _____ yes* _____ no
 *If Yes, documentation regarding the disposed asset(s) has been obtained and, if applicable, included in Section IV

Part II Section B - Annual Income- Completed by head of household

Enter the gross amount anticipated to be received for the twelve months from the effective date of the (re)certification. Complete a separate line for each income-earning member. List the respective household member number from Part II A.

- Column (A) Enter the annual amount of wages, salaries, tips, commissions, bonuses and other income from employment; distributed profits and/or net income from a business.
 - Column (B) Enter the annual amount of Social Security, Supplemental Security Income, pensions, military retirement, etc.
 - Column (C) Enter the annual amount of income received from public assistance (i.e., TANF, general assistance, disability, etc.).
 - Column (D) Enter the annual amount of alimony, child support, unemployment benefits or any other income regularly received by the household.
- Add the totals from columns (A) through (D), above. Enter this amount on the Totals line below.

Part II Section C - Income from Assets- Completed by head of household

List the gross amount anticipated to be received during the twelve months from the effective date of the certification. List the respective household member number from Part II and complete a separate line for each member.

- Column (E) List the type of asset (i.e., checking account, savings account, etc.)
 - Column Enter the cash value of the respective asset.
 - Column (F) Enter the anticipated annual income from the asset (i.e., savings account balance multiplied by the annual interest rate).
- TOTALS Add the total of Column (A – D From Part II B) and Column (F from Part II C), respectively.

Part II Section D - Student Status - Completed by head of household

If all household members are full time* students, check “yes”. If at least one household member is not a full time student, check “no”.

If “yes” is checked, the appropriate exemption must be listed in the box to the right. If none of the exemptions apply, the household is ineligible to rent the unit.

**Full time is determined by the school the student attends.*

Part II Section E – Divesture of Assets - Completed by head of household

Applicants and tenants must declare whether an asset has been disposed of for less than fair market value at each certification and recertification. Assets greater than \$1,000 disposed of for less than fair market value during the two years preceding certification or recertification must be counted as an asset. If the tenant has indicated that assets have been disposed documentation and verification regarding the circumstances and amounts must be obtained. If applicable the amounts must be included on Section IV.

PART II Section F - SUPPLEMENTAL INFORMATION- Completed by head of household

Complete this portion of the form at move-in and at recertification’s (only if household composition has changed from the previous year’s certification).

- Tenant Demographic Profile Complete for each member of the household including minors. Use codes listed on supplemental form for Race, Ethnicity, and Disability Status.
- Resident/Applicant Initials All tenants who wish not to furnish supplemental information should initial this section. Parent/Guardian may complete and initial for minor child(ren).

Signatures

Each household member age 18 or older must sign and date the Tenant Income Certification as Tenant. It is recommended that the Tenant Income Certification be signed no earlier than 5 days prior to the effective date of the recertification. A representative of the Owner/Agent must also sign as indicated.

These instructions should not be considered a complete guide on tax credit compliance. The responsibility for compliance with federal program regulations lies with the owner of the building(s) for which the credit is allowable.



Physical Plant Corner Newsletter

November 25, 2013

Meet the Asset Management Inspections Team

Throughout the Inspection process, you will be in contact with one or more of the following people:



Brhaun Parks
Senior Construction Analyst
Duties: Inspect, Oversee Rehab projects



Dan Towle
Construction Analyst
Duties: Inspect, Oversee Rehab projects



Judy Carroll
Asset Operations Assistant
Duties: Coordinate inspections and process
inspection reports



Kimberly Weed
Asset Operations Manager
Duties: Oversee the Inspections Process

Taking the mystery out of Inspection Criteria

Have you ever wondered what inspection criteria are being utilized when MaineHousing performs its inspections? Well let's remove the mystery, shall we?

The inspection protocol utilized really depends upon the financing involved in the project. There are three main inspection protocols and the inspector will select one or more as applicable:

Housing Quality Standards (HQS) – utilized for projects funded with Housing and Urban Development (HUD) Section 8 funds or FedHOME funds.

This is deemed to be a minimum quality housing standard that must be met for a Section 8 recipient to be approved to live in the unit/project and for the owner to receive HUD funds.

Note: HUD has recently implemented a new Rule that replaces the HQS standard with the more stringent UPCS standards, effective January 2015.

For the complete guidebook of HQS, visit:

<http://www.hud.gov/offices/adm/hudclips/guidebooks/7420.10G/7420g10GUID.pdf>

Uniform Physical Condition Standards (UPCS) – utilized for projects funded with Low Income Housing Tax Credits.

This protocol is more stringent than the HQS standards. It identifies five inspectable areas with inspectable items and Health and Safety hazards.

For the outline of areas reviewed under UPCS, visit:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/react/products/pass/materials

Minimum Property Standards (MPS) – utilized for projects with MaineHousing financing/subsidy. The MPS standard incorporates the model building codes as applicable by project type and includes but is not limited to the following:

- International Building Code (IBC) 2009
- International Existing Building Code (IEBC) 2009
- International Residential Code (IRC) 2009
- International Energy Conservation Code (IECC) 2009
- ASHRAE 62.1 Ventilation for Acceptable Indoor Air Quality 2007
- ASHRAE 62.2 Ventilation and Acceptable Indoor Air Quality in Low-Rise Residential Buildings 2007
- ASHRAE 90.1 Energy Standard for Buildings except Low-Rise Residential Buildings 2007
- ASTM E1465-06 Radon Standard for new residential construction - (Maine Model Standard) 2006
- NFPA 101 Life Safety Code 2009 State Standard
- NFPA 211 (chimneys, etc.) 2003 State Standard
- NFPA 1 Fire prevention Code 2003 State Standard
- State Plumbing Code. (Based on IAPMO 2000 Uniform Plumbing Code) State Standard
- National Electric Code 2011 State Standard
- ADA Federal Requirement
- ICC/ANSI A-117.1 2003 State and Federal Requirements
- Fair Housing Act (design manual) Federal Standard
- Section 504 (UFAS Standard) Federal Standard

For full details on MPS, please visit:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/handbooks/hsggh/4910.1

Compliance Corner

Conditions considered Health and Safety Hazards and Exigent/Life Threatening

There are eight categories of health and safety (H&S) standards: air quality, electrical, elevator, emergency and fire exits, flammable materials, garbage and debris, infestation and physical hazards – see matrix below. Typically, H&S items need to be addressed within 10 days; however, conditions considered exigent/life threatening need to be rectified within 24 hours (these are denoted with an *).

Air Quality	Electrical
<ul style="list-style-type: none"> • Mold/mildew • Detection of propane/natural/methane gas* • Sewer odors 	<ul style="list-style-type: none"> • Water leaks on or near electrical equipment* • Exposed electrical wires/open panels*
Flammable Materials	Garbage and Debris
<ul style="list-style-type: none"> • Flammable materials stored in a way that causes risk of fire/explosion 	<ul style="list-style-type: none"> • Too much garbage has accumulated in areas not meant to be used for garbage
Elevator	Infestation
<ul style="list-style-type: none"> • Elevator misaligned with floor more than ¾ inches* 	<ul style="list-style-type: none"> • Evidence of insects/roaches • Vermin present
Emergency and Fire Exits	Physical Hazards
<ul style="list-style-type: none"> • Exits restricted/blocked* • Missing exit signs/lights in areas of emergency doors • Missing or inoperable smoke detectors* • Missing or inoperable CO detectors • Missing, damaged, or expired fire extinguishers* 	<ul style="list-style-type: none"> • Tripping hazards, sharp edges or other hazards that can pose risk of bodily injury.

If exigent H&S items are identified, MaineHousing's policy is to notify the property manager before leaving the inspection site so that items can be rectified immediately.

Regulatory Requirements

Q&A

Question: Why do we get a noted violation for chain locks on entry/exit doors?

Answer: Life Safety Code 101, section 7.2.1.5.2 says the following: "Locks, if provided, shall not require the use of a key, a tool, or special knowledge or effort for operation from the egress side."

The theory is that in an emergency situation, a child may not be familiar with how to operate/or be able to reach the chain lock and therefore unable to exit through the door.

The governing documents for the above NFPA 101 Life Safety Code can all be viewed for free at: <https://www.nfpa.org/codes-and-standards/document-information-pages>

Question: What is considered blocked access to the electric panel?

Answer: A fixed obstruction or item of sufficient size and weight that could prevent or delay access to the panel board in an emergency situation.

Contact Information

If you have ideas for or items of interest you would like included in an upcoming newsletter, please contact Kimberly Weed with your idea or suggestion at kweed@mainehousing.org.