



Asset Management Notice

To: All Owners and Managers

Notice # 2020-10

From: Bob Conroy, Director of Asset Management

Issued: June 1, 2020

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Per an e-mail dated May 22, 2020, HUD informed MaineHousing that effective immediately, they were lifting its prohibition on conducting Management and Occupancy Reviews (MORs) which includes on-site inspections. In the interest of safety for the residents and staff, they qualified that until June 30, 2020, these on-site inspections of the property could be completed without entering residents units. HUD will be updating its Q&A to specify these details.

In response to the guidance, MaineHousing is evaluating next steps and creating a plan for conducting the required MORs within the specified timeframe, which ends on September 30th. We know that this may be problematic for many of you, especially those areas still affected and under quarantine for COVID-19, and are looking at alternate ways we can complete these reviews safely and effectively for both your staff as well as ours.

Current options under consideration include:

- On site file review
- Remote desk review through an upload of the necessary information to a secure site called Sharefile. We have utilized this methodology in the past for several reviews and it was quite successful.
- Delivery/Pick up of files for reviews to be completed at MaineHousing

We are happy to consider other ideas you may have that will make it easier on you and your staff that allows for successful completion of the reviews while maintaining the protection of the tenant's private information.

In the meantime, MaineHousing is working on a standard protocol for staff to follow when it is necessary for the review to be completed on-site.

Asset Managers will begin reaching out to coordinate these reviews and discuss the preferred methodology for each property manager. Please do not hesitate to share any concerns you may have with your Asset Manager. We want everyone to feel safe during these times.



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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