



# Asset Management Notice

To: All Owners and Managers

Notice #2020-11

From: Bob Conroy, Director of Asset Management

Issued: June 24, 2020

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### I. Multifamily COVID-19 Rent Relief Program for MaineHousing Properties Extended

MaineHousing is extending the offer of a one-time COVID-19 Rent Relief program through June for residents of properties financed or allocated Housing Tax Credits by MaineHousing. The program will provide up to \$500 to each eligible rent-restricted and market rate resident household who were unable to pay all or some or all of their April, May or June rent, due to circumstances related to the COVID-19 pandemic.

Residents living in Supportive Housing properties or properties that have Federal or State project-based rental assistance are not eligible for the program.

Property Managers will provide each eligible resident the COVID-19 Rent Relief FAQ sheet (attachment 1) and have the resident complete a Rent Relief Application found here: [https://mainehousing.org/docs/default-source/asset-management/forms/mf---rent-relief-application.pdf?sfvrsn=42018e15\\_0](https://mainehousing.org/docs/default-source/asset-management/forms/mf---rent-relief-application.pdf?sfvrsn=42018e15_0)

The resident will return the completed application to the Property Manager.

The Property Manager will then upload all the collected applications, along with the completed Rent Relief Transmittal Form found here: [https://mainehousing.org/docs/default-source/asset-management/forms/mf-rent-relief-transmittal-form.pdf?sfvrsn=4c018e15\\_0](https://mainehousing.org/docs/default-source/asset-management/forms/mf-rent-relief-transmittal-form.pdf?sfvrsn=4c018e15_0), and a Property Rent Roll for April, May and June, to a secure site which can be accessed on the MaineHousing website at: <https://mainehousing.org/partners/partner-type/asset-management>

MaineHousing will issue one rent relief reimbursement to the property, representing rent relief payments for all of the eligible residents of the property. Individual households will



not receive funding. Property Management staff need to be sure that their Accounting Team is aware of the submission amount and the list of Tenant applicants and what amounts should be applied to their outstanding rent obligations.

Additional program detail can be found in the Frequently Asked Questions summary below.

## II. Updated COVID-19 Rent Relief Program Frequently Asked Questions (MaineHousing Assisted Projects)

The Covid-19 Rent Relief Program for MaineHousing Assisted Projects is for renters who were unable to pay part or all of their April, May or June rent due to circumstances related to the Covid-19 pandemic. If you have already received a rent relief payment through this program you are ineligible for an additional payment.

The program will provide a one-time payment. The benefit is paid directly to the project owner. The balance of the rent will be postponed, but not forgiven.

### Who is eligible?

- **Income.** You may qualify if your anticipated monthly income is at or below the income limits in the chart below (based on the size of your household):

1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
\$3,696	\$4,833	\$5,971	\$7,108	\$8,245	\$9,382	\$9,596	\$9,809

- **Ability to Pay.** You may qualify if you were unable to pay your rent due to circumstances related to Covid-19. Examples include being laid off, having your place of employment closed, reduced hours of work, having to stay home to care for your children because your day care or school has closed, or other loss of income due to the pandemic.
- **Subsidized Housing Excluded.** If you receive any kind of rental assistance or subsidy (for example, renters receiving Section 8 Vouchers) or are on a fixed income, you are not eligible. In those cases, renters are protected by different federal programs.
- **Assets.** If you were able to pay your rent from income of any sort or from savings or other sources of funds, you are not eligible.



**How much will the program pay?**

- Up to \$500. This is a one-time benefit. Only one payment per household.

**How do I receive the benefit?**

- Fill out the application provided by the Property Manager and return to them for processing. If you have questions or are unable to complete and return the application, contact the management company for assistance.

**The unpaid portion of my April/May/June rent is more than \$500. What about the rest?**

- This benefit will be applied to the unpaid rent; you will still owe the rest of the rent.

**If the \$500 benefit is all I can pay right now, will I be evicted?**

- No, you will not be evicted for non-payment of the April/May or June rent.

**Please contact your Asset Manager if you have additional questions.**

**Attachments:**

- Rent Relief FAQ
- Audit Corner - Tax Credit Tips

*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.*

*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.*



## COVID-19 Rent Relief Program (MaineHousing Financed Projects)

### Frequently Asked Questions

The Covid-19 Rent Relief Program for MaineHousing Financed Projects is for renters who were unable to pay their April, May or June rent due to circumstances related to the Covid-19 pandemic. If you have already received a rent relief payment through this program you are ineligible for an additional payment.

The program will provide a one-time payment until tenants receive their federal relief funds. The benefit is paid directly to the project owner. The balance of the rent will be postponed, but not forgiven.

1) Who is eligible?

- Income. You may qualify if your anticipated monthly income is within the income limits in the chart below (based on the size of your household):

1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
\$3,696	\$4,833	\$5,971	\$7,108	\$8,245	\$9,382	\$9,596	\$9,809

- Ability to Pay. You may qualify if you were unable to pay your rent due to circumstances related to Covid-19. Examples include being laid off, having your place of employment closed, reduced hours of work, having to stay home to care for your children because your day care or school has closed, or other loss of income due to the pandemic.
- Subsidized Housing Excluded. If you receive any kind of rental assistance or subsidy (for example, renters receiving Section 8 Vouchers) or are on a fixed income, you are not eligible. In those cases, renters are protected by different federal programs.
- Assets. If you were able to pay your rent from income of any sort or from savings or other sources of funds, you are not eligible.

2) How much will the program pay?

Up to \$500. This is a one-time benefit. Only one payment per household.

3) How do I receive the benefit?

Fill out the application provided by the property manager and return to them for processing. If you have questions or are unable to complete and return the application, contact the management company for assistance.

4) My rent is more than \$500. What about the rest of it?

This benefit will be applied to your rent, you will still owe the rest of the monthly rent.

5) If the \$500 benefit is all I can pay right now, will I be evicted?

No, you will not be evicted for non-payment of the April/May/June rent.



## TAX CREDIT TIPS

### **LIHTC Tenant File Guideline form**

MaineHousing has developed a LIHTC file guide for your use. This is not an all-inclusive list and should only be used as a guide. The form can be found on our website at <https://mainehousing.org/partners/partner-type/property-owners-managers/property-management-forms>.

### **LIHTC/HOME Utility Allowance Clarification**

In January 2020, Asset Management issued utility allowance clarification/guidance in an AM Notice that can be found here: [https://mainehousing.org/docs/default-source/asset-management/asset-management-notices/notice-2020-01.pdf?sfvrsn=abde8f15\\_4](https://mainehousing.org/docs/default-source/asset-management/asset-management-notices/notice-2020-01.pdf?sfvrsn=abde8f15_4).

MaineHousing is making the following adjustment to the outlined guidance to align the LIHTC placed in service date with the HOME date as follows: We will not be applying the rule to LIHTC properties that came on line in 2008 but rather will begin the requirement with any LIHTC project with a placed in service date of 8/23/13 or later which aligns it with the requirement for HOME units with commitment of HOME funds 8/23/13 or later. For projects, meeting the criteria, all HOME units (including any PBV/Tenant Based Vouchers) and tax credit units will use the LIHTC Allocating Agency Utility chart. If a unit with no other subsidy layering is occupied by a voucher holder than the local PHA utility allowance maybe applied.

We hope that this helps clarify the requirements and makes things a bit easier.

### **Rent Increases during COVID-19 not related to utility allowance changes**

MaineHousing has been asked if we have a policy on rent increases during the pandemic. The simple answer – No. Owner/Managers know their tenant demographics and any challenges they may be facing. Considering this, MaineHousing supports and recommends managers carefully evaluate the situation before taking steps to impose any increase.

### **Maximum Rents Flow Chart**

MaineHousing has created a flow chart to assist owner/managers in determining maximum rents that can be charged with different subsidy layering. This form can be found on our website at: [https://mainehousing.org/docs/default-source/asset-management/manuals-guides/program-maximum-rent-guide.pdf?sfvrsn=456b8d15\\_0](https://mainehousing.org/docs/default-source/asset-management/manuals-guides/program-maximum-rent-guide.pdf?sfvrsn=456b8d15_0)

**Stay Safe and Healthy**

**If you have any questions regarding this guidance, please contact your Asset Manager.**