

*** Practical Points ***

June 2009

From

PMCS-ICAP

& PAWA House Service Bureau

Services and Solutions for Properties of All Sizes

Compliance, Accounting, TRACS, Training and Consulting

PMCS 20th Anniversary Training and Gala

As our agenda comes together, we want you to know we will be featuring trainings on topics such as the latest HUD updates on EIV and the Final Rule, Communication, Service Bureau Procedures, and more! Other events include a software developer roundtable, meet and greet with PMCS employees, mini PMCS trade show, an awards dinner and a fall picnic & cookout. Our special feature will be **CLAUS BUCKS**, which can be earned during registration and throughout the event. **CLAUS BUCKS** are the official currency of the PMCS 20th Anniversary Training and Gala. They can be used to purchase NYS items such as maple syrup, apple cider, Dinosaur BBQ sauce, among several other facets of the Empire State.

Visit our website at www.pmcs-icap.com. Print and mail the pre-registration form, along with a check to: PMCS 829 West Genesee St, Syracuse, NY 13204. If we receive your prepaid registration *before* **July 15th**, you will be awarded **50 CLAUS BUCKS!!**

Keep reading Practical Points each month for more information! If you'd like to learn more about the PMCS? 20th Anniversary Training and Gala, please email solutions@pmcs-icap.com.

Electronic Submission of Signed Vouchers for HUD-Administered Sites

If you do not have a Contract Administrator, and submit vouchers directly to HUD, this applies to you: The HUD Financial Management Center is now accepting signed vouchers via email! Their Voucher Processing Division has established an email box specifically to receive scanned copies of vouchers requiring review or manual processing. Normally, you don't need to submit a signed voucher to the FMC. But when you get the TRACS message requiring that your voucher be faxed for payment?, you can email your signed vouchers to Voucherprocessing@hud.gov. **The subject line in the email should include your Contract/Project Number along with a return receipt.** This email should only be used to submit signed vouchers; **no other inquiries will be acknowledged.**

If you are unable to email your signed vouchers, the FMC will accept mailed copies. They are trying to reduce the volume of faxes. You can mail your signed vouchers to US Dept of HUD/Voucher Processing Division, Attn: Voucher Specialist, 2345 Grand Boulevard, Kansas City, MO 64108.

EIV News Alert

THIS JUST IN - DATA RETENTION REQUIREMENTS WILL CHANGE

The Department of Health and Human Services (HHS) has agreed to allow sites to **keep the EIV printouts of NDNH wage data for the term of tenancy plus three years ? the same amount of time as other documents.** You will **not need to destroy EIV wage data after two years.** Plans are for this change to be incorporated in a revision to Notice H2008-3.

iMAX Update

On June 11, TRACS reported a problem with some users being unable to upload files to iMAX using their Web browser. A configuration change was planned for the night of June 11, to reduce the number of upload failures. If you receive an upload error, try these steps to solve it:

- 1) Using your web browser internet options, clear history and delete cookies.
- 2) Split large files into multiple files.
- 3) Upload a smaller number of files at one time.
- 4) Wait 15-30 minutes and then retry your upload.

If you still can't upload files that will impact your voucher payments, contact Deatrie.M.Perry@hud.gov and she will assist in uploading your files to iMAX.

Race and Ethnicity Form has Changed

The revised HUD Form 27061-H, Race & Ethnicity, expires on May 31, 2011. Be sure to discontinue use of the old form (showing an expiration date of April 20, 2009), and begin using the new version immediately. You do not need to have tenants complete a new form; just have new residents fill out this updated Race & Ethnicity Form. Get the new version (either as a .pdf or as a .doc file) from HUDClips, at: <http://www.hud.gov/offices/adm/hudclips/forms/hud2.cfm>

LEP NEWS: New Translations of HUD Model Leases and Sample Documents

The following leases have been translated into Arabic, Armenian, Chinese (Traditional), Farsi, French (Canadian), Khmer (Cambodian), Korean, Portuguese (Brazil), Russian, Spanish, Tagalog, and Vietnamese:

- Model Lease for Subsidized Programs (HUD-90105-A)
- Model Lease for Section 202/8 or Section 202 PAC (HUD-90105-B)
- Model Lease for Section 202 PRAC (HUD-90105-C)
- Model Lease for Section 811 PRAC (HUD-90105-D)

Find the translated leases on the RHIIP website: <http://www.hud.gov/offices/hsg/mfh/rhiip/mfhrhiip.cfm> and scroll down to the Occupancy Handbook header. At the bottom of that list, click on: ?HUD Model Lease forms (HUD-90105-a through 90105-d including translated formats)?. Or, find them at HUD Clips: <http://www.hud.gov/offices/adm/hudclips/forms/hud9.cfm>. Lease translations are in a zip file now, but this will soon be converted to a dropdown, for people who can't use the zip directory.

HUD also had the following documents translated, and they will be posted soon. We'll let you know where to find them after they're posted.

- HUD 9887 and 9887A, and relevant verifications
- Sample AR Initial Notice , 120/90/60-Day AR Reminder Notices
- Sample Notification of Rent Increase Resulting from Recertification Processing
- Sample IR Adjustment Initial Notice
- Sample Termination of Assistance

Green Retrofit Program for Multifamily Housing

HUD announced the implementation of the Green Retrofit Program for Multifamily Housing on May 13, 2009. Created by the American Recovery and Reinvestment Act of 2009, this program is explained in Housing notice H-09-02. **What are they offering?** - \$250 million in loans and grants for energy efficient properties. **Objectives** ? create ?green-collar jobs? while reducing utility expenses, benefiting both residents and the environment. **Who is eligible?** ? Section 8, 202 and 811 properties. **When and how can you apply?** ? They are accepting applications starting June 15, 2009 with funds being dispersed starting September, 2009.

Take a peek at the application and other important details here: [Green Retrofit Program for Multifamily Housing](#).

Tax Credit Income Limits

A fresh set of income limits specifically for the Low-Income Housing Tax Credit (LIHTC) program has been introduced recently by HUD. Originally these new limits were released with the Section 8 income limits. Both sets of limits were effective March 19, 2009. You can find these limits here: [Multifamily Tax Subsidy Income Limits](#).

Community Innovations for Aging in Place (CIAIP) Grants from HHS

\$5 million in grants for Community Innovations for Aging in Place (CIAIP) has been made available by HUD. The goal of this project is to develop cost effective health and social services so older individuals can continue to live in their communities among family and friends. The announcement was made on May 19, 2009. Find out more about this grant by visiting [Administration on Aging Funding Opportunities](#).

Industry Notes

▶ Ron Sims Sworn in as HUD's Deputy Secretary

On May 8, 2009, Ron Sims took the role as the Deputy Secretary for HUD. He was unanimously confirmed by the Senate, in part due to his national reputation for aggressive reforms and decision-making in regards to spending tax dollars wisely. Among his roles are managing HUD's day-to-day operations, budget and employees. To learn more about Mr. Sims, please visit [HUD Press Release - Ron Sims](#).

▶ Revised UPCS Inspection Protocol for Inspecting Stoves and Ranges During REAC Inspections

The UPCS Protocol was recently modified on May 29, 2009. The property representative who accompanies the inspector must now actively participate in the REAC inspection of the ranges, stoves and ovens, effective July 20, 2009. Please take some time to read the notice here: [Inspecting Stoves and Ranges](#).

Reminders

*** Final Rule and mandatory EIV will be effective on **September 30, 2009** ***

If you were quizzed about the *Final Rule: Refinement of Income and Rent Determination Requirements in Public and Assisted Housing* (FR-4998-F-02), would you pass? Here is a brief summary of the changes that are taking place:

- ▶ All household members must have a Social Security Number for the household to receive assistance.
- ▶ Citizenship status must be verified for U.S. citizens and nationals.
- ▶ In some cases, actual past income may be used for certifications.

- ▶ **As of Sept 30, 2009, the EIV Income Report *must* be used when verifying income for recertifications.**

If you are struggling with EIV registration, recertification or have other EIV questions, feel free to contact PMCS. We understand that it's not always easy and we are here to help. Remember our services are **customized** just for you!

To learn more about the Final Rule and its requirements, take our 90-minute telephone training seminar on July 15! Contact solutions@pmcs-icap.com to register.

Featured Service:

Service Bureau Compliance Processing

It's now June and we have officially hit the mid-way point of 2009! Over the last two months, we have featured our Service Bureau Processing. We've decided to keep this as our Featured Service due to the positive response we've had! Remember that we offer this service all year long. Please take a look below at the services we provide and if you have any questions, don't hesitate to call!

What types of services do we provide? If it has anything to do with certs, vouchers and TRACS, we're here to help! Bring us any affordable housing related question or problem and we'll prepare a **customized** solution. Our standard Service Bureau will process all 50059s, transmit certs and vouchers to TRACS via iMAX and monitor your compliance percentage. We'll handle all voucher reconciliation issues with your Contract Administrator or HUD, send you Recert Reminders and Rent Change Notices, and let you know whose annuals are coming up. Have a quick question on how to handle an unusual income item, or what type of cert is needed when a household change occurs? Want an extra set of eyes looking over your certs? Just call your Service Bureau Specialist - we're here for you.

And that's just our Standard Compliance Processing! Our enhanced services include upfront compliance verification, resident receivables, daily bank deposit processing, providing leases and/or EIV Income Reports, general ledger processing, MOR preparation, tenant file reviews, and lots more! At the end of the day, it could be your most cost-effective solution! Check us out on the web at www.pmcs-icap.com, then give us a call at 1-800-245-7627 or email Solutions@pmcs-icap.com for a **customized** quote.

20th Anniversary Special - Telephone Training Seminar Promotion

If you are the 20th participant in ANY of our telephone training seminars, you will receive a \$20 gift certificate toward your pre-registration fee for our 20th Anniversary Training and Gala, September 29th and 30th.

But that's not all! Every 2009 Telephone Training registrant will be entered into a **GRAND PRIZE DRAWING** at the end of the year to win a VISA gift card. Every individual-class registrant will have a chance to win a \$25 gift card. There will be a drawing for four (4) \$25 gift card winners. Those who have registered for our "Six-Pack" of classes will be placed into a separate drawing and are eligible to win a \$100 gift card!

What are the rules?

1. If you enrolled in a PMCS telephone training seminar any date throughout 2009, you qualify.
2. Your name will be entered for every individual PMCS Telephone Training class you take. If you sign up for 4 classes during 2009, you have four entries - and four chances to win \$25!
3. If you signed up for 2 "Six-Packs", you have 2 entries and double the opportunity to win \$100 in our separate "Six-Pack" drawing!!!
4. The winner will be selected completely at random.

5. Register today for additional classes and increase your chances of winning!!! E-mail Solutions@pmcs-icap.com for a current class schedule.

PMCS Training Seminars

Some of Our Upcoming 2009 Telephone Training Seminars

HUD's Secure Systems (WASS):

June 30, 3 ? 4:30 PM EST August 12, 11-12:30 PM EST

Final Rule on Income Determination:

July 15, 11 ? 12:30 PM EST

Tenant Files:

July 1, 3 ? 4:30 PM EST August 4, 11 ? 12:30 PM EST

EIV:

July 28, 3 ? 4:30 PM EST August 27, 11 - 12:30 PM EST

Where you can find us in June:

Washington, D.C. TRACS Industry Meeting

Sunday, June 14 ? Tuesday, June 16

NAHMA Summer Meeting

Sunday, June 28 ? Tuesday, June 30

Private Classes for Associations, Managing Agents and Contract Administrators

We can provide high-quality training for your members and staff. Any of our live and/or telephone classes may be customized to meet your specific needs. If you have a Conference or Educational Series coming up within the next year, consider bringing us in to conduct a full-day, half-day or 1-2 hour workshop session.

Questions about trainings?

Contact: Michelle Cimino at 800-245-7627 x1520. To request a schedule and registration form for Telephone Training Seminars, email Solutions@pmcs-icap.com.

At the End of the Day?

?And what is so rare as a day in June? Then, if ever, come perfect days.? ? James Russell Lowell

For Further Information, Please Contact Us:

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