



March 2015

BREAKING NEWS

HUD is Offering a Free Webinar on Successfully Adopting a Smoke-Free Housing Policy on March 5, 2015-Space is limited!

HUD's Office of Lead Hazard Control and Healthy Homes (OLHCHH) will be hosting a free information webinar for owners that are considering implementing Smoke-Free Policies at their affordable housing communities. Here are the details:

How to Successfully Adopt a Smoke-Free Policy in Public and Multifamily Housing

Thursday, March 5, 2015

2:00 – 3:00 p.m. EST (Take note of the time zone!)

[REGISTER TODAY!](#)

Participants will have the opportunity to:

- Gain insight from experienced Public Housing executives who have successfully implemented a smoke-free housing policy.
- Advance your understanding of the steps involved in a typical implementation process for a smoke-free housing policy, and increase your awareness of effective strategies to get you started.
- Enhance your knowledge about the true benefits of working with a community partner who has helped housing providers in establishing successful smoke-free policies.

Follow our Blog for Breaking News and Trending Topics in the Affordable Housing Industry.
www.pmcs-icap.com

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QUESTION

One of my residents is disabled and has an individual that she pays to come every Thursday to assist her with housekeeping tasks. Is that an allowable medical expense?
~ Julia- Kentucky

Answer on page 3.



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BREAKING NEWS

2015 Annual Adjustment Factors Announced

On February 9, 2015, a Notice of the Revised Contract Rent Annual Adjustment Factors (AAFs) for 2015 was published. The AAFs are used to adjust the contract rents on the anniversary date of the assistance contract for some multifamily projects. The AAFs are effective February 9, 2015.

A copy of the Federal Register containing the revised AAFs is located [here](#).

The HUDUSER website has been updated to include the revised AAFs and can be viewed [here](#).

HUD's Race and Ethnic Data Reporting Form Updated with New Expiration Date

HUD has released an updated HUD Form 27061-H Race and Ethnic Data Reporting Form displaying an expiration date of June 30, 2017. The prior version expired on March 31, 2014. Owners should immediately implement the use of the updated form with all new applicant members/households.

PMCS strongly encourages owners to include this form as an attachment to the Application – to be completed and returned along with the application. Do you know why?

The newly expanded Affirmative Fair Housing Marketing Plan (HUD Form 935.2A) now requires owners to report the race and ethnic demographic breakdown of applicants on the waiting list via Worksheet 1. By including this form with the application, you can efficiently gather this demographic information from your applicants, without documenting the statistics on the waiting list.

WHERE WE WILL BE

Upcoming Training

Jenny DeSilva, Director of Training for PMCS, will be at the Spring Affordable Housing Conference, AHMA-East Texas & SW-AHMA on March 17-18 to present Adapting to TRACS 202D to the Real World.

This interactive training will help you understand both the subtle and significant changes to the 50059. Don't miss this class! A solid understanding of these topics is critical to the success of your TRACS 202D submissions.

March 17-18, 2015

Affordable Housing Conference

Hilton Fort Worth
815 Main Street
Fort Worth, Texas 76102

> [Learn More and Register](#)

2015 CLASSES NOW AVAILABLE

Visit our website for a listing of our new [webinars and phone classes](#).

QUESTION AND ANSWER

Question:

What is the difference between the prior sample Declaration Form in the Change 3 HUD 4350.3 Handbook and the Change 4 version?

~Renee-New Jersey

Answer:

These changes were immediately evident. However, one of the key modifications to the form is the new list of acceptable documents a noncitizen with eligible immigration status must provide as evidence of such status. The specific list of acceptable Department of Homeland Security (DHS) documents was modified. For example, item 1 of the list was Alien Registration Cards as an acceptable document. This has now been removed, and replaced by Permanent Resident Cards.

Keep in mind that all owners were required to comply with the Handbook changes as of December 15, 2013. This means that managers must ensure that all Declaration Forms signed on or after December 15, 2013 were signed on the current version of the form.

QUESTION AND ANSWER**Question:**

One of my residents is disabled and has an individual that she pays to come every Thursday to assist her with housekeeping tasks. Is that an allowable medical expense?

~Julia- Kentucky

Answer:

No. Per Exhibit 5-3 of HUD Handbook 4350.3 REV-1, Change 4: Do not include in medical expenses the cost of household help, even if such help is recommended by a doctor. However, certain expenses paid to a person providing nursing-type services may be deductible as medical costs.

UPCOMING TRAINING**March 2015 Classes**

Resolving EIV Discrepancies: How to read and understand what Income Discrepancy Reports show, and the easiest way to resolve them. Learn when (and which) retroactive certs are needed. We'll use case studies to show real-life examples.

Class # 03-15D: March 5, 2015, 11:00 am – 12:30 pm EST

EIV Reports Overview: This beginner-level class is for those learning about HUD's EIV System and will focus on how EIV works; where is it getting the information from; and what kind of information displays on each of the available reports.

Class # 03-15I: March 16, 2015, 2:00 pm – 3:30 pm EST

Calculating Expenses and Deductions for 50059s: This is a great class for those new to the industry or those that would like a refresher course on how to accurately calculate expenses and deductions on the 50059s.

Class # 03-15J: March 20, 2015, 11:00 am – 12:30 pm EST

Calculating Assets for 50059s: Understanding asset calculations can be tricky. This class is designed for those staff that interview tenants during the recertification process and perform asset calculations for the HUD 50059.

Class # 03-15K: March 20, 2015, 2:00 pm – 3:30 pm EST

What's Your MOR Score? – Preparing for the Ultimate Test: In an industry constantly affected by changing regulations, it is always easier to maintain compliance than to regain it. Attend this class to **assess** what you do know and **identify** what you don't about the MOR process and resulting report.

Class # 03-15L: March 23, 2015, 11:00 am – 12:30 pm EST

Adapting to Change 4 and TRACS 202D in the Real World: This is an intermediate level course designed for Compliance or Property Managers.

Class # 03-15N: March 26, 2015, 11:00 am – 1:00 pm EST

HUD Handbook 4350.3 Change 4 – Chapter by Chapter: This class is designed for managers, regional supervisors, or agents that have basic exposure to HUD occupancy regulations, but need training that is focused on the significant regulatory changes published in Change 4 (the revised HUD 4350.3 Occupancy Handbook).

Class # 03-15O: March 26, 2015, 2:00 pm – 3:30 pm EST

Tenant Repayment Agreements – Start to Finish: This comprehensive class is designed for site managers, regional managers, and accounting staff that handle recertifications, tenant rent and receivables.

Class # 03-15P: March 31, 2015, 11:00 am – 1:00 pm EST