



May 2015

BREAKING NEWS

Updating Your Affirmative Fair Housing Marketing Plan

Unlike maintenance issues and EIV, your property's marketing plan might not be an aspect of operation you necessarily think about on a daily basis. However, it is critical for owners to ensure their staff is marketing available HUD units to attract persons who are least likely to apply. Did you know your Affirmative Fair Housing Marketing Plan (AFHMP, Form HUD-935.2A) must be reviewed every 5 years for applicability? Did you know HUD recently updated the form to require owners to capture more demographic information and provide proof of advertising and Fair Housing training efforts within the plan?

Have your applicant demographics changed as a result of population growth in your surrounding area? Have you been asked to modify marketing and advertising methods due to budgetary constraints? Has your property undergone an ownership or management agent change? If you answered "yes" to any of these questions, you are required to review and update your AFHMP accordingly.

PMCS is equipped to perform the necessary demographic research and marketing assessment to assist affordable housing owners in updating their AFHMP appropriately to ensure compliance.

Don't be caught off guard with an outdated marketing plan for your property! Call PMCS today to discuss our AFHMP update and review services and scratch that task off your "To-Do List"!

QUESTION AND ANSWER

Question:

The waiting list of applicants to move into my property is very lengthy. Several applicants submitted their original applications before Change 4 of the HUD Handbook 4350.3 was released in 2013. Do those applicants have to submit updated applications?

~Celina-New York

Answer:

Great question! While those applicants are not required to submit entirely new applications, there are new supplemental questions required as part of the Change 4 revision related to sex offenders and additional new categories of information to gather pursuant to TRACS 202D. Any of these questions, not included in your previous application form, must be answered by all applicants prior to move in. You may consider creating a supplemental addendum to the application that includes these new questions. For a detailed breakdown of all new elements to the application and other key documents, check out our new [*Adapting to Change 4 and 202D in the Real World* webinar class](#). These edits are discussed in detail during the webinar.

In This Issue

- Updating Your Affirmative Fair Housing Plan
- Latest Development in the Section 8 PBCA Contract Litigation
- Upcoming Classes
- Q&A



829 West Genesee Street
Syracuse, New York, 13204
800-245-PMCS(7627)
solutions@pmcs-icap.com

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

Where We Will Be

EIV Training at a PennDel AHMA Meeting
King of Prussia, PA
May 14, 2015

PHFA 2015 Statewide Housing Services Conference
Omni William Penn
Pittsburgh, PA
June 11, 2015

BREAKING NEWS

Latest Development in the Section 8 PBCA Contract Litigation

On April 20, 2015, the U.S Supreme Court denied HUD's request for a review of the Federal Court of Appeals decision in this case. As you may recall, the Federal Court of Appeals ruled in favor of the appealing PBCAs regarding the proper procurement methodology for rebidding PBCA contracts. Because the lower court's decision stands, the industry expects HUD to rebid the contracts in the near future. However, no formal timeline or announcements have been released thus far.

Assuming HUD does introduce a new rebid, it must adhere to the Competition in Contracting Act. This will result in a very different request for proposals. In the interim, current PBCAs in all states will continue acting in their current capacities—renewal contracts, processing rent adjustments, paying monthly vouchers, and handling incoming tenant inquiries. Those performing Management and Occupancy Reviews in uncontested states will continue to do so. HUD has not announced any changes regarding the reinstatement of Management and Occupancy Reviews during the continuation of these interim contract extensions.

PMCS will continue to post updates as further information becomes available.

QUESTION AND ANSWER

Question:

I am a new manager and am totally confused on when to make interim recertifications effective. I have a tenant that reported a new job to me on April 28, 2015. When do I make the interim effective? May 1st?

~Brian-Minnesota

Answer:

This is a common source of confusion for managers. The date management was notified will determine the date of the Interim. Here are the steps to follow:

1. Verify when the tenant started working.
2. Based on your property's reporting policy, determine if the tenant notification on April 28, 2015 was timely or not timely.
 - a. If the April 28th notification was timely, verify the income, issue a 30-day notice for the increase in rent, and process the interim for the first of the following month after such notification.
 - b. If the April 28th notification was **not** timely, verify the income and process the interim for the first of the month following his/her first day of employment. In this case, the tenant has forfeited the right to the 30-day increase notification because he/she did **not** report the new income in a timely manner.

Training Classes

Upcoming Classes May/June



- Adapting to Change 4 and TRACS 202D in the Real World
- Resolving EIV Discrepancies
- Tenant Repayment Agreements
- EIV Reports Overview
- Identifying Cash Value of Assets and Asset Income
- Correctly Identifying and Calculating Income for 50059s
- Verification and Tenant Interviews

PMCS offers a variety of live phone classes and interactive webinar classes that are designed to meet the demanding needs of the Affordable Housing Industry. Our training is a cost effective, convenient solution for you and your staff. Visit our website for more information: www.pmcs-icap.com.

New 2015 Training Classes Just Added

Visit our website at:
www.pmcs-icap.com for a
listing of our new
2015 Phone and Webinar
Training Classes.