



October 2016

BREAKING NEWS

Job Posting: Director, Somerville Senior Citizen Housing

Location: Somerville Senior Citizen Housing, Somerville, NJ

Title: Director, Somerville Senior Citizen Housing.

Direct Reports:

- Director, Social Services
- Superintendent, Building & Grounds
- Administrative

Position Summary:

The Director of the enterprise functions as the Chief Operating Officer and has overall responsibility for the administrative, financial, social service, and physical plant and grounds operation of the Somerville Senior Citizen Housing Complex. The Director serves as the primary liaison between the SSCH and the New Jersey Housing and Mortgage Agency, and the Department of Housing and Urban Development. The Director is appointed by the SSCH Board of Directors and is responsible to the President.

Essential Functions:

1. Responsible for maintaining an efficient and pleasurable atmosphere within the SSCH Complex.
2. Responsible for developing and implementing programmatic and administrative policies and procedures in order to attain SSCH goals and objectives, while maintaining the viability of SSCH Unit's assets.
3. Supervises direct reports and indirect staff reports, evaluates worker performance and takes appropriate personnel actions.
4. Negotiates contracts for all outside services and vendors (guards, etc.). Monitors and oversees the performance of all contractors.
5. Responsible for administrative management for the facility including cash management, budget preparation and presentation, financial reporting and the retention of third-party auditors, preparation of HUD subsidy vouchers, rental management and tenant re-certification.
6. Responsible for handling tenant problems and complaints with advice, counsel and action in a timely fashion.
7. Works closely with the Selection Committee to select new tenants based on HUD guidelines.
8. Attends Board meetings and provides reports to the Board and/or the President as required.

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Job Posting: Director, Somerville Senior Citizen Housing (continued)

Essential Functions: (continued)

9. Adheres to the SSCH Code of Ethics and complies with State and Federal health code.
10. Periodically prepares and submits reports to various federal and state government agencies including H.U.D. and New Jersey Mortgage Finance Agency.

Additional Functions/Responsibilities:

Through direct reports, the Director is also responsible for:

1. The overall satisfactory function and condition of the physical plant, buildings and tenant apartments.
2. Snow and ice removal as required.
3. Development and implementation of an emergency services/emergency response action plan for the facility.
4. Developing training programs to comply with safety, regulatory and emergency response requirements.
5. Working closely with the tenants association in planning and providing social activities.
6. Publishing monthly SSCH newsletter.
7. Advising tenants regarding governmental programs designed to aid senior citizens.

Knowledge, Skills & Abilities:

1. Skills in supervising, evaluating and disciplining a staff of professionals and paraprofessionals.
2. Familiarity with community support systems, healthcare and human service resources.
3. Good organizational skills and administrative abilities.
4. Familiarity with managing a large apartment complex.
5. Excellent coaching, counseling and dispute resolution skills.
6. Ability to work well in a multi-task environment while maintaining a strong sense of customer/tenant satisfaction.

Education and Experience:

1. BS/MS in Business Administration or Social Work.
2. At least five years of experience in the patient care giving/administration field, with additional experience in managing a large apartment complex being desirable.
3. A valid NJ State Driver's License and access to a private vehicle.
4. Certification as a Certified Assisted Housing Manager.
5. Real Estate License.

To Apply, Email JParr32554@aol.com. Applications accepted until November 30. Applications received after that date will be disqualified from consideration.

RHIIP Listserv #363 – 2017 Operating Cost Adjustment Factors (OCAFs) Published

The Operating Cost Adjustment Factors (OCAF) for 2017 were published in the October 5, 2016 Federal Register. These factors are used for adjusting or establishing Section 8 rents under the Multifamily Assisted Housing Reform and Affordability Act of 1997 (MAHRA), as amended, for projects assisted with Section 8 Housing Assistance Payments. The factors are effective February 11, 2017 and can be found at <https://www.gpo.gov/fdsys/pkg/FR-2016-10-05/pdf/2016-24070.pdf>.

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SAVE TPS Automatic Extension Issue Resolved

The SAVE System is a required verification system used by multifamily owners to verify the eligible immigration status of housing applicants that claim eligible noncitizen status.

On September 27, 2016, the Systematic Alien Verification for Entitlements (SAVE) Help Desk informed the industry via email broadcast that some agencies have experienced difficulty verifying the automatic extension of certain benefit applicants whose Temporary Protected Status (TPS) was automatically extended. Queries run on the I-766 Employment Authorization Documents (EADs) presented by the applicant failed to return the correct extended date, requiring additional verification. The issue causing this error has been resolved.

SAVE encourages agencies that experienced difficulty verifying the status of applicants with TPS and an automatic extension to their EADs to ensure they have submitted the case for additional verification or re-run an initial verification request.

SAVE is planning to host a webinar to discuss the TPS process in October.

If you have any questions, please contact a SAVE representative by sending an email to SAVE.help@uscis.dhs.gov or calling 877-469-2563.

To learn **more** about the SAVE System and take a free webinar, visit their website: www.uscis.gov/SAVE or visit <http://www.uscis.gov/save/save-training-opportunities> to view their SAVE Tutorial.

Reminder of Procedures in the Event of a Declared Emergency or Disaster

With the impending hurricane Matthew hitting the Southeast coast, The U.S. Department of Housing and Urban Development (HUD) has again reminded us of the procedures and tools that are available for the Owner and Residents', which may be impacted by such disasters.

As Owners/Agents and Managers we need to ensure that we review Chapter 38, Multifamily Emergency/Disaster Guidance in *Handbook 4350.1 Multifamily Asset Management and Project Servicing*. After any disastrous event has affected your property or the residents of your property you **must** IMMEDIATELY report the physical damage. The key is to be proactive in the wake of these events by reporting to HUD as soon as the damage assessment has been completed.

In FEMA declared Emergencies or Disasters you will be using the Preliminary Disaster Assessment. For Non-FEMA declared events you will use the Basic Damage Assessment. These forms **must** be completed within 24 hours of the damage. To avoid any hold up in processing they should be legible and filled out in their entirety. The next step will be to email them to DamageAssessmentsFlorida@hud.gov.

**Although HUD is not a payee on an insurance draft for properties with an insured mortgage, you will need to notify HUD of the event and the damages sustained.*

Owners/agents are responsible for:

- Developing an emergency relocation plan to relocate residents prior to the storm especially at 202/811 Elderly or Disabled Properties and nursing homes;
- Developing a pre-disaster checklist that is shared with tenants in case of a disaster;
- Ensuring that the property and records are secured and that residents' possessions and valuables are secured and protected to the greatest extent possible;
- Contacting FEMA for on-going guidance and instruct residents to register with FEMA through 1-800-621-FEMA (3362), or www.fema.gov;

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Reminder of Procedures in the Event of a Declared Emergency or Disaster (continued)

Owners/agents are responsible for:

- Applying for assistance with FEMA, Small Business Administration, Housing Finance Agency and others;
- Contacting the local HUD office following a disaster;
- Providing a status report for the residents and property condition;
- Ensuring that residents provide EMERGENCY contact numbers;
- Determining the extent of damage, security needs, resident property protection needs, etc.;
- Contacting the property's insurance provider to apply for property and business interruption claims;
- Maintaining inventory of all residents, property, phone numbers, mailing address, and emails;
- Determining which residents have been displaced due to unit damage or a failure of a major building system such as the electrical system, etc.; and
- Tracking each displaced resident's temporary location and maintain contact information for each displaced resident, particularly if the property will likely have units off-line for more than 30 days.

HUD has provided links to helpful documents and information regarding declared emergencies or disasters:

- [Chapter 38](#) (.doc)
- [Preliminary Damage Assessment App](#) (.doc)
- [Basic Damage Report](#) (.doc)
- [Reporting Losses and Reporting loss claims and insurance settlements](#) (.doc)

For assistance, please contact HUD at:

- **678-732-2958**
- **678-732-2700**
- **678-732-2803**

Other Important Contact Information:

- Florida Emergency Information Hotline: 1-800-342-3557
- Information on shelters, road closures, and evacuation routes for Florida. <http://www.floridadisaster.org>
- North Carolina Emergency Management: 919-825-2500 or <http://www.ncdps.gov/Our-Organization/Emergency-Management>
- South Carolina Emergency Management: 803-737-8500 or <http://www.scemd.org>
- Georgia Emergency Management: 404-635-7000 or 1-800-TRYGEMA (1-800-879-4362) or <http://www.gema.ga.gov>
- Federal Emergency Management Agency (FEMA) 1-800-621-3362 – [FEMA.gov](http://www.fema.gov)
- American Red Cross – <http://www.redcross.org> 1-800-RED-CROSS (1-800-733-2767)
- Salvation Army- <http://www.salvationarmyflorida.org> (813) 962-6611
- Department of Agriculture's Rural Housing <http://www.rd.usda.gov/fl> (352) 338-3402
- Florida Housing Finance Corporation <http://www.floridahousing.org/DisasterRelief/> (850) 488-4197
- HUD's housing discrimination hotline: 800-669-9777 (Voice), 800-927-9275 (TTY)

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RHIIIP Listserv #361: Federal Register Notice Published to Determine the Eligibility of Independent Students to Receive Assistance

On Wednesday, September 21, Multifamily Housing and Public and Indian Housing issued a joint Federal Register Notice on the “Student Rule,” which will positively impact tenants continuing their education by:

Clarifying the definition of “Independent Student.” HUD aligned the definition of “Independent Student” with the U.S. Department of Education’s definition of “Independent Student.” The definition of Independent Student was updated to include those who were an orphan, in foster care, or ward of court at the age of 13 (previous definition had age 18 and did not include “in foster care”). The new Independent Student definition also added those students who are or were emancipated or in legal guardianship; and added unaccompanied youths who are homeless or at risk of homelessness.

Clarifying verification process for vulnerable populations. HUD also clarified what documentation is needed to support “vulnerable youth populations” that are independent of his or her parents (where the income of the parents is not relevant). Vulnerable youth populations include an orphan, in foster care, ward of the court, emancipated minor, unaccompanied homeless youth, and youth at risk of being homeless. This clarification indicated that for vulnerable youth populations: (1) the tax return requirement only applies to providing the student’s tax returns and not that of the student’s parents, and (2) a written certification is not required by the student’s parent. The previous requirements created barriers for vulnerable youth to receive assistance and continue their education.

RHIIIP Listserv #362: Save the Date: Multifamily FSS Webinars

The Office of Housing has announced a new webinar series focused on the Multifamily Family Self-Sufficiency (MF FSS) program. Through these webinars, attendees will learn about the basics of the multifamily FSS program, best practices for running a successful FSS program, and details of program compliance. There are three webinars in the series – the first two have passed; the third and final webinar will be presented by HUD staff.

To register for a session, click on the link provided and complete the registration form. You will need to separately register for each webinar you’d like to attend. All webinars are free of charge.

Webinar #3: Complying with Multifamily FSS Program Requirements

Date: Oct. 26, 1:00 – 2:30 p.m. ET

Description: This webinar will review the principal steps that HUD-Assisted Multifamily properties must take to start and operate an FSS program, and to comply with reporting and other program requirements outlined in H Notice 2016-08. The webinar will be led by Danielle Garcia, Branch Chief, Subsidy Oversight, Carissa Janis, Program Analyst, and A. Rahmaan Sharper, Multifamily Representative – from HUD’s Office of Asset Management and Portfolio Oversight.

Registration link for Webinar: <https://abtassociates.webex.com/abtassociates/onstage/g.php?MTID=ea174c31b97d23d0191884863c7850491>

Additional registration instructions:

1. To register for a webinar, click on the registration link provided above. You will receive an email confirmation of registration which will include an Outlook calendar item that you can use to get the event on your calendar. You can also use same link above to join the webinar when it starts.
2. If you have not used WebEx before, it is suggested that you install the WebEx Event Center ahead of time by clicking on this link: <https://abtassociates.webex.com/abtassociates/ecsetup.php?frommail=1>
3. If you haven’t installed the software ahead of time, it will automatically install when you start the webinar. However, installing it ahead of time will allow you to trouble shoot any problems that may arise.
4. On the date of the webinar, click on the same registration link provided above to start the webinar.
5. During the webinar, you can choose to access audio through your computer or by phone. After you have logged in to the Webinar, select the audio option you prefer and follow the instructions. All attendees will be muted but will have the opportunity to pose questions via a question box.