

*** Practical Points ***

November 2009

From

PMCS-ICAP

& PAWA House Service Bureau

Services and Solutions for Properties of All Sizes

Happy Thanksgiving!

It's that time of year when the days become shorter, raking officially becomes a chore, the weather begins to shift from pleasant to chilly, and the threat of snow constantly looms over the city of Syracuse. That being said, the holidays also give us all a chance to be with family and friends; nothing beats a warm fire and laughter following a delightful meal of turkey, gravy, mashed potatoes, stuffing and apple pie!

At PMCS, we have one word that describes our staff members, clients and industry colleagues: *family*. We want you to know that even though we won't be able to share a Thanksgiving turkey or throw a football around together, we are thinking of you. Thank You – these last 20 years would not have been possible without the support PMCS has received. From our 20th Anniversary Training and Gala to all of the new features on our website, 2009 has been a wonderful year and we look forward to new endeavors in 2010.

We wish you all peace, happiness and the joy of spending time with *your* family and friends!

Happy Thanksgiving!

No 2010 Social Security Cost-of-Living Adjustment (COLA)

The Social Security Administration announced there will neither be an increase in Social Security benefits payable in January 2010, nor an increase in SSI payments.

What is COLA and how does it apply to me? Cost-of-living-adjustments or COLAs were enacted by legislation to ensure that Social Security and Supplemental Security Income (SSI) benefits keep pace with inflation. Since there are no SS or SSI COLAs you can start processing your January, February & March 2010 Annual Recertifications based on the current Social Security information found in EIV – no waiting for new adjustments! For more information on 2010 COLAs, please visit www.socialsecurity.gov/cola or call 1-800-772-1213.

Does this affect Medicare premiums? The law contains a “hold harmless” or special provision that protects *most* Social Security beneficiaries from paying a higher Part B premium. Those *not* protected include higher income newly entitled beneficiaries to Part B. There is no special provision for Medicare Parts C and D, meaning that beneficiaries must pay any higher premiums. For more information, on Medicare premiums for 2010, please visit www.medicare.gov.

2010 Operating Cost Adjustment Factors (OCAF)

The Federal Register published the 2010 operating cost adjustment factors (OCAFs) on November 12, 2009. The 2010 OCAF effective date is February 11, 2010.

What are OCAFs and how do they apply to me? OCAFs are annual factors used to adjust Section 8 rents renewed under section 524 of the Multifamily Assisted Housing Reform and Affordability Act of 1997 (MAHRA). Your contract rent will be adjusted based on HUD calculations from your FYE financial statements submitted between 2007 and 2009. For definitions and formal descriptions, take a look at the Federal Register publication on OCAFs here: <http://www.hud.gov/offices/hsg/mfh/mfhsec8.cfm>.

Have a question regarding the 2010 OCAF? The contact person at HUD is Charles Capone, Director, Office of Evaluation, Office of Housing, Department of Housing and Urban Development. Postal mail can be sent to 451 7th Street, SW.,

Washington, DC 20410. His telephone number is 202-402-3237 (this is not a toll-free number). Hearing- or speech-impaired individuals may access this number through TTY by calling the toll-free Federal Information Relay Service at 800-877-8339.

Grants.gov New Contact Center Hours

As of October 19, 2009, the Grants.gov Contact Center is available 24 hours a day, 7 days a week. They can be reached by phone at 1-800-518-4726 or by email at support@grants.gov.

What is Grants.gov? If you need help or just want some information on finding and applying for federal grants, Grants.gov is your leading source. Grants.gov was established as a governmental resource named the E-Grants Initiative, part of the President's 2002 Fiscal Year Management Agenda to improve government services to the public. Today, Grants.gov is a central storehouse for information on over 1,000 grant programs and provides access to approximately \$500 billion in annual awards.

ARRA Reporting Requirements Waiver

NAHMA has announced that the Office of Management and Budget (OMB) has granted Project-Based Section 8 HAP funding recipients a waiver from the American Recovery and Reinvestment Act (ARRA) of 2009 reporting requirements. Many of you faced difficulties attempting to complete your reporting before the October 10, 2009 deadline. NAHMA decided to lead the initiative for a waiver to be approved for those of you who were unable to complete your reports on time. HUD is expected to make an official announcement regarding the waiver in the coming days and will also be sending letters to affected owners in the near future.

The reason for the exemption from ARRA reporting requirements is that the Project-based Rental Assistance (PBRA) program is like an individual benefit program, providing assistance to individuals to help meet particular needs (in this case, quality, safe, and affordable housing). Although Federal payments are made directly to owners/landlords, those payments are not intended for the benefit of the owners/landlords. They are just the mechanism for delivering the benefit to low-income families. 31 U.S.C. 7501(a) excludes amounts received as reimbursement for services rendered to individuals from the term "Federal financial assistance", so the program was exempted from ARRA reporting.

Please note that HUD will still be *requiring* all Project-Based Section 8 properties to obtain a D-U-N-S Number for all contracts going forward later this year. A notice is expected to be released in the Federal Register notifying owners of this requirement. A D-U-N-S Number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of over 100 million businesses worldwide. These numbers are FREE for all businesses required to register with the US Federal government for contracts or grants. A nine digit D-U-N-S can be obtained by visiting: <http://fedgov.dnb.com/webform>.

Archived HUD Webcasts

We just wanted to remind you all that you can view HUD webcasts that have already taken place. Topics include EIV, NOFAs, and more! Most programs are available 24-48 hours after they have been aired. You must have Windows Media Player installed. You can view these webcasts here: <http://www.hud.gov/webcasts/index.cfm>. **Please note:** webcasts archived prior to October 1, 2009 need to be viewed using RealPlayer. For tips on using Windows Media Player or RealPlayer, please visit <http://www.hud.gov/webcasts/troubleinst.cfm>.

Keeping Up With Enterprise Income Verification (EIV)

EIV Registration and Consulting

Are you having trouble finding time to register for EIV before it becomes mandatory on January 31, 2010? Look no further! PMCS can provide you and your staff with complete registration and consulting for EIV. We understand that it's not easy keeping up with industry changes, so we'll work to keep you in compliance. If you're already registered and

have some questions or new to the EIV system, take one of our EIV Telephone Training Seminars being offered in January and February, or schedule a customized audio training for your staff.

Think of it this way: PMCS Consulting + PMCS Training = EIV ready!

Contact Matt Simon TODAY – solutions@pmcs-icap.com or 1-800-245-7627 x1535.

EIV Policies and Procedures

Did you know that in order to use EIV, you must have written policies and procedures? This is one of the required items your MOR reviewer will check, once EIV becomes mandatory. PMCS' EIV Policies and Procedures are designed to meet all HUD requirements, whether you choose our generic template or our customized version (which includes consulting to develop procedures just for you). As HUD requires, the procedures will list the parts of EIV you choose to use and how you will use them, as well as meet technical, administrative and physical security requirements.

It's important that you and your staff are in compliance with HUD's EIV rules - and we'll make it easy to get your hands on PMCS' EIV Policies and Procedures! Just call Matt Simon at 1-800-245-7627 x1535 or email solutions@pmcs-icap.com.

4350.3 Rev-1 CHANGE 3 Travel Version Handbook

PMCS 4350.3 Rev-1 Chg-3 Travel Version

Are you tired of lugging around your 4" thick Handbook? If you're not familiar with our 4350.3 Travel Version Handbook, you're in for a treat! We've taken the original handbook and fit it into a 1 ½" inch binder! Now you can easily lift it with one hand, and bring it with you wherever you choose. This handy item is also available on a searchable CD – just type in a key word or chapter and you'll find what you're looking for in seconds!

Our 4350.3 Travel Version (book plus CD) is available for only \$99.00 plus tax. If you prefer, you can just purchase our searchable CD for only \$50.00 plus tax. The purchase price for these items includes First Class Postage. These items are available for purchase through our website or by contacting Michelle Cimino at 1-800-245-7627 x1520.

Featured Service: Service Bureau Compliance Processing for HUD and Rural Development Properties

Imagine... what if you didn't have to transmit to TRACS, retrieve TRACS messages, fix errors and re-transmit, handle voucher reconciliations, or prepare recertification and rent change notices? For your Rural Development sites, what if you didn't have to transmit to MINC, fix transmissions that didn't go through correctly, or verify your Worksheets with RDs? What would you do with all that time? Could you handle the reduced stress level? If you're a HUD or Rural Development property, let us be the part of your team that does all that (and more) for you!

What types of services do we provide? If it has anything to do with certs, vouchers, TRACS or MINC, we're here to help! No matter what you're situation is, we'll prepare a [customized](#) plan to provide the services you need - affordably, professionally and in a way that will reduce your time commitment and stress level.

With our standard Service Bureau for HUD properties, we'll process all 50059s, transmit certs and vouchers to TRACS via iMAX and monitor your compliance percentage. We'll handle current voucher reconciliation issues with your Contract Administrator or HUD, send your Recert Reminders and Rent Change Notices, and let you know whose annuals are coming up. Our Service Bureau for Rural Development isn't much different – monthly cert transmissions will be made through the MINC system, your Worksheets will be reconciled, bank payments will be authorized, Recert Reminders will be provided, and we'll let you know whose Recerts 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 can add the specific compliance or accounting services YOU need - including compliance verification review, 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.

PMCS Telephone Training Seminars

Some of Our Upcoming 2010 Telephone Training Seminars

Final Rule on Income Determination

January 21, 3-4:30 PM EST

January 26, 11-12:30 PM EST

Enterprise Income Verification (EIV)

January 19, 3-4:30 PM EST

February 11, 11-12:30 PM EST

Better Tenant Interviews

February 4, 11-12:30 PM EST

Management and Occupancy Reviews (MORs)

February 9, 3-4:30 PM EST

Tell us what you'd like to see!

We'd like your ideas for new class topics or old topics you'd like to see again! Have you looked for training on a topic... and didn't find it? Have you taken training with others that was on the wrong level - not basic enough, or not advanced enough? Send your suggestions to Matt Simon at solutions@pmcs-icap.com or call 1-800-245-7627 x1535. Our January – May 2010 Telephone Training Seminar class list will be available soon! Keep checking www.pmcs-icap.com.

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...

"Even if something is left undone, everyone must take time to sit still and watch the leaves turn."

~ Elizabeth Lawrence

For Further Information, Please Contact Us:

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