

\*\*\* *Practical Points* \*\*\*

May 2009

From

# PMCS-ICAP

## & PAWA House Service Bureau

Services and Solutions for Properties of All Sizes  
Compliance, Accounting, TRACS, Training and Consulting

### Urgent HUD Notice Regarding the SAVE System

#### Request for Information Needed to Provide Your Property with Access to the SAVE System

#### Requirement posted May 8<sup>th</sup> - you must register by May 15<sup>th</sup>

Owners and managing agents must use the SAVE (Systematic Alien Verification for Entitlements) system to verify citizenship eligibility of applicants or tenants, under 62 years of age, whose Citizenship Declarations indicate that they are Eligible Non-Citizens. The Department of Homeland Security (DHS) is streamlining the SAVE database and is providing HUD with a one-time opportunity to ensure that all of its assisted properties have access to the SAVE system. In order to do this, HUD needs **every** owner or management agent (O/A) to designate **one contact person for each HUD assisted property** they own or manage, who will need to use the SAVE system.

If you are the designated, primary contact person for your property, you need to email (no attachments allowed) the required information to HUD immediately -- even if you already have access to the SAVE system!

Per RHIIP Listservs #152 and #153, sent on May 8, 2009, each O/A should email the contact information requested to [SAVEACCESS@hud.gov](mailto:SAVEACCESS@hud.gov). **Include your property name, address and the following information for the individual requesting access to SAVE: first and last name, phone number, fax number, email address.**

The information must be included in the body of the email – **it cannot be scanned or faxed**. If you have additional individuals to sign up, wait until after **June 15<sup>th</sup>** - *only the primary contact can be signed up right now*. **DEADLINE FOR SUBMISSION IS FRIDAY, MAY 15, 2009**. HUD will compile the information received and forward it to DHS by June 5, 2009, for uploading into the SAVE system. Questions or comments? Contact [Kevin.X.Garner@hud.gov](mailto:Kevin.X.Garner@hud.gov) or call him at (202) 402-2057.

### EIV Announcements

#### Multifamily EIV Webpage Updated

“What’s New in EIV 8.1.2” was released on April 24, 2009, and made available to users on April 27, 2009. These changes can be found at: <http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/sysupdates.cfm>. Some highlights: The Failed Verification Report has moved to the Verification Report section. Coordinators can sort User Requests by date. A Confirmation of Third Party Verification page has been added. There will be new enhancements on the EIV 8.2 Release, scheduled for September 11, 2009.

The Multifamily Housing Program Requirements and Guidance for Using EIV web page has also been updated to include additional source documents. You can visit the site at: <http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/reqnguide.cfm>.

#### Detailed PowerPoint Slide Presentation from December 2008 EIV 8.1.1 Instructional Course

The EIV 8.1.1 Instructional Course Webcast that took place on December 16 and 17, 2008 has been updated to include a more detailed PowerPoint slide presentation, which includes instructions on access, security and use of the system. Find the slides in PDF format as well as the Webcast at: <http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/eivtraining.cfm>.

**\*Before you print the slides, you should know that day 1 is 248 pages and day 2 is 152 pages!\***

## PMCS 20<sup>th</sup> Anniversary Training and Gala

MARK YOUR CALENDARS... you won't want to miss this industry event! To celebrate our 20<sup>th</sup> Anniversary, PMCS is hosting a training event and gala dedicated to our clients and industry colleagues on **Tuesday, September 29<sup>th</sup>** and **Wednesday, September 30<sup>th</sup>** in Syracuse, NY.

Autumn in Upstate NY is breathtaking, so why not make a trip to Syracuse and celebrate with PMCS?! We are offering trainings and round table sessions where you can ask your questions on hot industry topics. Our awards dinner is Tuesday evening; we will recognize and celebrate our long-term clients, industry colleagues and employees. On Wednesday, we will offer more industry-related sessions with a fabulous NY-style picnic. The second day will allow you additional opportunity to network with your software vendors, industry colleagues, and staff and spend the **CLAUS BUCKS** earned at the event.

Remember, September 30<sup>th</sup>, is the implementation date for HUD's FINAL RULE which includes the mandatory use of EIV! **Attending the conference will meet your EIV training requirement and provide the information you need to be compliant with current and upcoming industry mandates!**

Space is limited, so pre-registration is a must! Just visit our website at [www.pmcs-icap.com](http://www.pmcs-icap.com). Print and mail the pre-registration form, along with a check to: PMCS 829 West Genesee St, Syracuse, NY 13204. Every prepaid registrant will earn **CLAUS BUCKS**. If we receive your prepaid registration *before July 15<sup>th</sup>*, you will be awarded **50 CLAUS BUCKS!!** Throughout the event, you will have additional opportunities to earn **CLAUS BUCKS** and put them towards wonderful items - including various NYS products and other items we'll have available on Wednesday. Join the celebration, learn a lot and have some fun!

An agenda will be available soon! Keep reading Practical Points each month for more information! If you'd like to learn more about the PMCS' 20<sup>th</sup> Anniversary Training and Gala, please email [solutions@pmcs-icap.com](mailto:solutions@pmcs-icap.com).

## 20th Anniversary Special - Telephone Training Seminar Promotion

Our Telephone Training Seminar promotion has been expanded! If you are the 20<sup>th</sup> participant in ANY of our telephone training seminars, you will receive a \$20 gift certificate toward your pre-registration fee for our 20<sup>th</sup> Anniversary Training and Gala, September 29 and 30.

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](mailto:Solutions@pmcs-icap.com) for a current class schedule.

## Industry Notes

### ► Changes made to the Section 8 Renewal Policy Guide Webpage

Several changes were made to the Section 8 Renewal Policy Guide Webpage on both April 13 & 17, 2009.

These important changes can be found here: <http://www.hud.gov/offices/hsg/mfh/mfhsec8.cfm> towards the top of the page. Changes have been made to Chapters 4, 7, 14, 16, several of the attachments and many more important items. Please click on the above hyperlink for a full list and explanation of the changes.

▶ **Housing Grants Funded Through Recovery Announced - May 4, 2009**

The Department of the Treasury and HUD have teamed up to create jobs in the housing market. \$5 billion will be provided for states to finance the purchase and construction of affordable housing for working families. The goal is to create jobs in the process of creating housing for families in need. HUD will also be awarding \$2.25 billion in grants to state housing credit agencies through the Tax Credit Assistance Program (TCAP) to construct qualified housing developments. The goal is for the TCAP program to provide affordable housing to an estimated 35,000 low-income households. Read more about this at <http://www.treasury.gov/recovery> and <http://www.hud.gov/recovery>.

▶ **Fiscal Year 2009 Grant Extension Procedures**

HUD now has a way for sites to extend Service Coordinator (SC) and Congregate Housing Services Program (CHSP) grants whose funds will run out on or before December 31, 2009. Available funds will be given so that these programs can continue for an additional 12 months. These extension funds will be used only to meet critical needs, and when no other funding is available. You can find these extension procedures here: <http://www.hud.gov/offices/hsg/mfh/scp/resources.cfm>.

## Reminders

**\*\*\* Final Rule has been delayed and all provisions 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.

To learn more about the Final Rule and its requirements, take a telephone training seminar with PMCS! Contact us for dates and times.

### 2009 Income Limits

**March 19, 2009** is the effective date of HUD's FY2009 Income Limits. HUD Programs and Tax Credit Programs have two separate sets of income limits. Tax Credit properties can find their income limit data, titled Multifamily Tax Subsidy Income Limits here: [Multifamily Tax Subsidy Projects](#). Section 8 Multifamily HUD Programs can find their income limits here: [Section 8 Multifamily Projects](#).

For Rural Housing properties, FY2009 Income Limits became effective on **April 20, 2009**. Rural Development tells us that the Income Limits for both 515 (Farmer's Home) sites and Single Family Homes are the same. Find yours, by state, at the SFH Direct Loan and Grant Income Limits site, here: [Rural Development Housing](#).

## Featured Service: Service Bureau Compliance Processing

We are nearing the mid-way point of 2009 and there have been many industry changes already this year! If all of these changes have created lots more work for you, could you use extra help? In last month's Practical Points, we discussed what a Service Bureau does - now we'll explain more about the level of services that we provide. We custom design our services to meet *your* needs - from creating TRACS transmissions all the way up to being your Compliance Director!

**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 find you 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 that cert? 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](http://www.pmcs-icap.com), then give us a call at 1-800-245-7627 or email [Solutions@pmcs-icap.com](mailto:Solutions@pmcs-icap.com) for a **customized** quote.

## PMCS Training Seminars

### Some of Our Upcoming 2009 Telephone Training Seminars

**All About VAWA:**

May 12, 11 - 12:30 PM EST    June 17, 3 - 4:30 PM EST

**HUD's Secure Systems (WASS):**

May 21, 11 - 12:30 PM EST    June 30, 3 - 4:30 PM EST

**Final Rule on Income Determination:**

May 20, 3 - 4:30 PM EST    July 15, 11 - 12:30 PM EST

**Tenant Files:**

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

### Where you can find us this Spring:

**Kentucky SAHMA State Meeting**

Tuesday, May 19<sup>th</sup>

**North Carolina SAHMA State Meeting**

Wednesday, May 27 - Friday, May 29

**Puerto Rico SAHMA State Meeting**

Monday, June 8 - Wednesday, June 10

**Washington, D.C. TRACS Industry Meeting**

Monday, June 15 - 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 can 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](mailto:Solutions@pmcs-icap.com).

### At the End of the Day...

"If we had no winter, the spring would not be so pleasant: if we did not sometimes taste of adversity, prosperity would not be so welcome." - Anne Bradstreet

## For Further Information, Please Contact Us:

**Telephone:** 1-800-245-PMCS (7627)

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