



NEAHMA RI State Quarterly Meeting

September 27, 2022



AGENDA

- **Agency Updates**
- **LIHTC Updates**
- **PBCA Updates**
- **Pop Quiz!**



AGENCY UPDATES

- **New board of commissioners member**
 - **Legislation passed that created a Deputy Secretary for Housing, Josh Saul**
- **Promotions**
 - *Michael DiChiaro, Director of Leased Housing*
 - *Hope Lanphear, Assistant Director of Leased Housing*
- **New staff**
 - *Leslie Silva*
 - *Luis Matos*
 - *Vanessa Teodovich*
 - *Amanda O'Brien*



Coming soon....

Software Conversion

- **ProLink Solutions and Procorem**
 - **December 2022 - *go live***
 - **WTC goes away**



Market Units

- **Applicable to Non-LIHTC units a.k.a. “Market Units”**
- **Program Bulletin will introduce Prolink and new requirements**
- **All sites with less than 100% LIHTC must report Market Units:**
 - **Household Name**
(can be Market Unit or actual name)
 - **Unit Number**
 - **Bedroom size**
 - **Square Footage**
 - **Tenant rent**
 - **Utility allowance**
(if applicable)
- **Uploads due by the 10th of the month**
- **Your Asset Manager will provide a template**



Leased Housing and Rental Services Division



What we do:

- **Administer and oversee Section 8 PBCA program**
 - **Conduct Management and Occupancy Reviews (MORs)**
 - **Process annual rent adjustments**
 - **Handle tenant concerns**
 - **Process monthly voucher requisitions**
 - **Process Special Claims**
 - **Process payments for the 811 Program**
 - **Process contract renewals**



Leased Housing and Rental Services Division

(cont.)

What we do:

- **Administer and oversee the Housing Choice Voucher program (HCVP)**
- **Administer and oversee the Continuum of Care (CoC) program**
- **Administer and oversee the Family Self Sufficiency (FSS) program**



Leased Housing and Rental Services Division

(cont.)



What we do:

- **Monitor compliance of LIHTC program**
- **Conduct LIHTC file audits**
- **Conduct UPCS physical inspections**
- **Monitor ongoing compliance of HOME and other ancillary funding programs**



Income Limits & FMR's

Description	Date Published	Grace Period	Effective Date
Section 8 Income & Rent Limits	4/18/22	None	4/19/22
LIHTC Income & Rent Limits	4/18/22	45 Days	6/2/22
HOME Income & Rent Limits	5/24/22	None	6/15/22
FMR's	9/1/22	None	10/1/22

If the Fair Market Rent (FMR) for the unit bedroom size is lower than the High HOME rent calculation but greater than the Low HOME rent calculation, the FMR is considered the High HOME Rent.

If the Fair Market Rent (FMR) for the unit bedroom size is lower than the Low HOME rent calculation, the FMR is considered the Low HOME Rent.



RentReliefRI 2021

2021: A CLOSER LOOK

\$84.2 million total amount of assistance approved

88%

RENT \$74 million

9%

UTILITIES
\$8 million

\$16 million

through partnership with
National Grid

12,526

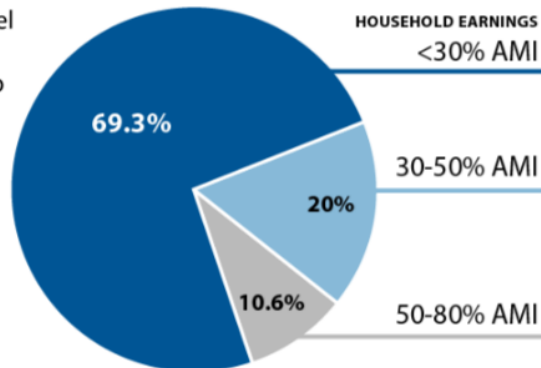
total number of
households served

\$6,720

Average assistance
approved per household

Households Assisted

The highest level
of assistance
was provided to
extremely low-
income renter
households.



Top 10 Municipalities Assisted

1. Providence
2. Pawtucket
3. Woonsocket
4. Cranston
5. North Providence
6. Central Falls
7. Warwick
8. West Warwick
9. East Providence
10. Johnston

For more information on the status of applications and breakdown of funding, visit: www.rihousing.com/rent-relief-ri-dashboard.

RentReliefRI

As of 9/23/2022

Approved

\$272,770,533

In-Process

\$4,416,118

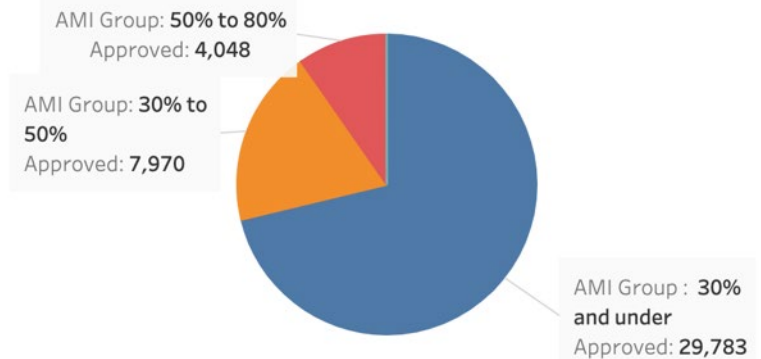
Total Approved Applications

41,808

Average Assistance Approved

\$6,524

Households Assisted by AMI



Applications for Funding Type

Past Due Rent	31,485
Past Due Utilities	8,559
Past Due Rent and Utilities	14,892
Other Expenses	6,145

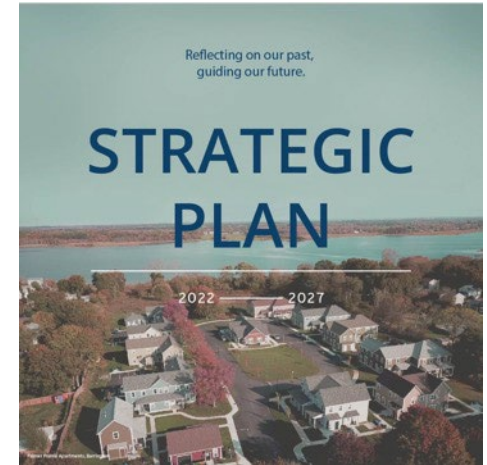
Housing Assistance Payments Contract Support Services (HAPSS)

- **Contract support services update**
- **HUD issued draft solicitation on PBCA program at end of July 2022**
- **Reintroduced a regional approach**
- **Comment period ended September 28th**
 - ***Thanks to anyone that submitted comments in support of RIHousing!***



RIHousing's Strategic Plan 2022-2027

- **Approved February 2022**
- **5 primary goals, to on focus over next 5 years**
 - **Increase production of housing for low and middle-income Rhode Islanders**
 - **Expand partnerships to increase production and preservation of affordable homes**
 - **Drive innovation, diversity, equity, and accessibility in housing development, mortgage financing, and leased services**
 - **Invest in expansion of partner technical expertise and capacity to develop, preserve, and manage affordable housing**
 - **Support continuous improvement and be a top performing HFA**



qrco.de/RIHStrategicPlan2022



LIHTC File Review Findings

Notes

- **Not listed on all reports**
- **Serve as reminders for RIHousing staff**

Observations

- **Do not affect LIHTC compliance but corrective action should be taken going forward**

General Findings

- **Corrective action required**
- **Found in more than 2 files**

Specific Findings

- **Corrective action required**
- **An asterisk (*) is used to identify items that won't disqualify the household**



Common LIHTC File Findings

1

Student status was not verified

Verify each student with the educational institution

2

Income was verified incorrectly using a bank statement

A self-certification is better than the chance of using net income

3

Income was verified incorrectly using pay stubs

Collect a minimum of 2 full months source documentation



Common LIHTC File Findings

4

The required lease addenda are signed without a lease

Lease addenda are not standalone docs. If not signing a new lease, do not sign the addenda.

5

The application or questionnaire is incomplete

Each question should be answered so you know what to verify



Pop Quiz!



**Scan the QR Code above with your
smartphone's camera app!**



Pop Quiz! Review

Who is your Asset Manager?

Everyone has different Asset Manager

What does LIHTC stand for?

Low Income Housing Tax Credit



Pop Quiz! Review

RIHousing is the state allocating agency of the Low Income Housing Tax Credit.

True

Which form is sent to the IRS to report LIHTC noncompliance during the compliance period?

Form 8823



Pop Quiz! Review

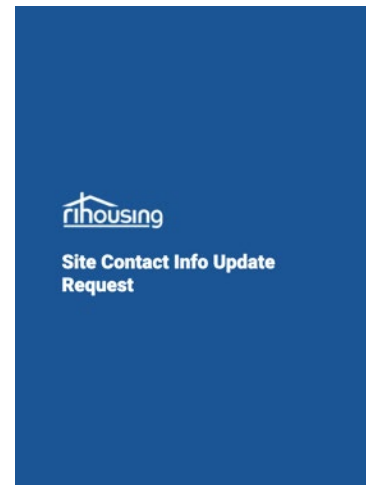
Where can you update your Site Contact Information?

RIHousing's Property Managers and Owners page

www.rihousing.com/property-managers-owners/

Notify your Asset Manager in writing

Annual Update Requests



Development Name *
Choose the name of the development(s) whose information is to be updated.

Change(s) Requested *
Indicate the fields that need updating; those are the fields you'll have access to change when you get the update request.

Change Requested By *
Your e-mail address here please.

Send Request To
If you won't be providing the updates, please enter the e-mail address of the person responsible for supplying the information; an update request link will be sent to the address provided.

Comments

Send me a copy of my responses

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Physical Inspections

- **Asset Management is performing physical inspections**
 - COVID waivers have expired
 - Extra precautions in the form of PPE
 - Gloves changed between unit inspections
 - Used gloves stored in self-contained bag
 - Masks worn in units
 - RIHousing Staff ask COVID-screening questions prior to entering units
- **Sites should now be performing their own unit inspections**

Test Site
Health and Safety Report
Annual

Scheduled: 07/07/2022
Closed: 08/08/2022
Score: 98.48

rihousing
ID: 374111

Inspection Results - Health/Safety Only

Earle Location	Item	Deficiency/Finding	Notes	Pic	Date	Fixed	Sev	HS	LT	Pts
Emergency Power	Auxiliary Lighting	EMERGENCY POWER: Auxiliary light damaged or inoperable			07/07/22 13:47 LC		L3	X	NLT	1.00



Physical Inspections *(cont.)*

Health & Safety Report

- **Health and Safety findings only**
- **Life Threatening (LT) deficiencies must be corrected within 24 hours**
- **Non-Life Threatening (NLT) items must be addressed within 48 hours**

UPCS Report

- **Health & Safety items are listed as corrected; no further response needed**
- **Response due to RIHousing in 30 days**
- **Work orders must detail corrective action and should be signed as certification of work completed**



Common Physical Inspection Findings

1

Expired fire extinguishers

- If fire extinguishers are supplied to the units, they must be charged and not expired
- Percentages are used to calculate the deficiencies in common areas

2

Missing or damaged fire alarms

Resident education may help upkeep

3

Emergency Exit Lighting

Backup batteries are necessary when power goes out

4

Blocked Egress

- In bedrooms where there is only one window, an air conditioner in the window is life-threatening
- Furniture blocking a room's only window prevents emergency egress



SharePoint • Let's Take a Tour!



PBCA – New OCAF Process

- **Starting August 1, 2022, asset managers will begin the process by emailing OCAF letters to management**
- **Sites will sign and return the included letter**
- **Corrections**
 - **Different Debt Service amount: send documentation such as mortgage statement**
 - **Different Market Rate rent amount: send documentation such as rent/roll**
 - **Cross out the figures on the letter and write the correct amounts with your signature**
- **Revised letters will not be sent**
- **Notifications will be sent to ensure correct rents are provided on the rent schedule**

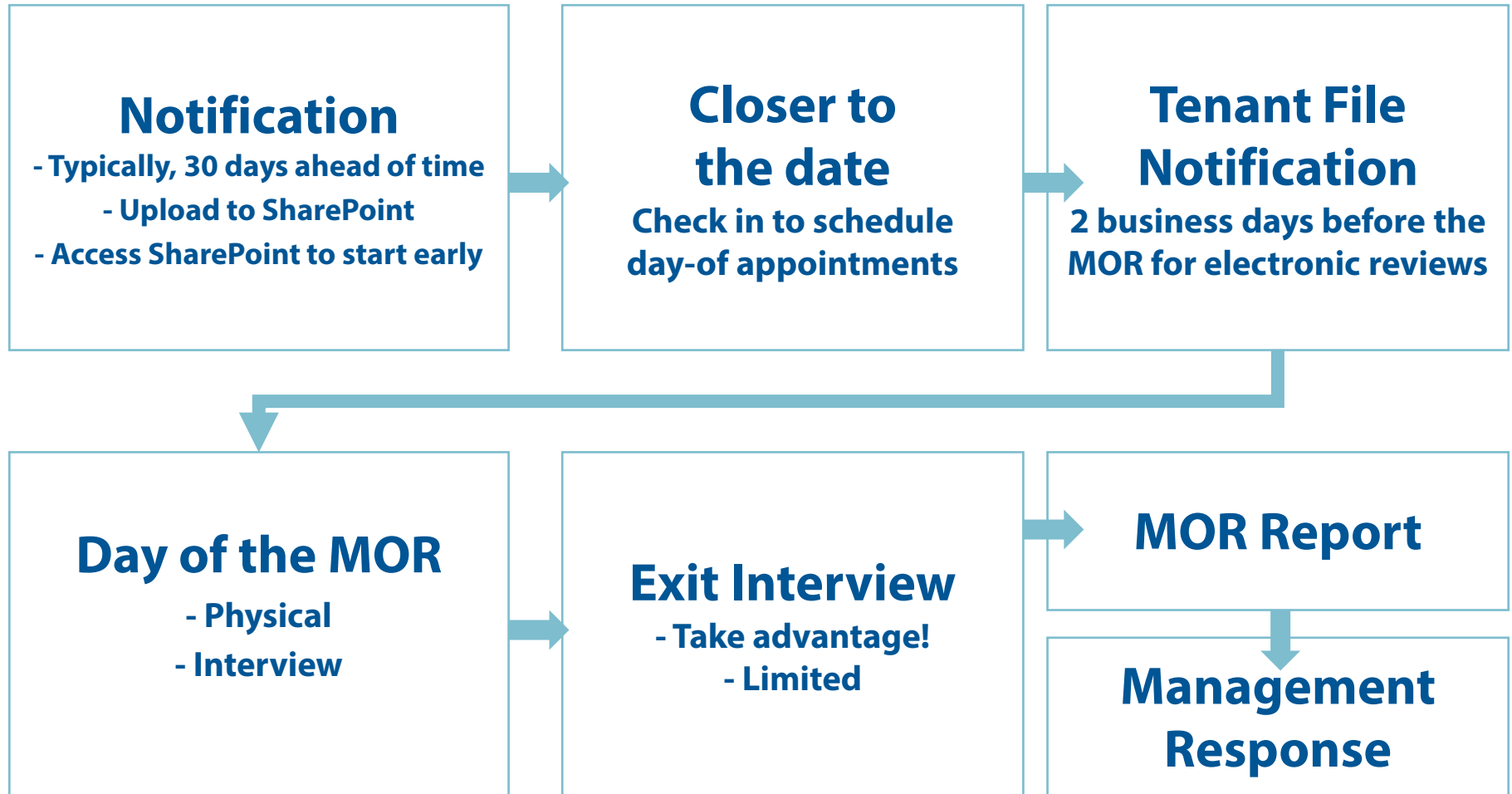


PBCA – Utility Allowances

- **Complete a baseline every third year, year two and three you can use the HUD issued factor (multiplier)**
 - **Baseline – Factor – Factor – Baseline**
- **Obtain correct sampling of bills from utility provider for analysis**
- **May include bills from tenants who have moved out**
- **Omit units unoccupied for over 2 months**
- **Obtain releases or access to bills as early as possible**
- **Begin the process from move-in to annual recertification**
- **Failure to obtain the proper sample size may result in a late adjustment and/or repeating the process the following year**



Management and Occupancy Review (MOR) Process



MORs – Common Findings

1 Wrong site or management name on documents

2 Missing key log

3 EIV reports not dated or noted

4 Lead inspections

5 AFHMP not reviewed – requires this [worksheet](#)

6 AFHMP not approved

Note to all applicants/respondents: This form was developed with Nuance, the official HUD software for the creation of HUD forms. HUD has made available instructions for downloading a free installation of a Nuance reader that allows the user to fill in and save this form in Nuance. Please see <http://www.fairhousing.gov/nuance> for the instructions. Using Nuance software is the only means of completing this form.

Affirmative Fair Housing Marketing Plan (AFHMP) - Multifamily Housing

U.S. Department of Housing and Urban Development
Office of Fair Housing and Equal Opportunity

OMB Approval No. 2529-0013
(exp. 1/31/2021)

1a. Project Name & Address (including City, County, State & Zip Code)

1b. Project Contract Number

1c. No. of Units

1d. Census Tract

1e. Housing/Expanded Housing Market Area
Presiding Market Area
Expanded Housing Market Area

1f. Managing Agent Name, Address (including City, County, State & Zip Code), Telephone Number & Email Address

1g. Application/Owner/Developer Name, Address (including City, County, State & Zip Code), Telephone Number & Email Address

1h. Entity Responsible for Marketing (check all that apply)
 Owner Agent Other (specify) _____
Position, Name (if known), Address (including City, County, State & Zip Code), Telephone Number & Email Address

1i. To whom should approval and other correspondence concerning this AFHMP be sent? Indicate Name, Address (including City, State & Zip Code), Telephone Number & E-Mail Address.

2a. Affirmative Fair Housing Marketing Plan
Plan Type: General Plan Type Other (specify) _____
Reason(s) for current update: _____ Date of the First Approved AFHMP: _____

2b. HUD-Approved Occupancy of the Project (check all that apply)
 Vacant Partially Occupied Fully Occupied



MORs – Common Findings *(cont.)*

7 Not following the AFHMP

8 Removing old staff from EIV

9 Incomplete applications

10 Family/owner summary sheet

11 Missing date stamp on verifications

12 Documenting the file



Resources On Our Website

www.rihousing.com/section-8-contract-administration/

SECTION 8 CONTRACT ADMINISTRATION

The Project-Based Section 8 program is one of the largest housing resources for low-income individuals and families in Rhode Island. RIHousing serves as the Contract Administrator on behalf of HUD for project-based Section 8 in Rhode Island. Under the program, a Housing Assistance Payment (HAP) contract is entered between HUD and the project's owner for a specific period of time. Eligible tenants generally pay 30% of adjusted income toward rent and HUD provides the HAP subsidy for the remaining portion of the rent to the owner.



As Contract Administrator, RIHousing:

- Processes monthly tenant vouchers
- Processes Housing Assistance Payments
- Processes rent and utility adjustments
- Performs Management and Occupancy Review, that includes a physical inspection

Management and Occupancy Reviews



Annual Rent Adjustments (OCAFs and RCSs)



Contract Renewals



Vouchers and Special Claims



Pop Quiz! 2



**Scan the QR Code above with your
smartphone's camera app!**



Pop Quiz! Review

How many years can PBCA (Section 8) sites use the utility allowance factor?

2 years



Pop Quiz! Review

If your OCAF letter had the wrong debt service, should you still sign it?

Yes

Who is the new director of Leased Housing?

Mike DiChiaro



Pop Quiz! Review

How much time do you have to upload files for an MOR?

2 days

When will you be given access to SharePoint to start your MOR documentation upload?

I have access any time.



Questions?



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