



# NEAHMA Conference

**November 9, 2022**



# 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*



# Leased Housing and Rental Services Division

*(cont.)*



*What we do NOT do:*

*Provide legal guidance to owner/agents.*

*Provide legal guidance to applicants and/or tenants.*

*Dictate the details of the Owners' management plan.*

*Dictate preferences for an owners TSP.*



# Recommendations

**Your management Plan details how the property will be managed and operated.**

**RIHousing will act as liaison between tenant/owner/agent as necessary.**

**Advise owner to contact their Legal support team for assistance.**

**Follow the HUD Handbook 4350.3**

**Document, document, document...**



# Recommendations (cont.)

**Your TSP MUST detail how you will select tenants, including unit transfers and emergency situations under VAWA.**

**Pay attention to the Law and HUD regulations regarding VAWA,**

**Make sure you receive Fair Housing training that encompasses VAWA requirements.**

**[HUD Notice 2017-05 Violence Against Women Act \(VAWA\) Reauthorization Act of 2013 – Additional Guidance for Multifamily Owners and Management Agents.](#)**



# 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*



# 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*

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	Pts	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

- *Sites should now be performing their own unit inspections*



# 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 RI Housing 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*

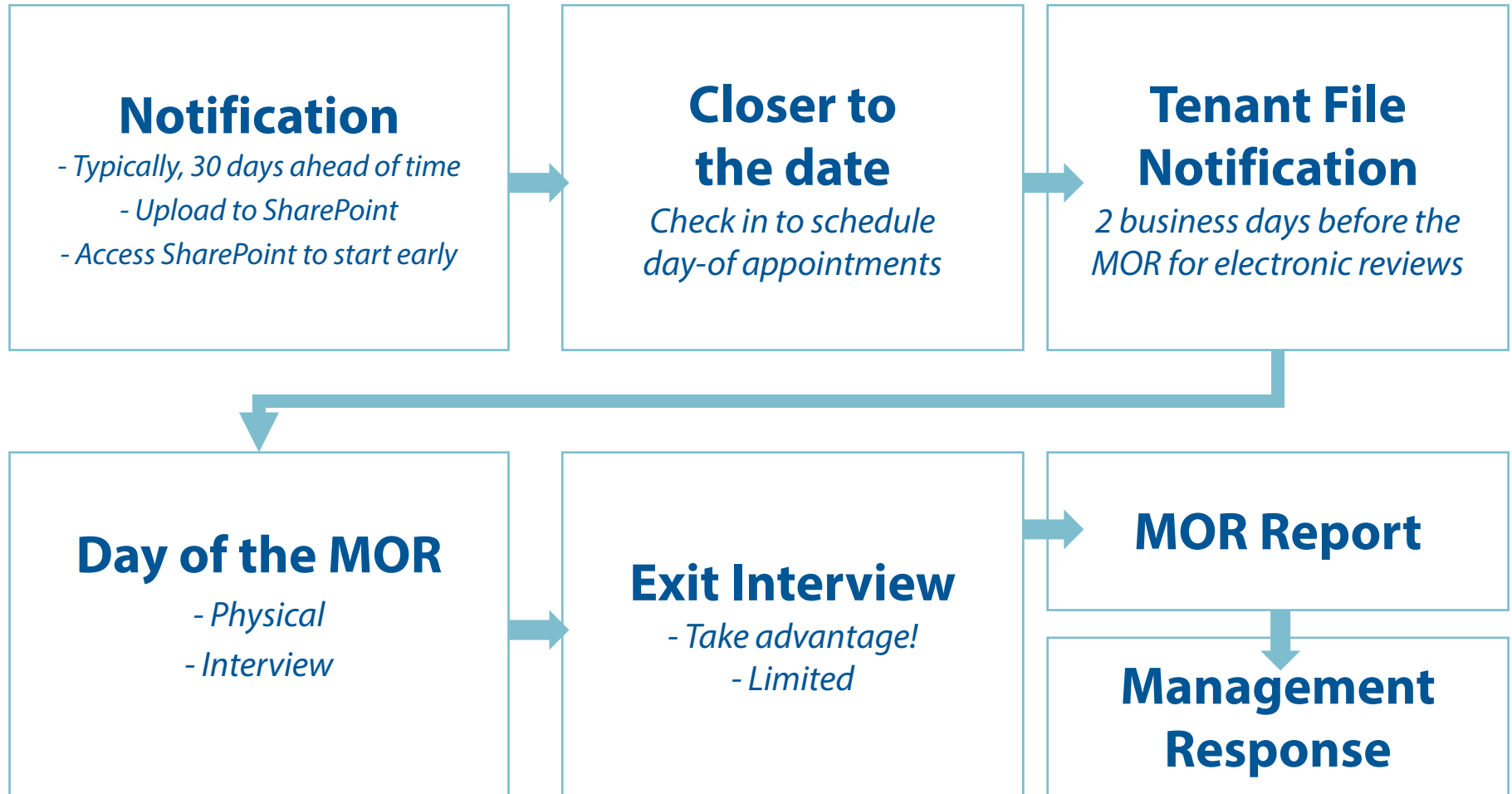
4

## *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*



# 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.hud.gov/affirmativefairhousing/nuance/nuancereader.html> 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 and Address (including City, County, State & Zip Code)

1b. Project Contract Number

1c. No. of Units

1d. Census Tract

1e. Housing/Expanded Housing Market Area  
Housing 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  Date of the First Approved AFHMP: \_\_\_\_\_  
Reason(s) for current status: \_\_\_\_\_

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



# 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*





# Questions?

---



# Contact Information

**Michael DiChiaro**, *Director Leased Housing and Rental Services*  
401-457-1274 [mdichiaro@rihousing.com](mailto:mdichiaro@rihousing.com)

**Hope Lanphear**, *Assistant Director Leased Housing and Rental Services*  
401-429-1409 [hlanphear@rihousing.com](mailto:hlanphear@rihousing.com)

**Jessica Mowry**, *Assistant Director Leased Housing and Rental Services*  
401-277-1564 [jmowry@rihousing.com](mailto:jmowry@rihousing.com)

**Kathleen Millerick**, *Rental Compliance/Training Coordinator*  
401-457-1241 [kmillerick@rihousing.com](mailto:kmillerick@rihousing.com)



# Contact Information (cont.)

**Lenore Coughlin**, *MF Housing Compliance Manager*  
401-457-1258 [lcoughlin@rihousing.com](mailto:lcoughlin@rihousing.com)

**Glen Turner**, *Senior Asset Manager, MF Compliance*  
401-457-1154 [gturner@rihousing.com](mailto:gturner@rihousing.com)

**Jesus Diaz**, *Asset Manager, MF Compliance*  
401-457-1233 [jdiaz@rihousing.com](mailto:jdiaz@rihousing.com)

**Richelle FitzGerald**, *Asset Manager, MF Compliance*  
401-457-1227 [rfitzgerald@rihousing.com](mailto:rfitzgerald@rihousing.com)

**Leslie Silva**, *Asset Manager, MF Compliance*  
401-450-1329 [lsilva@rihousing.com](mailto:lsilva@rihousing.com)

**Lillian Morel**, *Asset Manager, MF Compliance*  
401-429-1472 [lmorel@rihousing.com](mailto:lmorel@rihousing.com)



# Contact Information (cont.)

**Kristi Richardson**, Asset Manager, MF Compliance  
401-450-1307 [krichardson@rihousing.com](mailto:krichardson@rihousing.com)

**Adriana De La Cruz**, Asset Manager, MF Compliance  
401-457-1238 [adelacruz@rihousing.com](mailto:adelacruz@rihousing.com)

**Vanessa Teodovich**, Asset Manager, MF Compliance  
401-457-1226 [vteodovich@rihousing.com](mailto:vteodovich@rihousing.com)

**Luis Matos**, Asset Manager, MF Compliance  
401-450-1343 [lmatos@rihousing.com](mailto:lmatos@rihousing.com)

**Amanda O'Brien**, Asset Manager, MF Ancillary Programs  
401-450-1383 [aobrien@rihousing.com](mailto:aobrien@rihousing.com)



# Contact Information *(cont.)*

**Susan Halloran**, *Manager MF Financial Assets*

401-450-1339 [shalloran@rihousing.com](mailto:shalloran@rihousing.com)

**Joanna Suriel**, *MF Financial Officer*

401-450-1337 [jsuriel@rihousing.com](mailto:jsuriel@rihousing.com)

