TO: Owners and Managers of All MaineHousing or MaineHousing Affiliated Properties

FROM: Robert Conroy, Director of Asset Management

TOPIC: I. 2010 Management and Maintenance Seminar – May 27, 2010
II. Fiscal Year 2010 Income Limits Released
III. Clarification: MaineHousing Access To EIV Information
IV. Clarification: Additional Locking Mechanisms on Rental Units
V. Update: Project-Based Section 8 - Tenant Selection Plan (TSP) Checklist

I. 2010 Management and Maintenance Seminar – May 27, 2010

The Maine Real Estate Managers Association (MREMA), in collaboration with MaineHousing, HUD and the USDA-Rural Development, is sponsoring the 2010 Management and Maintenance Seminar scheduled for May 27, 2010 at the Augusta Civic Center. Attached, please find the agenda and registration form for this event. Please note that registrations are due no later than Friday, May 21, 2010. The maximum seating for this event is 150 persons, so please register immediately.

II. Fiscal Year 2010 Income Limits Released

The US Department of Housing and Urban Development (HUD) has released the Fiscal Year 2010 income limits. The Limits may be found at http://www.huduser.org/portal/datasets/il/il10/index.html. The effective date of these new Limits is May 14, 2010.

MaineHousing will be preparing their standard Income and Rent Limits Charts for FedHOME and Non-FedHOME properties. These charts will be published and placed on the MaineHousing website as soon as possible. Once they have been posted, MaineHousing will send out an Asset Management Notice.

III. Clarification: MaineHousing Access To EIV Information

MaineHousing Asset Management staff have been conducting Management and Occupancy Reviews (MORs) for project-based Section 8 properties. As part of those MORs, Asset Management staff are reviewing Enterprise Income Verification (EIV) information pursuant to HUD’s guidance. Security and limited access to the information is paramount and owners/managers must secure this information in accordance with the guidance provided by HUD.

At recent reviews, MaineHousing staff have been asked to sign Rules of Behavior forms as part of the owners'/managers’ attempt to ensure security of the information provided through EIV.
HUD guidance in Notice H 09-20, dated December 7, 2009 provides guidance regarding the security of EIV data. Section IX of this notice provides access to EIV information to Contract Administrators for both Traditional Contracts and Performance-Based Contracts. Each MaineHousing staff member that prepares for MORs or conducts them on-site have already completed a Rules of Behavior form which is kept on file at MaineHousing. The tenant’s execution of forms HUD-9887 and HUD-9887A grant permission to MaineHousing staff to view income data. Therefore, additional documentation or the signing of additional releases by MaineHousing staff is unnecessary.

If anyone has questions regarding this interpretation of the HUD guidance may contact Kevin Rose, Portfolio Manager at 207-626-4631 or by email at krose@mainehousing.org.

IV. Clarification: Additional Locking Mechanisms on Rental Units

Recently, questions from owners/managers have been raised regarding tenants adding additional locking mechanisms to their apartment doors (e.g. chain locks). Owners/managers, through the house rules of the property may prohibit the installation of additional locking devices. For those properties which do allow the installation of additional locking devices, adherence to the National Fire Protection Association 101 (NFPA-101) Life Safety Code is required.

NFPA-101 Section 7.2.1.5.9 states:
“A latch or other fastening devise on a door shall be provided with a releasing devise that has an obvious method of operation and that is readily operating under all light conditions.”

NFPA-101 Section 7.2.1.5.9.1 states:
“The releasing mechanism for any latch other than existing installations shall be located not less than 865 mm (34 in.), and nor more than 1220 mm (48 in.), above the finished floor.”

NFPA-101 Section 7.2.10.5.9.2 states:
“The releasing mechanism shall open the door with not more than one releasing operation, unless otherwise specified in sections 7.2.1.5.9.3 and 7.2.1.5.9.4.”

For additional information regarding additional locking mechanisms, please see NFPA-101 Life Safety Code. If anyone has questions regarding these requirements or the results of a unit inspection involving improper installation of locking mechanisms, please contact David Ranslow, Inspection Services Manager at 207-626-4602 or by email at dranslow@mainehousing.org.

V. Update: Project-Based Section 8 – Tenant Selection Plan (TSP) Checklist

On April 8, 2010 in Asset Management Notice 2010-07, the Tenant Selection Plan (TSP) Checklist was disseminated. Since that Notice, another revision has been made. Attached please find the most current version of the TSP. For additional information about its use, please refer to Asset Management Notice 2010-07. This and all previous Notices may be found at MaineHousing’s website at www.mainehousing.org. Select the Housing Partners tab in the lower-right corner, then select the Downloads option.

ATTACHMENTS:

- 2010 Management and Maintenance Seminar – Agenda and Registration Form
- Tenant Selection Plan (TSP) Checklist
MAINEHOUSING NONDISCRIMINATION NOTICE

Maine State Housing Authority (“MaineHousing”) does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, age, physical or mental disability, or familial status in the admission or access to, or treatment or employment in, its programs, and activities. MaineHousing will provide appropriate communication auxiliary aids and services upon sufficient notice. MaineHousing will also provide this document in alternative formats upon sufficient notice. MaineHousing has designated the following person responsible for coordinating compliance with applicable federal and state nondiscrimination requirements and addressing grievances: Mary Darling, Maine State Housing Authority, 353 Water Street, Augusta, Maine 04330-4633, Telephone Number (207) 626-4000 or 1-800-452-4668 (voice), or 1-800-452-4603 (TTY).
**TENANT SELECTION PLAN (TSP) CHECKLIST**

*Project-Based Section 8 Properties*  
*(Based on HUD Handbook 4350.3, Rev. 1, Chg. 3)*

<table>
<thead>
<tr>
<th>Required Topics/Provisions (Figure 4-2)</th>
<th>Citation</th>
<th>Y</th>
<th>N</th>
<th>Comments</th>
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<tbody>
<tr>
<td><strong>Project-specific requirements</strong> <em>(If property is designated for special, targeted population, the owner must define population to be served.)</em></td>
<td>Ch. 3, Sec. 2</td>
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<td><strong>Citizenship Requirements</strong> <em>(Owner must describe how citizenship/immigration requirements are implemented, including policies regarding verification of citizenship and under what circumstances the owner will permit a temporary deferral of termination of assistance.)</em></td>
<td>Ch. 3, Sec. 1</td>
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| **Social Security Number (SSN) Requirements** *(Owner must identify the requirements for providing SSNs, allowing extended time to provide proof of SSNs and procedures used when an individual has no SSN.)* | Ch. 3, Sec. 2  
Notice H 10-08, Sec. IV |   |   |          |
| **Income Limits** *(Owner must identify the income limit schedule used – i.e. LI -80% AMI, VLI -50% AMI, or ELI – 30% AM. See HAP contract to determine income limits requirements.)* | Ch. 3, Sec. 1 |   |   |          |
| **Procedures for Accepting Applications and Pre-applications** | Ch. 4, Sec. 3 |   |   |          |
| **Procedures for Applying Preferences** *(Owner should describe the acceptable sources of preference verification and must define how preferences affect order in which applicants are accepted.)*  
*NOTE*: state, local or residency preferences must be HUD approved. | Ch. 4, Sec. 1  
& 4 |   |   |          |
| **Income-targeting** *(Owners must including income targeting – i.e. 40% of new move-ins at 30% AMI and a description of how the income targeting affects the order in which applicants are selected from the waiting list.)* | Ch. 4, Sec 2  
and Notice H 00-18, Sec. 5 |   |   |          |
| **Required drug-related or criminal activity criteria** *(Owner must describe property standards used to screen information on drug-related or criminal activity – including sex offender registration.)* | Ch. 4, Sec. 1  
& 4 and  
Notice H 2002-22 |   |   |          |
| **Other allowable screening criteria** *(Owner must describe property standards used to screen information such as rental history, credit history, home visitations, and references.)* | Ch. 4, Sec. 1  
& 4 |   |   |          |
| **Procedures for Rejecting Ineligible applicants** *(Owner must describe circumstances for rejection and how extenuating circumstances may be considered, including right of applicant to appeal.)* | Ch. 4, Sec. 1 |   |   |          |
| **Occupancy Standards** *(Owner must describe the determination of appropriate unit size and procedures to place families on the list for more than one unit size.)* | Ch. 3, Sec. 2 |   |   |          |
| Unit transfer policies - including selection of in-place residents vs. applicants from the waiting list  
(Owner’s description must include provisions for circumstances which include transfer because of family size, changes in household composition, change in subsidy, certifiable medical reasons or accessibility features.) | Ch. 7, Sec. 3 |
|---|---|
| Policies with Sec. 504 of the Rehabilitation Act of 1973 and the Fair Housing Act and other relevant civil rights laws and statutes  
(Owner must include language regarding non-discrimination based on race, color, religion, sex, national origin, disability, familial status and, in Maine, sexual orientation – MRSA Title 3, Sec. 4852) | Ch. 2, Sec. 3 |
| Policy for opening and closing the waiting list  
(Owner must describe the methods used to announce opening and closing the waiting list.) | Ch. 4, Sec. 3 |
| Eligibility of students to receive Section 8 rental assistance | Ch. 3, Sec. 1 & 3 |
| Disclosure of EIV Use  
(O/As using the Existing Tenant Search in EIV as part of their screening criteria for new tenants must include written policies for using the search in their Tenant Selection Plan.) | Notice H09-20 Sec 6 A 1 a. |

<table>
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<tr>
<th><strong>Recommended Topics/Provisions (Figure 4-2)</strong></th>
<th><strong>Citation</strong></th>
<th><strong>Y</strong></th>
<th><strong>N</strong></th>
<th><strong>Comments</strong></th>
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| **VAWA Requirements**  
(O/As should update their Tenant Selection Plans and/or House Rules, as applicable, to incorporate the VAWA policies and protections.) | Notice H08-07 Sec 6 A 1 | | | |
| **Applicant Notification and opportunity to supplement information** | Ch. 4, Sec. 1 & 4 | | | |
| **Procedures for identifying applicant needs for the features of accessible units or reasonable accommodations** | Ch. 2, Sec. 3 | | | |
| **Updated the waiting list** | Ch. 4, Sec. 3 | | | |
| **Policy for notifying applicants and potential applicants of changes in the tenant selection plan** | Ch. 4, Sec. 1 | | | |
| **Procedures for assigning units with originally constructed design features for persons with physical disabilities** | Ch. 2, Sec. 3 | | | |
| **Charges for facilities and services** | Ch. 6, Sec. 3 | | | |
| **Security Deposit Requirements** | Ch. 6, Sec. 2 | | | |
| **Unit Inspections** | Ch. 6, Sec. 4 | | | |
| **Annual recertification requirements** | Ch. 7, Sec. 1 | | | |
| **Interim recertification reporting policies** | Ch. 7, Sec. 2 | | | |
| **Implementation of house rules** | Ch. 6, Sec. 1 | | | |

**NOTE:** Pursuant to Sec. 2-9, Sec. 3 of HUD Handbook 4350.3, REV-1, Chg. 3 and the “Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons” which was published in the Federal Register on January 22, 2007, housing owners must take reasonable steps to ensure meaningful access to the information and services they provide for persons with limited English proficiency. This may include interpreter services and/or written materials translated into other languages.
2010 Management and Maintenance Seminar
May 27, 2010
Augusta Civic Center

8:00 – 8:30 AM Coffee & Registration
8:30 – 8:45 AM Opening Remarks
8:45 – 10:15 AM Blood Pathogens/H1N1 – Presented by Clean-O-Rama
10:15 – 10:30 AM Break
10:30 – 12:00 AM Fire Prevention & Hoarders - Presented by David Jackson
12:00 – 1:15 PM LUNCH & VENDOR EXHIBITS
1:15 – 3:15 PM Lightning Round
   Grounds Pests        Jeff Street, Street’s Landscape & Lawn Center
   Sink Drains         Gary Foss, Home Depot
   Innovative Locks    Darren Douglas, Hardware Consultants
   Green Paints/Nicotine Stains    Aaron Smith, Sherwin Williams
   Spring Pests (Ants, etc.) First Atlantic
   Light Bulbs & Ballasts      Jim Hilton, Rockingham Electric
3:15 – 3:30 PM Comments and Questions
3:30 PM Door prizes and wrap-up.

A property management and maintenance seminar sponsored by
## Registration and Payment

Must be received no later than May 21, 2010

Maximum Seating 150 – Register Early!

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<th>Participant 1</th>
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Company Name  _____________________________________________
Address ________________________________________________
City ___________________________  State _____ Zip __________
Telephone _________________ Fax  _____________________
E-mail _________________________
Number of people attending ______
Cost per person  $30.00  (includes lunch)
Total Due   _______

Please mail registration form with check for total due, payable to “MREMA”, to:

Michael Myatt  
Avesta Housing  
307 Cumberland Ave  
Portland, ME 04101  
Phone: 207-553-7777  
Fax: 207-553-7778

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