



Asset Management Notice

To: All Owners and Managers

Notice # 2023.03

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Issued: 3/10/2023

In This Issue:

- I. Changes To Banking Information For Voucher Payments
- II. Audit Corner-Tax Credit Tips

I. Changes To Banking Information For Voucher Payments

Cyber criminals pose a tremendous risk to us all. These criminals are becoming more savvy and creative in the ways that allow them to target and steal information from individuals and businesses alike. Taking actions such as not sharing passwords or personal information, not opening attachments or clicking on links from unknown senders, and notifying your IT department of potential phishing attempts are just a few ways to protect yourself and your agencies.

A recent successful phishing attack for a Performance Based Contract Administrator (PBCA) has resulted in HUD re-examining and making modifications to the required process for changes to bank accounts for properties with Housing Assistance Payment contracts.

At MaineHousing, we have a process in place for our PBCA partners to change and update their banking information safely. Our partners may request changes to their banking information for voucher payments by submitting HUD's 1199A form to Wendy Bonsant at: wbonsant@mainehousing.org. Partners should submit this request at least 30 days in advance of the change being requested.

With the new process, HUD is now requiring that all PBCAs forward all banking changes to the appropriate HUD Account Executive (AE) for review. The HUD AE will then confirm with the owner/agent the changes being requested and upon confirmation, HUD staff will then provide approval to MaineHousing to make the appropriate changes. Only **after** HUD staff approval can any banking change be made.



II. Audit Corner-Tax Credit Tips



TAX CREDIT TIPS

I. Rent Increase Notices

Rent increases in affordable housing are allowable within specified parameters, however, it is a decision of the Owner/Management Agent to request and proceed with them and not a mandate by either MaineHousing or the IRS. Rent increase letters distributed to tenants for affordable units should not contain language indicating MaineHousing or the IRS had any part in the rent increase. The rent increase letters may contain language indicating the rents are within annual published guidelines.

MaineHousing has identified several instances where the rent increase letters contained inappropriate reference to MaineHousing or the IRS. Please ensure any such language is removed. If rent increase letters are found in the file to contain improper wording, a warning will be provided as a first offense. A recurrence will result in a negative impact on the management review.

II. Tenant Income Certification Forms and Self Certification Forms Updated

Annual Tenant Income Certification form has been updated as follows:

1. Added New Program type, State LIHTC, check box at the top of the form
2. Added 80% Area Median Income check box
3. Added 80% rent check box

Annual Tenant Income Self Certification form has been updated as follows:

1. Added New Program type, State LIHTC, check box at the top of the form
2. Section B Rent added the lines maximum allowable income and maximum allowable rent
3. Added 80% income check box

These forms can be found by clicking [here](#).

III. Gig Income

Covid19 has changed many things, including how some people are earning a living. Gig income is a new form of income stream which includes income earned from various platforms such as, but not limited to, Ebay, Etsy, Fans Only, Uber as well as other platforms. This is income that should be included in the calculation of gross income when determining eligibility of individuals for affordable housing.

The IRS will be issuing 1099K forms for any income earned for any type of Gig environment starting in 2024. MaineHousing is urging Management Companies to begin the process of



updating both their application and recertification questionnaires to include questions to cover this type of income source.

IV. Zillow

During our management review process MaineHousing continues to see that Zillow is being used by property managers as a source document to determine the value of Real Estate assets. It has been determined that this is not the most accurate source of determining value and should only be used as a last resort after first attempting to use the following sources :

1. Broker's Opinion of Value (BOV)
2. Municipal Tax bills (determination of applicable percentage of tax valuation needs to be obtained and calculated at 100% of value if not already taxed at 100% of value).

Attachments:

- Standard Form 1199A Direct Deposit

Please note that MaineHousing provides notices as a service to our partners. Notices are not intended to replace ongoing training and do not encompass all compliance and regulatory changes that may occur on the wide arrange of housing programs in which we work. MaineHousing recommends partners establish an ongoing training program for their staff.

MaineHousing does not discriminate on the basis of race, color, religion, sex or gender, sexual orientation, gender identity or expression, national origin, ancestry, disability, age, marital status or receipt of public assistance in the admission or access to or treatment in its programs and activities. In employment, MaineHousing does not discriminate on the basis of race, color, religion, sex or gender, sexual orientation, gender identity or expression, national origin, ancestry, age, disability or genetic information. 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: Lauren Bustard, Maine State Housing Authority, 26 Edison Drive, Augusta, Maine 04330, Telephone Number 1-800-452-4668 (voice in state only), (207) 626-4600 (voice) or Maine Relay 711.



BURDEN ESTIMATE STATEMENT

The estimated average burden associated with this collection of information is 10 minutes per respondent or recordkeeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Financial Management Service, Facilities Management Division, Property & Supply Section, Room B-101, 3700 East-West Highway, Hyattsville, MD 20782 or the Office of Management and Budget, Paperwork Reduction Project (1510-0007), Washington, D.C. 20503.


PLEASE READ THIS CAREFULLY

All information on this form, including the individual claim number, is required under 31 USC 3322, 31 CFR 209 and/or 210. The information is confidential and is needed to prove entitlement to payments. The information will be used to process payment data from the Federal agency to the financial institution and/or its agent. Failure to provide the requested information may affect the processing of this form and may delay or prevent the receipt of payments through the Direct Deposit/Electronic Funds Transfer Program.

INFORMATION FOUND ON CHECKS

Most of the information needed to complete boxes A, C, and F in Section 1 is printed on your government check:

- (A)** Be sure that payee's name is written exactly as it appears on the check. Be sure current address is shown.
- (C)** Claim numbers and suffixes are printed here on checks beneath the date for the type of payment shown here. Check the Green Book for the location of prefixes and suffixes for other types of payments.
- (F)** Type of payment is printed to the left of the amount.

United States Treasury		15-51 000	Check No. 0000 415785
	Month Day Year 08 31 84	AUSTIN, TEXAS	
	00	28 28	
Pay to the order of			DOLLARS CTS \$****100 00
			NOT NEGOTIABLE
:00000518: 041571926*			

SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS

Joint account holders should immediately advise both the Government agency and the financial institution of the death of a beneficiary. Funds deposited after the date of death or ineligibility, except for salary payments, are to be returned to the Government agency. The Government agency will then make a determination regarding survivor rights, calculate survivor benefit payments, if any, and begin payments.

CANCELLATION

The agreement represented by this authorization remains in effect until cancelled by the recipient by notice to the Federal agency or by the death or legal incapacity of the recipient. Upon cancellation by the recipient, the recipient should notify the receiving financial institution that he/she is doing so.

The agreement represented by this authorization may be cancelled by the financial institution by providing the recipient a written notice 30 days in advance of the cancellation date. The recipient must immediately advise the Federal agency if the authorization is cancelled by the financial institution. The financial institution cannot cancel the authorization by advice to the Government agency.

CHANGING RECEIVING FINANCIAL INSTITUTIONS

The payee's Direct Deposit will continue to be received by the selected financial institution until the Government agency is notified by the payee that the payee wishes to change the financial institution receiving the Direct Deposit. To effect this change, the payee will complete a new SF 1199A at the newly selected financial institution. It is recommended that the payee maintain accounts at both financial institutions until the transition is complete, i.e. after the new financial institution receives the payee's Direct Deposit payment.

FALSE STATEMENTS OR FRAUDULENT CLAIMS

Federal law provides a fine of not more than \$10,000 or imprisonment for not more than five (5) years or both for presenting a false statement or making a fraudulent claim.