

Welcome to the Management & Occupancy Review (MOR) Workshop for O/As

California Affordable Housing Initiatives and CGI Federal

We'll start soon...



Housekeeping

- For bandwidth reasons, we've disabled attendee video and mics.
- You have access to chat
- May notice a couple second lag/delay
- As we go through the work shop, please write down your questions or put them in chat. We will leave time at the end to answer as many as we can!
- Put your phones away and any other distractions
- We'll make a pdf version of this presentation available



The goal of this session is to familiarize owners and agents on the Management and Occupancy Review Process (MORs). You should come away with an understanding and general expectations of how the scheduling, information gathering, on-site visit, report and follow up will be handled and how you can take steps to prepare.



Your CAHI Team

Local Contract Specialists: Victor Wong

Kechia Barron

Holly Schroeder

Carole Blackford

Tenia Decuire

Amber Kaplan

LaCisha Isiah

Thearse Campbell

Local Contract Specialist Team Leader: **Priscilla De La Cruz**

Local Services Manager: **Paul Rabuy**

State Manager: **Charles Young**

Contract Administrator: Joyce O'Shea



Today's Agenda

- ✓ Who or What is CAHI & a Brief History of MORS
- ✓ The MOR Process
 - ✓ Scheduling
 - ✓ Addendum C
 - ✓ Preparing for the MOR Visit
 - ✓ On-Site Visit
 - ✓ Written Report
 - ✓ Follow up
- ✓ Conditions/Findings & Preparing for your next MOR
- ✓ Resources
- ✓ Recap
- ✓ Q&A



Who or What is California Affordable Housing Initiatives (CAHI)??



Management & Occupancy Reviews (MORS)

What are they and a brief history



Management & Occupancy Reviews (MORs)

“The management review is one of the integral mechanisms of project monitoring used to ensure that owners/agents comply with the requirements under the Regulatory Agreement, Mortgage, Management Certification, Housing Assistance Payments (HAP) Contract and/or other relevant business agreements.”

- HUD Handbook 4350.1 Multifamily Asset Management and Project Servicing, Chapter 6 Project Monitoring

MORS 2004-Present

- MORs occurred annually in Northern California starting in 2004
- 2011, HUD suspended all MORS around the country
- 2016, MORS restarted in the Summer. 66% of PBCA's portfolio annually. MORs approved quarterly by HUD HQ.
- 2022, Final Rule on MOR scheduling, Risk based scheduling of MORs



Scheduling



Work Plan Approvals

- HQ requests submissions for approval about 4 weeks before the end of each quarter



Final Rule on Risk-based Scheduling

Previous MOR	Unsatisfactory	Below average	Satisfactory	Above average	Superior
Next MOR must be conducted within . . .					
Risk Classification: Troubled	12 months of previous MOR.	12 months of previous MOR.	12 months of previous MOR.	12 months of previous MOR.	12 months of previous MOR.
Risk Classification: Potentially Troubled.	12 months of previous MOR.	12 months of previous MOR.	12 months of previous MOR.	12 months of previous MOR.	12 months of previous MOR.
Risk Classification: Not Troubled	12 months of previous MOR.	12 months of previous MOR.	24 months of previous MOR.	36 months of previous MOR.	36 months of previous MOR.

Scheduling Notification

- CAHI LCS reaches out to property
- Send written notice
- Addendum C



HUD TRIVIA





Who is the current Secretary of Housing and Urban Development?

1. Denis McDonough
2. Marcia Fudge
3. Janet Yellen

Answer:

2. Marcia Fudge

Prepping for your MOR On-site Visit



How the PBCA is preparing

- Addendum C Documents
- Details about the last Physical Inspection (REAC)
- Unresolved findings from the previous MOR
- Year of construction of property and primary housing population
- Effective date of last rent adjustment and Utility Allowance, if applicable.
- Timeliness of monthly voucher submissions.
- Information on property operations (i.e. vouchering & special claims)
- Tenant calls and complaints and congressional inquiries received through the call center

Addendum C



ADDENDUM C

Management Review for Multifamily Housing Projects

U.S. Department of Housing and Urban
Development
Office of Housing – Federal Housing Commissioner

OMB Approval No. 2502-0178
Exp. 04/30/2018

DOCUMENTS TO BE MADE AVAILABLE BY OWNER/AGENT

Project Name:

FHA/Project#:

Section 8/PAC/PRAC#

Instructions: Reviewers should place a check mark next to those items that must be available for review. Included in this list are FHEO staff instructions to provide MFH staff a list of requests for documents and special observations each year.

General Documents

- ☒ All Tenant Files and records, including rejected, transfer and move-out files
- ☒ Current waiting list (**send electronically**)
- ☒ Last advertisement and/or copies of apartment brochures
- ☒ HUD-approved Rent Schedule form HUD-92458
- ☐ Procurement Files
- ☒ Work Order Journals and Logs
- ☐ Cash Disbursement Journal
- ☐ Fidelity Bond
- ☐ Property and Liability Insurance
- ☒ Copies of the form HUD-52670 for the last twelve months, for each subsidy contract
- ☐ Current annual budget
- ☐ Quarterly budget variance reports
- ☐ Reserve for Replacement component analysis
- ☒ Copy of Rent Roll
- ☒ Copy of Application form (**send electronically**)
- ☒ Copy of lease, lease addenda and house rules (**send electronically**)
- ☒ Copy of Pet Policy (**send electronically**)
- ☒ Copy of Applicant Rejection Letter (**send electronically**)
- ☒ Annual Unit Inspections
- ☒ Fact Sheet "How Your Rent Is Determined"
- ☒ Copy of the "Resident Rights & Responsibility"
- ☒ Lead Based Paint Certifications (**send electronically**)
- ☒ FHEO Staff Instructions

How You Can Prepare for Your MOR and On-site Visit

- Addendum C documents
- Tenant File Sample
- Review Past MORS. Unresolved Conditions? No repeat Conditions!
- Prior to visit, let us know if tenant files are located off site!
- 24 hour notice to tenants that units may be entered*
- Notify your staff and maintenance teams



HUD FORM 9834

Management Review for Multifamily Housing Projects	U.S. Department of Housing and Urban Development Office of Housing – Federal Housing Commissioner	OMB Approval No. 2502-0178 Exp. 04/30/2018
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On-Site Review (Continued)

j. If there are automobiles and/or debit or credit cards charged to the project, are the titles kept in the name of the project?

Yes ☐ No ☐

If yes, do they have HUD approval?

Yes ☐ No ☐

Comments:

CATEGORY E. LEASING AND OCCUPANCY (This Category does not apply to Mortgagees)

14. Application Processing and Tenant Selection

a. Does the application form contain sufficient information to determine applicant eligibility?

Yes ☐ No ☐

Comments:

b. Does the application ask whether the applicant or any member of the applicant's household is subject to a lifetime state sex offender registration program in any state?

Yes ☐ No ☐

Comments:

c. Does the application ask for a listing of states where the applicant and members of the applicant's household have resided?

Yes ☐ No ☐

d. Is form HUD-92006 "Supplement to Application for Federally Assisted Housing", an attachment to the application or part of the application package?

Yes ☐ No ☐

Comments:

e. Is there an arms length procedure between the person who denies an application and the application appeal reviewer?

Yes ☐ No ☐

Comments:

f. Has the owner/agent leased a Section 8 unit to a police officer or security personnel who is over the income limits for the project?

Yes ☐ No ☐

If yes, has HUD or CA authorized the admission?

Yes ☐ No ☐

Comments:

g. Does the owner/agent have a written tenant selection plan?

Yes ☐ No ☐

If yes, does the plan include all required criteria stated in Chapter 4, Handbook 4350.3 REV-1 and all applicable notices?

Yes ☐ No ☐ N/A ☐

If no, list the required criteria that the tenant selection plan does not include:

Comments:

h. Does the project maintain a waiting list of prospective tenants?

Yes ☐ No ☐ N/A ☐

If yes, does the list include all required elements stated in Handbook 4350.3 REV-1?

Yes ☐ No ☐

Comments:

i. Enter the number of applicants on the waiting list for each type of unit: 0 BR 1 BR 2 BR 3 BR 4 BR Other:

Comments:

j. Were the applicants selected from the waiting list in the proper order, recognizing applicable preferences?

Yes ☐ No ☐

Comments:

k. When preferences were applied, were they properly documented?

Yes ☐ No ☐ N/A ☐

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ADDENDUM A

Tenant File Review Worksheet

Tenant File Review Worksheet

Instructions: Review the appropriate number of tenant files and complete a copy of this worksheet for each file reviewed. Indicate the initial move-in date in the appropriate box. Indicate by marking the appropriate box (Yes, No, or N/A) for each document available in the tenant file. For move-out and applicant rejections files, reviewer should only complete the pertinent sections.

Name of Reviewer:

Type of Review:

☐ Applicant Rejection ☐ Tenant Move-In ☐ Tenant Move-Out ☐ Certification/Recertification

Effective date of certification(s) reviewed:

If this is a Certification or Recertification, check the certification type:

Certification Type ☐ Initial ☐ Annual ☐ Interim ☐ Corrections ☐ Other

Family Name:

Unit Number:

Move-in Date:

Bedroom Size: ☐ 0 Bedroom ☐ 1 Bedroom ☐ 2 Bedroom ☐ 3 Bedroom ☐ 4 Bedroom ☐ 5 or more Bedrooms

A. HOUSEHOLD INFORMATION

Comments

1. Is the application complete, including the date and time received by the owner/agent?

Yes ☐ No ☐

2. Is there a form HUD-92006, "Supplement to Application for Federally Assisted Housing" in the files of tenants who applied after 12/14/2009?
Tenant completion of this form is optional.

Yes ☐ No ☐ N/A ☐

3. Are the EIV Existing Tenant Search results in the file along with contacts made as a result of the search?
Applicable to move-ins after January 31, 2010

Yes ☐ No ☐ N/A ☐

4. Are the household members identified correctly? (as head, spouse, dependent, co-head, other adult(s), live-in aide, foster child and foster adult)

Yes ☐ No ☐

5. Is the unit size appropriate for household?

Yes ☐ No ☐

6. Was this household's income eligible at move-in?

Yes ☐ No ☐ N/A ☐

This question applies only to a tenant file move-in review.

Over income? ☐ Low income? ☐
Very low income? ☐ Extremely low income? ☐

7. If household was not income eligible at move-in, was an exception or waiver granted?

Yes ☐ No ☐ N/A ☐

8. Does the file contain the ethnicity and racial Data Certification as provided to the

Yes ☐ No ☐



The On-site Visit



Entrance Meetings

- Light Touch MORS due to COVID 19
- MS Teams



Day of On-site Visit

- Tenant File Sample
- Recent MO, Rejected Applicant, Repayment Agreements
- Addendum C documents
- Vacant Units
- REAC Follow-up, visit maintenance facilities



Exit Meeting



Post Visit



Receive Written Report within 30 days

- Appeals
- CAHI's Quality Assurance Team
may follow up
- Summary Page
- Tenant File Summary
- Conditions



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Summary

Date of On-Site Review:	Date of Report:	Project Number:	Contract Number:
Section of the Act:	Name of Owner:	Project Name:	Project Address:
Loan Status: <input type="checkbox"/> Insured <input type="checkbox"/> HUD-Held <input type="checkbox"/> Non-Insured <input type="checkbox"/> Co-Insured	Contract Administrator: <input type="checkbox"/> HUD <input type="checkbox"/> CA <input type="checkbox"/> PBCA	Type of Subsidy: <input type="checkbox"/> Section 8 <input type="checkbox"/> PAC <input type="checkbox"/> Section 236 <input type="checkbox"/> Section 221(d)(3) BMIR <input type="checkbox"/> Rent Supplement <input type="checkbox"/> RAP <input type="checkbox"/> PRAC <input type="checkbox"/> Unsubsidized	Type of Housing: <input type="checkbox"/> Family <input type="checkbox"/> Disabled <input type="checkbox"/> Elderly <input type="checkbox"/> Elderly/Disabled <input type="checkbox"/> Other (please specify)

For each applicable category, assess the overall performance by checking the appropriate column. Indicate A (Acceptable) or C (Corrective action required). Include target completion dates (TCD) for all corrective action items. For those items not applicable, place N/A in the TCD column.

	A	C	TCD	
A. General Appearance and Security				Enter a score between 1 and 100 for the General Appearance and Security Rating. If this Section was not reviewed, enter 0. ___ is 10% of the overall score. This category is rated
1. General Appearance	<input type="checkbox"/>	<input type="checkbox"/>		
2. Security	<input type="checkbox"/>	<input type="checkbox"/>		
B. Follow-up and Monitoring of Project Inspections	A	C	TCD	Enter a score between 1 and 100 for the Follow-up and Monitoring of Project Inspections Rating. If this Section was not reviewed, enter 0. ___ is 10% of the overall score. This category is rated
3. Follow-Up and Monitoring of Last Physical Inspection and Observations	<input type="checkbox"/>	<input type="checkbox"/>		
4. Follow-Up and Monitoring of Lead-Based Paint Inspection	<input type="checkbox"/>	<input type="checkbox"/>		
C. Maintenance and Standard Operating Procedures	A	C	TCD	Enter a score between 1 and 100 for the Maintenance and Standard Operating Procedures Rating. If this Section was not reviewed, enter 0. ___ is 10% of the overall score. This category is rated
5. Maintenance	<input type="checkbox"/>	<input type="checkbox"/>		
6. Vacancy and Turnover	<input type="checkbox"/>	<input type="checkbox"/>		
7. Energy Conservation	<input type="checkbox"/>	<input type="checkbox"/>		
D. Financial Management/Procurement	A	C	TCD	Enter a score between 1 and 100 for the Financial Management/Procurement Rating. If this Section was not reviewed, enter 0. ___ is 25% of the overall score. This category is rated
8. Budget Management	<input type="checkbox"/>	<input type="checkbox"/>		
9. Cash Controls	<input type="checkbox"/>	<input type="checkbox"/>		
10. Cost Controls	<input type="checkbox"/>	<input type="checkbox"/>		
11. Procurement Controls	<input type="checkbox"/>	<input type="checkbox"/>		
12. Accounts Receivable/Payable	<input type="checkbox"/>	<input type="checkbox"/>		
13. Accounting and Bookkeeping	<input type="checkbox"/>	<input type="checkbox"/>		
E. Leasing and Occupancy	A	C	TCD	Enter a score between 1 and 100 for the Leasing and Occupancy Rating. If this Section was not reviewed, enter 0. ___ is 25% of the overall score. This category is rated
14. Application Processing/ Tenant Selection	<input type="checkbox"/>	<input type="checkbox"/>		
15. Leases and Deposits	<input type="checkbox"/>	<input type="checkbox"/>		
16. Eviction/Termination of Assistance Procedures	<input type="checkbox"/>	<input type="checkbox"/>		
17. Enterprise Income Verification (EIV) System Access and Security Compliance	<input type="checkbox"/>	<input type="checkbox"/>		
18. Compliance with Using EIV Data and Reports	<input type="checkbox"/>	<input type="checkbox"/>		
19. Tenant Rental Assistance Certification Systems (TRACS) Monitoring and Compliance	<input type="checkbox"/>	<input type="checkbox"/>		
20. TRACS Security Requirements	<input type="checkbox"/>	<input type="checkbox"/>		
21. Tenant File Security	<input type="checkbox"/>	<input type="checkbox"/>		
22. Summary of Tenant File Review	<input type="checkbox"/>	<input type="checkbox"/>		
F. Tenant/Management Relations	A	C	TCD	Enter a score between 1 and 100 for the Tenant Services Rating. If this Section was not reviewed, enter 0. ___ is 10% of the overall score. This category is rated
23. Tenant Concerns	<input type="checkbox"/>	<input type="checkbox"/>		
24. Provision of Tenant Services	<input type="checkbox"/>	<input type="checkbox"/>		General Management Practices Rating. If this Section was not reviewed, enter 0. ___ is 10% of the overall score. This category is rated
G. General Management Practices	A	C	TCD	
25. General Management Operations	<input type="checkbox"/>	<input type="checkbox"/>		
26. Owner/Agent Participation	<input type="checkbox"/>	<input type="checkbox"/>		
27. Staffing and Personnel Practices	<input type="checkbox"/>	<input type="checkbox"/>		
Overall Rating: <input type="checkbox"/> Superior <input type="checkbox"/> Above Average <input type="checkbox"/> Satisfactory <input type="checkbox"/> Below Average <input type="checkbox"/> Unsatisfactory ___ Overall Score:				
To calculate an overall score: Multiply the derived performance value by the assigned percentage of the overall rating for each category. Once all tested categories have been calculated based on the performance indicator and performance indicator values, the total calculated points is divided by the total percentage of overall rating and rounded to the nearest whole number. For convenience, a utility is included with this form which will perform all of the necessary calculations.				



California Affordable Housing Initiatives, Inc. CGI

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Summary

SUMMARY REPORT – FINDINGS

For each “C” item checked on the summary report, reference the appropriate citing, and target completion date. Findings must include the condition, criteria, cause, effect and required corrective action:

- The condition describes the problem or deficiency
- The criteria cites the statutory, regulatory or administrative requirements that were not met
- The cause explains why the condition occurred
- The effect describes what happened because of the condition

Corrective actions are required for all findings.



Item Number	Finding	Target Completion Date
<u>Total</u> <u>Units: 50</u> <u>Assisted</u> <u>Units: 43</u>	MI denotes Move-In AR denotes Annual Recertification IR denotes Interim Recertification O/A denotes Owner Agent TSP denotes Tenant Selection Plan SS# denotes Social Security Number TCD denotes Target Completion Date ETS denotes Existing Tenant Search TRACS denotes Tenant Rental Assistance Certification System ETP denotes Emergency Transfer Plan HOH denotes Head of Household MO denotes Move-Out GR denotes Gross Rent IC denotes Initial Certification TTP denotes Total Tenant Payment VAWA denotes Violence Against Women Act AFHMP denotes Affirmative Fair Housing Marketing Plan EIV denotes Enterprise Income Verification CAHI denotes California Affordable Housing Initiatives	
<u>Files</u> <u>Reviewed: 5</u>	<p><i>No conditions</i></p> <p><u>Unit 201 John Doe, MI XXXXXX, AR XXXXXX</u></p> <p>Deficiency Deficiency Deficiency</p> <p>No repayment agreements in the last 12 months No zero/nominal income in the last 12 months</p> <p>The following Criteria is applicable to all Conditions contained in this report: HAP Renewal Contract, Section 8: The Renewal Contract shall be construed and administered in accordance with all statutory requirements, and with all HUD regulations and other requirements, including changes in HUD regulations and other requirements during the term of the Renewal Contract.</p>	



California Affordable Housing Initiatives, Inc. CGI

Sample Conditions & Corrective Actions

Condition:	File missing adequate third-party verification, Units XYZ: Direct Express, Wages ending and checking account 6 month balance.	Target Completion Date XX/XX/XXXX
Criteria:	HUD Handbook 4350.3, REV-1, CHG-4, Chapter 5, Paragraphs 5-12A, “Owners must verify all income, assets, expenses, deductions, family characteristics, and circumstances that affect family eligibility or level of assistance.” 5-13 “Owners must use verification methods that are acceptable to HUD. The owner is responsible for determining if the verification documentation is adequate and credible.” and Exhibit 5-2A1.	
Cause:	OA failed to obtain proper verification.	
Effect:	HAP payment and tenant rent may be incorrect.	
Corrective Action:	Obtain missing third-party verifications for current certification. If inconsistent information is noted when third-party verification is received, recalculate rent retroactively. Reimburse any HAP collected in error by processing a corrected certification. However, tenant may not be charged retroactively for any calculation error made by management. Provide the date corrected 50059 was submitted to TRACS if needed. Also, provide a copy of the third party verification received. Also confirm third party verification procedures have been reviewed with staff.	

Responses Due Every 30 days



MOR TRIVIA



True or False, if CAHI receives an appeal for an overall BA or Unsat MOR report, the original LCS who visited the property and wrote the report will review and respond to the appeal.

Answer:

FALSE. CAHI will assign a reviewer, who had no involvement in the original MOR visit, report writing or report review process, to evaluate and respond to the appeal.

Conditions / Findings

How to prepare and/or avoid certain ones



JJ's Story



Selena Wiley with her son J.J., who was exposed to lead paint in their rental home and treated for high levels of the toxic metal. The repercussions of lead poisoning can be lifelong. Andrea Bruce for The New York Times

<https://www.nytimes.com/2022/03/29/us/lead-poisoning-insurance-landlords.html>



California Affordable Housing Initiatives, Inc. **CGI**

Lead Paint



Lead Based Paint Compliance

Darryl C. Zeldin,³ Pamela Broene,² and Warren Friedman¹

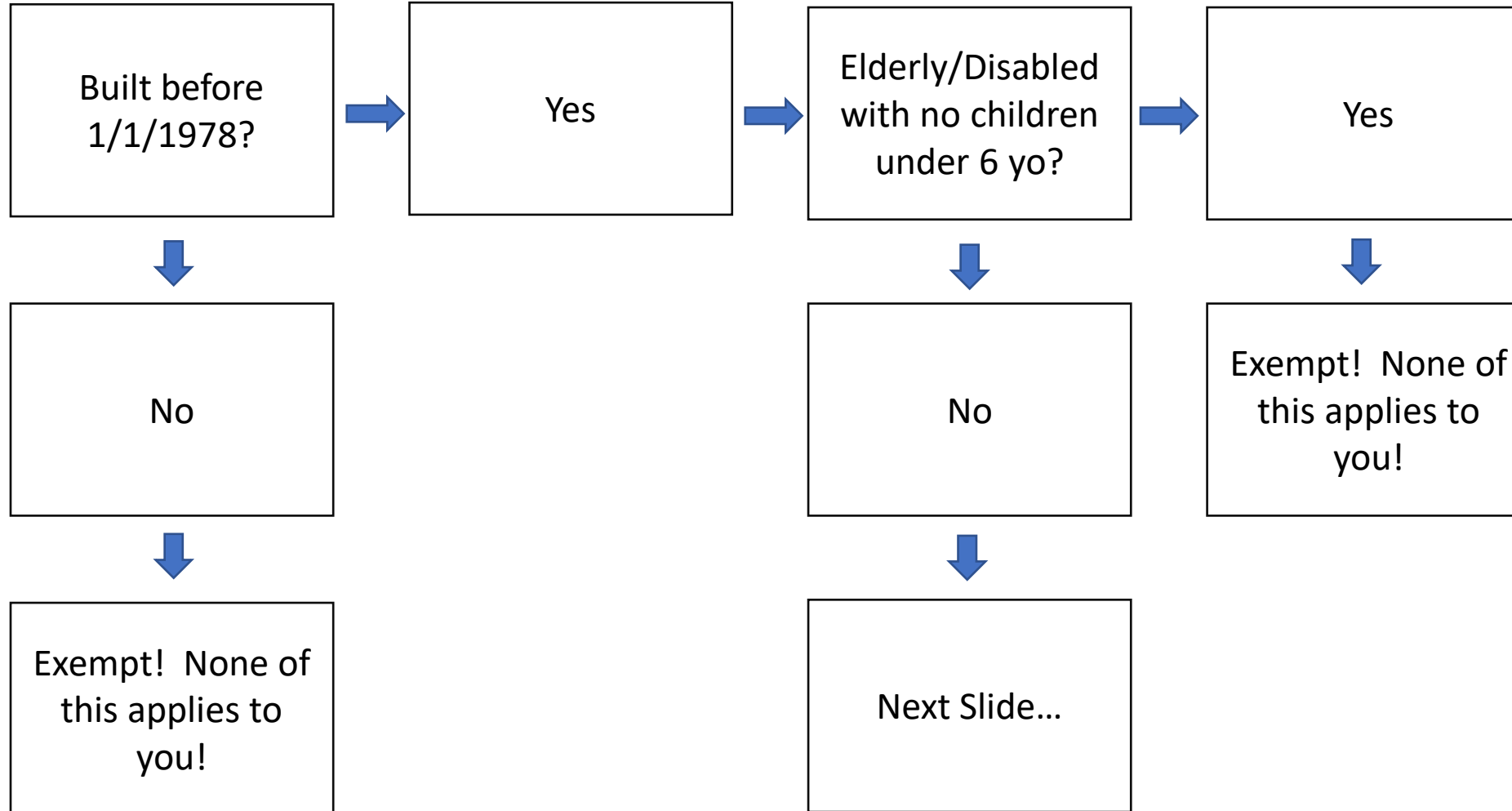
¹U.S. Department of Housing and Urban Development, Office of Healthy Homes and Lead Hazards

²Westat, Rockville, Maryland, USA; ³Division of Intramural Research, National Institute of Environmental Health Sciences, Triangle Park, North Carolina, USA

In this study we estimated the number of housing units in the United States with lead-based paint and lead-based paint hazards. We included measurements of lead in intact and deteriorated paint, interior dust, and bare soil. A nationally representative, random sample of 831 housing units was evaluated in a survey between 1998 and 2000; the units and their occupants did not differ significantly from nationwide characteristics. Results indicate that 38 million housing units had lead-based paint, down from the 1990 estimate of 64 million. Twenty-four million had significant lead-based paint hazards. Of those with hazards, 1.2 million units housed low-income families (< \$30,000/year) with children under 6 years of age. Although 17% of government-supported, low-income housing had hazards, 35% of all low-income housing had hazards. For households with incomes \geq \$30,000/year, 19% had hazards. Fourteen percent of all houses had significantly deteriorated lead-based paint, and 16% and 7%, respectively, had dust lead and soil lead levels above current standards of the U.S. Department of Housing and Urban Development and the U.S. Environmental Protection Agency.



Does any of this even apply to my property?



Not Exempt? How can we keep kids safe?

Do you have any of these?

- Risk Assessment confirming property is exempt.
- Abatement & clearance examination confirming property is exempt.
- In some cases, a letter from HUD/Certified LBP Inspector verifying property is exempt.
- At least two consecutive biannual re-evaluations conducted without finding LBP hazards or a failure of an encapsulation or enclosure.

You are not Exempt, then you need to demonstrate that:

- Biannual reevaluations conducted by a certified LBP inspector/risk assessor.
- Written LBP maintenance program.
- Compliance with LHCP (must include visual inspections of LBP components annually and at each unit turn).
- Mitigation of LBP hazards when hazards are identified during reevaluations and within required timeframes.
- Completion certificates in lead-safe work practices as required by the O/A's LHCP.

Then you can prove Exempt Status!

Resources:

<https://www.ecfr.gov/current/title-24/subtitle-A/part-35>

<https://www.hudexchange.info/programs/lead-based-paint/lshr-toolkit/introduction/>

https://www.hud.gov/program_offices/healthy_homes/enforcement/bigbuy

https://www.hud.gov/program_offices/healthy_homes/enforcement/lshr_summary

<https://files.hudexchange.info/resources/documents/LSHR-Lead-Definitions-Handout.pdf>

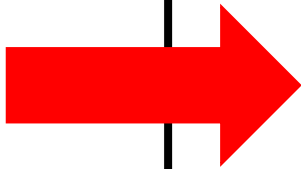
<https://www.hudexchange.info/trainings/courses/lead-safe-housing-rule-webinar-series-subparts-h-l-and-m-fall-2022/4756/>

https://nlihc.org/sites/default/files/2022-03/2022AG_6-01_Lead-Hazard-Control-Healthy-Homes.pdf

AFHMP

F. Updating the Marketing Plan

1. The approved Affirmative Fair Housing Marketing Plan must be followed. It is the owner's blueprint for marketing activity.
2. Owners must review their Affirmative Fair Housing Marketing Plan every five years or when the local Community Development jurisdiction's Consolidated Plan is updated.
3. When reviewing the plan, the owner should look at the current demographics of the market area to determine if there have been demographic changes in the population in terms of race, ethnicity, religion, persons with disabilities and/or large families. The owner will then determine if the population least likely to apply for the housing is still the population identified in the Affirmative Fair Housing Marketing Plan, whether current advertising sources still exist, whether the advertising and publicity cited in the current Affirmative Fair Housing Marketing Plan are still the most applicable or whether advertising sources should be changed or expanded. Even if the demographics of the community have not changed, the owner should determine if the outreach currently being performed is reaching those it is intended to reach as measured by project occupancy. If not, the Affirmative Fair Housing Marketing Plan should be updated.
4. The revised plan must be submitted to HUD for approval. HUD or the contract administrator will review whether affirmative marketing is actually being performed in accordance with the Affirmative Fair Housing Marketing Plan during an on-site monitoring review.
5. If based on their review the owner determines the Affirmative Fair Housing Marketing Plan does not need to be revised, they should maintain a file documenting what was reviewed, what was found as a result of the review, and why no change is required. HUD or the contract administrator may review this documentation during a monitoring review.



VAWA ETP

- VAWA ETP missing a statement that shows OA will allow an Internal transfer and External transfer concurrently.
- What will be done with applicants – do they have a preference or not?
- Having an ETP



Waiting Lists

- Process Applicants from your Waiting List in a timely manner
- Follow your Tenant Selection Plan
- Add notations to your Waiting List
- Ensure the printed Waiting List is provided for the MOR showing all MI, rejections, withdrawals/removals, etc.



EIV

- Not running periodic reports
- Lack of Master File
- Valid/Invalid? Resolution? Lack of documentation/notation in Master and Tenant files



Notations

Failed Verification Report		Download Data
Failed Verification Report for Contract: FL298023005		
HOH SSN: 999-88-7777 HOH Name: Papa Smurf Project Number: - Property Number: 800008888		
Member SSN	Member Name	Error Description
999-88-7777	Papa Smurf	Verification failed - Surname matched, but date of birth did not match with SSA records 08/08/1900
HOH SSN: 777-66-5555 HOH Name: Sweetie Pie Project Number: - Property Number: 800008888		
Member SSN	Member Name	Error Description
777-66-5555	Sweetie Pie	Verification failed - SSN not found in SSA records 776665555
HOH SSN: 444-33-2222 HOH Name: Bueller Ferris Project Number: - Property Number: 800008888		
Member SSN	Member Name	Error Description
444-33-2222	Bueller Ferris	Verification failed - Date of birth matched, but surname did not match with SSA records
HOH SSN: 111-99-8888 HOH Name: Mary Mack Project Number: - Property Number: 800008888		
Member SSN	Member Name	Error Description
111-99-8888	Peter Meck	Verification failed - Date of birth matched, but surname did not match with SSA records
HOH SSN: 555-44-3333 HOH Name: Honey Bunn Project Number: - Property Number: 800008888		
Member SSN	Member Name	Error Description
222-11-0000	Sticky Bunn	Verification failed - Surname matched, but date of birth did not match with SSA records 12/12/1999

Papa Smurf - corrected DOB on S9, submitted
Corrected S9 3/1/2017.

Sweetie Pie - Previously corrected, SIV not yet
updated. Refer to comments on Feb. 2017 Report.

Bueller Ferris - Name correct no correction needed

Peter Meck - Corrected last name on S9, submitted
correction on 3/15/2017.

Sticky Bunn - DOB not correct

Are these notations
acceptable?

Why or Why Not?



EIV Existing Tenant Report & Multiple Subsidy



Lack of Annual Unit Inspections

- HUD Multifamily COVID 19 FAQ



(Updated on 1/4/21)

Q4: During tenant file reviews, owners are concerned about being penalized on MORs for not having conducted annual unit inspections due to COVID-19. Will HUD forgo annual inspections for the tenant files represented at Addendum A, Section C, question 7 of form HUD-9834?

A: HUD will not waive the requirement for an owner to perform annual unit inspections at this time. Per [HUD Handbook 4350.3, REV-1](#), paragraph 6-29.A.3, owners perform unit inspections on at least an annual basis to determine whether the appliances and equipment in the unit are functioning properly and to assess whether a component needs to be repaired or replaced. If local or state health department COVID-19 guidance prevents owners from entering a unit, the owner should consult with the tenant to confirm if there are any issues with appliances, equipment, or other components in the unit and document the tenant's reporting. Owners may also consider utilizing electronic means to perform remote or virtual unit inspections and as a means of submitting work orders to minimize in-person interactions during the pandemic, when possible.



Family/Owner Summary Sheets Not Updated



Leases

- Not all adults have signed the lease
- Wrong initial lease terms
- Children that have turned 18 and are now adults
- Live-in Aide Addendum (where applicable)
- Unapproved Addenda
- California Lease Addendum pre-approved by HUD
- Initialling changes



MOR TRIVIA



True or False, AFHMPs only need to be reviewed when a site is going to open up the waiting list.

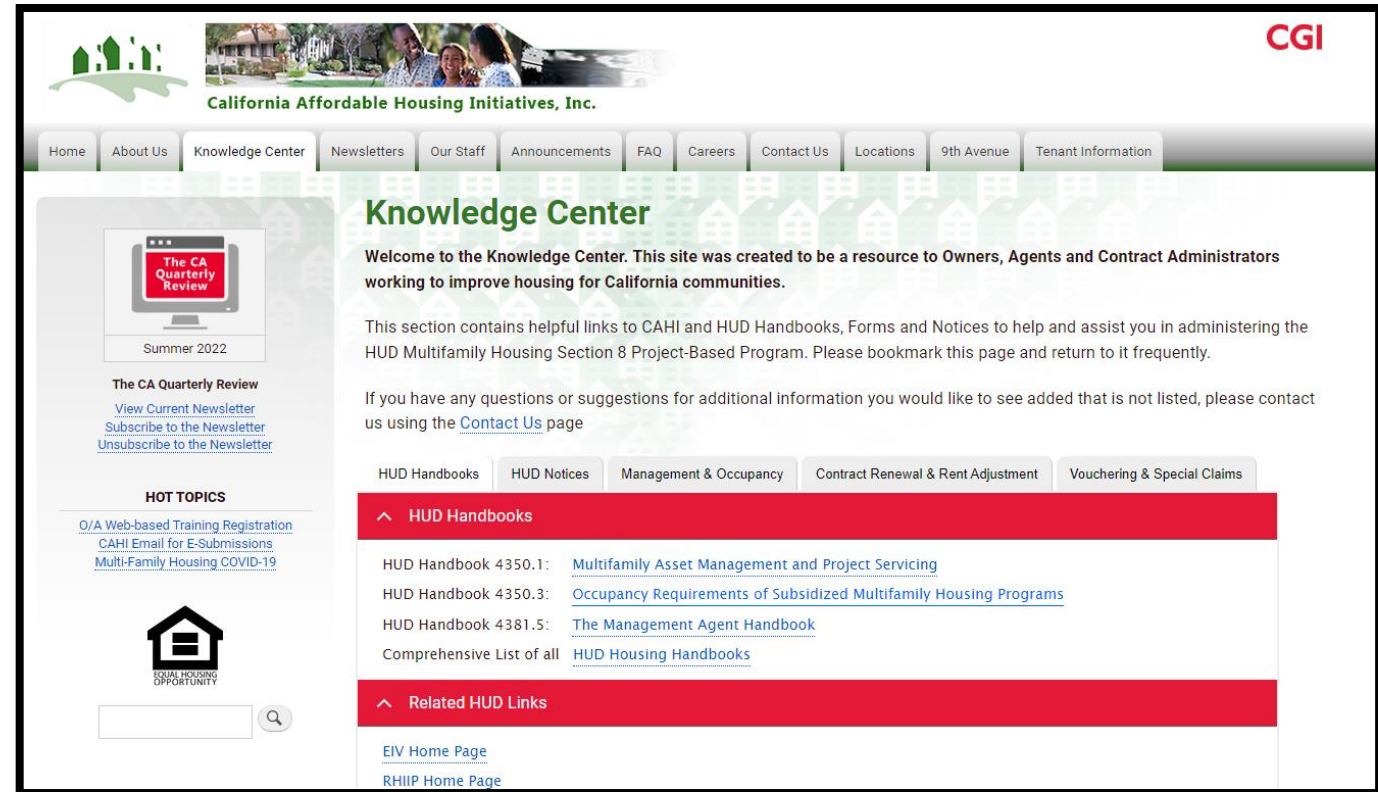
Answer:

FALSE.

Respondents must review their AFHMP every five years or when the local Community Development jurisdiction's Consolidated Plan is updated, or when there are significant changes in the demographics of the project or the local housing market area. When reviewing the plan, the respondent should consider the current demographics of the housing market area to determine if there have been demographic changes in the population in terms of race, color, national origin, religion, sex, familial status, or disability. The respondent will then determine if the population least to likely to apply for the housing is still the population identified in the AFHMP, whether the advertising and publicity cited in the current AFHMP are still appropriate, or whether advertising sources should be modified or expanded. Even if the demographics of the housing market area have not changed, the respondent should determine if the outreach currently being performed is reaching those it is intended to reach as measured by project occupancy and applicant data. If not, the AFHMP should be updated.

Resources

- CAHI Website – Knowledge Center www.cahi-Oakland.org
- HUD 9834
- 4350.1 Chap 6
- 4350.3 (All Chapters, Chap 9 for EIV)
- HUD MF COVID 19 FAQ
- HUD Notice 2017-05 VAWA
- 24 CFR 35 Lead Paint
- 202 MAT User Guide



Summary & Wrap Up

- Reviewed scheduling for FY23
- Overview of MOR process
 - Scheduling notice
 - Preparation and Add C documents
 - Entrance meeting
 - On-site, activities throughout the day
 - Exit Meeting
 - Format of written report, follow up on corrective actions and appeals
 - Common Findings/Conditions and what to do to avoid them
 - Resources
- Quick reminder on UA Baselines! And do you want email announcements from us??
- Q&A is next!



Do you want to receive
announcements for trainings like this
in the future (and other relevant
info)?

Email: cahi-submissions@cgifederal.com

Subject: LISTSERV

MSG: Sign me up for email announcements!

QUESTIONS?



Thank you so much for attending!

