

## Update on AHC Staff and Compliance Assignments

### Staffing Changes

With great reluctance, we have said farewell to our former Program Manager, Mabruka Abdisamad, who is not returning from an extended personal leave of absence. We are in the process of searching for a new full-time Program Manager. See our website for further information: [www.ahcinc.net](http://www.ahcinc.net)

On a brighter note, our senior Program Manager, Kathleen Proctor, will be resuming office hours in May on a part-time basis. We celebrate her return! She will remain our in-house Sec. 42 compliance expert, will oversee AHC's training programs and curriculum, and be our lead coordinator with MN Housing and Suballocators for Sec. 42 compliance policy.

Stephanie Newburg is a full-time Program Manager who will be the lead coordinator with HUD and PJs for HOME program policy and program compliance.

### Compliance Staff Assignments, effective 2019

To provide better service to our clients, AHC changed how workload is distributed among staff. Instead of having an HTC Team and a HOME Team, where workload was primarily assigned by program and then by management company and/or PJ, workload now is distributed to AHC staff by management company, regardless of program.

Each management company now has a Lead Portfolio Manager and a Support staff person. We will notify management companies by e-mail who the AHC Lead and Support person will be for their portfolio of projects.

## Breaking News: Unborn Child(ren) on TIC and CHART Tenant Data Tab

AHC has been advised that unborn children must be listed according to specific HUD instructions on the Tenant Data tab of CHART to avoid an error message when uploading the data to HUD. Columns AB, AC, and related columns must report "Unborn" in order for the upload to work correctly. When completing a TIC, enter "Unborn" for the first and last name of any unborn children. Please check your CHARTs currently in process with 2019 data (to be submitted February 2020) to ensure that this protocol is followed.

## Compliance Advisory Notes for Perfecting Your Tenant File: Inquiring Minds Want to Know!

### VAWA

**Q:** We inadvertently missed having our tenant sign the VAWA form. The household moved in on April 1, 2018, which is the effective date of the TIC. We discovered our error and the form was signed June 15, 2018, well after the TIC effective date. Is "as of" language required with the late signatures?

**A:** **No. The tenant has been informed, although late, of their protections under VAWA.**

### Data Practices Act

**Q:** We inadvertently missed having our tenant sign the Suballocator Data Practices Act form. The household moved in on April 1, 2018, which is the effective date of the TIC. We discovered our error and the DPA was signed June 15, 2018, well after the TIC effective date. Is "as of" language required with the late signatures?

**A:** **No. The tenant has been informed, although late, that their data may be shared.**

### Household Questionnaire

**Q:** At our Acquisition-Rehab project, the Household Questionnaire was originally signed April 15, 2018. However, there was a delay in closing, resulting in a later Acquisition PIS date than was originally anticipated, so the HHQ became out-dated. The Acquisition PIS date was changed to September 1, 2018. The HHQ was re-signed November 1, 2018 with "as of 9/1/2018" language added. There is a Note to File signed by Tenant and Management on 12/12/2018. It indicates that the tenant reviewed the information on the original HHQ. It indicates the original HHQ signature date and the review signature date, but does not have "as of" language. Is this acceptable?

**A:** **This is "Sufficient But Imperfect" or an area of concern that the "as of" language was not documented on the NTF when the tenant reviewed and re-signed since this is what the tenant is acknowledging when they re-signed.**

### Social Security and SSI Verifications

**Q:** Social Security and SSI verification letters are dated April 1, 2018 (too old for 10/1/2018 Cert Date) but are date-stamped as received July 15, 2018 (within the 120-day period for 10/1/2018 Cert Date). Since we can receive documents within 120 days of the date on the verification, as long as the date received is within 120 days of the effective date is this acceptable? It is our understanding that the verification letters must be dated within 120 days of the Certification Date.

**A:** **This is correct: the verification must be no older than 120 days from receipt by the owner. HUD's 4350.3 states "An original or authentic document generated by a third-party source that is dated within 120 days from the date of receipt by the owner" is acceptable. The 4350.3 does go on to state that owner must consider whether the document is "current," since it may be inaccurate if not current. We recommend exercising due diligence and judgment: a verification is not current if management has reason to believe that more recent documentation exists.**

### Timely Verification and the TIC

**Q:** At our Acquisition-Rehab project, the oldest verification in our file was received on June 15, 2018 and the TIC was signed on December 12, 2018. There are more than 120 days between these two dates, but both dates are within 120 days of the effective date of September 1, 2018. Is this acceptable?

**A:** **Generally, this would be considered unacceptable because the time between start to finish is over 120 days. However, since the TIC was signed with "as of" language, this would be considered a retroactive certification per the 8823 Guide and would be considered acceptable.**

**Please forward this to anyone in your organization you believe would benefit**

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