

February 2019 General Management Review Discussion Points:

- **Important EIV System Information**

On November 2, 2018, HUD sent out RHIP Listserv Posting #416. This Listserv announced that there will be a delay in the regularly scheduled computer matching with Health and Human Services (HHS)/National Data of New Hires (NDNH). As a result, Income Reports containing new hires, federal/non-federal wages, and unemployment data will not be updated in the Enterprise Income Verification (EIV) system during November and December 2018. However, Social Security related income and EIV Verification Reports data will not be affected. **Effective November 5, 2018, Owners/Agents (OA) must refer to Chapter 5-13 of [HUD Handbook 4350.3](#) for the hierarchy of acceptable forms of verification for the affected income data.** For compliance monitoring purposes, copies of EIV reports containing outdated data must be retained in accordance with Chapter 9-14 of [HUD Handbook 4350.3](#). A copy of this RHIP Listserv message should accompany the retained reports for explanatory purposes.

- **TRACS Transition from 202D to 203A Delayed**

TRACS 203A has again been delayed and at this time a new implementation date has not been set, as HUD awaits OMB approval on the related forms. Once HUD has received the necessary OMB approval, a new implementation date will be set for two months after approval receipt. Questions? Contact your TRACS Data Analyst or visit [HUD's TRACS webpage](#)

- **Social Security Administration (SSA) announces 2019 Cost-Of-Living Adjustment (COLA)**

SSA has announced that Social Security and Supplemental Security Income (SSI) benefits will increase 2.8 percent in 2019. For guidance on applying the COLA to 2019 annual recertifications, please refer to HUD Handbook 4350.3 Par. 9-6.

- **Criminal Background Screening – New Clarification**

Minnesota Housing recently received HUD guidance on criminal background screening when an applicant has indicated they have resided in other states in the past. This guidance indicated that the Policy Office at HUD believes any regulatory references to state wide criminal background checks are in reference to state sex offender registration only. Although owners are required to deny admission to persons that is or have engaged in certain other criminal activity, regulations do not require owners to check for this in each state the person has resided. It may be good practice to do so, but not a regulatory requirement.

As of receiving this guidance, Minnesota Housing will no longer cite owner/agents for not performing a regular criminal background check in every state an applicant has lived.

- **Coming Soon – New Online Tool for Submitting PBCA Documents to Minnesota Housing**

Minnesota Housing is exploring a new online tool for submitting and receiving documents to and from PBCA staff. Watch for more details in 2019.



When preparing for you Management and Occupancy Review you will need to print out the Income Targeting Report for your property. In order to comply with HUD regulations, make sure the date range of the report matches your property's **prior fiscal year**.

HUD Handbook 4350.3 Par. 4-5A:

*For each project assisted under a contract for project-based Section 8 assistance, the owner must lease not less than 40% of the dwelling units (assisted under the contract) that become available for occupancy in any **project fiscal year** to extremely low-income families.*



The Lead-Based Paint Disclosure form is not required if a property meets one of the exemptions listed in HUD Handbook 4350.3 Figure 6-5 (see below); however, many sites are continuing to utilize this form. If a property does utilize the form, it must be completed correctly. How the form is completed depends on the circumstances i.e., whether or not lead-testing was completed, if site was found lead-free, etc. Please contact your Housing Management Officer if you have questions regarding whether or not your property is required to use the Lead Based Paint Disclosure form.

Figure 6-5: Disclosure Rule Exemptions

Residential structures built after January 1, 1978, are exempt from lead-based paint requirements because Congress banned the use of lead-based paint for residences after this date.

Rental property found to be lead-based paint free by a lead-based paint inspector certified under the federal certification program or under a federally accredited State or Tribal certification program is exempt.

Zero-room dwelling units, including single room occupancy (SRO) units, are exempt.

Housing specifically designated for the elderly or persons with disabilities is exempt, unless a child under age 6 resides or is expected to reside in the unit.

Short-term leases of 100 days or less when no lease renewal or extension can occur.

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