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United States Department of Agriculture
Rural Development
Iowa State Office

AGENDA 2012 ROUNDTABLE MEETINGS

| | | |
|-------------|---|--|
| 10-10:30 | Shannon Chase-Housing Program Director | Welcome Portfolio Overview State of the Agency |
| 10:30-11:30 | Dan Koettters-Housing Specialist Tony Putz-Multi Family Specialist | Tenant Issues Improper Payment Information Act Rent Calculations Income Deductions Certifications Unauthorized Assistance |
| 11:30-12:30 | Lunch | Hot Topic |
| 12:30-1:00 | Dan and Tony | Hot Topic Discussion |
| 1:00-2:00 | Dan and Tony | Project Issues Accessibility Website: http://www.rurdev.usda.gov/IA_hp.html Reasonable Accommodations Self Evaluations Transition Plans CNA's Funding Sources Insurance Proceeds Reserve-IOI Compliance Servicing Workout Plans Loan Agreement/Resolution MFIS Calendar Wrap-up |

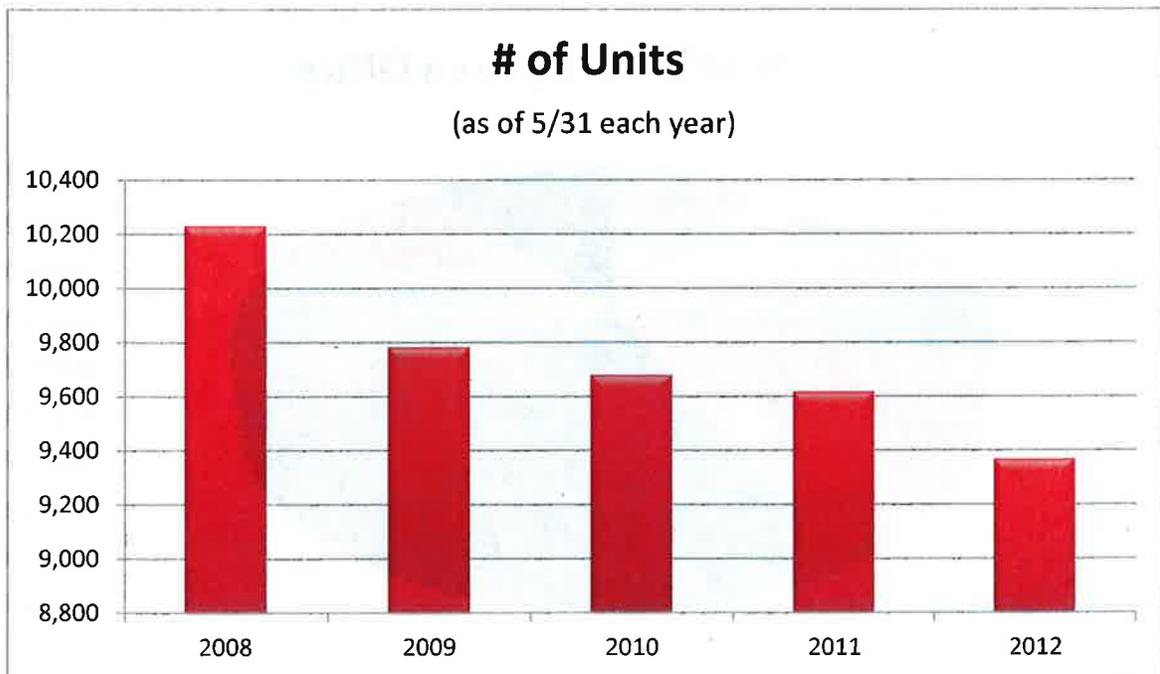
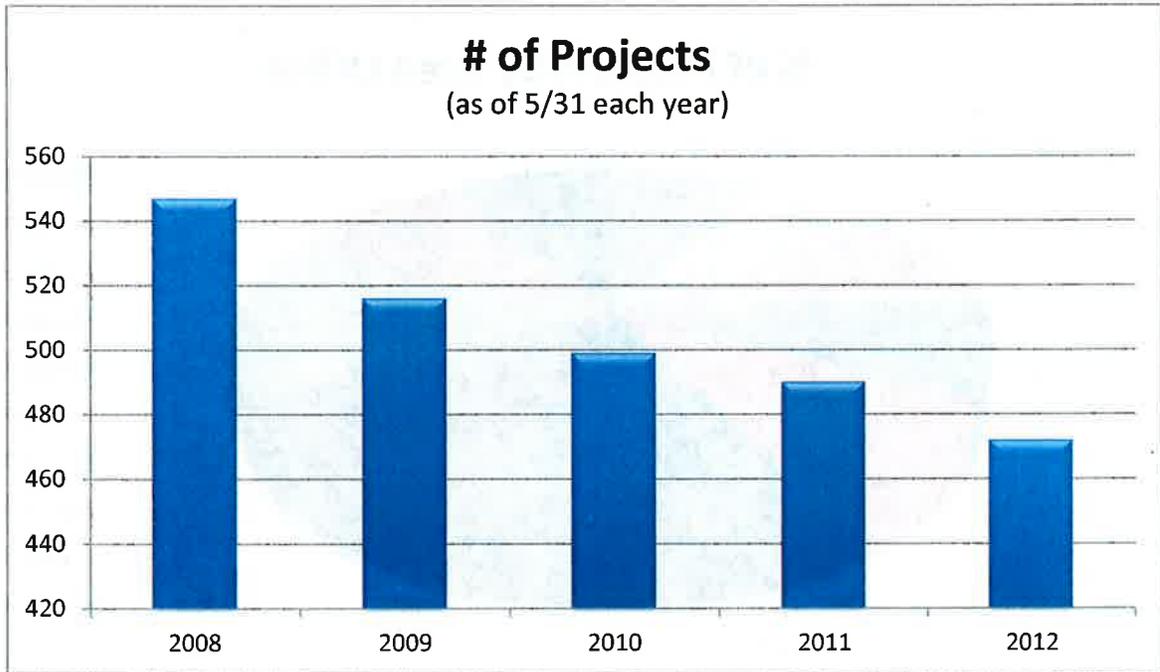
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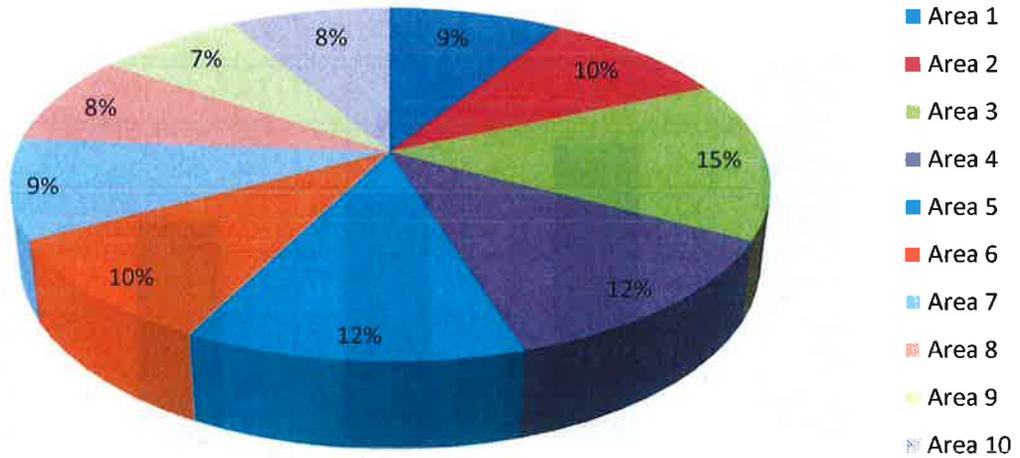
Iowa Rural Housing Service
MFH Portfolio Analysis
July 18-19, 2012



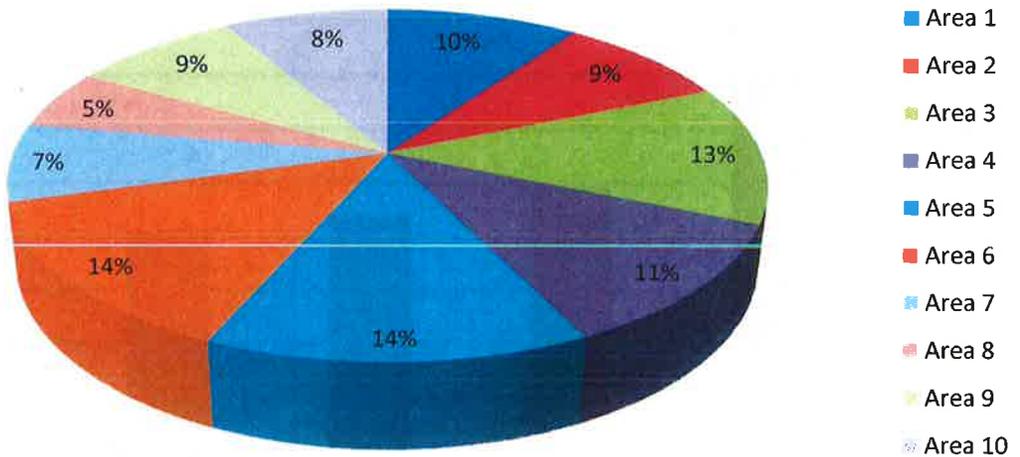


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% of Projects by Area Office

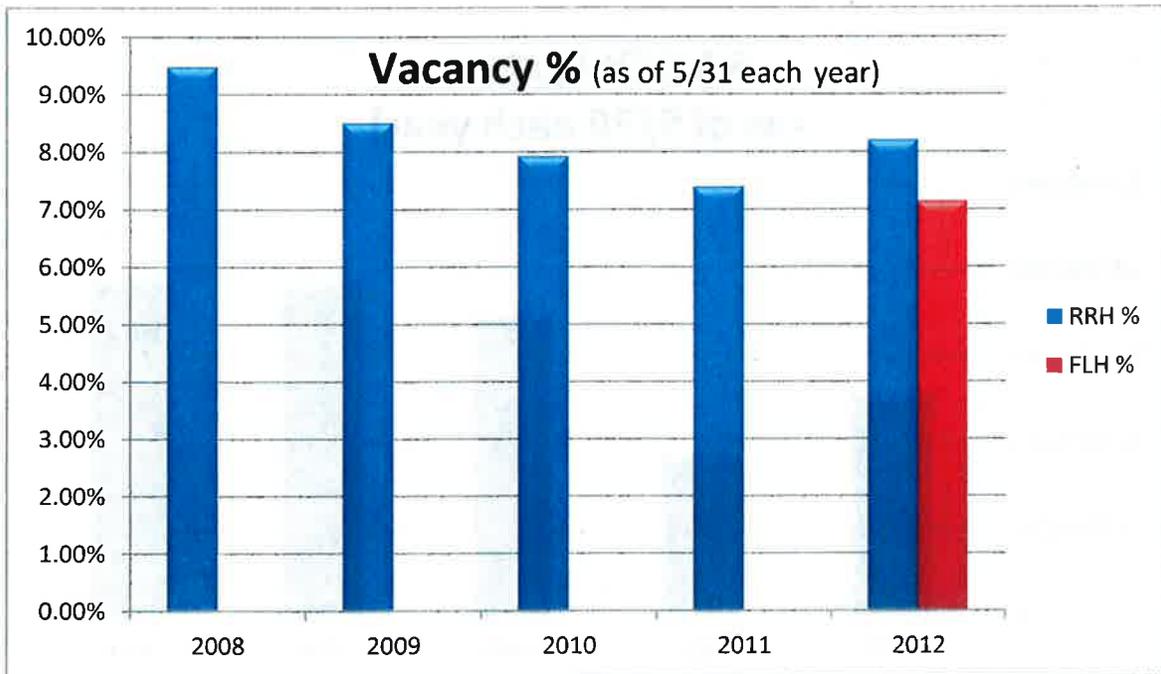
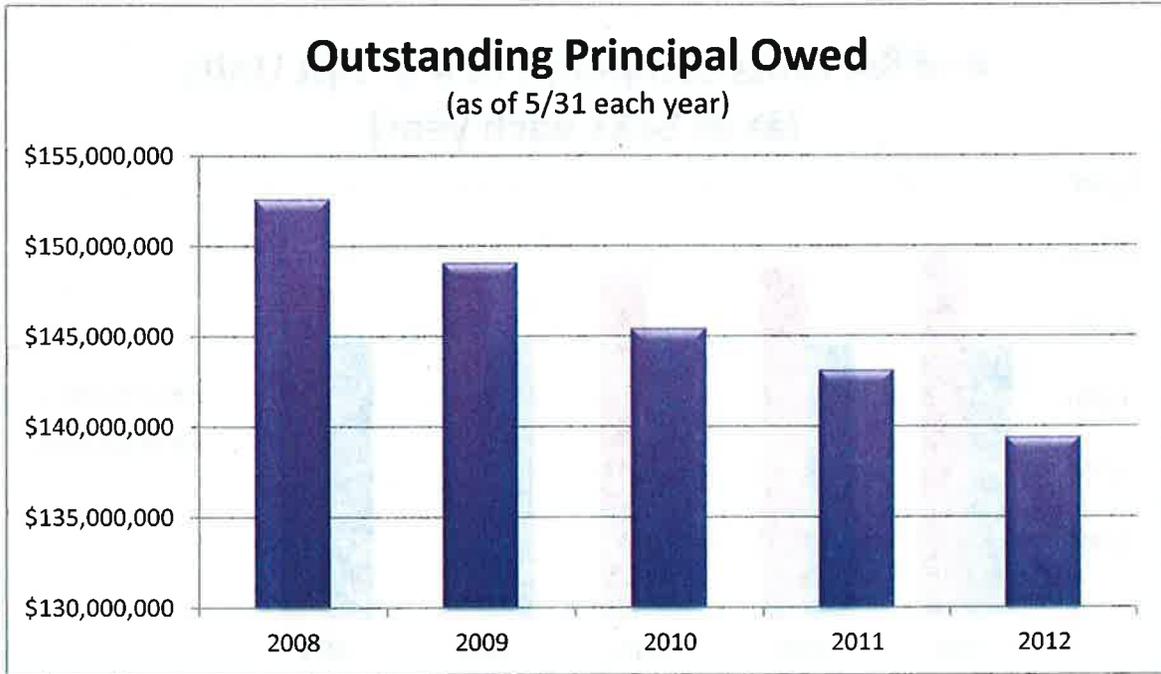


% of Units by Area Office



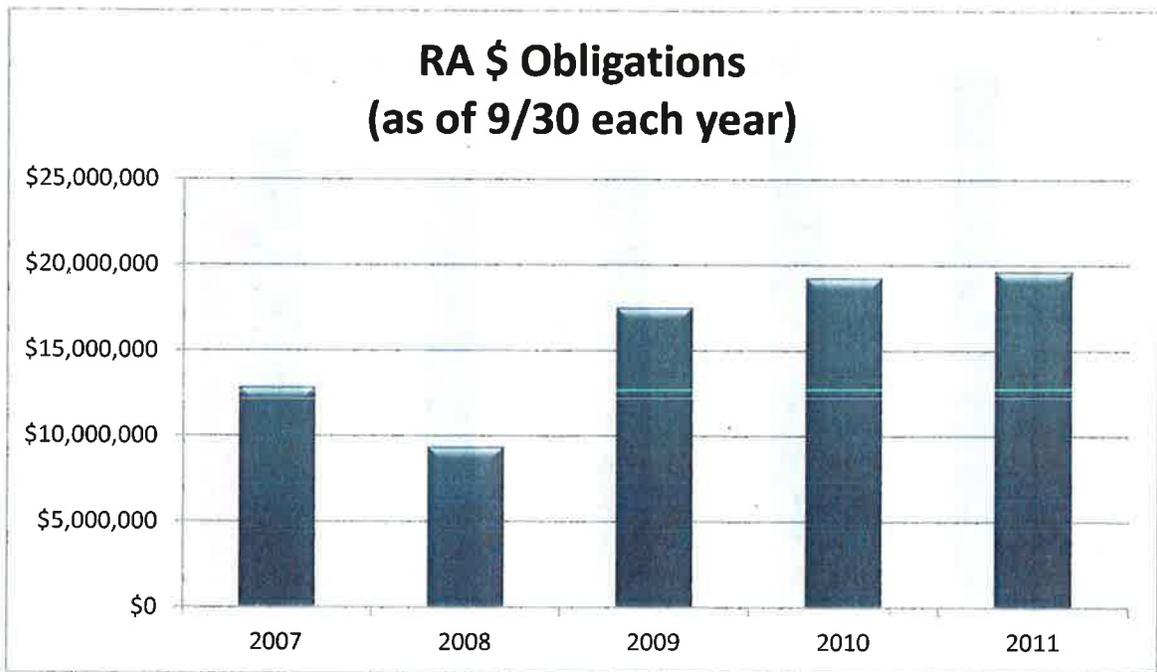
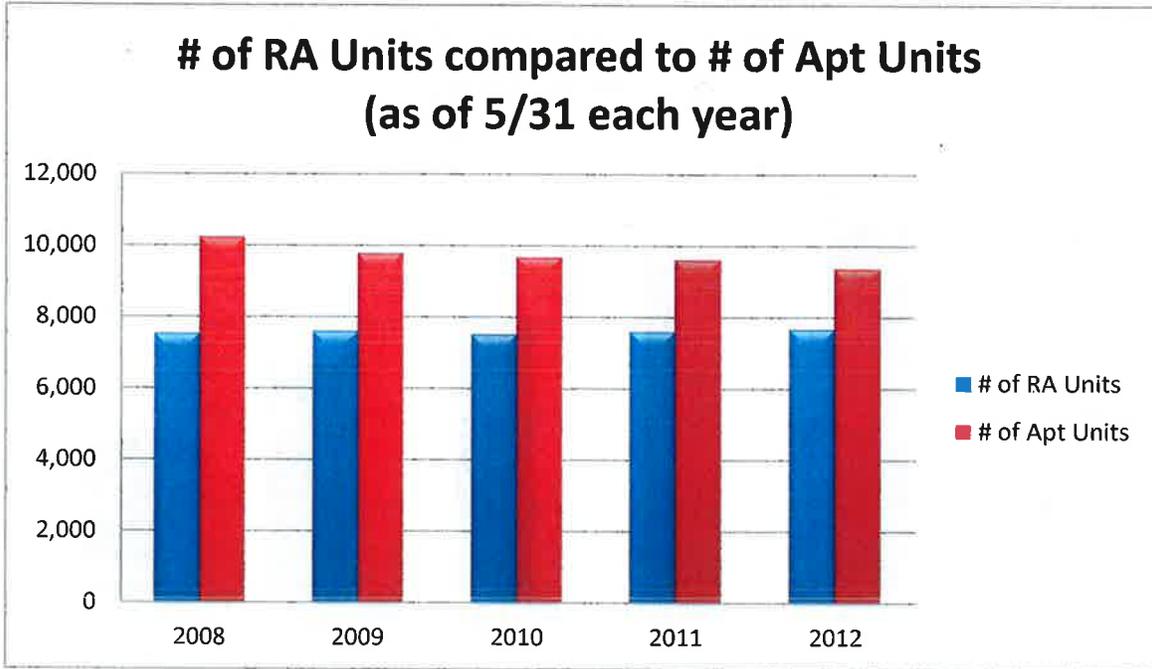


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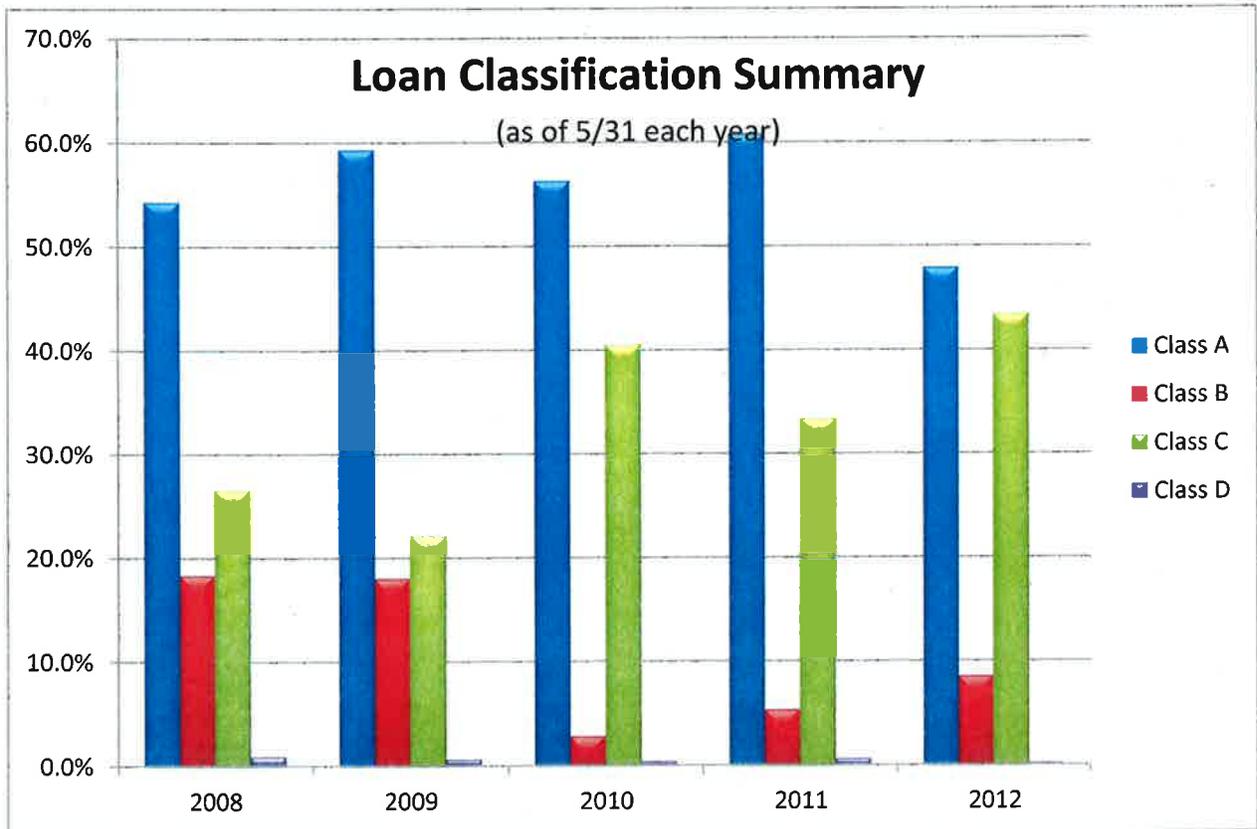
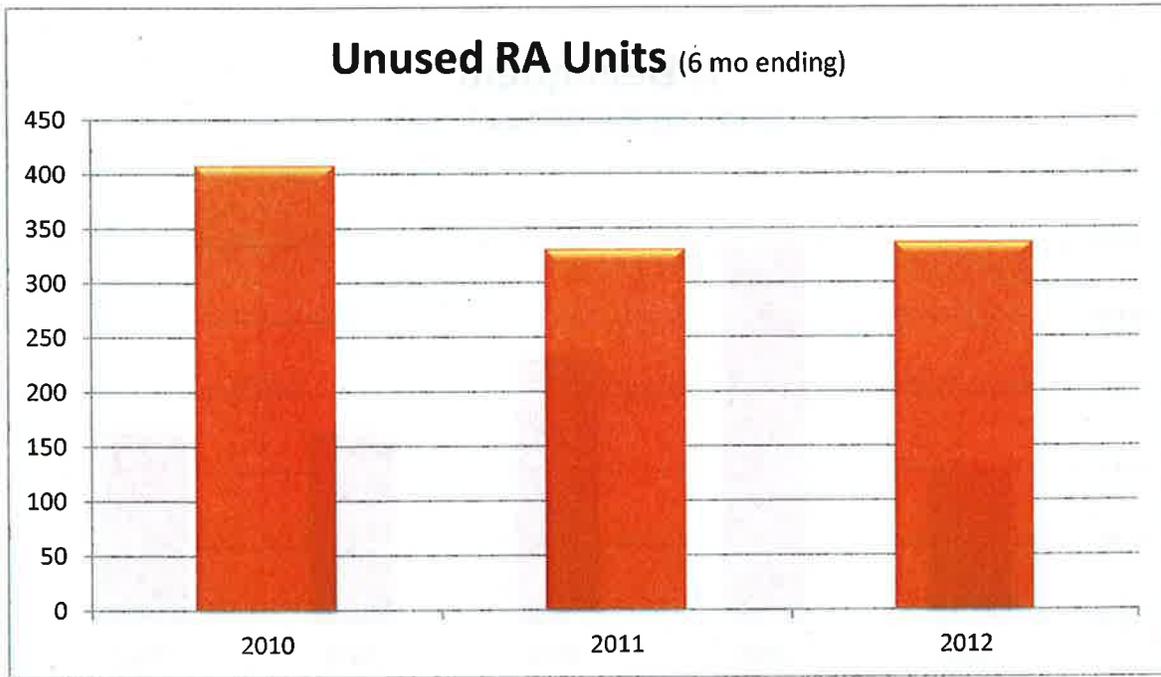


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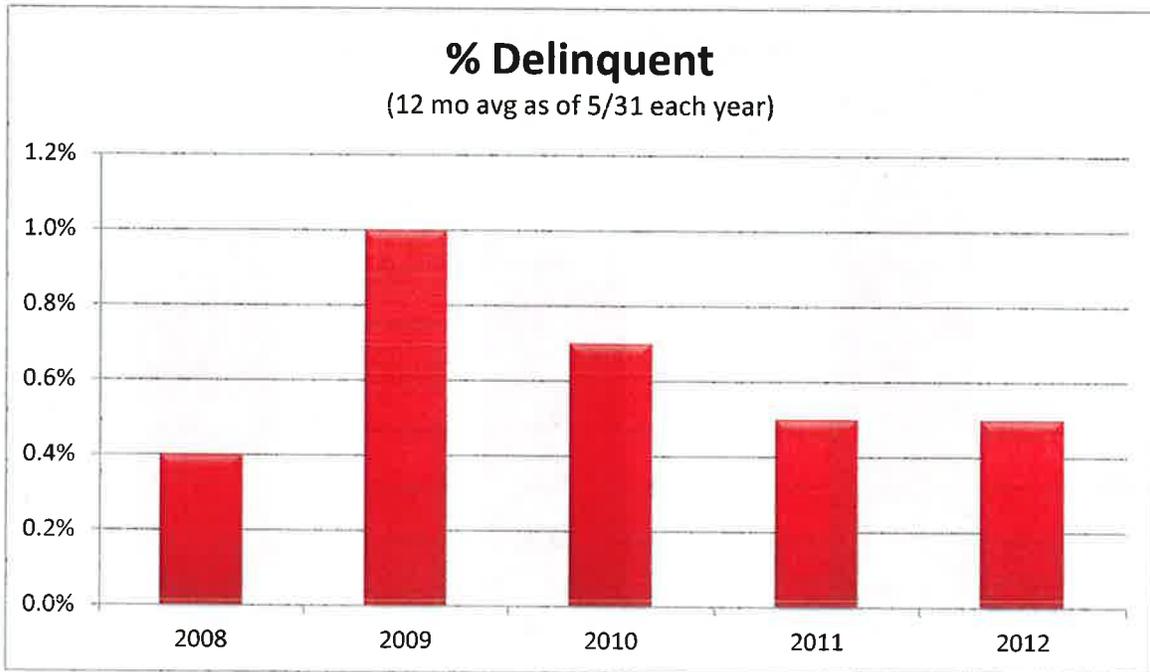


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TENANT CERTIFICATION PROCESS



Topics to be covered

- Tenant Certification
 - General Information
 - Timeframes
 - “Top 10 Tenant Cert Issues” (Common Errors):
 - Income
 - Deductions
 - Supporting Documentation & Verification



General Information

- HB-2, Asset Management, Attachment 6-A, Annual Income Inclusions and Exclusions
- HUD Occupancy Handbook, Exhibit 5-1: Income Inclusions and Exclusions (www.hudclips.org)
 - Select Handbooks, Select Housing Handbooks, Select 4350.3
- HB-2, Asset Management, Attachment 6-D, Family Assets
- HB-2, Exhibit 6-3, Acceptable Income Verification Sources



General Information

- HB-2, Asset Management, Attachment 6-C, Allowable Deductions
- HUD Occupancy HB, Exhibit 5-3, Medical Expenses That Are Deductible and Nondeductible
- HUD Income Limits
- HB-2, Asset Management, Attachment 6-B, Zero Income Verification Checklist
- HUD HB, Figure 5-2, Whose Income is Counted?



PART I - PROJECT AND UNIT IDENTIFICATION

1. Project Name _____

2. Section ID and Parcel Number _____

3. Unit Type _____

4. Unit Number _____

WARNING STATEMENT: Under the Act, HUD is required to ensure that the information provided by tenants is accurate and complete. If you provide false or misleading information, you may be subject to civil penalties and criminal sanctions. If you provide false or misleading information, you may be subject to civil penalties and criminal sanctions. If you provide false or misleading information, you may be subject to civil penalties and criminal sanctions.

PART II - TENANT HOUSEHOLD INFORMATION

1. Social Security No. _____

2. Household Member Name (Last, First, MI) _____

3. Date of Birth (MM/DD/YYYY) _____

4. Race _____

5. Ethnicity _____

6. Marital Status _____

7. Number of Foster Children (if any) _____

8. Number of Place Off Code _____

9. Enter appropriate code to the household member indicating whether the member is a tenant or co-tenant _____

10. Enter appropriate code to the household member indicating whether the member is a tenant or co-tenant _____

“Top 10” Tenant Cert Issues!

10. Assets are not properly reported and/or imputed on the TC
9. Renting to Zero Income tenants
8. Using net SS income vs gross SS income
7. Miscalculating unusual income
6. Incorrect calculation of income that is seasonal/sporadic
5. Incorrect Standard Deductions (i.e. \$400 vs. \$480)
4. Incorrect calculations of medical/disability expenses
3. Incorrect calculation of child support income and/or child care expenses
2. Tenant Cert not completed in it's entirety or correctly
1. No supporting documentation in the tenant file of income/deductions



Issue #10

Assets are not properly reported and/or imputed on the TC

- Must consider at the time of initial certification and for all recertifications
- Must be verified in writing by third party
 - If unable to verify from 3rd party, can accept other forms of documentation (HB- 2, Section 6 11 A)
- Verifications are valid for 90 days and may be valid for an additional 90 days with oral verification. Can be no longer than 180 days
- Includes assets of all HH members
 - Refer Attachment 6-D, Asset Management Handbook
 - NOTE: *Assets to which they have access*
- Document, document, document



Issue #9

Renting to Zero Income Tenants

- Zero Income – RD’s policy is to not accept a tenant certification for an applicant or tenant with zero income unless all income is specifically exempted.
- If applicant or tenant states they have no household income, they will need to demonstrate financial capability to meet essential living expenses.



Issue #9

Renting to Zero Income Tenants

- The basis for this income must be documented in the file Document, document, document
- HB-2-3560, Attachment 6-B, Zero Income Verification Checklist can be used for this documentation.
- The borrower **MUST** review the circumstances of the tenant quarterly.
 - RD may wage match periodically (If available in your State)
 - Borrower can request wage match from RD at any time (If available in your State)



Issue # 8

Using Net SS Income vs. Gross SS Income

- For income, always use the Gross Income
- Usually, in October it will be announced if SS will be increasing for the following year
 - Be sure to factor in this increase (could be 2 months at 2008 rate (Nov. & Dec. and 10 months at new rate)
- Be sure to factor any adjustments for prior overpayment of SS benefits



Issue #7

Miscalculating Unusual Income

- Income from a Business
- Calculating Anticipated Annual Income
- Withdrawal from IRAs or 401k Accounts
- Calculating income of Students
- Calculating income of a minor
 - Earned income is excluded
 - Income from benefits is included



Income from a Business

- Must count Net Income
 - Net Income is Gross Income less expenses
 - If net income is a negative number, must use “0”
 - Must request most current tax return
 - Compare figures tenant provided with tax return



Annualizing Unemployment

- Must use current circumstances to anticipate income
- Unemployment is counted as income
- If household is receiving unemployment, must figure unemployment for entire 12 months even if verification reflects that unemployment is not available for the full year
- When circumstances change, must do a interim recertification to recalculate the anticipated annual income



Withdrawals from IRAs and 401k Accounts

- The full amount of periodic payments from IRAs, Pensions, Insurance Policies, Retirement Funds, etc. is counted as income
 - Withdrawals from IRAs and Retirement funds that are not routine would not count as income
- Lump sum receipts from pension and retirement funds are counted as an Asset
- Still need 3rd party verification
 - Yearend statements of Mutual Funds or 401k accounts can provide information about routine annual income



Students

- New Student Rule was issued by HUD
 - RD operates under this rule (see HUD Rule 24 CFR 5.612)
 - RD Unnumbered letter was issued January 11, 2007
- Caution – rules vary by type of program
 - If Tax Credit Property, refer to IRS Section 42
 - If Section 8(HUD) & Tax Credit, the most restrictive rule applies
 - If RD financed property without tax credits, follow HUD rule above



Students – 3 Step Process

- 1st Step – determine if tenant/co-tenant is a student
- 2nd Step – determine if tenant/co-tenant is Dependant or Independent
- 3rd Step – Calculate income of student based on above determinations



1st Step Is Tenant/Co-Tenant a Student?

- Must be enrolled in a institution of Higher Education
- Does not matter if full-time or part-time



2nd Step Is Student “Independent”?

- If Independent
 - Must be of legal contract age under state law, and
 - Cannot be claimed as a dependent on parents/guardians tax return (can request a copy of tax return if needed) **; and
 - Previous address cannot be the same as parents/guardian **, and
 - Must have established a separate household for at least one year prior to applying for housing **



** No verification is needed if student meets U.S. Dept. of Education's definition of "Independent Student"

Dept. of Education's Definition of “Independent Student”

- Must be at least 24 years old by Dec. 31 of current in which applicant is applying for housing; or
- Be an orphan or a ward of the court through the age of 18; or
- Be a veteran of U.S. Armed Forces (includes National Guard); or
- Have legal dependents other than a spouse (i.e. children or elderly dependent parent); or
- Be a graduate or professional student; or
- Be married



2nd Step - Is Student a “Dependent”?

- They do not meet the Dept. of Education's definition of “Independent Student”; or
- They have not established a household separate from their parents/legal guardians for at least 1 year; or
- They are still being claimed by parents/guardian with IRS

Note: If documentation is not provided to support being Independent, then tenant/co-tenant/applicant is considered a Dependent



3rd Step - Determining Income Eligibility of a Student

- Dependent Student:
 - If you determine that the student is a Dependent:
 - Both Student and the Students' parents/guardians must have their income verified to determine income eligibility
 - Calculate household income in accordance with HUD Regulations 24 CFR 5.607 and 5.611
 - Count all financial assistance in excess of tuition costs as income
 - Exempt from this rule
 - » Student (at any age) living with parents
 - » Student is over 23 and has a dependent child



Dependent Student (cont.)

- For income eligibility – both the Parents/Guardians and the Students' income must be below moderate income guidelines
 - Must qualify separately
- If parents/guardians refuse or fail to provide proof of income, then applicant (student) is not eligible to live in unit (OR NOT ELIGIBLE FOR RA??)
- If eligible, complete Tenant Certification reflecting combined adjusted income of parents and student to determine proper rental payment
- Must recertify annually to determine income eligibility and whether Student still meets “Dependent” student definition



Income Eligibility of a “Independent” Student

- Verify all income and deductions
 - Remember, any financial assistance over tuition expenses must be counted as income
 - Must have signed certification from parent/guardian regarding financial assistance they may or may not be providing
- Complete Tenant Certification to determine rental payment
- Recertify at least annually



Issue #6
Incorrect Calculation of Seasonal / Sporadic Income

- Some employment is not year round
 - Must estimate what the income will be for the year
- Must verify income
 - If seasonal, may have to request more than 1 year's history of employment
 - If worked 3 years, obtain all 3 years and average
 - If new, have employer project hours to be worked the next 12 months based on their knowledge of past work history



Issue #5
Incorrect Standard Deductions

- \$480 deduction for each family member (not a tenant or co-tenant)
 - Under 18 years of age,
 - Does not include unborn child
 - If joint custody, both parents cannot claim the deduction for the child if both parents live in subsidized housing
 - If dispute which family gets to claim the deduction, must refer to any legal documents or IRS returns and deduction is claimed by the parent shown receiving the IRS deduction or identified in legal documents
 - A person with disabilities who is over 18 and not the tenant or co-tenant;
 - A full-time student of any age,
 - Must have documentation from school
 - Must still be living in household
 - Foster children are not eligible for the standard \$480 deduction (likewise do not count income received on behalf of foster children)



Issue #5
Incorrect Standard Deductions

- \$400 deduction for elderly or disabled
 - Must be the tenant or co-tenant
 - Only one deduction for the household, i.e. both tenant and co-tenant are over age 62, but only 1 \$400 deduction can be taken
 - Must be 62 years of age or have a disability at any age
 - Must have documentation to support \$400 deduction for disability (confirmation they are receiving SSI is adequate documentation)



Issue #4
Incorrect Calculations of Medical /Disability Expenses

- Medical expenses can be deducted for elderly/disabled household
 - If household qualifies for \$400 deduction, then the medical expenses for the entire household can be claimed
 - Expense to be claimed is what is anticipated for next 12 months based on past history
 - Can allow for past medical event that is not likely to recur (i.e. unplanned surgery, injuries from car accident, etc.) if not claimed previously



Issue #4
Incorrect Calculations of Medical/Disability Expenses

- Reimbursed medical expenses cannot be claimed
- The amount of medical expenses that can be claimed as a deduction is anything over 3% of annual income (not adjusted)
- Must have documentation of medical expenses
 - Over the counter (OTC) medical expenses must be prescribed by licensed practitioner in order to claim deduction
 - Must have copies of receipts and prescriptions for OTC expenses



Disability Assistance Expense

- Deduction for unreimbursed, anticipated costs for attendant care and "auxiliary apparatus" for each disabled family member
 - HHH does not have to qualify as an elderly household
- Qualification for Deduction
 - Must enable a family member 18 years of age or older (who may or may not be the disabled member) to be employed
 - If more than one family member enabled to work, must consider the combined incomes of those persons
 - Must have documentation of disability and need for animal/apparatus, etc.
- Allowable deduction is any cost over and above 3% of annual income (not adjusted)
 - Cannot exceed the earned income received by the family member(s) who are enabled to work



Disability Assistance Expense

- For Elderly HH that is eligible for **BOTH** medical and the disability deduction, it must be calculated separately
 - Must calculate disability assistance first
 - Reminder – it cannot exceed the income of the person(s) that has been enabled to work
 - Then calculate allowable medical expenses
 - When family has both disability and medical expenses, review both to make sure no expense has been inadvertently included in both categories
 - Add Medical and Disability Assistance expenses



Issue #3

Incorrect Calculation of Child Support Income and/or Child Care Expenses

- Child Support Income
 - Household must include all alimony or child support payments
 - Must have verification (court orders, statements from enforcement agencies, divorce decree, or other records to support payment)
 - The applicant/tenant must report what was paid in the last 12 months
 - If not receiving child support payments, the applicant/tenant must show that they have requested assistance from the state or local entity responsible for enforcement of payment

Note: If tenant/co-tenant is paying child support – this is not an allowable deduction even if this is being garnished from their salary



Child Care Expenses

- Reasonable child care expenses for the care of a child age 12 or under may be deducted from “annual (gross) income” if they:
 - Enable an adult family member to actively seek employment, be gainfully employed, or further his/her education; **and**
 - If the expenses are not reimbursed; **and**
 - If they have demonstrated that there are no other adult household members available for child care



Child Care Deduction

- The amount may not exceed the amount of income received from employment.
- The amount cannot be paid to a household member
- The amount of child care hours must parallel the hours household member works or goes to school including travel time.
- The applicant must identify the household member who can go to work or school as a result of the child care.
- The tenant file must contain justifying documentation to support the deduction.



Issue #2

Tenant Certification is not Completed in it's Entirety or Correctly

- Part I, Item 1., Action type is not correctly identified
 - i.e. Tenant moves out, and co-tenant becomes tenant, must mark Co-Tenant to Tenant Box
 - Must recertify because household composition changed
- Part II, 6. Tenant Subsidy Code is not completed correctly
 - If getting State RA, Code #4
 - Code #7 if other types of subsidy at basic rent (i.e. church is paying subsidy)
- Part II 7. – Social Security Numbers
 - All households members are not required to have a SS #
 - i.e. illegal immigrants may not have a SS#, complete field with all zeros and MINC will assign a number



Issue #2

Tenant Certification is not Completed in it's Entirety or Correctly

- Part II, 14. – Coding for Disabled (“D”) and Elderly (“E”)
 - Insert a “E” or “D” by only the Tenant and Co-Tenant – be sure to mark Elderly Status box if any of the above applies
- Part IV, Item 18 g. – if household has reported “zero” income, and the income is exempted, then this box must be marked.
- Part V, Item 23, be sure to show the actual date of move-in (does not have to be the 1st of month)
- Part V, Item 24, reflect income level at the time of move-in. This should not be changed on subsequent recertifications



Issue #2

Tenant Certification is not Completed in it's Entirety or Correctly

- Part VII, Item 29 a. and 30 a, Basic Rent & Note Rate Rent – be sure rent is the same as the current approved budget
 - If project worksheet does not agree with budget, notify servicing office
- Part VII, Item 29 b. & 30 b., Utility Allowance
 - If utility costs are included in rent, enter "0"
 - Utility Allowance must agree with approved budget. If it does not agree, notify servicing office



Issue #2

Tenant Certification is not Completed in it's Entirety or Correctly

- Part X, Certification by Borrower
 - Be sure to indicate if household is eligible
 - This includes income eligible and occupancy eligible
 - If not eligible, must obtain waiver or approval from servicing office prior to renting to household
- Part VI & X, Tenant/Co-Tenant and Borrower Signatures
 - Even though tenant certification is transmitted, this form must still be signed by all parties and a copy provided to the tenant.
 - Signed tenant certification must be retained in the Tenant File



Issue #1

No Supporting Documentation in tenant file of Income/Deductions

- **Verify and Document**

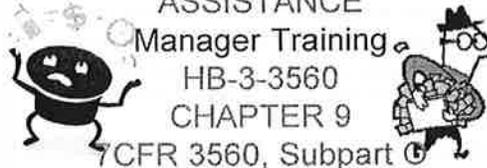


Credits

We would like to thank the Missouri State Office for all their hard work in developing this training!



UNAUTHORIZED ASSISTANCE
Manager Training
HB-3-3560
CHAPTER 9
7CFR 3560, Subpart G




1

Introduction

During the term of an Agency loan, there may be cases when the borrower or tenants receive assistance to which they are not entitled. Such assistance may be due to intentional fraud, inadvertent submittal of inaccurate information by borrowers or tenants, Agency error in calculation or assignment of benefits, or other causes.



2

Handbook Change

- Effective 7/29/11, HB-3-3560, Chapter 9 was revised to modify the process of collecting Unauthorized Assistance (UA). An unnumbered letter was issued 10/26/11 for additional clarification.
- The new method will establish an Audit Receivable for the amount of the debt, established on Form 3560-65, MFH Unauthorized Assistance Notification/Repayment Agreement. The Audit Receivable account is a separate database maintained in St. Louis.
- Payment of UA will be sent to CSC MFH Lockbox for application to an audit receivable account.
- Any UA agreements in effect prior to 7/29/11 will retain their original agreements for repayment, between the Management & Tenant.
- ALL UA payments will no longer be netted from the project worksheet as an adjustment.
- Those with existing agreements that are making adjustments to their worksheets will begin sending checks for repayment.



3

Identifying Unauthorized Assistance

- Management Agent
- Supervisory Visit
- Wage Matching
- Improper Payments Review
- OIG Audit
- Other



4

Identifying Unauthorized Assistance

- Documentation of Unauthorized Assistance
 - Agency will document reasons in case file
 - Borrower to retain copies of all correspondence and phone calls, including signed tenant certification and lease, how UA was discovered and calculated
 - All unauthorized assistance will be pursued, regardless of the amount.



5

Identifying Unauthorized Assistance

- Notice to Recipient
 - Borrower Debt - Agency Notice to Borrower -- HB Letter 304/305
 - Tenant Debt -- If Agency discovered, work with Borrower to send Notice to Tenant HB Letter 304/305. If Borrower discovered, borrower send Notice to Tenant with HB Letter 304/305 with copy to Agency.



6

Recapture of UA to Borrowers

- Borrower actions that require borrower repayment of UA received by tenants include, but are not limited to:
 - Incorrect determination/calculation of tenant income or household status by the borrower, resulting in rental assistance or interest credit that is not allowable.
 - Assignment of RA to a household that is ineligible.



7

Recapture of UA to Tenants

- Tenant actions that require tenant repayment of UA received by tenants include, but are not limited to:
 - Knowingly or mistakenly misrepresenting income, assets, adjustments to income, or household status to the borrower as required under 7 CFR 3560, Subpart D.
 - Failure to properly report changes in income, assets, adjustments to income, or household status to the borrower as required in Subpart D.



8

Notice to Borrower/Tenant

- The Agency will provide notice to borrowers upon determining that unauthorized assistance was received.
- If the unauthorized assistance was found by the borrower, the borrower will notify the tenant with a copy to the Agency.
- HB Letter 304 and HB Letter 305 will be used as a guide for the notices.



9

Notice to Borrower/Tenant

HB Letter 304, Preliminary Determination notice will include:

- Reasons determined to be unauthorized;
- Amount to be repaid and specify the parties responsible for repayment;
- Establish a place and time to meet to discuss issues;
- Advise tenants they may present facts, figures, written records, or other information which might alter the determination;
- 3560-65 should be sent out with this letter.



10

Notice to Borrower/Tenant

- If the borrower/tenant responds within 15 days and agrees to repay the debt, complete Form RD 3560-65 with borrower/tenant signature, Agency will sign and fax to St. Louis.
- If borrower/tenant does not respond within 15 days or disagrees with the findings, send HB letter 305 (final determination notice)



11

Notice to Borrower/Tenant

- HB Letter 305, Final Determination Notice
 - Include the amount of unauthorized assistance to be repaid and the basis for the unauthorized assistance determination,
 - Include the actions to be taken if repayment is not made by a specified date, including termination of tenancy, referral to Treasury for collection,
 - Include appeal rights of the tenant as specified in 3560.160,
 - Sent if borrower or tenant fails to respond to an UA determination or fails to agree to a repayment schedule.



12

Notice to Borrower (Borrower Debt)

- If borrower does not respond or appeal within 30 days from the date of the final determination letter, Agency will continue servicing with HB Letter 301, 302 & 303(3560), Servicing Letter #1, 2, 3, as appropriate
- If no response after 90 days, form 3560-65 without signature from borrower will be sent by Agency and the debt will be turned over to Treasury for Cross Servicing
- UA should not be repaid from project funds due to borrower fraud or borrower error



13

Notice to Tenant (Tenant Debt)

- If Agency determines UA, the Agency will issue HB Letter 304 to Borrower requesting response to either confirm or dispute Agency finding.
- If Borrower determines UA, the Borrower will issue HB Letter 304 to Tenant with a copy to Agency as notification.
- If borrower agrees, the borrower will determine the reason for UA and issue lease violation to tenant and a notice of intent to recapture UA.
- If tenant agrees to calculation, recertification will be completed as of the first of the month after UA discovered.



14

Notice to Tenant (Tenant Debt)

- If borrower and tenant agree to the UA as a result of any notice, the borrower will establish a repayment agreement with the tenant, which must be approved by Agency prior to implementation.
- Complete Form RD 3560-65, with tenant signature and submit to servicing office for signature. (It may be necessary to obtain Agency signature prior to tenant signature for repayment agreements in order to establish date of debt and interest rate.)
- Servicing office will fax to DCFO/DLGB with original retained in the servicing office file and copy to tenant.



15

Notice to Tenant (Tenant Debt)

- If borrower agrees to UA and tenant fails to respond to UA notice or fails to agree to a repayment schedule, the borrower will send the tenant a demand letter, HB Letter 305. If no response, the borrower will initiate eviction.
- In both cases if no response, borrower will complete Form 3560-65 without tenant signature as debtor and without interest or installment amounts, submit form to servicing office for signature.
- Servicing office will then fax form to St. Louis.
- In these cases, St. Louis will initiate Cross Servicing.



16

Repayment

- Amount due needs to be well documented (including signed tenant certification and lease, how UA discovered, calculation of UA, eviction notice) and justified and should equal the amount stated in notice letter
- No interest will be charged against the debt if agreement to repay the debt in lump sum or by payment plan within 90 days from the date of debt (date of Agency Signature) on Form 3560-65. The repayment section on the form (25-28) will not be completed, indicating a lump sum arrangement
- If payment agreement is made, can be no longer than 24 months without National Office approval



17

Repayment

- If Payment Agreement over 90 days, interest will be charged at the 3 month Treasury Constant Maturities percentage. The rate used will be the daily rate for the day before the date of debt (Agency Signature) on Form RD 3560-65.



18

Repayment

- Date of debt and date used to figure interest rate is the date the Agency signs form. Therefore, Agency signature will be the same OR prior to Debtor signature.
- It will be very important to be in close contact with Agency and tenant when completing the 3560-65.



19

Repayment

- Any repayment agreement with the tenant will have the date of first payment due on the 15th of the month and at least 21 days from the fax date of Form 3560-65. This will give St. Louis time to create the account and get the first billing out.
- Equal installments rounded up to the nearest dollar will be used to repay by the final due date. Both payment amounts entered on the Form 3560-65 will be the same amount.



20

Sample UA Scenerio

- Borrower discovers tenant has job that was not reported
- Borrower gets information from employer and calculates correct amount of tenant income and rent.
- Borrower completes HB Letter 304 including the amount of unauthorized assistance, sends to tenant, with a copy to Agency .
- Tenant meets with borrower and agrees to amount and is willing to sign repayment agreement, agreeing to equal payments for 12 months.



21

Sample UA Scenerio

- Borrower works with Agency to get interest rate – agreement will be signed today (9-20-11) by Agency tomorrow (9-21-11) by Debtor.
- Interest rate on chart for (9-19-11) is .01%
- See sample agreement and Level Debt Installment.



22

The Servicing Office Official has this form and can figure the installments.

LEVEL DEBT INSTALLMENT
for Form 3560-65

1999-2010 USDA Rural Development Form 3560-65 (Revised 08/08)

Agency Payment Code: 0000

Debtor Information
 For Deb: 0000000000
 Other Name: 0000000000
 Date of Debt: 00000000

Installment = \$ 317.00

Interest Rate
 Interest Rate: 0.01%
 Pay Period: 00000000
 Rental Assistance Code: 00000000
 Other Code: 00000000
 First to Service PFD: 00000000
 First Due Date: 00000000
 Last Due Date: 00000000
 Total Payments Due: 00000000

Check in Box:
 1. Debtor is a tenant of the Agency.
 2. Debtor is a former tenant of the Agency.
 3. Debtor is a former tenant of the Agency who is currently a tenant of another Agency.
 4. Debtor is a former tenant of the Agency who is currently a tenant of another Agency and is currently a tenant of the Agency.
 5. Debtor is a former tenant of the Agency who is currently a tenant of another Agency and is currently a tenant of the Agency and is currently a tenant of the Agency.

Agency Signature: _____ Date: _____
 Debtor Signature: _____ Date: _____

USDA Rural Development
 Contact Phone No: 202-253-3939
 Document Date: 1/2008

Please include this document with the Form 3560-65 Form 28545 to DCFO (2/12) Use V. 1.0

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The Servicing Office Official will sign this form in all cases prior to faxing to DCFO.

1999-2010 USDA Rural Development Form 3560-65 (Revised 08/08)

Agency Payment Code: 0000

Debtor Information
 For Deb: 0000000000
 Other Name: 0000000000
 Date of Debt: 00000000

Installment = \$ 317.00

Interest Rate
 Interest Rate: 0.01%
 Pay Period: 00000000
 Rental Assistance Code: 00000000
 Other Code: 00000000
 First to Service PFD: 00000000
 First Due Date: 00000000
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Check in Box:
 1. Debtor is a tenant of the Agency.
 2. Debtor is a former tenant of the Agency.
 3. Debtor is a former tenant of the Agency who is currently a tenant of another Agency.
 4. Debtor is a former tenant of the Agency who is currently a tenant of another Agency and is currently a tenant of the Agency.
 5. Debtor is a former tenant of the Agency who is currently a tenant of another Agency and is currently a tenant of the Agency and is currently a tenant of the Agency.

Agency Signature: _____ Date: _____
 Debtor Signature: _____ Date: _____

USDA Rural Development
 Contact Phone No: 202-253-3939
 Document Date: 1/2008

Please include this document with the Form 3560-65 Form 28545 to DCFO (2/12) Use V. 1.0

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Q&A from Training Sessions

IDENTIFYING UNAUTHORIZED ASSISTANCE (CONT.)

- Q5: We have a former site manager that left the property and was paying a tenant for work. Income was not reported, is it management error or tenant error.
- A: It is the tenant's responsibility to report all income, but if the management agent was aware of the income they should also be responsible to report and verify all income. It would appear in this case the management agent would have been in error since they did not do their due diligence in reviewing the tenant's documentation when they know of this income.
- Q6: We have some zero income tenants that we found out have in-kind contributions that were not counted. Would we treat this as unauthorized assistance?
- A: In-Kind contributions would be considered like income so you should go through the same process of determining UA as if they failed to report any other type of income.
- Q7: If we send the first letter (HB Letter 304) and say UA is \$10,000 and then in checking into it, UA should only be \$8,000, do we have to start all over again?
- A: No in the final determination notice (HB Letter 305) you would explain the calculations and the final amount. The final amount would be on the 3560-65.



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Q&A from Training Sessions

IDENTIFYING UNAUTHORIZED ASSISTANCE

- Q8: Can we require tenant education or training of some kind to try to eliminate unauthorized assistance - educate them on the consequences.
- A: There is a Fact Sheet (PA 1998) for tenant rights and responsibilities that the managers should be using with applications and you can give out at supervisory visits. The Fact Sheet is entitled Things You Should Know About USDA Rural Rental Housing.
<http://www.nrc.usda.gov/nrc/publications.html>



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Q&A from Training Sessions

Form 3560-65 - AGREEMENT ISSUE

- Q9: If the bill is being sent to the tenant and the tenant pays and then stops how will management know?
- A: DCFD will follow up with the tenant and the borrower has no further responsibility for collection.
- Q10: If the agreement extends out up to 3 years and the management company is no longer involved, after a few months, they will no longer be aware if there is a payment agreement, is there any way to track in MIRC that they will be notified that the tenant has vacated?
- A: If agreement is between tenant and management (old agreement), management will know when tenant moves out and notify RD to be referred to cross servicing. If agreement is between tenant and agency (new form), it is just like any other debt and management agent is not involved at that point. When using the new form, DCFD will service and if a payment is missed, refer to Cross Servicing.



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Q&A from Training Sessions

MOVE OUT ISSUES

- Q11: If there is a move out - can we no longer enter into an agreement with them with a 3560-65, do we have to go straight to Treasury?
- A: An agreement can still be obtained from the tenant even if they move out, but if they are not willing to enter into the agreement, it will be submitted to Treasury offset.
- Q12: If a tenant moves out, how much effort do we make to get a forwarding address? Should we send a postal request in?
- A: If old agreement, management will send to you if there is forwarding address, if not it will go to cross servicing. Don't go into great effort. If they leave one, notify DCFD. If not Cross Servicing will take care of it.



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Contact: Darin Leach, Public Information Coordinator
Phone: (515) 284-4747 (office); (515) 669-5691 (cell)
E-mail: Darin.Leach@ia.usda.gov

Information about Filing Claims of Discrimination Against the USDA is Available to Women Farmers and Hispanic Farmers

DES MOINES, Iowa – June 29, 2011 – Women farmers and Hispanic farmers who believe they were improperly denied farm loan benefits from the U.S. Department of Agriculture (USDA) between 1981 and 2000 because they were female or Hispanic may be eligible to apply for compensation.

The first step in determining a farmer's eligibility for compensation through claims of discrimination against the USDA is to request a claims package. Packages may be obtained by visiting www.farmerclaims.gov or by calling the Farmer and Rancher Call Center at 888-508-4429.

Those who believe they have a claim should contact a lawyer or other legal services provider in their community if they have legal questions. The USDA cannot provide legal advice.

The program, which the USDA announced earlier this year with the Department of Justice, provides up to \$50,000 for each Hispanic farmer or woman farmer who can show that the USDA denied them a loan or loan servicing for discriminatory reasons for certain time periods between 1981 and 2000.

This claims process offers a streamlined alternative to litigation and provides at least \$1.33 billion in compensation, plus up to \$160 million in farm debt relief to eligible Hispanic farmers and women farmers.

###

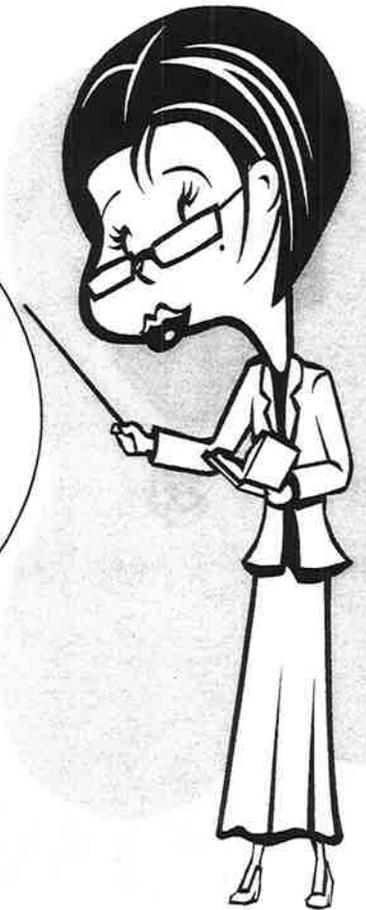
WHAT IS A PROTECTED BASIS?

- Race
- Color
- National Origin (Ethnicity)
- Religion
- Gender
- Age
- Marital or Familial Status
- Source of Income
- Sexual Orientation
- Disability



Department Regulation 4330-001

It is USDA policy to ensure no person is subject to prohibited discrimination in USDA conducted programs and activities based on **race, color, national origin, sex, religion, age, disability, marital status, familial status, parental status, sexual orientation, retaliation** or because all or part of an individual's income is derived from any **public assistance program.**



Self Evaluation

- Review the self evaluation at the time of the compliance review.
- Was it conducted with the assistance of persons or organizations who are knowledgeable about accessibility issues?
- Evaluate both structural barriers AND policies and procedures.

Transition Plans

- If it is necessary to remove structural barriers, a **Transition Plan** must be developed with the assistance of persons or organizations who are knowledgeable about accessibility issues.



Transition Plans Must Contain:

- List of physical obstacles that limit accessibility to persons with disabilities
- Description in detail of methods planned to make facilities accessible
- Specify a schedule for accomplishing accessibility
- Identify person responsible for implementation



Transition Plan Documentation

*A transition plan, if necessary to remove structural barriers, must identify obstacles that limit accessibility, describe the methods that will be used to make the facility accessible, specify the schedule to achieve full program accessibility, and identify the person responsible for implementation. The plan should **transition** the borrower from non-compliance into full program accessibility.*

Project Name and Address: _____

Date project ready for occupancy: _____

Person(s) responsible for implementation: _____

People/org consulted: _____

Using the chart below, 1) Identify physical obstacles in the borrower’s facilities that limit the accessibility of its programs or activities to persons with disabilities; 2) Describe, in detail, the methods that will be used to make the facilities accessible; and 3) Specify the schedule for taking steps necessary to achieve full program accessibility- if the time period of the transition is longer than **1 year**, identify steps that will be taken during each year of the transition period; 4) estimate the date of completion. Please note that the total duration of the plan should be no more than 3 years, before the end of which should achieve total accessibility. (Please attach additional pages as necessary.)

Anticipated Correction of Physical Obstacles identified in the Self-Evaluation:

| Accessibility Issues | Detailed method to make facility accessible: | Estimated Costs: | Target date of Completion: |
|----------------------|--|------------------|----------------------------|
| | | | |
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USDA RD staff will follow up on the completion of the items noted above. Retention: The Borrower is required to maintain a record of the transition plan for at least 3 years. The record must be made available for public inspection and be provided to the Agency. The Agency will maintain a copy for the life of the loan.

Existing Property Accessibility Checklist

| | | |
|--------------------------|---|--|
| DISCLAIMER | This information was developed to assist CNA Providers in developing repair lists for existing MFH properties financed through USDA Rural Development's Section 515 program, as part of a Capital Needs Assessment (CNA). This analysis was not intended to address all accessibility requirements of any Federal, State, or local laws or regulations nor should this information be relied on for that purpose. To ensure full compliance, borrowers, architects, loan officials, CNA Providers, contractors, and other interested persons should refer to the Uniform Federal Accessibility Standards, the HUD Fair Housing Accessibility Guidelines, the Americans with Disabilities Act Accessibility Guidelines, and all other applicable Federal, State, and local standards. Please be aware that the owner(s) of this building are responsible for compliance of all applicable accessibility regulations. | |
| SITE - | (For each item, enter "Y" for "Yes", "N" for "No", or "NA" for "Not Applicable" in the first column. For each "N", transfer into the CNA a cost estimate for correction. Include details, notes, or photographs as appropriate to explain the situation.) | |
| Parking: | 1. | Proper number of accessible spaces? (min. 1 / accessible unit + 1 visitor / office space – UFAS 4.1.1(5)(d)) (min. 2% of parking - DM 2.23) (must meet both) |
| | 2. | Proper width (8' wide min.) and access aisle adjacent? (5' wide min.) (UFAS 4.6.3) (DM 2.21) |
| | 3. | Correct slope of accessible parking / access aisle (2%). (No ramp projecting into access aisle or parking space.) (UFAS 4.6.3) |
| | 4. | Visible designation sign? (not obscured by vehicle due to height of sign post) (UFAS 4.6.4) (DM 2.21) |
| | 5. | Shortest distance (closest space to accessible apartment, office, laundry, or site amenity) (UFAS 4.6.2) (DM 2.20) |
| Accessible Route: | | |
| | 1. | Curb cuts with flared sides (1:10 max) from parking to sidewalk, and where accessible route crosses pavement (UFAS 4.7.1 and 4.7.5) (DM 2.22) |
| | 2. | Sidewalk adjacent to parking provides minimum 36" width accessible route beyond car's overhang (UFAS 4.3.3) |
| | 3. | Accessible route links all elements on site (min. 36" wide, 8% slope max.): accessible units (UFAS), adaptable units (DM), common areas, mailboxes, trash areas, common laundry, amenities, etc. (DM 1.6, 2.8, 2.9, 2.16) (UFAS 4.1.1, 4.3.2, 4.3.3, 4.34.7.1) |
| | 4. | Accessible route includes no changes in level greater than 1/2" unless beveled or ramped (UFAS 4.3.8) |
| | 5. | If accessible route slope exceeds 5%, constructed as a ramp (UFAS 4.8) (DM 1.7-1.8) |
| | 6. | Ramps provided have max. 1:12 (8.3%) slope, min 36" width, and cross slope |

(Attachment F)

| | | |
|--|-----|---|
| | | max. 1:50? (UFAS 4.8.2, 4.8.6) (DM 1.7, 1.8) |
| | 7. | Ramps with greater than a 6" rise or 72" length, handrails on both sides (UFAS 4.8.6) (DM 1.8) |
| | 8. | Ramps with drop-offs have curbs or edge protection min. 2" high (UFAS 4.8.7) |
| | 9. | Handrails extend 12" beyond both ends of ramp (UFAS 4.8.5) (DM 1.8) (May be omitted only if extension would obstruct a path of travel, no matter how designed.) |
| | 10 | If stair in circulation path and open underneath, protect stair bottom below 80" headroom with stair protection up to 27" high maximum (UFAS 4.4.2) (DM 2.18) |
| | 11 | Exterior stairs or interior common use stairs do not have open risers (at least partially closed) (UFAS 4.9) (DM 2.17) |
| COMMON AREAS - (halls, community rooms, laundries, lobby, etc.) | | |
| | 1. | Entrance threshold max, 1/2" at entry (UFAS 4.13.8) (DM 1.11) |
| | 2. | Doorways 32" min. clear width (UFAS 4.13.5) (DM 1.11) |
| | 3. | Lever hardware required (UFAS 4.13.9) (DM 1.11) |
| | 4. | Floor covering is stable, firm, slip resistant. Carpeting, if provided, is low pile (UFAS 4.5.3) |
| | 5. | Switches / outlets / thermostats / controls within reach range? (typically 15" - 48") (UFAS 4.27) (DM 5.3-5.9) |
| | 6. | If provided, restrooms fully accessible: 18" clearance on pull side of door; maneuvering room (5' circle or T-shape); correct grab bars; bottom of mirror 40" max. above floor; lavatory 34" max. high, open beneath, lever faucets, & pipes covered. (UFAS 4.19 & 4.22, fig 28,29 & 30) (DM 2.28-2.30) (NOTE: maneuvering room not required if restroom is one lavatory and one water closet and provides a 30" x 60" clear space outside swing of door) *(See note) |
| | 7. | If common kitchen provided, accessible route into, sink accessible: 34" or less high, open beneath, lever faucets, & pipes covered (UFAS 4.1.1, 4.24) (DM 2.14) |
| | 8. | Laundry - at least one front loading washer and dryer, located in laundry nearest each accessible unit(s) (UFAS 4.34.7.2) |
| | 9. | Washer / dryer controls within reach and 30' x 48" clear space at door / washer / dryer / sink (UFAS 4.2, 4.13, 4.24) (DM 2.26 - 2.27) |
| | 10. | Playground - if provided, must be on an accessible route (accessible play equipment not required) (UFAS 4.1.1) (DM 2.9) |
| | 11. | Mailboxes - 30" X 48" clear space, some boxes within 9" - 54" reach range (UFAS 4.1.1, 4.2) (DM 1.6 and 2.10) |
| | 12. | Dumpster / trash areas – on accessible route, opening within reach range (typically 9" - 54") (UFAS 4.1.1) |
| PUBLIC AREAS - (onsite office, community room / etc. if open to more than tenants and guests) | | |
| | 1. | Meet all COMMON AREAS requirements (see above) |

| | | |
|--|----|--|
| | 2. | Van accessible parking space with proper width (8' wide min. or 11' wide universal space) (ADAAG 4.6.3) (DM 2.6 and 2.8) |
| | 3. | Access aisle adjacent to van space (8' wide for 8' space, 5' wide for 11' universal space) (ADAAG 4.6.6) (UFAS 4.6.3) (DM 2.8) |
| | 4. | Visible designation sign and "Van-accessible" sign (not obscured by vehicle) (UFAS 4.6.4) (ADAAG 4.6.4) (DM 2.21) |
| | 5. | Correct slope of accessible parking / access aisle (2%). (No ramp projecting into access aisle or parking space.) (ADAAG 4.6.3) |
| | 6. | Van accessible parking located on shortest accessible route (closest space to office or public space) (ADAAG 4.6.2) |
| ACCESSIBLE UNITS - (5% of total units required if constructed after 6/10/82 per USDA Departmental Regulations at 7 CFR 15b) | | |
| General: | 1. | Minimum 5% of total units fully accessible (NOTE: Always round up. A 20 unit project requires 1 fully accessible unit. A 21 unit development requires 2 fully accessible units.) (7 CFR 15b) (UFAS 4.1.4) (UFAS 4.1.4(11)). |
| | 2. | Unit mix of accessible units reflects unit mix of all apartments (NOTE: If only one accessible unit provided, it would be the prevalent bedroom mix in the complex, usually a 2-bedroom unit. If a second accessible unit is provided, it would be the next prevalent bedroom size, usually a 1 bedroom unit.) (7 CFR 15b) *(See note) |
| | 3. | Entrance threshold max. 1/2" at entry (UFAS 4.13.8) If sliding glass doors provided, threshold beveled to max. 3/4" (UFAS 4.13.8) |
| | 4. | All rooms on a 36" wide accessible route (min. 32" clear at door openings) (UFAS 4.3.3 and 4.34.2(3)) |
| | 5. | Lever type hardware on entrance door (UFAS 4.13.9) |
| | 6. | Switches / outlets / thermostats / controls in reach range? (typically 15" - 48") (UFAS 4.27.3) |
| | 7. | Clothes closets - rod within reach (max. 54" height) (UFAS 4.2.5, 4.25.3) |
| | 8. | Storage (linen, etc.) - some shelving within reach (between 9" and 54" above the floor; for side approach, between 9" and 48" for front approach) (UFAS 4.2.5, 4.25.3) |
| | 9. | Floor covering is stable, firm, and slip resistant. If carpet provided, low pile (UFAS 4.5.3) |
| Kitchen: | 1. | Minimum 40" clearance between opposing sides (60" in U-shaped kitchens) (UFAS 4.34.6.1) |
| | 2. | 30" X 48" clear space at appliances (UFAS 4.34.6.2) |
| | 3. | Work surface - counter 30" wide min., no more than 34" above floor (with clear knee space or removable cabinet) (UFAS 4.34.6.4) |
| | 4. | Wall cabinet storage above work surface 48" max height for at least one shelf (UFAS 4.34.6.10) |
| | 5. | Sink space 34" max. above floor (with clear knee space or removable cabinet), 30" wide min. (UFAS 4.34.6.5) |
| | 6. | Accessible sink controls (lever or push type controls) (UFAS 4.34.6.5(4)) |
| | 7. | Sink pipes insulated / covered (UFAS 4.34.6.5(8)) |
| | 8. | Cabinet hardware accessible (UFAS 4.34.6.10) |

(Attachment F)

| | | |
|--|-----|---|
| | 9. | Front mounted range controls (UFAS 4.34.6.6) Oven self cleaning or adjacent to 30" clear open work space. (UFAS 4.34.6.7) |
| | 10. | Separate switch for rangehood / light within reach range (UFAS 4.34.6.3, 4.27,4.1.2(12)) |
| | 11. | Refrigerator meets requirements (50% of freezer space in reach range) (UFAS 4.34.6.8) |

| | | |
|------------------|-----|---|
| Bathroom: | 1. | 30" x 48" clear floor space at door (UFAS 4.34.5.1) *(See note) |
| | 2. | Knee / toe clearance under 34" maximum height lavatory (or removable cabinet) (UFAS 4.34.5. and 4.19.2) |
| | 3. | Lavatory pipes insulated / covered (UFAS 4.34.5.3, 4.19.4) |
| | 4. | Mirror 40" max. off floor (UFAS 4.22.6) |
| | 5. | 30" x 48" clear floor space at toilet (UFAS 4.34.5.2(1)) *(See note) |
| | 6. | Grab bars in place and anchored securely (at toilet and tub / shower) (UFAS 4.34.5) |
| | 7. | 30" x 48" clear floor space at tub / shower (UFAS 4.34.5.4, 4.34.5.5) *(See note) |
| | 8. | Tub controls located properly (UFAS 4.34.5.4(4)) |
| | 9. | Secure tub seat provided? (if not built in as part of unit) (UFAS 4.34.5.4(2)) |
| | 10. | Hand held shower nozzle, 60" min. long (UFAS 4.34.5.4(5)) |

ADAPTABLE UNITS - (Remaining ground level in buildings with 4+ units first occupied after 3/13/91)

| | | |
|-------------------|----|---|
| General: | 1. | All ground level units on accessible route, or site / building impractical to achieve that accessibility (DM 1.40-1.55) |
| | 2. | Low (max ¾") threshold at primary entry door, max. 4" step other exterior doors (DM 3.10) |
| | 3. | 36' accessible route to all rooms (entry door min. 32" clear opening, passage doors min. 31 5/8" clear opening) (DM 3.3, 3.5, 4.3) |
| | 4. | Switches / outlets / thermostats / controls in reach range? (typically 15" - 48") (DM 5.1-5.9) |
| Kitchen: | 1. | 30" X 48" clear floor space at each fixture and appliance (DM 7.2) |
| | 2. | 31 5/8" min. clear opening into kitchen (DM 3.3, 3.5, 4.3) |
| | 3. | Min. 40" between facing counters (in "U" kitchen, min. 60" if any fixture at bottom of "U" OR 40" min. if sink has removable front) (DM 7.2, 7.7-7.16) |
| Bathroom: | 1. | Blocking for grab bars in place (DM 6.1-6.16, 7.33) |
| | 2. | 31 5/8" min. clear opening door to bath (DM 7.33) |
| | 3. | 30" x 48" clear space for wheelchair to enter, close door, and exit, outside of the door swing (DM 7.33) |
| | 4. | 30" x 48" clear space for wheelchair at each fixture (DM 7.33) |
| COMMENTS - | | Note if project has water fountains, public telephones, or other site amenities that require accessibility, and if they comply or not. (Per UFAS, or UFAS and DM if built after 3/13/91.) |
| | | Include details, notes, or photographs as appropriate to explain the situation for accessibility shortcomings. |

| | |
|---------------|--|
| NOTE - | The CNA process indicates work with an existing building. RD recognizes that it may not be possible to make an existing structure as accessible as new construction. Items marked "(See note)" particularly may be difficult or impossible to achieve without great expense. For those items, provide as much accessibility as possible without moving walls or relocating units. Relocating walls in bathrooms may be necessary if it is impossible to provide space for a wheelchair outside the swing of the door, and / or a useable bathroom will not result. Always when working with an existing building, seek accessibility "to the extent possible". |
| | With multiple accessibility requirements, the more restrictive code or regulation applies. |
| KEY - | UFAS = Uniform Federal Accessibility Standard (implements Section 504 of the Rehabilitation Act of 1973) (Implementation date for Rural Development was 6/10/82. Projects funded after that date must have accessible common areas and 5% fully accessible units.) See http://www.access-board.gov/ufas/ufas-html/ufas.htm |
| | ADAAG = Americans with Disabilities Act Accessibility Guidelines. (Implementation date 1/26/93. Projects funded after that date, or performing repairs after that date must comply.) See http://www.access-board.gov/adaag/html/adaag.htm |
| | DM = HUD's Fair Housing Act Design Manual (implements the Fair Housing Act Accessibility Guidelines) (Implementation date was 3/13/91. Projects funded after that date must provide adaptable ground level units, or all units in elevator buildings, in buildings of four or more units. Common areas must be accessible.) See http://www.huduser.org/portal/publications/PDF/FAIRHOUSING/fairfull.pdf |

How to Use the MINC - Task Calendar

- Management Agents will log into their MA User Account;
- Select Task Calendar;
- Select the property;
- Select one or more of Supervisory Activities, Tenant Certifications, and Findings;
 - Supervisory Activities are defined as planned activities according to a predetermined schedule or regulatory requirement. Examples of these activities include Submission of Financial documents, AFHMPs, Management Certifications, Supervisory Visits, Compliance Reviews, Physical Inspections, etc.
 - Findings are defined as “when the Agency “finds” that a borrower is not operating in accordance with the loan or grant agreement, with Agency regulations, or with applicable local, state, or Federal laws.” HB-3-3560, Chapter 9.
- Search data by either status (due/overdue, due, or overdue) OR date range; submit report. (Recommend to select by “due/overdue”)
- The system will then reflect the activities requested based on the status selected. This list can also be printed.



- Send Files
- Fill-A-Form
- Review Transactions
- Project Worksheets
- Payments
- New Borrower ID's
- Task Calendar**
- Income Limits

Task Calendar

Task List

Printable List

WINDY GARDENS APTS - 554451203 01 8

PROJECT FINDINGS

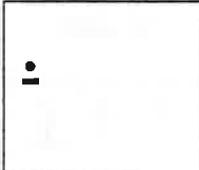
- No Compliance To Trnstion Plan 2009
- Non-compliance 2009
- Not Received (tax Receipt) 2010

SUPERVISORY ACTIVITIES

- 2010
- DUE 09/30/2010 TAX RECEIPT - 2010
 - DUE 12/31/2010 3550-7 (PROPOSED) - 2011
- 2011
- DUE 03/31/2011 3550-7 (ACTUAL) - 2010
 - DUE 03/31/2011 BALANCE SHEET - 2010
 - DUE 03/31/2011 TAX RECEIPT - 2011
 - DUE 03/01/2011 INSURANCE - FIDELITY - 2011
 - DUE 07/01/2011 FINANCING STATEMENTS - 2011
 - DUE 07/01/2011 FINANCING STATEMENTS - 2011
 - DUE 03/31/2011 AUP - 2010
 - DUE 03/31/2011 AUDIT - 2010
 - DUE 03/01/2011 INSURANCE - PACKAGE - 2011
- 2012
- DUE 08/29/2012 PHYSICAL INSPECTION- TRIENNIAL - 2012
 - DUE 08/29/2012 SUPERVISORY VISIT - 2012
 - DUE 03/03/2012 AFHMP - 2011
 - DUE 01/01/2012 MANAGEMENT CERTIFICATION - 2012
 - DUE 10/07/2012 COMPLIANCE REVIEW - 2012

TENANT CERTIFICATIONS

- DUE 11/30/2010 Certification - A-1
- DUE 08/31/2010 Certification - A-2
- DUE 03/31/2011 Certification - A-3
- DUE 06/30/2011 Certification - A-4
- DUE 12/31/2010 Certification - A-5
- DUE 06/30/2011 Certification - A-6



TWO NEW MINC ENHANCEMENT

No. 1 - Task Calendar

- In an effort to help resolve the Agency's problem of follow-up with Management Agents &
- To provide more information to the Management Agents –
- The Agency has enhanced the Management Interactive Network Connection (MINC) System that will –
 - Provide Management Agents with list of opened findings, overdue documents, upcoming documents/visits due and status of Tenant Certifications



You are here: [Home](#) | [Select Search Criteria](#)

Task Calendar

Select Search Criteria

Project:

Type of data to display (one or more may be selected):

- Supervisory Activities
- Tenant Certifications
- Project Findings

Search for the data by (choose one):

Status:

Date Status:

End:

Last Modified: 07/14/2010