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## HUD Contract Administration Section

[www.ohcs.oregon.gov](http://www.ohcs.oregon.gov)

December 23, 2013

### SECTION 8 PROGRAM UPDATES

The HUD Contract Administration staff wishes all of you a  
**Happy Holiday Season**

#### **FY 2014 Income Limits Released**

HUD released the FY 2014 income limits were released on Wednesday, December 18, 2013 and are effective as of that date. The income limits can be accessed at <http://www.huduser.org/portal/datasets/il/il14/index.html>. Please be sure to update the limits in your system immediately for all move-in and initial certifications effective 12/18/2013 and later.

#### **SOCIAL SECURITY 2014 COST OF LIVING INCREASE**

The Social Security Administration announced that the 2014 cost of living increase will be 1.5 percent. The 2014 Part B premium will remain the same as the 2013 premium of \$104.90. For implementation requirement/guidance, refer to the following excerpt from Handbook 4350.3, Rev-1, Change 4, 9-6 B. 1:

*"e. Benefits that include the cost of living adjustments (COLAs) are not available from SSA for uploading into EIV until the end of the calendar year.*

*When processing recertifications with an effective date of January 1, February 1, March 1 and April 1, in order to complete the Recertification Steps outlined in Chapter 7, Figure 7-3, and provide the tenant with the required 30-day notice of any increase in rent, the owner must use one of the methods below for determining the tenant's income.*

*(1) Use the benefit information reported in EIV that does not include the COLA as third party verification as long as the tenant confirms that the income data in EIV is what he/she is receiving;*

*(2) Use the SSA benefit, award letter or Proof of Income Letter provided by the tenant that includes the COLA adjustment if the date of the letter is within 120 days from the date of receipt by the owner;*

*(3) Determine the tenant's income by applying the COLA increase percentage to the current verified benefit amount and document the tenant file with how the tenant's income was determined; or*

*(4) Request third party verification directly from SSA when the income in EIV does not agree with the income the tenant reports he/she is receiving. (See Paragraph 9-15)*

*(5) All recertifications effective after April 1 **must** reflect the SSA benefit that includes the COLA."*

## **HUD REVISED UTILITY ALLOWANCE POLICY CLARIFICATIONS**

On November 6<sup>th</sup> we received an email regarding a Notice to be issued by HUD concerning Utility Allowance (UA) calculations. The email stated this Notice should be published by the end of the year. As soon as it is published we will make any necessary updates to our UA Policy and send both Policy and Notice to Owners and Agents. In the meantime, the email did make two changes that were effective immediately: (1) that all non-section 8 units are to be excluded from the UA analysis; and, (2) new minimum/maximum guidelines for the analysis. In a Project with:

1-10 units - minimum of 3 per unit type (in Projects where there are not 3 units of a specific type we will have to work with what is available and be reasonable in our conclusions);

11 plus units – 20% with a maximum of 20 per unit type.

All other previous guidance remains in place until further clarification is received from HUD; e.g., the removal of high and low usages prior to calculating the monthly average (the removal of high/low should be implemented only when 5 or more units of a unit type are available for calculation purposes). Please take advantage of the new min/max guidelines which should help reduce your UA analysis processing time. Attached is the revised OHCS policy containing the clarifications as outlined in this memo. If you have questions regarding any aspect of the UA analysis, please let us know.

## **HUD HANDBOOK 4350.3, REV-1, CHANGE 4 REVISED TRANSMITTAL**

A revised transmittal posted to HUDCLIPS can be accessed at [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/administration/hudclips/handbooks/hsg/4350.3](http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/handbooks/hsg/4350.3). HUD delayed implementation of the requirements found in Handbook 4350.3 REV1 Change 4 until December 15, 2013. Any change that requires modification to the TRACS software has an implementation date of March 1, 2014.

Also included in the revised transmittal, all appendices associated with Chapter 9 in Change 3 have been removed and Appendix 3 has been updated to match the verification requirements found in Change 4. Miscellaneous typographical errors has been corrected. The file that contains the entire handbook is currently being completed. As of today, it is not yet available on HUDCLIPS. Keep checking the following address for the completed file:

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/administration/hudclips/handbooks/hsg/4350.3](http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/handbooks/hsg/4350.3).

## **HUD REGION X WEBSITES**

The HUD Region X website has lots of good information that pertains to Oregon affordable housing owners. There have been many updates since the last OHCS memo was sent. To keep up on the latest information, click the links below:

<http://portal.hud.gov/hudportal/HUD?src=/states/shared/working/r10/mf/whatsnew>

<http://portal.hud.gov/hudportal/HUD?src=/states/shared/working/r10/mf/xmfhsgmanageinfo>

## **INDUSTRY TRAINING OPPORTUNITIES**

- Quadel Consulting will teach the Assisted Housing Manager (AHM) course in Portland, Oregon on March 11-13, 2014. You can register at the following site: [http://quadel-web.ungerboeck.com/reg/reg\\_p1\\_form.aspx?ct=WORKSHOP&EventID=6979&oc=10](http://quadel-web.ungerboeck.com/reg/reg_p1_form.aspx?ct=WORKSHOP&EventID=6979&oc=10)
- Many training opportunities can be found online by using one of the search engines.
- The following link will take you to a Calendar of Events on the HUD RHIIP website (go to RHIIP Support and Training at the bottom of the page): [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/housing/mfh/rhiip/mfhrhiip](http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/mfh/rhiip/mfhrhiip)

***If you have problems with any of the links in this memo, try the following:***

- 1. First, hold down the Ctrl key and click on the link, or***
- 2. If #1 did not work, highlight the link and copy/paste it into the browser address bar.***
- 3. OHCS Section 8 memos are posted to the OHCS website at [http://www.oregon.gov/ohcs/pages/hca\\_communication\\_memos.aspx](http://www.oregon.gov/ohcs/pages/hca_communication_memos.aspx). (There is a delay in posting the new memos.)***