



PAULHUS & ASSOCIATES

SPECIALIZING IN HUD TRAINING, SERVICE & SUPPORT

PROJECT BASED  
**MULTI-FAMILY CONSULTING  
& SUPPORT**



## WHO WE ARE

Headquartered in central Pennsylvania

35 years working with project-based multi-family properties

Specialize in Section 8, 202/8, 202 PACs, PRAC 811, and PRAC 202s

Operate in all 50 states, Puerto Rico, and US Virgin Islands

Support TRACS, EIV, MOR Prep & Resolution, File Audits, and Full Service Bureau

## SERVICE BUREAU ENTERPRISE INCOME VERIFICATION (EIV)

HUD MANDATES THAT EACH PROPERTY UTILIZE THE ENTERPRISE INCOME VERIFICATION (EIV) SYSTEM IN ITS ENTIRETY. THIS INCLUDES CREATING HUD DESIGNATED MONTHLY AND QUARTERLY REPORTS ALONG WITH INCOME AND DISCREPANCY REPORTS FOR ANNUAL AND INTERIM CERTIFICATIONS.

**Paulhus & Associates EIV Service Bureau is designed to run EIV reports on your behalf. The reports are saved as a PDF file and placed on our secure FTP site for your retrieval. Ad hoc reports, such as Existing Tenant Search, income and discrepancy report for interims and the summary, income and discrepancy report for move-ins are requested as needed. These ad hoc reports are run within 48 hours of the receipt of the form and placed on the FTP site.**

### Our program includes:

- Completing all required reports for you on a monthly basis
- Completing all reports for annual recertification, interims, initial certifications, and applications as needed
- Completing required reports for new applicants
- Assistance with discrepancy resolution
- Assistance with MOR Compliance monitoring





## SERVICE BUREAU TENANT RENTAL ASSISTANCE CERTIFICATION SYSTEM (TRACS)

PAULHUS & ASSOCIATES WILL ENSURE ALL ASPECTS OF TRACS ARE MANAGED. OUR HUD ANALYSTS WILL ALSO PROCESS HOUSING ASSISTANCE PAYMENTS (HAP), TRANSMIT VOUCHERS THROUGH HUD'S TRACS, AND PROCESS GROSS RENT CHANGES. OUR SERVICE BUREAU OFFERINGS INCLUDE SPECIAL CLAIMS PROCESSING, VERIFICATION LETTER TRACKING, HUD-COMPLIANT WAIT LIST MANAGEMENT, RESIDENT SCREENING, AND PRE-QUALIFYING.

### **Our program includes:**

- Produce 50059 data sheet with property provided assets, income, and expenses for all tenants
- Produce lease and lease amendments
- Produce initial, 120, 90 and 60 re-certification notices
- Create, reconcile and transmit vouchers electronically to HUD or your CA
- Correct any error messages returned from TRACS according to field office instructions and HUD guidelines
- Produce all necessary Excess Income Reports
- Produce HAP Voucher monthly
- Process Gross Rent Changes
- Produce Verification Letters
- Provide LIVE support for compliance related issues



## HAP SUBSIDY RECOVERY

SINCE THE INCEPTION OF THE PERFORMANCE BASED CONTRACT ADMINISTRATOR PROGRAM, PROPERTIES ACROSS THE COUNTRY HAVE LEFT SUBSIDY DOLLARS UNCLAIMED. THE PRIMARY REASON FOR THIS IS TRACS ERRORS THAT HAVE NEVER BEEN CORRECTED.

**Paulhus & Associates has found that nearly 60% of all Section 8, Section 202/PRAC, and Section 811 properties have outstanding subsidy dollars just waiting to be collected. In some cases, the outstanding subsidy can total hundreds-of-thousands of dollars for a single property.**

### **Our team of voucher specialists will complete the following:**

- Thorough analysis of your HAP voucher requests over the past 24 to 36 months
- Thorough analysis of your CA HAP voucher reconciliation reports

### **Once we determine the approximate amount of outstanding subsidy dollars, the team will:**

- Review TRACS submissions via HUD Secured Systems and document inaccuracies
- Re-create a valid action for each TRACS error found
- Submit the retroactive certifications to HUD or your CA on your behalf
- Follow each submission to ensure payment



## SERVICE BUREAU PLUS FULL HUD COMPLIANCE

SERVICE BUREAU PLUS CUSTOMERS RECEIVE ALL OF THE BENEFITS OF TRACS AND EIV PLUS A DEDICATED COMPLIANCE ANALYST TO WORK DIRECTLY WITH PROPERTY MANAGEMENT/OWNER TO OBTAIN ALL OF THE REQUIRED DOCUMENTATION TO COMPLETE ALL TYPES OF CERTIFICATIONS. THE COMPLIANCE ANALYST COMPLETES ALL THE COMPUTATIONS AND SENDS BACK TO THE PROPERTY A PACKET THAT CAN BE INSERTED IN THE TENANT FILE COMPLETE.

### **This service includes:**

- Recertification Notices (120-day, 90-day and 60-day) as required by HUD
- Recertification Packets that include the required forms ready for distribution to the tenant (can be sent directly to the tenant)
- Assistance in obtaining all required verifications for the certification
- Based on the information obtained from the tenant and/or property management, the Compliance Analyst will calculate the income, assets and allowable expenses
- HUD 50059, Initial Notice, Rent Change Notice and corresponding model lease/lease amendments for the type of certification processed
- HUD 50059 forms, Initial Notices, Rent Change Notices and corresponding model lease/lease amendments as required for corrections due to EIV Income Discrepancy Reports, EIV New Hire Reports, EIV Deceased Tenant Reports,
- EIV Identity Verification Reports, EIV Multiple Subsidy Reports
- Housing Assistance Payments (voucher) will be created by the Compliance Analyst and the property management/owner simply needs to sign prior to electronic submission
- Monthly and Quarterly required EIV Reports
- Repayment Agreement paperwork (as required)
- Assist the Client in the processing of all necessary corrections to tenant files as per HUD Guidelines
- Review TRACS for compliance percentages and ensure a minimum compliance of 90%
- Other forms that are required by HUD to be in the file



## TENANT FILE AUDITS

A TENANT FILE AUDIT WILL IDENTIFY AND UPDATE, FIX, AND/OR CLEAN-UP ANY MISSING, OUTDATED, OR ERRORED FORMS AND DOCUMENTS. THE AUDIT WILL ENSURE THAT TENANT FILES WILL BE MORE EASILY MAINTAINED AND POSITION THE CLIENT FOR A HIGHER MAINTENANCE OCCUPANCY REVIEW (MOR) SCORE.

### **Each file reviewed will be:**

- Checked for required documents and required signatures/signature dates starting with the move-in certification.
- Annual recertifications will be reviewed going back three years.
- Each move-in and annual recertification will be reviewed for errors in income, assets and allowable expenses.
- Each file will be marked for missing documents and missing signatures
- Required corrections due to inaccurate calculations, inclusion of exempt or exclusion of allowable income, assets or medical expenses are noted so the proper correction can be created in the property's software.
- Missing documents will be noted.
- Missing signatures will be flagged.
- On the spot quick training to assist staff with repetitive errors to ensure understanding of the HUD Guidelines
- A written summary of corrections to be made will be made available upon request prior to the audit



## PROPERTY DOCUMENTATION

THERE IS NO SHORTAGE OF PAPERWORK AND DOCUMENT MANAGEMENT FOR A HAP PROPERTY. FURTHER, IN THE PAST COUPLE YEARS HUD HAS UPDATED GUIDELINES AND REQUIREMENTS FOR VARIOUS DOCUMENTS. FROM COMPLETING A FULL CONTRACT RENEWAL TO UPDATING AN AFHMP, WE CAN HELP.

### Common documents we can complete:

- Contract Renewals
- Affirmative Fair Housing Marketing (AFHMP):  
Required to be updated every 5-years
- Budget Based Rent Increases
- OCAF Rent Increases
- Tenant Selection Plans (TSP)
- Pet Policies
- House Rules
- Application



## TRAINING & CERTIFICATION

PAULHUS & ASSOCIATES TRAINING ENSURES YOUR TEAM IS UP TO DATE ON THE LATEST HUD INFORMATION, GUIDELINES, AND PROCEDURES. IN ADDITION TO THE VIRTUAL CLASSES LISTED HERE, WE ALSO PROVIDE CUSTOM GROUP TRAINING AS WELL AS ONSITE TRAINING.

### Classes Include:

- Subsidized Occupancy Specialist (SOS) Certification – 16 hours
- EIV Coordinator – 2 hours
- EIV Discrepancy Resolution – 2 hours
- EIV in its Entirety – 2 hours
- Fair Housing Act – 2 hours
- Preparing for an MOR – 2 hours
- Resolving MOR Findings – 2 hours
- Tenant File Maintenance – 2 hours
- Understanding TRACS – 2 hours



## NEW PROPERTY DUE DILIGENCE & ONBOARDING

PAULHUS & ASSOCIATES CAN HELP YOU THROUGH A NEW PROPERTY ACQUISITION. FROM DETERMINING THE CONDITION OF THE TENANT FILES AND PROPERTY DOCUMENTATION TO REVIEWING TRACS AND PAST HAP VOUCHERS.

The scope of the offering depends on what the buyer desires, combining the Tenant File Audit offer with the HAP Subsidy Recover, and Property Documentation. This solution is done by a combination of remote and onsite personnel. We also help by supplementing staff, by providing a range of the EIV, TRACS, or Service Bureau Plus offerings until new staff can be on-boarded and trained.



## WHAT WE DO

PAULHUS & ASSOCIATES IS A NATIONAL LEADER IN HOUSING AND URBAN DEVELOPMENT (HUD) SERVICES. WE PROVIDE CONSULTING, COMPLIANCE, AND TRAINING SERVICES TO OVER 200 PROPERTIES NATIONWIDE, INCLUDING PROJECT-BASED MULTIFAMILY PROPERTIES, NAMELY SECTION 8 PROPERTIES, 202/8 PROPERTIES, 202 PACS, PRAC 811, AND PRAC 202S. THROUGH OUR WORK, WE ENSURE OUR CLIENTS' SUCCESS IN COMPLYING WITH HUD REQUIREMENTS AND GUIDELINES.

**Our offerings reduce the cost of maintaining a subsidized site by eliminating the need for full-time, on-site compliance staff and software.**

### **Services we provide include:**

- Service Bureau: EIV, TRACS, Full HUD Compliance
  - Tenant File Audits
- MOR Preparation and Cleanup
- New Property – Due Diligence & On-boarding
  - Subsidy Recovery
- Property HUD Documentation
  - Training & Certification



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