



Frequently Asked Questions

- 1. What if you are interested in submitting a *new* subsidized HUD property such as a 202 or 811 and you don't have a REAC inspection or a Management review?**

Category 1: Inspections

A. Physical Inspections

Item 4 on the application lists "physical inspection by a third-party entity." We will accept a letter from a third party that verifies that the property is "well-maintained" or in "excellent condition" or similar descriptions. (60 points)

B. Other Inspections/Findings

We will accept a letter from a third party that verifies that units, files, etc. are superior, excellent, or satisfactory.

(40 – superior/excellent, 30 – satisfactory)

third party = consultant, CPA, auditor, fire marshal, building inspector, etc.

- 2. Category 1: A - Is this indeed a case of choosing "the best possible" answer? Is it in order of NAHMA's preference listed from top to bottom?**

Yes. If you had to choose between the first 3 items listed under Physical Inspections (Category 1), then you would definitely choose the one that best represents the property's REAC score.

No. The items are not listed in order of NAHMA's preference. You should choose the item(s) that best represents your property.

- 3. What if my auditor did not supply a management letter as stated in Category 2: Financial Management, Item 1?**

We will accept an independent auditor's report on the property's financial statement.

- 4. Can we submit a copy of the audited financial statement dealing with the area of Replacement Reserves for Category 2: Financial Management, Question 2?**

Yes. We will accept a copy of the audited financial statement dealing with the area of Replacement Reserves.

- 5. Category 2: What if we never see financial statements from the property owner? We have a property where this is the case. Would it be acceptable if had the auditor issue us a letter in place of the statement?**

Yes. We will accept an independent auditor's report on the property's financial statement.

- 6. Will you accept a recent 9834 inspection report by the PBCA (Acceptable rating) for Category 2: Financial Management, Question 4 & 5 – Rent Collection?**

Yes. We will accept a recent 9834 inspection report by the PBCA that lists an Acceptable (A) rating.

- 7. Category 3: Employee Credentials - Can you provide a list of the acronym meanings?**

CPO – Certified Professional of Occupancy (NAHMA)
FHC – Fair Housing Compliance (NAHMA)
HCCP – Housing Credit Certified Professional (NAHMA/NAHB)
NAHP – National Affordable Housing Professional (NAHMA)
NAHP-e - National Affordable Housing Professional – Executive (NAHMA)
RAM – Registered in Apartment Management (NAHB)
ARM - Accredited Residential Manager (IREM)
CAM – Certified Apartment Manager (NAA)
CPM – Certified Property Manager (IREM)
COS – Certified Occupancy Specialist (NCHM)
AHM - Assisted Housing Manager (Quadel)
CAMT - Certified Apartment Maintenance Technician (NAA)
C3P - Certified Credit Compliance Professional (Spectrum)
S.T.A.R. – Spectrum Training Award Recipient (Spectrum)

- 8. Category 3: Employee Credentials - How many managers do we cap it at for the credentials? Do the people have to work on the property full time to be counted (we have some people that rotate around to different properties)?**

The only cap is the 70 points maximum point value. Any staff member (varying from all levels of management) that is has an impact on the property can be counted. They do not have to work at the site full time.

9. Category 3: Employee Credentials - What if I do not have a copy of my certificate to “prove” that I have my designation?

There are a few ways to provide “proof” if you do not have your certificate.

Search for your name on the online credential directory - http://www.nahma.org/search/NAHMA_search.cfm - and print off the page.

Make a copy of the page that you are listed on in the printed version of the NAHMA 05/06 Certification Directory.

Provide a copy of your congratulatory letter.

10. Category 4: Programs and Services – At a small Section 8 family property (48 apartments), where HUD reduced the rents by \$50.00 per unit, we qualify for all categories but this one as it does not have the funds nor the # of residents to meet the 45 minimum point total. There is only a part-time property manager, in addition to our supervisor and occupancy specialist.

We will accept any programs and services that the property provides to the residents. They don't necessarily have to be staff driven; they can be coordinated by volunteers. For example, the residents might get together for an after school homework program, a summer BBQ, or to sign holiday cards. These events can all be staffed by volunteers.

11. Category 6: Required Reports – Do we just submit the same documents that will be provided in Category 1 and Category 2?

Yes.

12. Category 6: Required Reports - What is HUD/RHS? HFA/LIHTC?

HUD – Dept. of Housing and Urban Development
RHS – Rural Housing Service
HFA – Housing Finance Agency
LIHTC – Low Income Housing Tax Credit