

OREGON HOUSING AND COMMUNITY SERVICES

Management & Occupancy Reviews



May 21, 2026

Nathan Robedeaux, MOR Manager

Keri Smith, Compliance Officer III – Quality Assurance

Corinna Tanguy, Compliance Officer II – MOR Team Lead

Casey Sparks, Compliance Officer II

Agenda

- The process of the Management & Occupancy Review (MOR)
- The purpose of the MOR
- Scheduling and confirmation emails: why they are necessary
- A guide to MOR inspections (NSPIRE/REAC)
- Day of the MOR: What to expect!
- The report, management responses and OHCS follow ups
- Q&A

Learning Goals



01

Understanding why we do what we do.

02

What is the purpose of the MOR and the information we ask for?

03

Developing a better understanding of the MOR process.

04

You are not alone.

- We are here to help you get through this.

HUD MOR PROCESS OVERVIEW

General Appearance and Security

- Physical inspection, crime, security

Follow-up and Monitoring of Project Inspections

- REAC inspection, NSPIRE

Maintenance and Standard Operating Procedures

- Maintenance policies, work order logs, unit turnovers

Leasing and Occupancy

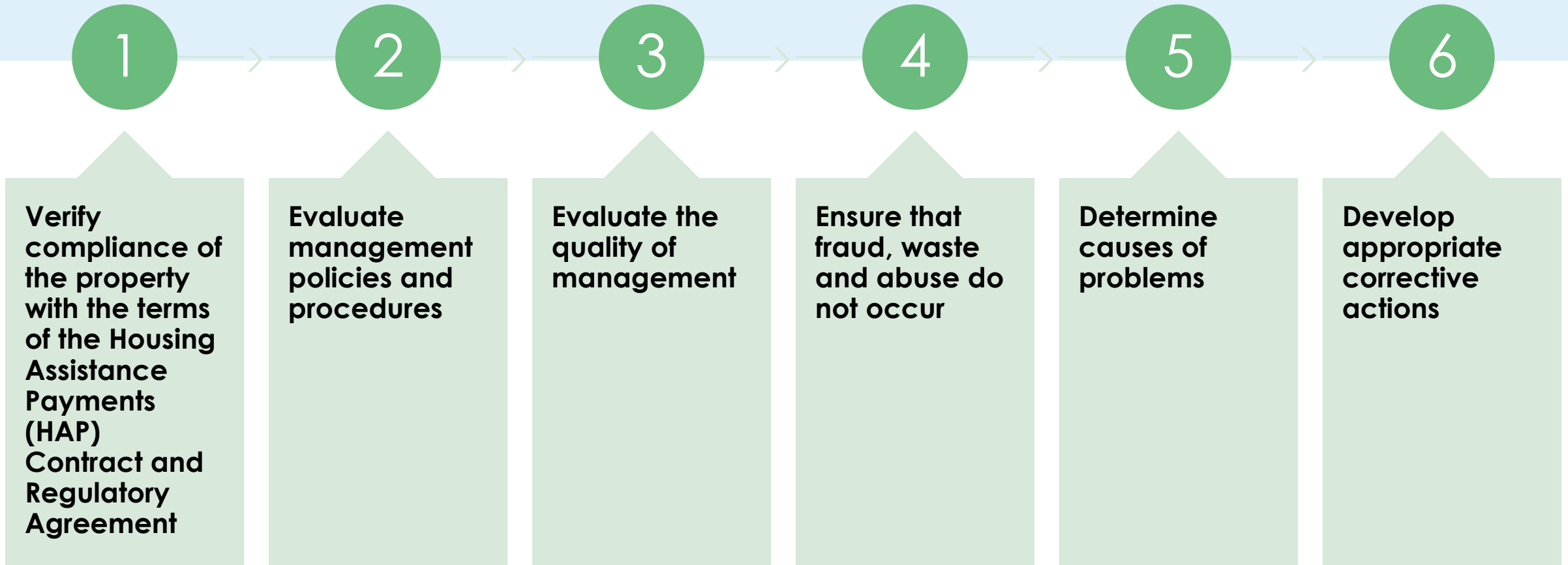
- Application, waiting list, TSP, AFHMP, tenant files

General Management Practices

- Each section gets a rating



What is the purpose of a MOR?



Scheduling the MOR

Scheduling email is to inform you that an MOR is upcoming.

Typically give 24 to 48 hours to respond

- Not a lot of wiggle room
- Approved work plan
- Will try to work with management if they need to move it around within the week

Your reply email triggers the confirmation email.

Confirmation Letter: Helping us avoid the phrase “Wait! What MOR?”since forever

Official record of the agreement about when to have the MOR.

Sent at least 15 days beforehand.

Checklist items attachment

- Some items must be present at the site for review
 - Waiting list
 - EIV Master Binder
 - Rejected applicant files

9834 Management Interview attachment – we will go over this with you on site.

Please let us know if you are transporting files, so we can inform you of which files we will be reviewing in advance.

Confirmation Email: What to look for

- Confirmation letter with date and time
- Checklist item check sheet
- Procorem Workcenter
 - Will have "HCA" at the end



SPARKS Casey * HCS
To ROBEDEAUX Nathan * HCS

Confirmation Letter.pdf 301 KB	9834 - management interview.pdf 871 KB	3. Checklist Items.pdf 86 KB
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Good Afternoon,

Attached is the MOR Confirmation letter and a checklist of items that must be provided during the review. As a reminder, please ensure that your staff is available up until 5pm.

To help expedite the review process, we request that the checklist items are uploaded to Procorem prior to 5/21/26, a cloud-based system that OHCS uses to securely send and received MOR documents. An invite to Procorem will be sent shortly. Your Procorem workcenter name is AHMA-HCA

Please provide the required minimum 24-hour notice to all residents of our visit.

Please let me know if you have any questions.

Thank you,



Casey Sparks
Compliance Officer
HUD Contract Administration, Affordable Rental Housing Division
Oregon Housing & Community Services
725 Summer St NE, Suite B | Salem, OR 97301
P: 971-720-9183 | F: 503-986-0996
He/Him



Oregon

Tina Kotek, Governor

Housing and Community Services

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725 Summer St NE, Suite B
Salem, OR 97301-1266
PHONE: (503) 986-2000
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TTY: (503) 986-2100
www.ohcs.oregon.gov

May 21, 2026

AHMA
200 Commercial Street
Salem, OR 97301

RE: **2026 Management & Occupancy Review Confirmation**
AHMA Conference-OR16-H029-111

Dear Maggie:

This letter confirms the annual management and occupancy review for the above-referenced property on:

- **May 21, 2026** I plan to arrive at **200 Commercial Street, Salem OR** at approximately **9:00 AM** for file review
- **2pm-3pm** – Exit interview (times subject to change)

Please provide the required 24-hour notice to all residents for my visit. The review will cover the following areas: An audit of randomly chosen tenant files (current and move-out), EIV master file and policies/procedures, the waiting list, a walk-through of the grounds and common areas (including building exteriors); general appearance/security; leasing and occupancy; REAC inspection follow up; maintenance; standard operating procedures; tenant/management relations; and general management practices. A quiet area should be provided (if possible) to ensure that the file review can be conducted free from disruption.

To help expedite the review process, all required checklist documents must be provided either prior to or during the review. Currently, the preferred method of submission is electronically via Procorem to preserve resources and save time on site, however, hard copies are allowable as well. Your Procorem workcenter name is AHMA-HCA

To help facilitate the review process, knowledgeable staff should be available to review audited tenant files and provide information/documentation to adequately and accurately complete the HUD-9834 review and REAC follow up, if applicable. The HUD 9834 Management Questionnaire document can be accessed in its entirety on HUD clips under "forms" at https://www.hud.gov/program_offices/administration/hudclips.

A written Management and Occupancy Review report will be provided to the owner within 30 days of the date the review is conducted. Please contact me at (971) 720-9183 or email Casey.Sparks@hcs.oregon.gov with any questions.

Sincerely,

Casey Sparks, Compliance Officer
HUD Contract Administration Section

cc: Maggie, AHMA
Laura Schmidt, Lead HAP Specialist



Knowledge Check MOR Basics

How quickly should you respond to the MOR scheduling email?

- A. Within one week
- B. Within 24–48 hours
- C. Only if you need to reschedule

Which items must be on site for the MOR?

- A. Waiting list and EIV Master Binder
- B. Only tenant files
- C. Only financial documents

What is the highest-weighted MOR scoring category?

- A. Maintenance
- B. Financial Management / Procurement
- C. General Appearance & Security

What triggers the confirmation email?

- A. Uploading to Procorem
- B. Responding to the scheduling email
- C. Sending tenant files early



Checklist Items



We will briefly review for completion while on site or prior to the MOR if items were provided electronically



Any missing documents; management will have another opportunity to provide what was requested



Waiting list – view/print out on site (details of how we want the wait list to look like)

Copies that MUST be uploaded into Procore (an invitation will be sent shortly)

- Current Rent Roll
- Project's Tenant Selection Plan (TSP), including any approved residency preference
- Project's Blank Application **Packet**
- Copy of Project's Lease (with completed fields i.e. NSF, interest rate for security deposit)
- Project's House Rules
- All other attachments used (smoke detector maintenance, mold/mildew maintenance, VAWA, etc.)
- Income/Asset/Expense Questionnaire
- All Owner created Verifications
- Copy of Pet Policy/Agreement, if any
- Copy of Assistance Animal Policy/Agreement
- Copy of Applicant Rejection Letter
- Copy of Move-in/Move-out Inspection form
- Annual Unit Inspections
- EH&S Certifications
- Income Targeting and Tracking Log for the project's last **fiscal year**
- EIV Policies & Procedures
- Copy of Project's **HUD-approved** Affirmative Fair Housing Marketing Plan (AFHMP)
- Owner/Agent VAWA Emergency Transfer Plan
- Last Advertisement and/or copies of apartment brochures
- Work Order Journals and Logs
- Written Procedures for inspecting units
- Written Procedures for completing work orders.
- Grievance policy
- Proof of Utility Reimbursement payments

Documents that MUST be Available during the On-site Review

- All Tenant Files and Records, including rejected, transfer and move-out files
- Current Waiting List (**must** include active and inactive applicants); separated by bedroom size
- Unit Transfer List, if any
- Current HUD-approved Rent Schedule form HUD-92458
- Fact Sheet "How Your Rent is Determined"
- Resident Rights & Responsibilities Brochure
- EIV & You Brochure
- EIV Coordinator Access Authorization form(s) (CAAFs) – approved initial and current electronic
- EIV User Access Authorization form(s) (UAAF) – approved initial and current electronic
- EIV Owner Approval Letter(s)
- EIV Master File
- Rules of Behavior for individuals without access to the EIV system
- TRACS Rules of Behavior, signed and dated
- TRACS and EIV requested Security Awareness Training Certificate, signed and dated
- Lead Based Paint Certification (if applicable)



Procorem Work Center

PROPERTY NAME
- HCA



INVITATION SENT AFTER
CONFIRMATION EMAIL



SECURELY UPLOAD
DOCUMENTS



SPECIFY WHO SHOULD
RECEIVE A WORK
CENTER INVITATION



Researching the Property

What type of contract does it have?

- LMSA
- HFDA/8 NC
- Sec 8 SR
- 202/8 NC
- Preservation
- 515/8 NC
- PD 8/ Existing

What type of residents are served?

- Family
- Elderly
- Disabled
- Elderly/Disabled
- Exclusively Elderly

Types of Files Reviewed

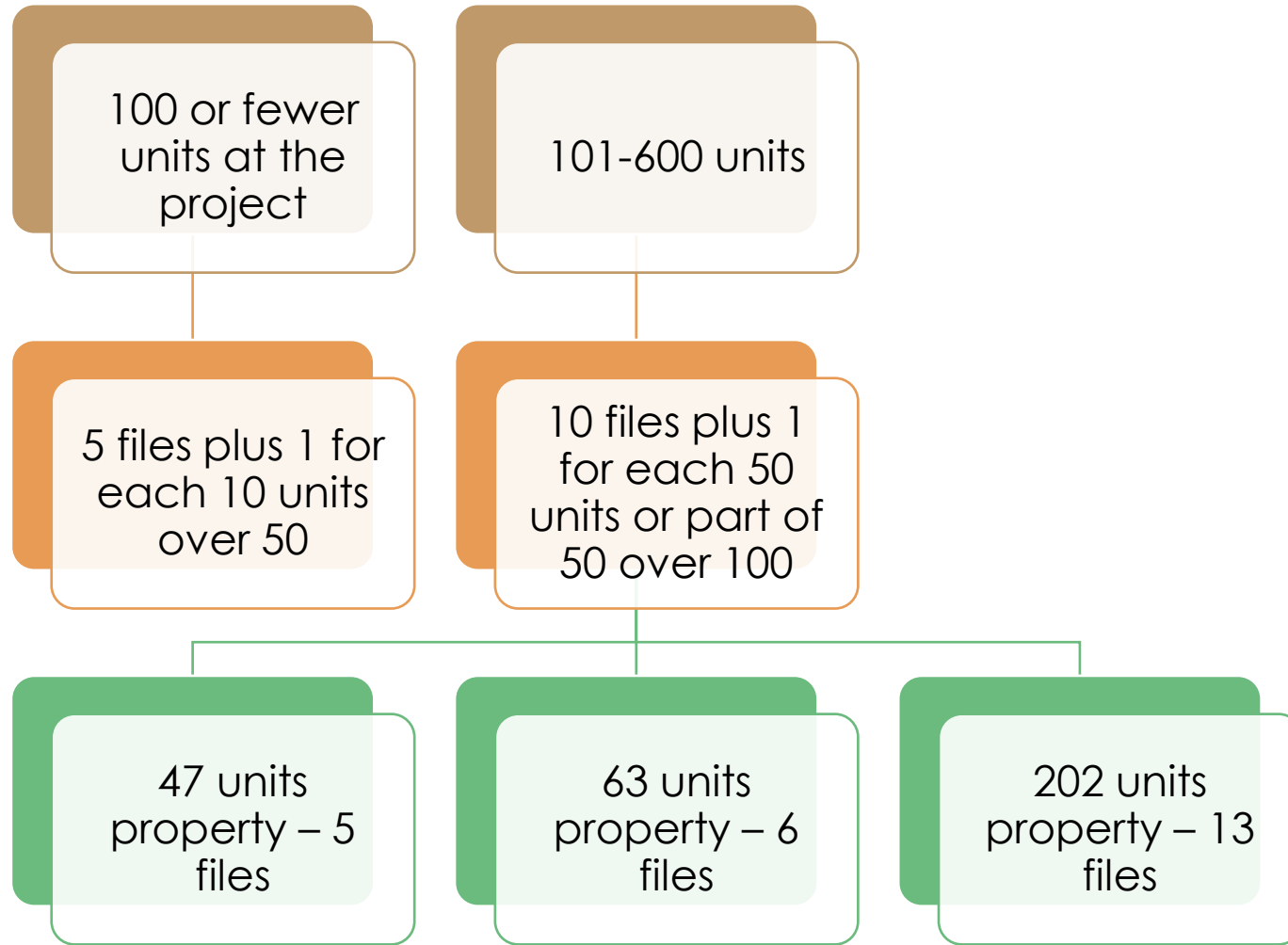
Tenant Move-In

Tenant Move-Out

Annual Recertifications

Applicant Rejection

File Review Requirements



Main Areas of the File Review

Household information

Verifications (income, assets, disability)

Original Lease and any lease renewals

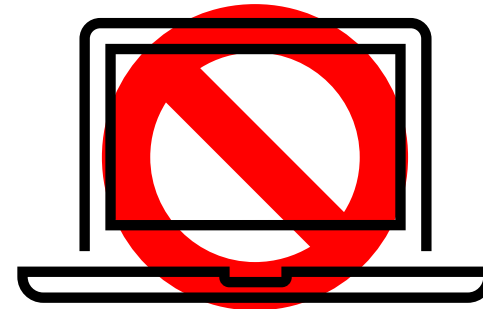
Certification/recertification notices

Required move-in and annual forms

Are you transporting files? We will select files in advance and give you a list

Electronic Reviews

- We currently are not allowed to complete a fully electronic review without HUD permission.
 - In late 2025/early 2026 HUD met with PBCAs across the country to discuss streamlining and performing of “hybrid” MORs. We are hopeful HUD will release guidance soon on these topics.
 - We CAN review your electronic files on site.



Lead Based Paint

When was it built?

- Properties that are non-elderly and after 1978

Why do you need to worry about lead?

- Children under 6 are at risk
- Choice is still the Households

82

Pb

Lead
207.2



Lease Requirements

Type of lease required:
HUD-90105A or HUD-90105B

OMB Approval No. 2502-0204
(Exp. 06/30/2017)

MODEL LEASE FOR SUBSIDIZED PROGRAMS

1. Parties and Dwelling Unit: The parties to this Agreement are ^(A) _____, referred to as the Landlord, and _____, referred to as the Tenant. The Landlord leases to the Tenant(s) unit number ^(B) _____, located at _____ in the project known as ^(C) _____.

2. Length of Time (Term): The initial term of this Agreement on ^(D) _____ and end on ^(E) _____ the initial term ends, the Agreement continue for successive terms of one ^(F) _____ automatically terminated as permitted by paragraph 2 Agreement.

3. Rent: The Tenant agrees to pay ^(G) _____ partial month ending on ^(H) _____ that, Tenant agrees to pay a rent month. This amount is due on the ^(I) _____ day of _____.

The Tenant understands that this monthly rent is less than market (unsubsidized) rent due on this unit. This difference is available either because the mortgage on this project is insured by the Department of Housing and Urban Development (HUD) because HUD makes monthly payments to the Landlord on behalf of the Tenant, if any, that HUD makes available to the Tenant is called the tenant assistance payment shown on the "Assistance Payment" line of the Owner's Certification of Compliance with HUD's Tenant Eligibility Procedures form which is Attachment No. 1 to this Agreement.

4. Changes in the Tenant's Share of the Rent: The Tenant agrees that the amount HUD pays on behalf of the Tenant during the term of this Agreement

a. HUD or the Contract Administrator (such as a Public Housing Agency) determines, in accordance with HUD procedures, when an increase in rents is needed;

b. HUD or the Contract Administrator changes any utilities or services considered in computing the share of the rent;

c. the income, the number of persons in the Tenant's household, and other factors considered in calculating the Tenant's share of the rent and HUD procedures provide that the Tenant's assistance payment be adjusted to reflect the change.

Page 1 of 15

OMB Approval No. 2502-0204
(Exp. 06/30/2017)

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Project Name _____
HUD Project Number _____

Model Lease For Use Under:

(1) The Section 202 Program of Housing for the Elderly or Handicapped in conjunction with the Section 8 Housing Assistance Payments Program; and (2) the Section 202 Program for Nonelderly Handicapped Families and Individuals in conjunction with Section 162 assistance and Project Assistance Contracts.

This agreement made and entered into this (A) _____ day of _____, 20____ between (B) _____, as LANDLORD, and (C) _____, as TENANT.

WITNESSETH

WHEREAS, the LANDLORD is the Mortgagee under a Mortgage covering the project in which the hereinafter described unit is situated, which secures a loan made by the Secretary of Housing and Urban Development (HUD)(hereinafter "Secretary") pursuant to Section 202 of the Housing Act of 1959, as amended, and

WHEREAS, the LANDLORD has entered into a Housing Assistance Payments (HAP) Contract with the Secretary, or the LANDLORD has entered into a Project Assistance Contract (PAC) with the Secretary, (STRIKE INAPPLICABLE CONTRACT), and

WHEREAS, pursuant to a Regulatory Agreement entered into between the LANDLORD and the Secretary, the LANDLORD has agreed to limit occupancy of the project to elderly or handicapped families and individuals as defined in Section 202 of the Housing Act of 1959, as amended, and applicable HUD regulations under criteria for eligibility of TENANTS for admission to Section 8 assisted units and conditions of continued occupancy in accordance with the terms and provisions of the HAP Contract, or applicable HUD regulations under criteria for eligibility of TENANTS for admission to Section 162 assisted units and conditions of continued occupancy in accordance with the terms and provisions of the PAC, (STRIKE INAPPLICABLE REGULATIONS); and

WHEREAS, the LANDLORD has determined that the TENANT is eligible to pay less than the contract rent for the described unit,

NOW THEREFORE,

1. The LANDLORD leases to the TENANT, and the TENANT leases from the LANDLORD dwelling unit in the project known as (D) _____ for a term of one year commencing on the _____ day of (E) _____, 20____ and ending on the _____ day of (F) _____, 20____.

2. The total rent (Contract Rent) shall be \$(G) _____ per month.

Page 1 of 10 form HUD-90105-b (12/2007) ref. HB 4350.3 Rev. 1

Initial lease term minimum

- Acceptable term dates
 - 3/21/26-3/20/27
 - 3/21/26-3/31/27
- Not Acceptable
 - 3/21/26-3/1/27



Renewal policy

- Initial is 1 year
- Minimum 30 days after initial year (depending on property type)



Lease Requirements

Security deposit

- \$50
- TTP (Total Tenant Payment)

Income Limits (ELI, VL, L)

- Extremely Low Income-30%
- Very Low Income-50%
- Low Income-80%

Disability Definition

- Verification Guidelines?
 - Is the tenant qualified for the housing for which they are applying?
 - Are they qualified for deductions used in determining adjusted income?
 - Reasonable accommodation have a disability-related need for the requested accommodation

Change in Management

MOR within 6 months

Execute new lease agreements*

Update Current Management forms

Review all tenant files

Add clarifications to files

Inspect your units

Knowledge Check MOR Basics

What is the minimum required lease length for an initial lease?

- A. 30 days
- B. 6 months
- C. 1 year

Which of the following is NOT a type of file that is reviewed?

- A. Annual Recertification
- B. Interim Resident Certification
- C. Tenant Move-out

As part of an MOR, what will always appear at the end of your Procorem Work Center name?

- A. HCA
- B. MOR
- C. OHCS

Day of the MOR

The reviewer will arrive onsite to meet with management, conduct a walkthrough of the property, and review resident files, policies, and procedures. The goal is to confirm compliance with HUD requirements, observe daily operations, and provide feedback that supports strong property performance.





Our Goal is Your Success.

The MOR process isn't just about compliance. It is an opportunity to strengthen operations, highlight what's working well, and identify areas where we can support you. We're here to partner with you every step of the way so your property, your team, and your residents can continue to thrive.



Expectations

- Checklist items should be uploaded to Procorem by this time.
- Have ready: Waiting List, any Work Order Logs, and Annual unit Inspections (if not in the tenant files).
- Review can sometimes last all day. Please be available!
- BUT management does not need to set aside a lot of employee time:
 - Need a reasonable space to work. Table, chairs, light, outlet.
 - Prefer to be left unattended as it increases our efficiency. But we are open to questions.
 - If we need any items or documents, we will ask.
- Will need an escort into units that require inspection.

Knowledge Check

Day of the MOR

What are the primary activities the reviewer completes on the day of the MOR?

- A. Only a file review
- B. A walkthrough of the property and a review of files, policies, and procedures
- C. Only a physical inspection

Which of the following is an expectation for management during the MOR?

- A. Provide constant supervision of the reviewer
- B. Ensure checklist items are already uploaded to Procorem
- C. Close the office to residents during the MOR



Entrance Interview



Greet



Familiarize



Files/EIV Binder



Questions

EIV Master Binder: Access

- EIV Access documents:
 - Coordinators require:
 - Owner Authorization Letter for the Coordinator(s).
 - Initial Paper CAAF (Coordinator Access Authorization Form) with HUD approval.
 - Current (within last 12 months) Electronic CAAF printout.
 - Current (within last 12 months) Cybersecurity Awareness Certificate.



EIV Master Binder: Access (Continued)

- Users require:
 - Initial Paper UAAF (User Access Authorization Form) with Coordinator approval.
 - Current (within last 6 months) Electronic UAAF printout
 - Current (within last 12 months) Cybersecurity Awareness Certificate.
- Viewers of EIV Reports without EIV access:
 - Signed Rules of Behavior
 - Current (within last 12 months) Cybersecurity Awareness Certificate

EIV Master Binder: Monthly/Quarterly Reports

- Identity Verification reports for each of the last 12 months.
- Quarterly Reports for the last 4 quarters:
 - Multiple Subsidy
 - Deceased Tenant
 - New Hires
- All hits must have corresponding investigatory notes that detail the issue and the resolution.
 - Addressed within 30 days of the report date.
 - Best practice is to hand write these notes directly on the reports themselves.
- Please ensure each report contains a print date!



Example Investigatory Notes

- Informed tenant of employment income appearing in EIV.
- Tenant confirmed employment; sent third-party verification to employer.
- Received verification showing date of hire was 2/6/26; began 3/1/26 interim.
- Tenant signed interim recertification and repayment agreement.



Tenant File Review

- We use the Form HUD 9834 Addendum A to review:
 - Publicly available! Can use it to prepare for MORs and to guide your tenant file organization.
 - Sample *usually* consists of 5 files:
 - 3 ARs
 - 1 Move-In Certification
 - 1 Move-Out Certification
 - Substitute 1 rejected applicant (within the last 12 months) for 1 AR, if available.

ADDENDUM A

Management Review for Multifamily Housing Projects U.S. Department of Housing and Urban Development
Office of Housing – Federal Housing Commissioner

OMB Approval No. 2502-0178
Exp. 04/30/2018

Tenant File Review Worksheet

Tenant File Review Worksheet

Instructions: Review the appropriate number of tenant files and complete a copy of this worksheet for each file reviewed. Indicate the initial move-in date in the appropriate box. Indicate by marking the appropriate box (Yes, No, or N/A) for each document available in the tenant file. For move-out and applicant rejections files, reviewer should only complete the pertinent sections.

Name of Reviewer: _____

Type of Review:
 Applicant Rejection Tenant Move-In Tenant Move-Out Certification/Recertification

Effective date of certification(s) reviewed: _____

If this is a Certification or Recertification, check the certification type:
 Certification Type Initial Annual Interim Corrections Other

Family Name: _____ Unit Number: _____ Move-in Date: _____

Bedroom Size: 0 Bedroom 1 Bedroom 2 Bedroom 3 Bedroom 4 Bedroom 5 or more Bedrooms

A. HOUSEHOLD INFORMATION		Comments
1. Is the application complete, including the date and time received by the owner/agent?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2. Is there a form HUD-92006, "Supplement to Application for Federally Assisted Housing" in the files of tenants who applied after 12/14/2009? Tenant completion of this form is optional.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
3. Are the EIV Existing Tenant Search results in the file along with contacts made as a result of the search? Applicable to move-ins after January 31, 2010	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
4. Are the household members identified correctly? (as head, spouse, dependent, co-head, other adult(s), live-in aide, foster child and foster adult)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
5. Is the unit size appropriate for household?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
6. Was this household's income eligible at move-in?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	



Knowledge Check Day of the MOR

During the Entrance Interview, which item is the MOR reviewer likely to request?

- A. The property's tax returns
- B. Waiting list and work order procedures/logs
- C. Copies of residents' personal bank statements

Which documents must be included in the EIV Master Binder for Coordinators?

- A. Rent rolls and TSP
- B. Initial Paper CAAF, current Electronic CAAF, cybersecurity certificate
- C. Only the Owner Authorization Letter

How quickly must hits on EIV Quarterly Reports (e.g., New Hires, Multiple Subsidy) be investigated and documented?

- A. Within 5 business days
- B. Within 90 days
- C. Within 30 days of the report date

Physical Inspection

- Will walk around entire property to inspect for general deficiencies.
- Will inspect common areas, such as laundry rooms.
- Must inspect up to 2 vacant units, if available.
 - Let us know if they are ready for occupancy or not.



Physical Inspection

- General inspection of buildings and ground including, but not limited to:
 - Vacant units
 - Tenant units
 - Work and storage areas
 - Laundry facilities
 - Trash storage
 - Any other common/community room



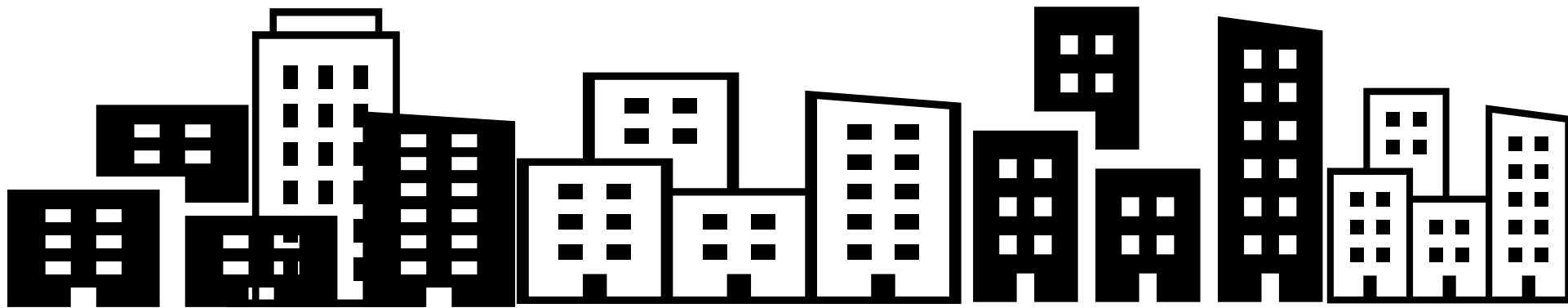
NSPIRE Follow-Up

- We will follow up on NSPIRE findings inside units and outside if the inspection was completed within the last 12 months.



REAC/NSPIRE (if within the last 12 months)

- Inside & Out
- Inspect all Life-Threatening & Severe deficiencies noted in the last REAC inspection to ensure problems have been remedied



Management & Occupancy Reviews, 2026





Exit Interview

- Go over any areas of concern noted during the desk review or on-site reviews.
- Common tenant file findings/trends.
- Any physical findings.
- Any tenant feedback we received from surveys.
- Missing checklist items.



Exit Interview (Continued)

- 9834 Management interview – important to take time to answer all questions in detail.
- We will inform management of the upcoming report process and how it works.
- Answer any questions management has.



Knowledge Check Day of the MOR

During the physical inspection, which areas must the reviewer inspect?

- A. Only tenant units
- B. The entire property, including common areas and up to 2 vacant units
- C. Only the exterior grounds

What will the reviewer follow up on if a REAC/NSPIRE inspection occurred within the last 12 months?

- A. Rent roll discrepancies
- B. All Life-Threatening and Severe deficiencies to ensure they were corrected
- C. Only housekeeping concerns noted by tenants

What is discussed during the Exit Interview?

- A. Future funding opportunities for the property
- B. Areas of concern from the desk/on-site review, physical findings, tenant feedback, and missing checklist items
- C. Upcoming HUD policy changes unrelated to the MOR

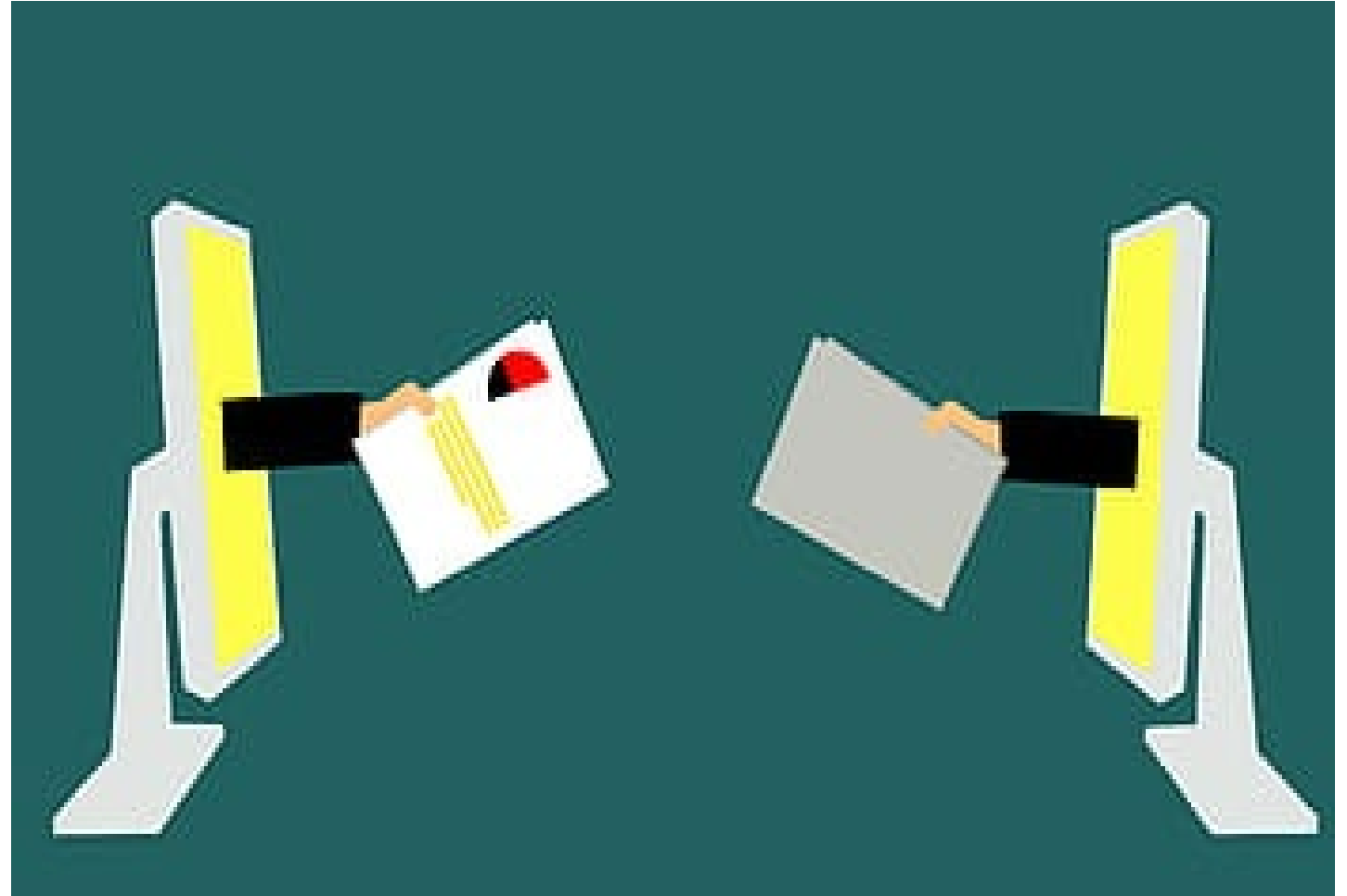
Common MOR Findings (You can avoid these!)

- AFHMP
- Waiting List
- Inaccurate/Missing lease details
- Missing EIV access documents/Monthly/Quarterly reports in Master Binder
- Missing EIV Report investigations
- VAWA preference mismatch between TSP and ETP



After the MOR

- Compliance Officer has up to 30 days to get report out.
- Report will have a grade – Unsatisfactory, Below Average, Satisfactory, Above Average, Superior.
- Scores below Satisfactory will be CC'd to HUD.
- Initial response is due within 30 days of report transmission.
 - But let us know if you need an extension and tell us why.
- Please upload all responses to Procorem.



After the MOR (Continued)



- Then the Compliance Officer will have 30 days to follow up on the response.
- Responses and follow-ups will then alternate until all findings are mitigated.
- Finally, a closing letter will be sent to the owner.

Response Format Advice

- Organize your responses by finding, in the order they appear on the report.
- Ensure there is a response for each finding. Best practice – label each response with the finding category.
- Name other files according to finding category as well.
- If a response cannot be made due to waiting for something, just state that you are waiting and include the reason.





Focus on the RCA!

- The Required Corrective Action (RCA) is your guide to submitting a proper response.
- It is often overlooked when a responder believes the response is good enough or is in a hurry.
- But missing details can cause a response to require a resubmission.
- Compare your response to the RCA to be sure!

Example Response:

FINDING

A 01

CONDITION: The following conditions at the property need to be repaired and/or replaced:

- Parking Lot, restripe – faded
- Sidewalks, repair – crumbling/lifting

CRITERIA: Uniform Physical Conditions Standards (UPCS) & 24 CFR 5.703

CAUSE: Management may not be performing an annual inspection of the property conditions

EFFECT: Property is not being maintained in a decent, safe and sanitary condition

REQUIRED CORRECTIVE ACTION: Provide a completion date for each item listed above. If the item cannot be repaired and/or replaced by the due date of the response, then provide an estimated completion date.

IMPROPER RESPONSE

A 01 - Parking lot will be fixed when weather permits.

Why is this improper?




Management & Occupancy Reviews, 2026

Example Response (Continued)

PROPER RESPONSE

A 01 - Parking lot scheduled to be restriped 6/29/2018. Sidewalks repaired on 6/20/2018.





Short-Term HOTMA Changes

- Most HOTMA “findings” at this time, will just be observations. Some may require corrections though, once TRACS is updated.
- HOTMA reminder – TSP and EIV policy updates were due by 5/31/24. Findings are issued for this.
 - OHCS Update Guides
 - RBD Website – Resources – HOTMA Resources – free update guides!

Knowledge Check Day of the MOR

How long does the Compliance Officer have to issue the MOR report after the review?

- A. 14 Days
- B. 30 Days
- C. 31 Days

What is a common mistake when responding to findings?

- A. Providing too much detail
- B. Over-documenting the corrective action
- C. Overlooking the RCA instructions

What HOTMA-related updates were required by 5/31/24?

- A. Utility allowance schedules
- B. TSP and EIV policy updates
- C. Rent reasonableness policies



OREGON HOUSING *and*
COMMUNITY SERVICES

QUESTIONS?

Contact Information:

HCA.Support@HCS.oregon.gov

Nathan.Robedeaux@hcs.oregon.gov

