IMPORTANT NOTICE: Included in this publication is a summary of major changes and/or examples to the HTC Compliance Monitoring Plan. Minor updates, additions, clarifications, grammatical errors have not been identified in this summary.

**COMPLIANCE MONITORING STAFF**

**New staff members added:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shelisa Williams</td>
<td>Compliance Officer</td>
</tr>
<tr>
<td>Janette Corley</td>
<td>Compliance Officer</td>
</tr>
<tr>
<td>Sandraetta Rice</td>
<td>Compliance Officer</td>
</tr>
</tbody>
</table>

**CHAPTER 3: STATE COMPLIANCE REQUIREMENTS**

**Deeper Income Targeting, page 40**
Language added regarding the 30% AMGI straight-line calculation of the 50% AMGI and not the published MTSP limits by HUD.

**Good Faith Marketing Efforts, pages 42-44 & Chapter 6, page 110**
Changed from 30 days to 90 days

**CHAPTER 5: INCOME & ASSET DETERMINATION AND RESPONSIBILITIES**

**Check Stubs, pages 76-77**
When acquiring check stub to accompany the work number or VOE, the check stub must be issued within the last two pay periods.

**CHAPTER 7: COMPLIANCE REPORTING AND ADMINISTRATIVE RESPONSIBILITIES**

**Tenant Files, page 116**
Bullet added requiring birth certificates/social security card (all minor residents)

**Compliance Reviews, page 122**
No longer the lesser of 20% or the minimum unit sample size in the minimum unit sample size reference chart. All audits will be conducted based on the minimum unit sample size reference chart only depending on the project’s election on the 8609, line 8b.

**On-site Audit Procedures, page 124**
Notifications will be sent no longer than 15 days in advance.

**Technical Assistance (A), page 127**
Most not all technical assistance is provided free or charge to program participants when requested.

**Technical Assistance (B), page 128**
Documentation from owners/management internal trainings, MHC’s, or other agency housing conferences are not acceptable to meet the HTC program fundamentals training requirement.

**CHAPTER 9: PROPERTY DISPOSITION & TRANSFERS**

**Disposition During EUP (B), page 149**
Administrative fee of $10.00 is derived from the number of occupied low-income units based on the last submitted occupancy report.
### Forms

**Revised:**
1. Tenant Income Certification
2. Non-Custodial Child Residency Affidavit
3. Under $5,000 Asset Certification (instructions)
4. Child Support Affidavit