

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 - Page 11

Berkima Harris
Compliance Officer

GENERAL POLICIES AND PROCEDURES

Compliance Status Requests - #1 & #3, page 13

Fee corrected to reflect \$110.00 per hour for all compliance status request that exceed three (3) or more hours to research.

CHAPTER 4: DETERMINING & DOCUMENTING HOUSEHOLD ELIGIBILITY

4.2A(1) Marital Status - page 55

After the initial certification, annual update of the Affidavit of Marital Status form is only required for all 30% and 50% deeper targeted units.

CHAPTER 7: COMPLIANCE REPORTING AND ADMINISTRATIVE RESPONSIBILITIES

7.5A(1) Desk Audit Procedures - page 123

Unit count changed from 24 to 25 units or less. Development's first initial tenant file audit will be performed via an onsite audit. Subsequent audits will be performed via a desk audit.

7.5B Compliance Briefing/Trainings - page 128

Three-year compliance training requirement removed for all owners and changes made to managing partner(s).

7.6 Monitoring Costs - page 128

Upfront monitoring fee changed to .75%.

FORMS

Revised:

- 1) Household Eligibility Summary
- 2) Student Status Certification

