

2010 Compliance Manual Changes

Section Topic	Reasons for Change
Management Agent Changes: Section: Owner's Responsibility, Pg. 8, #4	Pursuant to the 2009 QAP, management agent changes must be approved by the Compliance Department.
Management Agent Experience: Section: Owner's Responsibility, Pg. 8, #5	Pursuant to the 2009 QAP, management agents must have previous experience with LIHTC regulations.
Owner's Responsibility: Section: Owner's Responsibility Pg. 11, #6	It is the Owner's responsibility to monitor development's compliance status.
Utility Allowance Changes: Section: Utility Allowances, Pg. 15-18	Pursuant to the Revised 8823 Guide, three additional utility allowance procedures were added as well as the compliance issues surrounding those procedures. Added \$250 charge to review utility allowance consumption data reviews.
Over-charging Rent Ramifications: Section: Over-charging Rent, Pg. 18-19	Pursuant to the Revised 8823 Guide, Owner/Agents who over-charge tenant rent will potentially lose credits for the calendar year. Examples have been added to show the ramifications of such actions.
Non-Optional Fee Ramifications: Section: Over-charging Rent, Pg. 18-19	Pursuant to the Revised 8823 Guide, Owner/Agents who charge non-optional fees to tenants and push rent over the maximum allowable limits may potentially lose credits for the calendar year. Examples have been added to show the ramifications of such actions.
Transfers and Unit Swapping: Section: Transfer vs. Unit Designation Swapping, Pg. 25-26	Clarified the previous section on the subject and expanded the discussion to explain the differences between transfers and unit swapping by including examples.
NAUR Rule in 100% Developments: Section: Next Available Unit Rule in 100% Developments, Pg. 26	Added an explanation regarding how the NAUR Rule may affect 100% LIHTC developments and the credit recapture ramifications are quoted from the Revised 8823 Guide.
Staff units may be rented as a low-income unit: Section: Staff Units, Pg. 27	Added an explanation regarding how staff units may be rented as low-income unit.
New General Use Terms: Section: Available to the General Public, Pg. 28	Pursuant to the Revised 8823 Guide, updated to include three occupancy preferences.
Marketing: New Section: Marketing, Pg. 29	Pursuant to the Revised 8823 Guide, a marketing section was added.
Foster Care Exemption: Section: Exemptions Available Under the Student Rule, Pg. 31	Added the fifth student exemption per the Revised 8823 Guide.
Casualty Loss Requirements and Compliance: Section: Suitability of Units, Pg. 31-32	Added specific casualty loss requirements and an explanation of non compliance per the Revised 8823 Guide.
Zero-Income Calculation Changes:	Pursuant to the Revised 8823 Guide, updated zero-

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Section: Income and Asset Determination, Pg. 34	income calculation changes.
Military Income Changes: Section: Gross Annual Income, Pg.34-35	Pursuant to the Revised 8823 Guide and HUD Handbook 4350.3 REV1 Chg.3 updated new military income guidance.
Student Financial Aid Income: Section: Gross Annual Income, Pg 35-36	Pursuant to the Revised 8823 Guide, updated new Student Financial Aid income guidance.
Income from a Sole-Proprietorship: Section: Gross Annual Income, Pg. 36	Pursuant to the Revised 8823 Guide, updated sole-proprietorship income requirements.
Businesses in a Unit: Section: Gross Annual Income, Pg. 36-37	Pursuant to the Revised 8823 Guide, updated new business in unit income requirements. Examples of Owner/Agent house rules and leases were added.
Recurring income: Section: Recurring Contributions and Gifts, Pg. 40	Pursuant to the Revised 8823 Guide, expanded explanation of recurring income was added.
Use of the PHA Statements: Section: Public Housing Authority/Section 8 Voucher Holders, Pg. 41	Updated to clarify when Owner/Agents can use the PHA Statement.
100% Low-Income Developments and the Annual Recertification Waiver: Section: Recertification, Pg. 44	Updated to include IHFA's 100% development annual recertification requirements and an explanation of the IHFA required self-certification packet.
Acquisition and Rehabilitation: Section: Acquisition and Rehabilitation, Pg. 47	Pursuant to the Revised 8823 Guide, added a reference on correct protocols of eligibility during an acquisition and rehabilitation.
HOME Affirmative Housing Marketing Plans: Section: HOME, Pg. 49 #1	Pursuant to recent HOME guidance, updated to include HOME Affirmative Housing Marketing Plan requirements for all developments with HOME funding.
Required HOME Lease Addendum: Section: HOME, Pg. 49 #1	Updated to include an explanation of the required HOME lease addendum and where the lease agreement can be located.
HOME Compliance Manual Location: Section: HOME, Pg. 50 #1	Updated to include an explanation of where the HOME Compliance Manual can be located.
EIV Protocol: Section: Project Based Section 8/Tax Credit Developments, Pg. 51, #4	Updated to include an explanation of EIV protocol.
Ownership Change Approval Process: Section: Changes in Ownership and Management, Pg. 52-53	Pursuant to the 2009 QAP, updated to include the approval process in a development's ownership change.
Risk Analysis and Extra Monitoring Fees: Section: IHFA Compliance Monitoring Procedures, Pg. 56	An explanation of Risk Analysis Audits and the extra monitoring fees associated with this type of auditing procedure was added.
Bright Line Rule: Section: The Tenant File Review Procedures, Pg. 59	Pursuant to the Revised 8823 Guide, updated to include the Bright Line Rule relating to late annual recertifications.
Exit Interview Protocol: New Section: Exit Interview, Pg. 62	Updated to include a new section on the exit

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Extended Use Agreement Audit Provisions: Section: IHFA Compliance Auditing Protocols-Extended Use Period, Pg. 63	interview process. Several auditing provisions that affect those developments in the extended use period were added.
Extended Use Agreement Penalties: Section: IHFA Compliance Auditing Protocols-Extended Use Period, Pg. 63	Several penalties that may occur if developments do not stay in compliance during the extended use period were added.