

## **Summary of Post Year-15 Monitoring Procedures Washington State Housing Finance Commission**

The following is an overview of streamlined requirements made for properties that have completed their first 15 years of reporting under Section 42 of the Internal Revenue Code and are approved by the Commission for the Post Year-15 Monitoring Procedures.

### **Annual Reports**

Continue to report all data for new households on the Certificate of Continuing Project Compliance (CCPC) Table 1, Part B, and complete all owner certification information on the CCPC, Part A.

Commission staff will request a sampling of resident packages after reviewing Table 1.

### **Recertifications**

For previously qualified households, the Part B will not need to include recertification dates or income. Annual recertifications will no longer be required by the Commission.

### **Initial Qualifications**

Households must continue to qualify upon initial occupancy and owners must continue to limit Up-Front Charges & Fees.

### **Household Transfers**

Households may transfer within the property without re-qualifying. Households that have transferred units should be noted on the Part B.

### **Common Area Units**

Employees of a property will not necessarily need to be fulltime staff at the property. To qualify for a Common Area Unit, the staff person's principle occupation must be for the subject property and the need for the on-site staff member must be established.

### **On-site Visits**

Commission staff will continue to inspect units at least every three years. Generally, the percentage of units inspected will be reduced from 20% to 10%.

### **Compliance Fees**

Annual compliance fees will be reduced \$10 per low-income unit, per year. Rural Development properties will be reduced \$100 per property.

### **Transfers of Ownership**

May trigger a new 3-year qualifying period

### **Record Retention**

Retain original compliance documents for 3 years past that years filing, then electronic or photocopies for an additional 2 years.

**Non-Compliance**

IRS Form 8823 will only be issued to the owner for ***uncorrected*** issues.

Properties with Material Noncompliance may no longer be eligible for Post Year-15 Monitoring Procedures.

For chronic problems, temporary suspension and/or debarment procedures may be implemented.

**Areas of No Change**

All Special Needs and Additional Low-Income Set-Asides remain in place.

Units occupied entirely by full-time students that do not meet one of the four allowed IRS exceptions, will not be allowed at move-in.

Utility Allowance Calculations will remain as outlined in Section 42 of the IRC.

Additional Low-Income Housing Use Period (1-22 years) remains in effect.

***Owners Certification***

I acknowledge that I have read the above summary of Post Year-15 Monitoring Procedures and Chapter 11 of the Tax Credit Compliance Procedures Manual, Post Year-15 Monitoring Procedures, and agree to abide by the requirements as outlined. I also understand that if approved, these changes constitute a temporary waiver to certain monitoring requirements outlined in the property Regulatory Agreement. I understand that these streamlined procedures and temporary waiver will remain in effect unless Commission staff determine that an event of Material Noncompliance has occurred.

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Project Name

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OID #

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Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

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Contact Phone Number