



**PROGRAM BULLETIN #19-2903**

TO: Developers, Owners and Management Agents representing Owner's interest in Housing Tax Credit Developments  
*RDC*

FROM: Robert D. Collier, Senior Vice President of Program Compliance

DATE: March 29, 2019

SUBJECT: 2019 Housing Tax Credit Compliance Monitoring Requirements Updates

Attached please find information regarding changes affecting the Housing Tax Credit (HTC) Compliance Monitoring Program during the 2019 calendar year. The attached information was presented at our 2019 Affordable Housing Conference held recently on March 26-27th in Natchez, Mississippi. The information noted on the document entitled "*Mississippi Home Corporation's 2019 Housing Tax Credit Compliance Monitoring Plan Summary of Updates*" is being forwarded to HTC developers, owners and management agents. Due to the important nature of the materials' content, we are forwarding to you a copy of the updated changes. All of the changes noted therein are outlined in detail in our 2019 Compliance Monitoring Plan. **Please note that the policies and procedures noted in release of the Compliance Monitoring Plan are effective May 1, 2019.** A copy of the updated Compliance Monitoring Plan can be downloaded from our website at [www.mshc.com](http://www.mshc.com).

In addition, for your review, find attached the *2019 Compliance Planner*, which includes our training schedule. Our training classes are designed to assist you with HTC "Fundamentals," as well as maintaining compliance on a host of other HTC requirements. Hopefully this schedule will meet most, if not all, of your individual training needs. Please note the date and times listed therein are subject to change.

Upon your review of the attached information, should you have any questions, please contact the Compliance Monitoring Division at 601-718-4642 or [compliance.htc@mshc.com](mailto:compliance.htc@mshc.com).

Enclosures: 2019 HTC CMP Summary of Updates  
2019 Territory Map  
2019 Compliance Planner

#####

**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:*

<b>Shelisa Williams</b>	<b>Janette Corley</b>	<b>Sandraetta Rice</b>
Compliance Officer	Compliance Officer	Compliance Officer

#### 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.



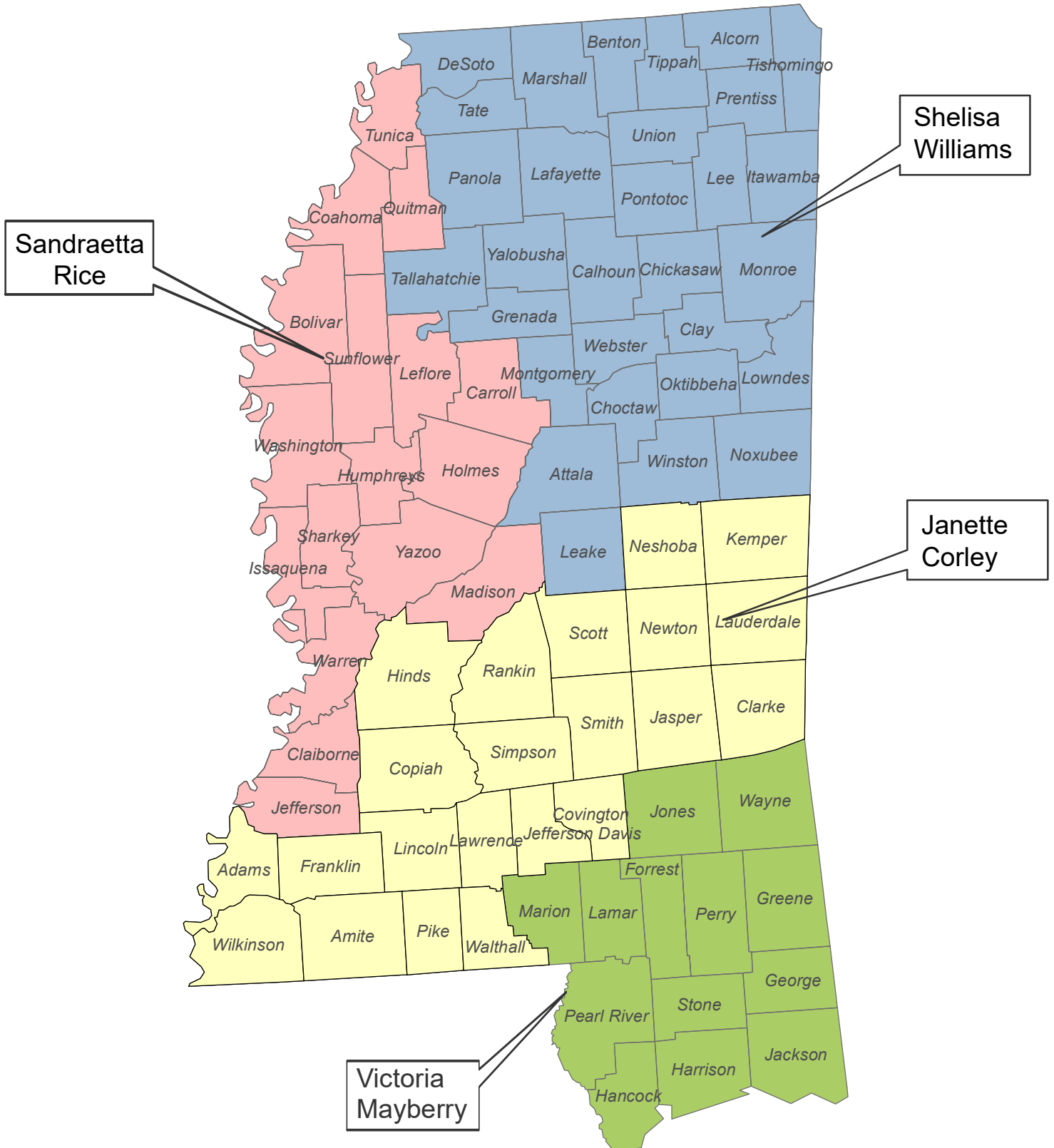
**2019 HTC COMPLIANCE MONITORING PLAN**  
**Summary Of Updates, *Effective May 1, 2019***

**FORMS**

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



# Mississippi Home Corporation Housing Tax Credit Monitoring Staff Tenant File Audits



Effective March 2019

# COMPLIANCE PLANNER 2019



HTC 101 Events

MHC Office Closed

Other Events

## JANUARY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## FEBRUARY

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## MARCH

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31						

## APRIL

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## MAY

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## JUNE

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30						

## JULY

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## AUGUST

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

## SEPTEMBER

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29	30					

## OCTOBER

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## NOVEMBER

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## DECEMBER

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22	23	24	25	26	27	28
29	30	31				

## EVENT

## DATE

Annual Owner Certification Report Requirement Webinar	1/30
Fourth Quarter Occupancy Reports Due	1/31
MHC's Annual Housing Conference (Natchez, MS)	3/26-3/27
First Quarter Occupancy Reports Due	4/15
SAHMA State Meeting (Jackson, MS)	4/17-4/18
HTC 101: Determining Eligibility (Pearl, MS)	4/23-4/24
Annual Owner Certification (AOC) Report Due	4/30
NCSHA Annual Housing Conference (San Francisco, CA)	6/11-6/14
Development Financial Analysis Report Requirement Webinar	6/27
HTC 101: Determining Eligibility (Senatobia, MS)	7/9-7/10
Second Quarter Occupancy Reports Due	7/15
HTC 101: Determining Eligibility (Gulfport, MS)	8/14-8/15
Development Financial Analysis Report Due	9/3
Third Quarter Occupancy Reports Due	10/15
HTC 101: Determining Eligibility (Jackson, MS)	11/13-11/14

NOTE: Dates subject to change.



MISSISSIPPI HOME CORPORATION