



chfa multifamily program compliance manual

New and Revised Sections, March 2021

Type	Number	Title	New or Significantly Revised
Section	1.4	TCAP and TCEP	New
Section	1.7	Capital Magnet Fund	New
Section	1.8	Colorado Healthy Housing Fund	New
Section	1.9	Denver Revolving Affordable Housing Loan Fund	New
Section	2.3	LIHTC Owner Obligation to Comply with Monitoring Requirements	New
Section	2.4	Contact Information Updates	New
Section	2.6	Vacant Units	New - new policy on vacant units
Section	2.7	Property Damage	New - updated policies on casualty loss and hazard insurance claims
Section	2.8	Methamphetamine Contamination	New - new policy on contaminated units
Section	3.1	CHFA Insight	New
Section	3.2	Owner Certification Forms	New
Section	3.5	Annual Operating Budget	Revised
Section	3.6	Affirmative Fair Housing Marketing Plan	Revised
Section	3.7	IRS Form 8703	Revised
Section	3.8	Submissions Summary	New
Section	3.9	TCAP and TCEP Submissions	New
Section	4.2	Rent Restrictions	Revised - updated policy on rent increases
Section	4.3	Fees	Revised
Section	4.5	Overcharged Gross Rent	Revised
Section	4.6	Minimum Set-aside Election	New
Section	4.10	Lease Non-renewal	New
Section	4.12	Violence Against Women Act (VAWA)	Revised - updated policy on vawa compliance
Section	4.18	Employee Units	Revised
Section	4.19	Housing for Older Persons	New
Section	5.4	Live-in Aides	Revised
Section	5.5	Citizenship Status	New
Section	5.8	Whose Income is Included and Excluded	Revised
Section	5.9	What is Included and Excluded from Annual Household Income	Revised
Section	5.10	Verifying Income	Revised
Section	5.11	Employment Income	Revised
Section	5.12	Business and Self-employment Income	Revised
Section	5.14	Child Support	Revised
Section	5.15	Public Assistance	Revised
Section	5.16	Social Security Benefits	Revised
Section	5.17	Unemployment	Revised
Section	5.18	Seasonal Employment	Revised
Section	5.19	Retirement Account Income	Revised



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Type	Number	Title	New or Significantly Revised
Section	5.20	Student Financial Aid	Revised
Section	5.22	Zero- or Extremely Low-income	Revised - including clarification of when required
Section	N-	Real Estate Rental Income	Revised
Section	6.3	Treatment of Assets	New
Section	6.7	Verifying Assets	Revised - updated policy on asset verification
Section	6.8	Pension Plans and Retirement Accounts	Revised
Section	6.9	Real Estate	Revised - including updated policy on forms of real estate market value verification
Section	6.10	Trusts	Revised
Section	6.11	Assets Disposed of for Less than Fair Market Value	Revised
Section	7.1	Completion of the Tenant Income Certification (TIC)	Revised
Section	7.2	Effective Dates	New
Section	7.3	Move-in Certification	New
Section	7.4	Annual Recertification	New
Section	7.5	Next Available Unit Rule	Revised
Section	7.6	Unit Transfers	Revised
Section	7.7	Interim Certification	Revised
Section	7.8	Initial Certification	New
Section	7.9	Acquisition-Rehabilitation Certification	Revised
Section	7.10	Resyndication Certification	Revised
Section	7.12	Changes in Unit AMI Designation	New
Section	7.13	Changes in Tenant Rent	New
Section	7.14	Certification Forms	Revised - new policy on forms for HAP recipients
Section	7.15	Capital Magnet Fund Certifications	New
Section	7.16	Electronic Files	New
Section	7.17	Electronic Certification Forms and Signatures	Revised
Section	8.1	Students and Income	New
Section	8.3	IRS Student Rule	Revised
Section	8.4	IRS Student Rule Summary	New
Section	8.5	Verification of Income and Status for Students	New
Chapter	9	Assisted Living Developments	New chapter
Section	9.1	Assisted Living Application/Questionnaire	New
Section	9.2	Assisted Living Tenant Income Certification	New
Section	9.3	Assisted Living Income Verification	New
Section	9.4	Assisted Living Gross Rent and Utility Allowance	New
Section	9.5	Assisted Living Lease/Occupancy Agreement	New



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Type	Number	Title	New or Significantly Revised
Section	9.6	Assisted Living Resident Signatures	New
Section	9.7	Web Compliance Management System (WCMS) for Assisted Living	New
Section	9.8	Assisted Living Units with Multiple Residents	New
Section	9.9	Mixed-Income LIHTC Assisted Living Developments	New
Section	10.1	Review Frequency and Scope	New
Section	10.2	Review Notice and Format	New
Section	10.3	File Review	New
Section	10.4	Management Interview	New
Section	10.5	Physical Inspections	Revised
Section	10.6	Review Report	New
Section	10.7	Review Corrections	New
Section	10.8	Common Findings	New
Section	10.9	Noncompliance related to Reviews	New
Section	11.2	Risk Share Reporting	New
Section	11.3	Risk Share REAC Inspections	Revised
Section	11.4	Risk Share Annual Reviews	New
Section	11.5	Risk Share Management Agent Changes	New
Section	11.6	Risk Share Loan Prepayment	New
Section	12.1	Reserve for Replacement	Revised
Section	12.2	Reserve Withdrawal Requests	New
Section	12.6	Audit Confirmation Requests	New
Section	12.7	Reserves Held by Other Financial Institutions	New
Section	12.8	Surplus Cash Distributions	Revised
Section	13.1	Tax-exempt Bond Overview	Revised
Section	13.2	Tax-exempt Bond Annual Reporting	New
Section	13.3	Tax-exempt Bond Lease Addendum	New
Section	13.4	Tax-exempt Bond Student Rule	New
Section	13.5	Tax-exempt Bond Unit Transfers	New
Section	13.6	Tax-exempt Bond Noncompliance	New
Section	14.1	Post Year 15 LIHTC Overview	Revised
Section	14.3	Post Year 15 LIHTC Annual Submissions	Revised
Section	14.4	Post Year 15 LIHTC Tenant Income Certifications	Revised
Section	14.6	Post Year 15 LIHTC Unit Transfers	Revised
Section	14.8	Post Year 15 LIHTC Ownership Transfers	Revised
Section	14.9	Resyndication	New
Section	14.12	Post Year 15 LIHTC Noncompliance	New
Chapter	15	Developments with Multilayered Programs	New chapter
Section	15.1	Multilayered Development Guidance	New
Section	15.2	LIHTC/CHFA Loan and Project-based Section 8	New



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Type	Number	Title	New or Significantly Revised
Section	15.3	Affordable Housing Programs Not Monitored by CHFA	New
Chapter	16	Post Loan Payoff	New chapter
Section	16.1	Post Loan Payoff Period	New
Section	16.2	Post Loan Payoff Compliance Monitoring	New
Chapter	17	Noncompliance	New chapter
Section	17.1	Types of Noncompliance	New
Section	17.2	Consideration of Noncompliance	New
Section	17.3	Noncompliance Process	New
Section	17.4	Potential Consequences of Noncompliance	New
Section	17.5	Noncompliance Reporting	New
Section	17.6	Not in Good Standing with CHFA Programs Designation	New
Section	17.7	Owner and Management Agent Fraud	Revised
Section	17.8	Tenant Fraud	Revised
Section	18.1	Ownership Changes	Revised
Section	18.2	Management Agent Changes	Revised