

February 13, 2018

To: Owners and Property Managers of Housing Incentive Fund (HIF) Properties and Law Enforcement Pilot Program (LEPP)

Compliance Memorandum— Implementation Period - Utility Allowance Changes and Gross Rent Implications

This memorandum will serve as guidance regarding the implementation of utility allowance changes and the implications to the gross rent calculation.

HIF and LEPP Compliance policies states that the sum of a unit's tenant-paid rent and all applicable utility allowances(s) must not exceed NDHFA's currently published maximum rent limit. The amount of utility allowance shall be obtained from the currently in effect utility allowance schedule of the Project's local public housing authority. The policies are silent on implementation time frame for any changes in the published utility allowance schedules.

For consistency, The Agency will use Federal Low Income Housing Tax Credit guidance on implementation periods. This guidance requires a 90-day implementation period beginning when the local housing authority makes revised utility allowances available. Information regarding the implementation period can be found in the [8823 Guide](#) on the NDHFA website (page 18-6). The use of this guidance is effective immediately.

Any questions regarding this policy update may be directed to Patrick Becker at 701-328-8050 or pbecker@nd.gov.