

To: Housing Trust Fund Property Owners and Managers Compliance Memorandum: 20-07
From: Jennifer Henderson, Director Date: June 16, 2020
Planning and Housing Development Division
Re: Housing Trust Fund Compliance Manual Update

North Dakota Housing Finance Agency (NDHFA) has published an updated Housing Trust Fund (HTF) Compliance Manual. The manual has been revised to mirror the Low Income Housing Tax Credit (LIHTC) compliance manual, clarify existing regulatory requirements and update procedures and policies.

Section 1.03 Owner Responsibilities Electronic Signature content was added to make it clear that per state and federal regulations, NDHFA will accept documents with electronic signatures. It, however, will be the responsibility of the owner and property management company to develop policies and procedures for accepting and authenticating such signatures.

Section 1.09 Utility Allowances mirrors LIHTC utility allowance procedures.

Section 1.12 Violence Against Women Act mirrors the LIHTC manual.

Section 1.17 Changes in Management and/or Owner Contact Information establishes procedures for changes in property contacts.

Section 1.18 Transfer of Ownership clarifies the requirements of transferring property ownership.

Section 1.19 Casualty Loss clarifies what NDHFA expects when a building experiences a loss.

The Leasing to Students section relating to prohibition of leasing a HTF unit to students was removed. At this time, student rule does not apply to HTF program.

Section 3 Compliance Monitoring Procedures updates align with the LIHTC inspection procedures. Additionally, the compliance monitoring fee was removed from the fee section. NDHFA will utilize administration funding for compliance monitoring costs.

NDHFA plans to conduct training webinars in July to review the updates and have a question and answer session.

If you have any questions about the manual updates, contact the Planning and Housing Development Division staff at hfainfo@nd.gov or (701) 328-8080.