
Compliance Roundtable Discussion Topics

May 26, 2016

1. Qualified Allocation Plan (QAP) updates
 - Health and Safety
 - Unit
 - Site, Exterior, or Common Area
 - Documentation or File
 - General Deficiencies

2. Compliance Manual and other updates
 - Compliance Email Address, mfcompliance@ahfa.com
 - HUD Physical Definitions Website, <http://www.hud.gov/offices/reac/products/pass/PDFs/appendix2-finaldictionary.pdf>
 - Part II of the 8609
 - HOME Extended Use Inspection Time Frame
 - Extension Requests
 - Management Company Change Request
 - Down Units
 - Training
 - Elderly Multi-Financed Property
 - Annualizing Household Income
 - Effective Date
 - Acquisition/Rehabilitation
 - HOME Rents
 - AHFA DMS Online

3. Preparation for an Audit

- Physical Inspection
 - i. At a minimum, check for the items listed in the QAP
 - ii. Set-up an Inspection Schedule (quarterly, monthly, etc.)

- Document Inspection
 - i. Rent Roll
 - 1. Building Number
 - 2. Unit Number
 - 3. Bedroom Size
 - 4. Number of Household Members at Move-in
 - 5. Current Number of Household Members
 - 6. Tenant Name
 - 7. Move-In Income
 - 8. Move-In Set-Aside Percentage
 - 9. Current Income
 - 10. Current Set-Aside Percentage
 - 11. Tenant Paid Rent
 - 12. Utility Allowance
 - 13. Rental Assistance
 - 14. Gross Rent
 - 15. Move-out Date
 - ii. Employment Verification
 - 1. Year-to-date vs Rate of Pay
 - 2. Pay Stubs
 - 3. Multiple Sources of Income (rate of pay, overtime, shift differential, etc.)
 - iii. Student Verification
 - 1. Must be completed by any tenant age 18 or older
 - 2. Proof of Exception
 - 3. Avoid Conflicting Information (Tenant Income Certification and the Student Verification)