

**OWNER CERTIFICATION OF COMPLIANCE
for HOME and/or LOW-INCOME HOUSING TAX CREDIT (LIHTC) PROJECTS**

PART B

The undersigned, under penalty of perjury, hereby certifies to the NYC Department of Housing Preservation and Development that all the information set forth in Parts A and B of this Owner Certification for HOME and/or LIHTC is true. **(If the owner cannot certify to any of the following statements, details must be provided in the space following the question or in the HOME “Explanations” sections. Additional sheets may be attached if necessary.)**

You must complete the following HOME Funded Projects section and the certification on page 5 if your project contains any HOME assisted units (was funded with any HOME monies).

HOME Funded Projects

- 1. ☐ I have received an initial certification of income and household composition, current as of the move-in date, **for each new tenant that has been leased a HOME unit during the calendar year 2024.** I have also obtained supporting documentation of income for each HOME tenant at move-in and have determined that the income of each household was at or below the income eligibility limits for the HOME Program at move-in. I shall make these and all other records available to HPD or its designee upon request.

- 2. ☐ I have received an annual income re-certification form for 2024 from each existing tenant in a HOME assisted unit.

- 3. ☐ I understand that the HOME affordability period for this project is 10 years or more. Accordingly, I have or will secure supporting documentation of income every sixth year of the affordability period and shall make this and all other records available to HPD or its designee upon request.

- 4. ☐ Each HOME assisted unit in the project is rent restricted in accordance with the HOME Written Agreement. The rents charged to tenants occupying HOME assisted units do not exceed the affordability limits established by HUD and are in accordance with HPD’s regulatory agreement.

- 5. ☐ All HOME assisted units in the project are for use by the general public in accordance with HUD housing policy governing non-discrimination, with HPD’s affirmative marketing plan, and with the HOME Written Agreement for the project.

- 6. ☐ Each HOME unit in the project is habitable and suitable for occupancy, in accordance with all applicable federal, state, and local laws, rules and regulations, including but not limited to health, safety and building codes.

- 7. ☐ Any HOME assisted unit in the project that became vacant during the past calendar year was re-rented to a new tenant having a qualifying HOME income. If not, please explain.

- 8. I understand that because the project received Federal rehabilitation assistance under the HOME program, the project must comply with 24 CFR § 35.935, which requires that the property owner incorporate ongoing lead-based paint maintenance activities in regular building operations, in accordance with 24 CFR § 35.1355(a). Accordingly, I am reporting the status of my compliance with 24 CFR § 35.1355(a) is **(select only one)**:
 - a. ☐ The project’s original construction was completed on or after January 1, 1978, and therefore the requirements of 24 CFR § 35.935 do not apply. *(Note: This is the date of original construction, not the date of rehabilitation.)*

b. ☐ The project provided the HPD Tax Credit and HOME Compliance Unit with the lead-based paint inspection that indicates **no lead-based paint is present in the dwelling units, common areas, and on exterior surfaces**, or a clearance report prepared in accordance with § 35.1340(a) indicates that all lead-based paint has been removed and, the project received a letter of exemption from the requirements of 24 CFR § 35.935 issued by the HPD Tax Credit and HOME Compliance Unit. (Note: This letter of exemption from the requirements of 24 CFR § 35.935 is not the same of an exemption granted by HPD from NYC’s Local Law 1 of 2004.)

c. ☐ The project is not exempted under options (a) or (b) above and, therefore, is required to follow 24 CFR § 35.935. I have completed the Affidavit of Compliance with HOME Lead-Based Paint Requirements and it is attached. **Note: Projects that have been issued an exemption from NYC’s Local Law 1 of 2004 by HPD or who have received a letter of “partial exemption” from 24 CFR § 35.935 from the Tax Credit and HOME Compliance Unit should select (c) and submit the Affidavit of Compliance with HOME Lead-Based Paint Requirements.**

9. ☐ The project is in compliance with all of the terms and conditions of the HOME Written Agreement.

PLEASE NOTE: If all the above certifications cannot be made, the owner must provide a detailed building-by-building description of the reason(s) such certification could not be made. In the explanation section below, the owner must specify which building(s) and units do not conform to items 1-8 of the owner certification and in what respect(s) each building, and unit does not conform.

EXPLANATIONS: (attach additional sheets if necessary)

COMPLIANCE YEAR 2024

You must complete the following LIHTC-Funded Projects section and the certification on page 5 if your project contains any LIHTC-assisted units (was funded with any LIHTC monies).

LOW INCOME HOUSING TAX CREDITS (LIHTC) Projects

1. The project has been and is owned and operated in compliance with Section 42 of the United States Internal Revenue Code ("IRC") and all regulations promulgated thereunder. ☐ Yes ☐ No

2. The project has met the requirements for the minimum set-aside test specified below.

(Must check one of the boxes below)

- ☐ The 20-50 test under IRC Section 42(g)(1)(A), (i.e., at least 20% of the project rental units are rent restricted and occupied by individuals whose income is 50% or less of area median gross income)
- ☐ The 25-60 test under IRC Sections 42(g)(4) and 142(d)(6) for New York City, (i.e., at least 25% of the project rental units are rent restricted and occupied by individuals whose income is 60% or less of area median gross income)
- ☐ The 25-60 “Income-Averaging” test under IRC Section 42(g)(1)(C)(ii)(I) for New York City, (i.e., at least 25% of the project rental units are rent restricted, with income designations between 20% and 80% of area median gross income and averaging 60% or less of area median gross income)

3. The owner elected “deep rent skewed” for this project and has met the requirements specified below:

(Must check one of the boxes below)

- ☐ The 15-40 test under IRC Sections 42(g)(4) and 142(d)(4)(B) for "deep rent skewed" projects (i.e., at least 15% of the LIHTC units are rent restricted and occupied by individuals whose income is 40% or less of area median gross income)
- ☐ Not applicable to this project.

4. Every tenant in a LIHTC unit in the project complied with the applicable income limit upon their initial occupancy in the project. **If no, list the units that did not qualify:**

☐ Yes

☐ No

5. The project has met the requirements for annual income certification specified below:
(Must check one of the boxes below)

- ☐ I have received an annual income certification from each and every tenant and all household members in a LIHTC unit in the project and the documentation to support such certification and shall make them and any and all other records available to HPD or its designee upon request.
- ☐ I have received an annual income certification and supporting documentation from all tenants and household members except those listed below for calendar year 2024. (Specify building address, and apartment number.) All records shall be made available to HPD or its designee upon request.
- ☐ The project is a 100% tax credit project.

6. Each LIHTC qualified low-income unit in the project is rent restricted under IRC Section 42(g)(2)

☐ Yes

☐ No.

If no, list the units that did not qualify.

7. All LIHTC qualified low-income units in the project were for use by the general public, and there has been no finding of discrimination under the Fair Housing Act (including an adverse final decision by the Secretary of the Department of Housing and Urban Development (HUD), an adverse final decision by a state or local fair housing agency, or an adverse judgment from a federal court). If there have been any findings of discrimination, specify below.

☐ Finding(s)

☐ No finding

8. All LIHTC qualified units in the project are used on a non-transient basis (except for transitional housing for the homeless provided under Section 42(I)(3)(B)(iii) or single-room-occupancy units rented on a month-by-month basis under Section 42(I)(3)(B)(iv)). If owner is claiming eligibility for this exception specify below.

☐ All units used on non-transient basis

☐ Exception claimed (provide details)

9. Each building in the project is suitable for occupancy, considering local health, safety, and building codes, and no State or local government unit responsible for making local health, safety, or building code inspections issued a violation report for any building or unit in the project. (If a violation report or notice was issued during the calendar year, a summary of such violation(s) must be included below, with indication of whether the violation has been cleared from the records.)

☐ Suitable for occupancy ☐ Violation issued (**provide details**)

10. Check the appropriate box below regarding changes in the eligible basis.

- ☐ There has been no change in the eligible basis (as defined in IRC Section 42(d)) of any building in the project.
- ☐ There has been a change in the eligible basis (as defined in IRC Section 42(d)) of a building(s) in the project. The nature of the change(s) is as follows: (Identify changes by building address. If there has been a reduction in the eligible basis, attach copies of completed IRS forms 8609 and 8586 filed with the most recent tax return. **Also attach additional sheets if necessary.**
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11. Check the appropriate box below regarding applicable fraction.

- ☐ There was no change in the applicable fraction (as defined in IRC Section 42(c)(1)(B)) of any building in the project.
- ☐ There has been a change in the applicable fraction (as defined in IRC Section 42(c)(1)(B)) of a building(s) in the project. The nature of the change(s) is listed below. If there has been a reduction in the applicable fraction, attach a copy of completed IRS forms 8609 and 8586 filed with the most recent tax return. **If necessary, also attach additional sheets.**
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12. All tenant facilities included in the eligible basis under IRC Section 42(d) of any building in the project, such as recreational facilities, parking areas and swimming pools are provided on a comparable basis without charge to all tenants in the building.

☐ Yes ☐ No

13. When and if a LIHTC unit in the project became vacant, reasonable attempts were, are being, or will be made to rent that unit or the next available unit of comparable or smaller size to tenants having a qualifying income before any units in the project were or will be rented to tenants not having a qualifying income.

☐ Yes ☐ No

14. If the income of tenants of a LIHTC unit in the project increases above the limit allowed in IRC Section 42(g)(2)(D)(ii), (140% of the applicable area median gross income limit, unless the project is a deep rent skewed project and in that case 170% of the applicable area gross median income limit) the next available unit of comparable or smaller size in the project was rented to tenants having a qualifying income.

☐ Yes ☐ No

15. An extended low-income housing commitment (regulatory agreement) as described in IRC Section 42(h)(6) was in effect (for buildings subject to Section 7108(c)(1) of the Revenue Reconciliation Act of 1989), including the requirement under section 42(h)(6)(B)(iv) that an owner cannot refuse to lease a unit in the project to an applicant because the applicant holds a voucher or certification of eligibility under section 8 of the US Housing Act of 1937.

☐ Yes ☐ No

16. For the preceding 12-month period, a) any tenant eviction or lease termination with respect to LIHTC units was for good cause, and b) any increase in the gross rent with respect to a LIHTC unit was in accordance with IRC Section 42.
☐ Yes ☐ No
17. The project has been operated in compliance with the HPD regulatory agreement (if applicable).
☐ Yes ☐ No

All owners must complete the following certification for ALL projects.

The undersigned, under penalty of perjury, hereby certifies to the NYC Department of Housing Preservation and Development that all the information set forth in Parts A and B of this Owner Certification for HOME and/or LIHTC is true.

AUTHORIZED SIGNATURE
(Must be an owner or an officer of General Partnership)

(Print) Name: _____

Title: _____

Date: _____

On this ____ day of _____, 20__ before me personally came.

(Name of Individual)

who being by me duly sworn, did depose and say that (s)he is the _____
(Officer’s Title in General Partnership)

of _____, general partner of the above-referenced project; and
(General Partnership Entity Name)

that (s)he is authorized to execute this document on behalf of owner; and that the above statements are true.

Notary Public

EXPLANATIONS: (attach additional sheets if necessary)

Continue to next page for Instruction.

INSTRUCTIONS

COMPLIANCE YEAR 2024
OWNER CERTIFICATION OF COMPLIANCE for HOME and/or LOW-INCOME HOUSING
TAX CREDIT (LIHTC) PROJECTS

This certification must be completed **annually** throughout the HOME and/or LIHTC the compliance period(s). The period(s) start upon the issuance of either a HUD HOME Completion report or an IRS Form 8609 Low Income Housing Credit Allocation and Certification. The certification covers the prior twelve-month calendar year.

SUBMISSION DEADLINE: **Certifications must be submitted to HPD no later than March 1, 2025.** (No extensions beyond this deadline will be granted.) Submit certification to Box.com in accordance with instructions provided by your Compliance Analyst. For LIHTC projects only, a check for the applicable monitoring fee must be mailed to the address indicated in the below **Checklist**.

USE THE FOLLOWING CHECKLIST TO AVOID COMMON ERRORS IN COMPLETING THE CERTIFICATION.

You must complete the “HOME-Funded Projects” section and the certification on page 5 if your project contains any HOME-assisted units (was funded with any HOME monies).

You must complete the “LIHTC-Funded Projects” section and the certification on page 5 if your project contains any LIHTC-assisted units (was funded with any LIHTC monies).

All owners must complete a separate Annual Certification of Compliance for each of their projects.

- ☐ **Current Form** – You must use the Compliance Year 2024 Certification form. **It is not acceptable to resubmit forms from prior years.** Upload to Box.com in accordance with instructions provided.
- ☐ **LIHTC Compliance Monitoring Fee** – Submit to HPD a check payable to “NYC Department of Finance.” The name of the project MUST be shown on face of check and each check should be attached to a Compliance Monitoring Fee Form to ensure accurate processing. **The fee is twenty-five dollars (\$25) for each LIHTC unit in the project.**

The check must be submitted to:
NYC Department of Housing Preservation and Development
100 Gold Street
Room 7-V1
New York, NY 10038
ATTN: Arabia Brown

DO NOT send the check(s) directly to the Department of Finance
Credit cannot be given for payments made directly to The
Department of Finance.

PART A

- ☐ Provide **Owner name** (usually a limited partnership)
- ☐ State **Sponsor / Developer** (i.e., the parent organization)
- ☐ **Person preparing the form** (who can be consulted should questions arise) must be listed along with their contact information.

- ☐ **List each building** on a separate line that has a separate LIHTC Building ID Number ("BIN"). The BIN can be found on the IRS 8609 Form issued by HPD.
- ☐ Consult Form IRS-8609 and/or your Tax Preparer to determine the **first year that credits were claimed**. The year may not be the same for every building in a project.
- ☐ **Non-rental superintendent apartments** are not tax credit eligible but are treated as part of the common area of the building. List them in Column C only.
- ☐ **Tax ID Number** for the owner **MUST** be included. (Section II)

PART B

- ☐ Be sure to check the correct **Minimum Set-Aside test (question 2, page 2 in the LIHTC Project section)** that was elected by the owner on the first tax return for the project. If in doubt, consult your Tax Preparer, or Part II of your 8609.
- ☐ If any required statement in the Certification cannot be answered in the affirmative, the **owner must explain**. Use appropriate lines provided (**or space on Page 5**) to specify the buildings and apartments that do not conform, and in what respects each does not conform.
- ☐ Be sure to check the appropriate box for compliance with 24 CFR §35.935 (question 8, page 1 in the HOME Project section).
- ☐ The certification must be **signed by an owner or officer of the general partnership and must be notarized**. IRS regulations permit the certification to be made by the managing agent, only if the managing agent has power of attorney for the purpose of making such certification.