

## 2025 Owner's Compliance Verification – HTF

Certification Dates: 1/1/25-12/31/25	
Owner:	
Owner Address:	
Primary Point of Contact:	Email:
Authorized Signatory for Owner:	Email:

The undersigned, on behalf of the Owner, hereby certifies that:

1. All tenants in the HTF funded properties meet the income and rent guidelines outlined in each HTF written Agreement.  
 Yes  No
2. All households in the HTF-assisted units have been certified at least annually to qualify as extremely low income (ELI) households according to 24 CFR 93.151 and 93.302; and if self-certification is allowed, full documentation of income qualification is reviewed for all tenants in the 1<sup>st</sup>, 6<sup>th</sup>, 12<sup>th</sup>, 18<sup>th</sup>, and 24<sup>th</sup> year for each project.  
 Yes  No
3. If any HH income exceeded 30% of the AMGI the unit was treated as 'temporarily out of compliance', and actions were taken to ensure vacancies are filled to return to compliance. (If yes, attach documentation indicating the timeline and units involved).  
 Yes  No
4. Have HTF-assisted units in this development been sold or released in the last year? (If yes, attach documentation indicating the addresses and dates of units sold or released).  
 Yes  No
5. All units meet local/State building codes, and NSPIRE standards. If outstanding physical deficiencies exist as a result of an inspection conduct by an agency other than KHRC, attach a copy of the inspection report.  
 Yes  No
6. Inspection of each unit are conducted at least annually, and records are maintained to include possible charges for damages.  
 Yes  No
7. Units meet all applicable Section 504 and agreement requirements for physical accessibility for persons with disabilities.  
 Yes  No
8. For any projects constructed prior to 1978 the owner has provided the lead-based paint pamphlet, required the tenant to sign the certification, and provided any reports on lead-based paint or lead hazards, including records and reports concerning common areas and other units.  
 Constructed after 1978       Lead-Based Paint Addendum and Pamphlet Provided
9. The property has written a Fair Housing Plan that describes targeted populations and has made affirmative outreach and marketing efforts to those populations within the past 12 months.  
 Yes  No

10. The property remains financially viable, and the owner has the financial capacity to operate this property through the compliance period. If no, attach explanation.

Yes  No

11. The owner has paid staff or a contracted manager with the experience and ability to perform the management responsibilities required to maintain compliance.

Yes  No

12. The owner has implemented the Federal requirements related to the Violence Against Women Act (VAWA).

Yes  No

13. Does the owner have selection criteria to disqualify aliens who are ineligible to receive Federal housing assistance?

Yes  No

**Note: Failure to adequately complete this form and the entire annual report will result in noncompliance with State and Program requirements. Only the Owner's authorized representative may sign this certification.**

The Owner is otherwise in compliance with the HTF Interim Rule at 24 CFR Part 93, the HTF Written Agreement, the applicable State Allocation Plan, and all other applicable laws, rules and regulations. This Certification and any attachments are made UNDER PENALTY OF PERJURY.

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Signature of the Owner/Executive Director/Board President

Date