

# OWNERS'S CERTIFICATION OF CONTINUING PROGRAM COMPLIANCE

## NSP PROGRAM

### ARKANSAS DEVELOPMENT FINANCE AUTHORITY:

<b>Certification Dates:</b>	<b>From:</b> January 1, 2015	<b>To:</b> December 31, 2015
<b>Project Name:</b>		
<b>Project Address:</b>	<b>City:</b>	<b>Zip:</b>
<b>Contact Information:</b>	<b>Phone:</b>	<b>Fax:</b>
<b>Email:</b>		
<b>Project Owner:</b>		
<b>Name of responsible party executing Certification:</b>		
<b>Name of person preparing Certification:</b>		

### PROJECT INFORMATION:

**Total # of NSP Units:** \_\_\_\_\_

**Fixed or Floating:**                       **Fixed**                       **Floating**

**Total Required 50% units:** \_\_\_\_\_

**Total Required 120% units:** \_\_\_\_\_

	0 bedroom	1 bedroom	2 bedroom	3 bedroom	4 bedroom
<i>RENTS</i>					
<b>Current units at 50%</b>					
<b>Current units at 51%-60%</b>					
<b>Current units at 61%-120%</b>					
<i>UTILITY ALLOWANCE</i>					

<b>Have the utility allowances been updated in the last 12 months?</b>	<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>
<b>Has there been a rent increase in the last twelve months?</b>	<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>

**List other Project Funding:**

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Certification and all attachments will be due by June 1, 2016.

The undersigned \_\_\_\_\_, on behalf of (Ownership Entity) hereby certifies all NSP assisted units comply with the NSP Program Regulations as they apply to the following:

1. The owner certifies that they have complied with all requirements as outlined in the NSP Agreement and their has been no change in the Ownership.  
 Yes  
 No
2. The project complies with the Unit Income designation requirements as outlined in the NSP Agreement.  
 Yes  
 No
3. Project rents are within NSP Rent Limits Published by HUD (based on a three tier rent schedule, unit size and percentage of income of the household).  
 Yes  
 No
4. The owner certifies that they have all tenants execute a Lease and/or attach a Lease Addendum that allows changes to address NSP rent and recertification requirements.  
 Yes  
 No
5. The owner has updated the utility allowance in the last twelve months and adjusted the rents as applicable to maintain compliance with the current rent limits.  
 Yes  
 No
6. The owner certifies that all households have been income certified at initial occupancy per NSP Program Requirements.  
 Yes  
 No
7. The owner certifies that all households have been recertified within 12 months of the move-in date utilizing ADFA's Self Certification Form or completing a full recertification.  
 Yes  
 No
8. The owner has completed outreach, marketed the project according to the Affirmative Fair Housing Marketing Plan, (AFHMP), and has adopted and follows the projects tenant selection policies and criteria.  
 Yes  
 No

9. The owner certifies that they have maintained a waiting list of all applicants and select from this list according to their written tenant selection procedures. The waiting list has been maintained according to the record retention policy.
- Yes  
 No
10. The owner certifies that each building and all NSP-assisted units in the project are suitable for occupancy.
- Yes  
 No
11. The owner certifies that they have retained the NSP Program Records as outlined in the NSP Agreement and will maintain these records (5) years after the applicable Required Affordability Period.
- Yes  
 No
12. The owner certifies that they have Maintained ADFA's WCMS tenant data reporting with any changes by the 15<sup>th</sup> of the following month of the change.
- Yes  
 No
13. The owner certifies that they have maintained a project binder with annual updates as applicable. (The binder is to be utilized and reviewed during ADFA's site visits)
- Yes  
 No

If you have answered **NO** to any of the above questions, it will be necessary to provide an explanation as an attachment to this submission.

**Please provide the following Attachments to the NSP Annual Certification.**

**Required Attachments**

- Copy of Property Hazard Insurance Declaration Page with current effective dates
- Copy of the current paid Tax Receipt for Property Taxes
- Copy of the updated Utility Allowance figures, (date updated and how figures were obtained)
- End of the year Financial Statement
- Explanation clarification if you answered No to any of the above questions

**Important Note:** Failure to complete this form in its entirety will result in non-compliance with program requirements. **In ADDITION,** only the responsible party is authorized to execute this form. The project is otherwise in compliance with NSP Program and all other applicable laws, rules and regulations. This Certification and any attachments are made UNDER PENALTY OF PERJURY.

\_\_\_\_\_  
Name of Ownership Entity

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
(Printed Name of Responsible Party)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**ACKNOWLEDGMENT**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, a notary public, personally appeared \_\_\_\_\_, and acknowledge that he/she executed the foregoing instrument.

Given under my hand and seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Seal) \_\_\_\_\_  
Notary Public

My commission Expires: \_\_\_\_\_