

(National) Housing Trust Fund Implementation Manual

REVISION LIST

- 1 -

Revised January 2019:

Chapter 19: Rental Program

- a. Added language to the chapter regarding VAWA. New requirements are listed in page 7 of this chapter.
- b. Added new prohibited lease requirements in the HTF Lease Addendum

Revised September 2019:

Chapter 7: Income Determinations

- a. Updated Child Support / Alimony Verification Form

Chapter 11: Program Reports

- b. Posted a revised HTF Rental Activity Annual Report

Chapter 19: Rental Program

- c. Changed language regarding requirement to verify child support / alimony income (see revised form linked in Chapter 7)
- d. Added requirement for CO detectors in unit's

Revised November 2019:

Chapter 7: Income Determinations

- a. Ensured language was added to require obtaining two months of source documents to verify income

Chapter 19: Rental Program

- b. Ensured language was added to require obtaining two months of source documents to verify income

Revised August 2020:

Chapter 19: Rental Program

- a. Added information regarding total contract rent vs. when a unit is receiving a project based subsidy.

(National) Housing Trust Fund Implementation Manual

REVISION LIST

- 2 -

Revised March 2022:

Chapter 19: Rental Program / Inspections

- a. Added Carbon Monoxide Language
 - A Carbon Monoxide Detector is **REQUIRED** if a unit contains a fuel burning appliance and/or has an attached garage **NO LATER THAN DECEMBER. 27, 2022.**
 - A Carbon Monoxide Detector is **REQUIRED ASAP** if a unit contains a fuel burning appliance and/or has an attached garage and the NHTF Award was made post-2018.

If a CO detector is not present but needed (for pre-2019 awards) due to identified source, this will be noted on the inspection. **This will be an observation instead of a finding prior to Dec. 27, 2022. After this time, any missing CO detectors will be considered a Health and Safety finding.**

Revised April 2022:

- a. Added Special Needs definitions