



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

WAYNE WORKMAN
ACTING-EXECUTIVE DIRECTOR

January 30, 2015

TO: Owners & Management Agents of LIHTC, 1602, TCAP, HOME, NSP,
Section 8 Project-Based, Section 236 and all MSHDA-Financed Rental
Properties

FROM: Sherri Davio, Compliance Manager

SUBJECT: 2015 Compliance Monitoring Officers

In an effort to better serve our customers, partners and stakeholders and to continue our on-going process improvements, I am pleased to announce the reorganization of MSHDA's program Compliance Monitoring unit. Effective immediately, each development in the Compliance Monitoring rental portfolio has been assigned to a Compliance Officer. The Compliance Officer will serve as the primary contact person for compliance-related matters, including tenant file audits, physical inspections, tenant data, and annual owner's certifications of continuing compliance.

Compliance Officer - You will be notified by e-mail as to who your assigned Compliance Officer will be. In general, each management company and all of its projects are assigned to a specific Compliance Officer. Please contact your Compliance Officer directly by phone or email should you have any compliance questions or need assistance. If you have a MSHDA Asset Manager, please continue to contact your assigned Asset Manager for Asset Management related matters (budgets, MIE, management fees, etc.).

Submission of compliance forms and documents - Continue to submit all compliance-related correspondence to the compliance e-mail address (MSHDAcompl@michigan.gov). This includes all audit and physical inspection responses, Utility allowance documentation, Common Area Unit requests, Casualty Loss forms, and Notice of Change in Ownership or Management Agent forms. It is not necessary to email any duplicate documents directly to the Compliance Officer or any other Compliance staff member, unless there is a specific need or request from your Compliance Officer to do so. Continue to send the required original executed documents (including Owner Certifications/Attachment A reports for physical inspections and the Annual Owner's Certifications of Continuing Compliance) by mail to MSHDA's Lansing mailing address listed at the bottom of this memorandum.

Comments and Feedback - We fully expect that implementing these changes will improve the quality of your service and the timeliness of the review and processing of documents. As always, your comments and feedback are valuable to us. Please let us

know how this change is working for you and your staff by completing and submitting a Compliance Officer Survey form by email to MSHDAcompl@michigan.gov. E-mails and/or phone calls are also welcome and encouraged. If for any reason you would prefer to send the survey form directly to my attention, please email to davios@michigan.gov. (The survey form will be available soon on MSHDA's website.)

Thank you in advance for your patience during the implementation of this reorganization.

Compliance Officer	Email Address	Phone
Audriene Patterson	pattersona@michigan.gov	517-373-9141
Cassandra Brown	brownc7@michigan.gov	517-241-0765
Debbie Monroy	monroyd@michigan.gov	517-241-0261
Denise Patrick	patrickd@michigan.gov	517-373-8735
Laura Chang	changl1@michigan.gov	517-241-3836
Terry Bunn	bunnt@michigan.com	517-373-6349
Tyler Hull	hullt@michigan.gov	517-335-4057
Vickie Guzman	guzmanv@michigan.com	517-373-9164

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P.O. Box 30044
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Compliance Main Phone: (517) 241-2560
Email: MSHDAcompl@michigan.gov

Website: www.michigan.gov/mshda (select "Property Managers", then "Compliance for Rental Housing")