

DATE: April 3, 2020

TO: All LIHTC, HOME, NSP and SCHDF Development Owners/Managers

SUBJECT: Affordable Housing Compliance During Social Distancing

Alaska Housing Finance Corporation (AHFC) Internal Audit Department (IAD) has received requests for clarification regarding completion of move-in and annual income certifications during the COVID-19 outbreak.

To reduce risk among applicants, residents and site staff, it is acceptable for your applicants and/or residents to submit documentation through the mail, fax or email. For verification forms that require a management signature, please sign the form upon receipt and document the file clarifying that you did not sign the form in person due to COVID-19 risk.

We understand that there may be difficulties in obtaining third party verifications at this time. Should you find that you are unable to obtain third party verifications of income or assets please follow guidance in chapter 5 and appendix 3 of HUD Handbook 4350.3. If the recertification cannot be completed, document the file and complete as soon as possible. Developments that are eligible to complete self-recertifications under current regulations should do so.

We are hopeful that the IRS and HUD will provide additional guidance on reporting requirements in the near future. AHFC IAD will provide additional guidance if/when we receive new information from the IRS and/or HUD.

As a reminder, AHFC IAD has suspended all site inspections of affordable housing developments funded through the LIHTC, HOME, NSP and SCHDF programs until further notice. This suspension only pertains to site inspections; AHFC IAD continues to perform monitoring reviews of administrative documentation and tenant files remotely.

Thank you for your patience and understanding during these trying times. If you have, any questions or concerns please feel free to contact me at (907) 330-8414 or via email at jgatfield@ahfc.us.

Sincerely,



Jerusha Gatfield
Compliance Officer