

DATE: March 7, 2022

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

Subject: Resumption of Site Inspections, March 2022

On September 27, 2021 Alaska Housing Finance Corporation's (AHFC) Internal Audit Department (IAD) suspended physical inspections of all affordable housing developments funded through the GOAL program due to a surge in COVID-19 cases throughout the state. As new cases of COVID-19 have declined, AHFC IAD will resume physical inspections effective March 21, 2022.

AHFC staff will continue to examine tenant files remotely at this time, and will be reaching out to Owners/Managers to begin scheduling onsite physical inspections of developments in accordance with our Notice Letter.

The following procedures will be followed when AHFC staff perform the physical inspection of a development. These procedures are designed to ensure health and safety of your residents, site managers, and AHFC's staff.

- Questions have been added to the Compliance Monitoring Review Notice Letter requesting specific information regarding the development's COVID-19 policies and procedures. (Developments that have completed the administrative portion of the 2021 compliance monitoring review will receive a separate email requesting this information.)
- Social distancing of a minimum of six feet will always be maintained.
- Face mask(s) will be worn by all those participating in the inspection inside resident units, offices and common spaces. AHFC staff will be prepared with their own masks and sanitizers.
- For developments with safety protocols in place that exceed what AHFC has bulleted here, please notify AHFC staff prior to arrival on site so we can comply.
- A management representative will be required to assist AHFC staff during the physical inspection.
- Active COVID-19 units identified in Management's Response to the Notice Letter will not be selected for inspection.
- An email will be sent 72 hours prior to any site inspection to confirm that residents have been properly notified and to request information about whether residents are known to be experiencing active COVID-19 symptoms, and to finalize arrangements with on-site staff.
- Health screening questions (Provided at end of this memo) will be asked of development staff and residents in selected units prior to completing inspections.
- If a resident fails any of the health screening questions, a new unit will be selected.

AHFC understands that some owners/managers may be concerned for the safety of their staff and residents during the COVID-19 pandemic. AHFC continues to closely monitor the impact that COVID-19 has on our communities and staff will be taking precautions to prevent the spread of COVID-19 and to ensure the health and safety of all parties involved.

If you have any questions or concerns please feel free to contact me at (907) 330-8414 or via email at jgatfield@ahfc.us

Regards,

A handwritten signature in blue ink, appearing to read "Jerusha Gatfield". The signature is fluid and cursive, with a large loop at the end.

Jerusha Gatfield
Compliance Officer
AHFC Internal Audit Department

Health Screening Questionnaire

Before entering a development or units, the following questions will be asked by AHFC staff of the residents and staff:

- Do you currently have a fever?
- Do you currently have a cough?
- Do you currently have shortness of breath?
- Any other symptoms related to COVID-19?
- Have you traveled outside of Alaska within the last 10 days?
- Have you had contact with anyone who has tested positive for COVID-19 in the last 10 days?
- Do you have any health concerns with AHFC conducting an inspection of your unit at this time?