



Arizona Department of Housing 2020 Information Bulletin

REGARDING PROGRAMS: Rental Compliance

REGARDING FUNDING SOURCES: Low Income Housing Tax Credit (LIHTC), HOME, State and National Housing Trust Fund (HTF) and Neighborhood Stabilization Programs (NSP) Compliance

INFORMATION BULLETIN No. 17-20

ISSUED: March 18, 2020

RE: COVID-19 Compliance Guidance for ADOH Assisted Rental Properties

The Arizona Department of Housing (“ADOH”) has been monitoring the situation regarding COVID-19 and how it affects our business operations. For ADOH, that means understanding how it impacts our employees, residents, owners/agents, and then making the necessary adjustments to our operations.

Our priority is to keep you, your residents and our employees safe. For this reason, we are providing the following guidance below:

On-Site Visits

All Rental property monitoring has been postponed until at least the end of April. We will re-evaluate at that time to determine if desk reviews are needed. We will notify projects on an individual basis.

Resident Services

ADOH is approving the postponement of any resident service that requires public gatherings. This approval will be for a period of 30-days. Other required services outlined in a LURA must continue to be provided including, but not limited to, food resource programs and transportation services to grocery stores and pharmacies. Any additional requests past 30-days must be sent directly to the Compliance Program Manager and will be evaluated and approved as current situations warrant.

Common areas

Owner/agents should take extra precautions for their staff and residents and make every effort to clean all common areas -- especially handrails, doorknobs, food preparation areas and restrooms -- and post and make available recommended precautions from the CDC.

Recertifications

ADOH has allowed various documents to be received and signed electronically. While we did not allow for the Tenant Income Certification or lease to be signed electronically, we are temporarily

lifting this restriction to allow for recertifications to be completed as timely as possible while still adhering to all CDC and local health official recommendations as well as IRS regulations.

Additionally, for 100% affordable projects, we are allowing for any recertification needing to be completed between March 18, 2020 and May 31, 2020 to be done so by utilizing the ADOH Self Certification Tenant Income Certification. For mixed-use projects, in absence of guidance from the IRS, you must still make every attempt to complete a recertification as outline by Section 42. Again, you can do so electronically as much as possible.

Other federal laws

At this time, there are no waivers of the requirements of the Federal Fair Housing Act, the Violence Against Women Act, Section 504 of the Rehabilitation Act, or the Americans with Disabilities Act. Your property must continue to make reasonable accommodations and process transfer requests related to disabilities or VAWA protections.

Vacant units

Vacant low-income/state assisted units must be leased to qualified households. At this time, there is no relief to use low-income/state assisted units for any other purpose, even if it is related to COVID-19.

If you have any questions please contact Juan Bello, Compliance Program Manager, at 602-771-1074 or via email at juan.bello@azhousing.gov.



Arizona
Department
of Housing

1110 W. Washington, Suite 280 | Phoenix, AZ 85007

Telephone (602) 771-1000 Facsimile (602) 771-1002 TDY (602) 771-1001

<https://housing.az.gov>