



## NOTICE TO PARTNERS: KHC’s Inspection & Monitoring Policy in Response to COVID-19

*Last Updated: April 28, 2020*

**\*\*\* APPLICABLE UNTIL FURTHER NOTICE, UNLESS OTHERWISE NOTED BELOW \*\*\***

*KHC will update this notice and share with partners via [eGrams](#) and targeted emails.*

*KHC has assembled information and guidance on our [COVID-19 Response page](#) on [KHC's website](#).*

In response to concerns related to COVID-19, KHC is implementing the following policies for inspections and monitoring. KHC’s policy changes seek to minimize spread of COVID-19 and protect the health of tenants, homeowners, partners, and KHC staff.

<b>Activity/Programs</b>	<b>KHC’s Interim Policy (subject to change)</b>
<p><b><u>Construction Progress/Completion Inspections</u></b>  <b>Multifamily &amp; Single-Family Projects</b>  <i>for Tax Credits, Tax-Exempt Bonds, HOME, NHTF, AHTF, ARC, etc.</i>            (Inspections conducted at active project construction sites by KHC’s Design and Construction Review)</p>	<ol style="list-style-type: none"> <li>1. If the activity is new construction or rehab with NO residents in place, KHC will continue conducting inspections as usual.</li> <li>2. If the activity is rehab with residents in place:               <ul style="list-style-type: none"> <li>○ NO on-site inspections will be conducted.</li> <li>○ KHC will accept video, FaceTime (or equivalent format), and adequate photo documentation submitted by partners instead of conducting an on-site inspection.</li> </ul> </li> </ol>
<p><b><u>Affordability/Compliance Period Inspections &amp; File Monitoring</u></b>  <b>Multifamily &amp; Single-Family Projects</b>  <i>for Tax Credits, Tax-Exempt Bonds, HOME, NHTF, AHTF, ARC, etc.</i>            (Monitoring of completed construction/rehab projects by KHC’s MF Asset Compliance or Housing Contract Administration)</p>	<ol style="list-style-type: none"> <li>1. KHC staff will NOT conduct physical inspections.</li> <li>2. All file monitoring will be completed as desktop reviews.</li> <li>3. Multifamily project/property staff will upload all requested files through TDCS for KHC to review remotely.</li> <li>4. There will be no interruption in review of 2019 Annual Owner Certifications.</li> </ol>
<p><b><u>Compliance Monitoring &amp; TA Visits</u></b>  <i>for CoC, ESG, HOPWA, HOME TBRA</i>            (Monitoring of grants by KHC’s Housing Contract Administration)</p>	<ol style="list-style-type: none"> <li>1. All on-site compliance monitoring and TA visits are suspended.</li> <li>2. Desk monitoring will be implemented in the alternative and partners may need to submit documentation electronically</li> <li>3. Technical assistance will be offered to partners remotely.</li> </ol>

Activity/Programs	KHC's Interim Policy <i>(subject to change)</i>
<p><b><u>Housing Quality Standards Inspections</u></b>  <i>for KHC's Sec. 8 Housing Choice Vouchers,</i>            (Inspections that must take place before a voucher holder can move into a vacant unit.)</p>	<ol style="list-style-type: none"> <li>1. <u>ALL</u> initial and biennial HQS inspections have been suspended from March 30 through April 30<sup>th</sup>.</li> <li>2. Units requiring inspections will receive a provisional initial HQS inspection via "Owner Self Certification" and on-site inspections will occur at a future date.</li> </ol>
<p><b><u>Weatherization Monitoring</u></b>  <i>for DOE, LIHEAP</i>            (Visits by KHC's weatherization monitors to single family homes to monitor the work of our partners.)</p>	<ol style="list-style-type: none"> <li>1. KHC will postpone on-site inspections and monitorings.</li> <li>2. Desk monitorings may take place, and partners may need to submit documentation electronically.</li> </ol>
<p><b><u>Management Occupancy Reviews (MORs)</u></b>  <i>for KHC's Project-Based Section 8 properties.</i>            (Reviews required in quarterly work plans under a contract between KHC &amp; HUD.)</p>	<ol style="list-style-type: none"> <li>1. MOR on-site are suspended until further notice.</li> <li>2. KHC is awaiting HUD guidance.</li> </ol>
<p><b><u>Complaint Inspections</u></b>  <i>for Multiple Programs</i>            (Unscheduled inspections as a result of client complaints received by KHC.)</p>	<ol style="list-style-type: none"> <li>1. The decision on whether to conduct client complaint inspections will be made on a case-by-case basis.</li> <li>2. Factors to be considered will include, severity of alleged issue (e.g. life and safety issue), occupancy of the building (e.g. is the building age-restricted or otherwise occupied by particularly vulnerable populations), etc.</li> </ol>