



MEMORANDUM

VIA E-MAIL

TO: Multifamily Property Owners/Managers

FROM: Joshua Brown, Senior Manager – Asset Management

DATE: March 25, 2020

SUBJECT: Use of Electronic Signatures During Covid 19 Pandemic

Joshua Brown Digitally signed by Joshua Brown
Date: 2020.03.25 13:12:00 -04'00'

Based on a review of existing and newly obtained guidance from various federal regulators the West Virginia Housing Development Fund is authorizing the use of electronic signatures by tenants and managers on documents necessary for certifications under the Low Income Housing Tax Credit, HOME, National Housing Trust Fund, Section 8 and USDA 538 GRRHP programs. The electronic signature, printed name, and date must be clearly observed when the document is viewed either electronically or if printed.

Acceptable forms of electronic signatures may include:

- Scanned or Faxed images of documents containing handwritten signatures
- Digital signatures that provide a method to confirm the authenticity of the signature
 - Identifies a software vendor used to execute the signature (i.e. DocuSign)

All other program regulations, guidance and agreements must be adhered to as usual unless otherwise modified by the Fund in subsequent notices.