



NOTICE TO PARTNERS: WVHDF's Inspection & Monitoring Policy in Response to COVID-19

Last Updated: March 16, 2020

*****APPLICABLE THROUGH APRIL 30, 2020 UNLESS OTHERWISE NOTED BELOW*****

West Virginia Housing Development Fund (the Fund) continues to monitor the COVID-19 situation in West Virginia. To provide transparency and customer service, the Fund will update this notice and share with partners via targeted emails and our website www.WVHDF.com.

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

Activity/Programs	WVHDF's Interim Policy (subject to change)
<p><u>Construction Progress/Completion Inspections</u> Multifamily & Single-Family Projects <i>For Tax Credits, Tax-Exempt Bonds, HOME, USDA 538, NHTF, AHF, etc.</i> (Inspections conducted at active project construction sites by the Fund's Technical Services staff)</p>	<ol style="list-style-type: none"> 1. If the activity is new construction or rehab with NO residents in place, the Fund will continue conducting inspections as usual. 2. If the activity is rehab with residents in place: <ul style="list-style-type: none"> o Inspections may still occur at the Funds discretion with inspectors taking protective measures such as wearing protective gloves and masks to prevent any exposure.
<p><u>Affordability/Compliance Period Inspections & File Monitoring</u> Multifamily & Single-Family Projects <i>For Tax Credits, Tax-Exempt Bonds, HOME, USDA 538, NHTF, AHF, etc.</i> (Monitoring of completed construction/rehab projects by the Fund's Asset Management Specialists)</p>	<ol style="list-style-type: none"> 1. Fund staff will NOT conduct on-site physical inspections. 2. All file monitoring will be completed as remote desktop reviews. 3. Multifamily project/property staff will upload all requested files through Procorem for Fund staff to review remotely.
<p><u>Management Occupancy Reviews</u> (MORs) for the Fund's Project-Based Section 8 properties. (Reviews required in quarterly work plans under a contract between the Fund & HUD.)</p>	<ol style="list-style-type: none"> 1. The Fund will perform desk reviews of currently scheduled MORs through March 31, 2020. On Site visits will not be conducted. 2. The Fund is awaiting HUD guidance and will reassess regarding April MORs