



September 10, 2020

## update to covid-19 guidance on annual recertifications for lihtc and chfa loan programs

Due to unprecedented circumstances, including health concerns, business closures, and government orders, CHFA issued a temporary waiver of annual recertifications of income and assets, effective 03.27.2020.

**This waiver applies only to certifications with effective dates 03.27.2020 through 12.31.2020** and only to recertifications for the LIHTC and CHFA Loan programs monitored by CHFA. It applies to both 100-percent restricted developments and mixed-income developments.

For waived certifications, the only documentation required will be:

- A clarification record regarding the waiver (e.g., [a copy of this notice](#)), and
- A Student Status Certification, if applicable.

**Annual Recertifications effective 01.01.2021 and later are required to be completed.** Recertifications may be conducted electronically or verbally in accordance with CHFA's guidance, set forth below:

- Content may be entered electronically by residents on certification forms.
- Signatures by residents and management on certification forms, including the Tenant Income Certification (TIC), may be completed electronically as long as each signature is authenticated, and date- and time-stamped by the software.
- Typed and unauthenticated signatures are not permitted.

If the O/A is unable to conduct the certification process in person, or electronic format is not available, the certification may be conducted with the resident over the phone using the following steps:

- Call the resident(s) to complete the certification interview.
- Complete the questionnaire and other documents with the information collected during the call. Do not sign on behalf of residents.
- Use a [clarification record](#) to document.
- The date, time, and contact info for phone call with the resident(s).
- The reason the certification was conducted by phone and why the resident's signature was not obtained.
- Confirmation that management will have the resident sign all documents, true and correct, when it becomes feasible to do so.

If you have any additional questions, please contact your CHFA Program Compliance Officer.

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