



To: IHCD A Project Based Voucher Properties

Notice: **RED-20-24**

From: Real Estate Department

Date: April 16, 2020

Re: Project Based Voucher Program Waivers due to COVID-19

In response to concerns related to COVID-19 (commonly known as novel coronavirus), IHCD A is implementing the following waivers and alternative requirements for properties receiving Project Based Vouchers through IHCD A.

Alternative Inspection and HQS Requirements

Turnover Unit Inspections

The requirement for an HQS inspection to be completed and passed prior to the providing assistance to a new household is waived. Alternatively, properties must self-certify that they have no reasonable basis to have knowledge that life-threatening conditions exist in the unit or units in question. HQS self-certification forms must be returned to IHCD A before the unit can be occupied.

Interim Inspections

When a life-threatening HQS deficiency is reported to IHCD A the property will be notified of the reported deficiency. Properties will be provided 24 hours from notification to provide documentation to IHCD A that the reported violation either does not exist or has been remediated. Documentation should include a photo of the reported violation, an invoice for the necessary repair, or tenant certification that it has been completed. IHCD A will contact the tenant to confirm the repair has been completed.

When a non-life-threatening deficiency is reported the same alternative documentation procedure should be followed but with a 60-day deadline for remediation.

Space and Security Standards

In instances where households want to add a member(s) to the household as a result of the Covid-19 emergency the normal regulation of 1 bedroom/sleeping area for every 2 household members will not apply. This applies only to units currently under lease and does not apply to new admissions or moves. Request to deviate from the normal space and security standards must be documented, including the



ADDRESS 30 South Meridian Street, Suite 900, Indianapolis, IN 46204
PHONE 317 232 7777 TOLL FREE 800 872 0371 WEB www.ihcda.IN.gov

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reason for adding the household member(s). This waiver will cover households that exceed 2 household members for each bedroom/sleeping area until the end of their current lease or April 10th, 2021, whichever is later. Following the expiration of the waiver the household will be required to comply with normal space and security standards.

Alternative Income Examination Requirements

Self-Certification of Income

In recognition that many PBV participants are unable to obtain verification of their change of income due to their employers being closed, IHCD is adopting the use of participant self-certification of income for Interim income certifications in the PBV program. If a property is made aware of a change of income, they should contact IHCD to request a self-certification of income form. Participants are not required to self-certify their income and may provide income documentation as they normally would if they so choose. Participants who self-certify income are still subject to repayment agreements if they are later found to have provided false information that resulted in them receiving subsidy above the amount they qualified for. **Please note self-certification of income is only being allowed for PBV certification and does not meet income documentation requirements for other subsidies the property receives such as LIHTC and HOME.**

General PBV Program Alternative Requirements

Absence from Unit

The requirement to terminate HAP when a family is absent from their unit for more than 180 consecutive days in instances where the absence is caused by extenuating circumstances is being waived. Requests to continue making HAP payments after a family is absent for more than 180 days must be approved by IHCD and supported by information about the extenuating circumstances. HAP payments will be stopped on January 1st, 2021 for all families who have been absent from their unit for more than 180 days.

Termination for Six Consecutive Months of Zero HAP

In recognition that the Covid-19 situation is creating employment instability for many families in Indiana, IHCD is suspending the practice of terminating families for six consecutive months of zero HAP. Families that are approaching six consecutive months of zero HAP will be notified that they will not be terminated and will remain eligible for housing assistance if they experience and report a loss of income in the future. All participants who have not received HAP subsidy for six consecutive months on January 1st, 2021 will be terminated.

Questions about this notice can be directed to Jeff Zongolowicz, Housing Choice Programs Manager, via jjongolowicz@ihcda.in.gov