

To: Property Owners/Managers

Compliance Memorandum: 20-01

From: Jennifer Henderson, Director  
Planning and Housing Development Division

Date: March 16, 2020

**RE: Coronavirus (COVID-19) Inspection and Monitoring Protocol**

North Dakota Housing Finance Agency (NDHFA) is aware of and is monitoring the COVID-19 situation in North Dakota. In response to concerns related to the virus, the agency is implementing the following protocol for inspections and monitoring of Low-Income Housing Tax Credit, Housing Trust Fund, Housing Incentive Fund, Neighborhood Stabilization Program, FDIC Affordable Housing Program, Rural Rehab Loan Program, Rural Housing Investment Incentive Pilot Program and Law Enforcement Pilot Program properties.

**Affordability/Compliance Period Physical Inspections and File Monitoring**

- Physical inspections will be postponed until further notice.
- Tenant file review will continue to be conducted electronically using secure upload options provided in review requests.

**Annual Owner Certification/Annual Desk Review Requests**

- There will be no interruption in reviewing 2019 Annual Owner Certifications and Annual Rental Compliance Reporting.

NDHFA staff are accessible at this time. Email communication via our general account, [hfainfo@nd.gov](mailto:hfainfo@nd.gov), or directly to staff is the most effective method to reach us with questions or concerns.

HUD has published a guide, <https://www.hud.gov/coronavirus>, for Public Housing, Housing Choice Voucher, and Project-Based Voucher Program and Native American Programs and the Office of Multifamily Housing. Even if your program is not specifically related to the programs listed, the general information is valuable to any affordable housing project.

We encourage you to work with your tenants to communicate processes of ensuring health and safety and any policies you are implementing during this time.