# NOTICE TO PARTNERS:

**KHC’s Interim Policy for Inspections for CoC, HOME TBRA & ESG in Response to COVID-19**

*Last Updated: March 27, 2020*

**\*\*\*APPLICABLE THROUGH APRIL 30, 2020 UNLESS NOTIFIED OTHERWISE. \*\*\***

Kentucky Housing Corporation (KHC) continues to monitor the COVID-19 situation in Kentucky.

To provide transparency and customer service, KHC will update this notice and share with partners via [eGrams](https://visitor.r20.constantcontact.com/manage/optin?v=001nInsvTYVCuBC3pBnUZ82oY_vFyQpOdyCxw0qc_shzeHsWoYTC8Yt_9tvW3SoZT8YHADEMIOvwKTHwk-lxnuZGg%3D%3D) and targeted emails and via the Housing Contract Administration (HCA)

[Help Desk’s COVID-19 Section](https://kyhmis.zendesk.com/hc/en-us). KHC archives eGrams on this [webpage.](http://www.kyhousing.org/News-Events/Pages/eGram-Archive.aspx)

In response to concerns related to COVID-19, KHC is implementing the following policies. These policy have been created to ensure people can obtain and maintain housing while minimizing the spread of COVID-19 and protecting the health of program participants, landlords, and staff.

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| **Activity/Programs** | **KHC’s Interim Policy** *(subject to change)* |
| **Housing Quality Standards (HQS) Inspections**  *(Initial Inspection prior to lease-up & annual Inspection if in unit more than 12 months)*  **Applies to CoC and HOME TBRA projects** | 1. **ALL** initial and annual in-person HQS inspections have been suspended from March 30 through April 30, 2020. 2. In lieu of in-person inspections conducted by agency staff at this time, units requiring inspections will receive a provisional initial HQS inspection via “Owner Self Certification” and on-site inspections will occur at a future date once it is safe to do so. 3. Agency will complete an Interim Approval Form, which will be sent to the landlord and tenant. 4. Agency must maintain the owner’s Self-Certification Form and Agency Approval Form within the client’s file. |
| **Habitability Standards Inspections**  *(Initial Inspection prior to lease-up & annual Inspection if in unit more than 12 months)*  **Applies to ESG-funded RRH and Prevention Projects** | 1. **ALL** initial and annual in-person Habitability Standards inspections have been suspended from March 30 through April 30, 2020. 2. In lieu of in-person inspections conducted by agency staff at this time, units requiring inspections will receive a provisional Habitability inspection via “Owner Self Certification” and on-site inspections will occur at a future date once it is safe to do so. 3. Agency will complete an Interim Approval Form, which will be sent to the landlord and tenant. 4. Agency must maintain the owner’s Self-Certification Form and Agency Approval Form within the client’s file. |

**As this situation is fluid, this guidance is subject to changes that will be announced via KHC** [**eGrams**](https://visitor.r20.constantcontact.com/manage/optin?v=001nInsvTYVCuBC3pBnUZ82oY_vFyQpOdyCxw0qc_shzeHsWoYTC8Yt_9tvW3SoZT8YHADEMIOvwKTHwk-lxnuZGg%3D%3D)**.**