



# Community Development Commission of Mendocino County

1076 N. State St., Ukiah, CA 95482

707/463-5462

Fax: 707/463-4188

TDD: California Relay 711

4/24/2020

## Re: Notification of Potential Impacts of Waivers and Alternative Requirements related to COVID-19 National Emergency

Dear Participants,

Due to the COVID-19 national emergency HUD has provided Housing Authorities such as the CDC the ability to make *temporary changes to normal protocols and procedures* so that Housing Authorities can enable families to more easily and safely adhere to program requirements.

CDC has implemented changes to our normal protocols and procedures effective **April 13, 2020** and would like to take this opportunity to communicate with families any temporarily changes that may have potential impacts.

- HUD has not provided waiver authority allowing families to stop paying their portion of rent, therefore CDC is emphasizing to families the importance of **continuing to pay your portion of rent to your landlord through the COVID-19 national emergency.**
- Please be aware as a result of COVID-19 many families have had changes to their income resulting in CDC making a larger Housing Assistance Payment. CDC would like remind families if your household income changes **be sure to report the change in writing to CDC as soon as possible but within ten calendar days.**
- If CDC is asking you to provide a document for your Annual Re-certification or income change and you are unable to provide the document, please contact your Housing Programs Specialist immediately. HUD has allowed CDC to accept self-certifications instead of traditional verifications that are usually obtained. Your Housing Programs Specialist can inform you of what you must do in order to provide an acceptable self-certification.
- **If the family anticipates being absent from the assisted unit, remember to notify CDC in writing before you leave.** This notification must include:
  - Witten explanation of the circumstances explaining the absence.
  - When the household is anticipated to return (a specific date).
  - An updated address/phone number (if applicable).

CDC has been granted the authority from HUD to allow families to be away from the unit for extended periods of time if the absence is relating to the COVID-19 emergency.



Persons requiring an accommodation due to a disability may request such an accommodation at any time during this process.





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- As a result of COVID-19, CDC has elected to delay Annual/Biennial Inspections during the current County/State wide Shelter in Place Order to protect the health and safety of CDC families and staff. All delayed inspections will be re-scheduled and the family will receive written notification of the re-scheduled date/time. All delayed inspections must be completed no later than October 31, 2020.
- Participants are encouraged to continue to report any maintenance repairs to their landlord as they would normally. **CDC will continue to accept and review written notification from the participant, landlord or other entity regarding HQS deficiencies and determine appropriate action.**

If it is reported to CDC there are *life threatening deficiencies* inside the rental unit, CDC will make immediate contact with the landlord to resolve the issue.

- CDC has been given the authority from HUD to **temporarily** approve the addition of household members even if it would result in the unit not meeting the space and security standards, if the addition is related to the COVID-19 emergency. CDC would require written approval from the landlord before any such addition is approved. **Please note that if you would like to add household members to the assisted unit you must request to add the family members in writing to CDC PRIOR to the the members residing in the rental unit**
- Regulations require CDC to terminate the Housing Assistance Payment (HAP) contract with the landlord 180 calendar days after the last housing assistance payment to the owner. This situation occurs when a family earns enough income to pay the entire contract rent and CDC is not making a Housing Assistance Payment.

In recognition that the COVID-19 national emergency is creating economic and employment instability for many families HUD is waiving this regulatory requirement. CDC will temporarily extend the period of time from the last HAP payment to the owner.

While CDC is not open to the public we are still continuing to conduct business and serve our community. CDC staff is available via email, fax, mail or phone (707) 463-5462 Monday- Thursday 8:00 am-5:00 pm.

CDC is here for any questions that you may have. Wishing you all health and safety in these challenging times.

Best Regards,



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EQUAL HOUSING  
OPPORTUNITY



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