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DATE: August 30, 2021
TO: Property Owners of City-assisted Affordable Housing Properties
FROM: Shola Olatoye, Director
RE: Guidance for Tenant Recertification Procedures During the COVID-19 Emergency

The purpose of this memo is to provide guidance for tenant recertification procedures through September 30, 2021 for those projects who have yet to complete the recertification process.

In accordance with the memo issued by the California Tax Credit Allocation Committee (CTCAC) on February 5, 2021, and IRS Notice 2021-12, the City of Oakland's requirement for annual Tenant Income Recertifications has been suspended for the period commencing January 1, 2021 through September 30, 2021.

Owners of City-assisted properties may, however, choose to continue the practice of obtaining tenant recertifications. If an owner of a City-assisted property suspends recertifications, it shall be optional for tenants to request a recertification.

If an owner chooses to suspend recertifications, the *City requires that a clarification record* be placed in the tenant's file indicating that the annual recertification was not completed pursuant to this City of Oakland memo dated August 11, 2021. This clarification record will serve as a placeholder in lieu of a normal recertification.

Who does this Policy Apply to:

This policy applies to:

- Properties subject to a City of Oakland regulatory agreement;
- Density Bonus projects; and
- Projects providing affordable units in connection with a waiver of Affordable Housing Impact Fees.

This policy does NOT apply to units designated as HOME units. Annual recertifications are still required for all units receiving assistance through the HOME Investment Partnerships Program, pursuant to Sections 92.203 and 92.252(h) of Title 24 of the Code of Federal Regulations. However, households in HOME units have the option to perform a self-certification of income during this time period, pursuant to CPD Memo dated December 20, 2020, available here: <https://www.hudexchange.info/resource/6017/cpd-memo-suspensions-waivers-home-tbra-covid-19/>.

Guidance for Tenant Recertification Procedures

The following are still required for all properties:

- Initial certifications at time of move-in.
- Annual compliance reports.

Please continue to follow guidelines provided by the Center for Disease Control (CDC) and the Alameda County Department of Public Health for social-distancing and mask-wearing during any interactions between tenants and staff.

For any questions, please contact Brian Warwick at bwarwick@oaklandca.gov.

Thank you.