



**To:** 3rd party inspectors and All Georgia Department of Community Affairs (DCA)/ Georgia Housing and Finance Authority (GHFA) funded properties

**From:** DCA Office of Portfolio Management

**Subject:** Coronavirus (COVID-19) Inspection Protocol

**Date Issued:** 11/1/2021

**Effective Date:** 11/8/2021

This notice establishes guidance to inspectors and properties regarding physical inspections of DCA/GHFA funded properties in response to the COVID-19 pandemic. This notice remains effective until amended, superseded, or rescinded.

#### *Background*

Due to the wide-spread health emergency associated with COVID-19, in March 2020, DCA postponed all physical inspections on all DCA/GHFA funded properties out of concern for the health and safety of residents and staff. On July 1, 2020 and January 15, 2021, the IRS issued Notices 2020-53 and 2021-12, respectively, providing temporary relief from certain requirements of Section 42 of the Internal Revenue Code. In this relief, the IRS waived the requirement for DCA to conduct compliance-monitoring inspections or reviews from April 1, 2020 – September 30, 2021. Notice 2021-12 states that DCA must resume compliance-monitoring inspections or reviews after September 30, 2021.

In absence of additional IRS guidance, DCA reserves the right to determine whether it is safe to conduct compliance-monitoring inspections at DCA/GHFA funded properties. DCA may choose to halt or begin inspections at any time.

#### *Procedures*

DCA expects inspectors to comply with all CDC guidelines. In addition, this notice requires inspectors to adhere to the following procedures:

##### Pre-Inspection

- If a known COVID-19 case exists at the property after inspection notification and before the inspection, the inspection will be postponed and re-scheduled.
- If the inspector experiences COVID-19 symptoms the inspector will report to DCA and the inspection will be rescheduled or assigned to a different inspector.

##### During Inspection

- At all times during an inspection, inspectors shall wear a mask in a manner consistent with the CDC's guidelines and recommendations regarding the type, fit, and proper use of masks.
- Inspectors shall maintain social distancing of at least 6 feet throughout the inspection.
- If a tenant of a selected unit refuses the inspection due to COVID-19 reasons a new unit should be selected.

#### Post-Inspection

- If an inspector tests positive for COVID-19 anytime in a 14-day period after the inspection, the inspector will report to DCA and the property.

Any questions should be sent to: [Compliance@dca.ga.gov](mailto:Compliance@dca.ga.gov)

Any reference above made to inspector and property reporting to DCA should be sent to:

Tzwanza Taylor, Compliance Manager, [Tzwanza.taylor@dca.ga.gov](mailto:Tzwanza.taylor@dca.ga.gov)