

KANSAS CITY OFFICE  
920 Main, Suite 1400  
Kansas City, MO 64105  
(816) 759-6600



ST. LOUIS OFFICE  
505 N. 7<sup>th</sup> Street  
20<sup>th</sup> Floor, Suite 2000  
St. Louis, MO 63101  
(314) 877-1350

www.mhdc.com

DATE: March 19, 2020

TO: Owners/Agents of Properties with MHDC Funding and Low Income Housing Tax Credits

FROM: Scott Hanak, Director of Asset Management Department, MHDC

RE: Guidance on COVID-19 (Coronavirus) - Update #2

Effective Monday March 23, 2020, all MHDC staff will be working 100% virtually from HOME until May 31, 2020.

MHDC's Telephone numbers will remain the same as our office phones will be forwarded to staff personal phones and work computers. MHDC is not anticipating any significant delays performing day to day functions, but there have been changes to how MHDC can receive information and mortgage payments.

**Mail by Delivery Service:** MHDC will not be able to receive FedEx or UPS packages while out remotely. Any packages sent during this time will be returned to sender. Please note MHDC's St Louis Asset Management's temporary mailing address will be as follows:

**MHDC Kansas City Office**  
P.O. Box 239  
Liberty, MO 64069

**MHDC Saint Louis Office**  
PO Box 210567  
St. Louis, MO 63121-9998

**Mortgage Payments:** Please continue to mail your mortgage payments to MHDC's KC address as normal and we will receive from the post office. Please do not send payments via overnight delivery service such as FedEx or UPS as we will not be able to receive them. MHDC is encouraging ACH sign-up. Please send your ACH request to [mfl.servicing@mhdc.com](mailto:mfl.servicing@mhdc.com).

Please be sure to send electronic copies of all hard copy documents that are mailed to MHDC in order to ensure that your matter is timely addressed. Please contact the person you usually work with at MHDC if you have any questions regarding how documents should be submitted in order to maintain business operations. During a time of disruption throughout the housing community, MHDC's goal is to maintain business operations. We appreciate your flexibility and willingness to help us achieve this goal.

**Inspections:** MHDC has postponed all on-site inspections for all programs through April 2020. MHDC will continue to provide regular updates to all of our partners regarding any changes to policies and/or procedures as information becomes available.

**Financial Statement Submissions:** MHDC has extended the annual financial statement submission deadline until April 30, 2020.

Please continue to notify the MO Department of Health and Senior Services and the Centers for Disease Control (CDC) immediately if they become aware of any resident that is diagnosed with the virus.

**Helpful sources of accurate information include:**

- MO Department of Health and Senior Services <https://health.mo.gov/>,
- the Centers for Disease Control (CDC) <https://www.cdc.gov/>, and
- Institute of Real Estate Management (IREM) <https://www.irem.org/>.

Please also refer to [Covid-19 Asset Management Update 1](#) dated March 13, 2020.