

**Chart of Certification Forms Used in the Remote Processing of Applications**

	<b>Who completes the document?</b>	<b>At what stage?</b>	<b>Where can the certification be found?</b>
Rental Subsidy Application Submission Certification: Third Party	The third party submitting an application on behalf of an applicant. This includes, but is not limited to: DHS or another city agency, the owner, the property manager, or the supportive service provider	When submitting the application to the appropriate HPD Program.	This has been circulated to program contacts.  It can also be found here: R:\HMS-DTR\Initials Unit\Tele-Work COVID19
Rental Subsidy Application Submission Certification: HPD	Staff from the relevant HPD Program	When a third party is <b>NOT</b> submitting an application on behalf of an applicant. In other words, when an applicant submits an application directly to HPD.	This has been circulated to program contacts.  It can also be found here: R:\HMS-DTR\Initials Unit\Tele-Work COVID19
Certification of Briefing Completion	Applicants	After completing the briefing interview	On <a href="#">the page of the HPD website</a> titled “About Section 8”
Reporting Decrease in Income Form	Applicants	When reporting a decrease in income from income already submitted in an application.	On <a href="#">the page of the HPD website</a> titled “About Section 8”

- Certifications may be digitally signed (using Adobe sign & fill, etc) or print, signed and scanned, or print, signed and photo/image of signed document returned to HPD.
- For all signed certifications, the email that they were attached to further authenticates the signature came from the correct party and will be kept as part of the application file. Please forward both the completed certification and the email that it was sent with when submitting to DTR.

