

COVID-19 Waiver Suggested Documentation

The following chart outlines suggested documentation grantees should maintain when implementing the waivers outlined in the [CPD COVID-19 Memorandum](#) dated March 31, 2020. Recipients are strongly encouraged to establish a set of emergency policies and procedures that outline the waivers they are utilizing and explain the records they will maintain to support them. Additionally, recipients should note the individual use of waivers in affected client files.

Continuum of Care (CoC)

Waiver No.	Requirement	Suggested Recipient Documentation*	Suggested Client Level Documentation*
1	Fair Market Rent for Individual Units and Leasing Costs 24 CFR 578.49(b)(2)	1) Documentation that FMR limits are impeding grantee’s ability to find units for clients as a result of COVID-19; 2) Copy of waiver notification sent to HUD; 3) Emergency recordkeeping policies and procedures	1) A copy of the lease clearly displaying the date of execution; 2) a note to file noting the date of the COVID-19 Memorandum and its application to the client’s lease; 3) a completed rent reasonableness analysis.
2	Disability Documentation for Permanent Supportive Housing (PSH) 24 CFR 578.103(a) and 24 CFR 578.103(a)(4)(i)(B)	1) Documentation of COVID-19 related constraints preventing collection of disability documentation such as shelter-in-place orders or office closures; 2) Copy of waiver notification sent to HUD; 3) Emergency recordkeeping policies and procedures	1) Copies of certifications; 2) a note in the files of affected clients outlining application of the waiver and compliance with the timeframe.
3	Limit on Eligible Housing Search and Counseling Services 24 CFR 578.53(e)(8)(ii)(B) and 578.53(d)	1) Emergency recordkeeping policies and procedures outlining how grantee will define “difficulty obtain[ing] housing”; 2) Copy of waiver notification sent to HUD	Documentation demonstrating the client’s inability to obtain housing as a direct result of rent and utility arrears.
4	Permanent Housing-Rapid Re-housing Monthly Case Management 24 CFR 578.37(a)(1)(ii)(F)	1) Documentation of limited staff capacity, shelter-in-place order, or similar COVID-19 related impediment; 2) Copy of waiver notification sent to HUD; 3) Emergency recordkeeping policies and procedures	A note in the files of affected clients outlining application of the waiver.
5	Housing Quality Standards (HQS) – Initial Physical Inspection of Unit 24 CFR 578.75(b)(1)	1) Emergency recordkeeping policies and procedures that outline the reinspection process; 2) Copy of waiver notification sent to HUD	1) A completed HQS inspection form noting the method of observation, date, and a reference to the waiver. 2) By the 3-month deadline, a completed on-site inspection.
6	HQS – Re-Inspection of Units 24 CFR 578.75(b)(2)	1) Copy of waiver notification sent to HUD; 2) Emergency recordkeeping policies and procedures	A note in the files of affected clients.
7	One-Year Lease Requirement 24 CFR 578.3, definition of permanent housing, 24 CFR 578.51(l)(1)	1) Documentation outlining constraints related to 1-year lease requirement; 2) Copy of waiver notification sent to HUD; 3) Emergency recordkeeping policies and procedures	A notation in the files of affected clients along with a copy of the lease indicating the term.

*Documentation may be electronic.

Consolidated Plan Requirements

Waiver No.	Requirement	Suggested Recipient Documentation*
8	Citizen Participation Public Comment Period for Consolidated Plan Amendment 24 CFR 91.105(c)(2) and (k), 24 CFR 91.115(c)(2) and (i) and 24 CFR 91.401	1) Documentation of the need to expedite the amendment and demonstrating both publication and 5-day comment period; 2) A record of all comments received, and responses must be submitted with the amendment; 3) Copy of waiver notification sent to HUD; 4) Emergency recordkeeping policies and procedures
9	Citizen Participation Reasonable Notice and Opportunity to Comment 24 CFR 91.105(c)(2) and (k), 24 CFR 91.115(c)(2) and (i) and 24 CFR 91.401	1) Policies and procedures including the definition of “reasonable notice and opportunity to comment”; 2) Copy of waiver notification sent to HUD

*Documentation may be electronic.

Emergency Solutions Grants (ESG)

Waiver No.	Requirement	Suggested Recipient Documentation*	Suggested Client Level Documentation*
10	HMIS Lead Activities 24 CFR 576.107(a)(2)	1) Documentation of the need to upgrade or enhance the HMIS as a result of COVID-19 and that it met the “necessity” threshold established in the policies and procedures; 2) Copy of waiver notification sent to HUD	N/A
11	Re-evaluations for Homelessness Prevention Assistance 24 CFR 576.401(b)	1) Documentation demonstrating need to keep participant housed during COVID-19 pandemic; 2) Copy of waiver notification sent to HUD; 3) Emergency recordkeeping policies and procedures	1) A note in the files of affected clients; 2) and documentation demonstrating compliance with the 6-month requirement.
12	Housing Stability Case Management 24 CFR 576.401(e)	1) Documentation of limited staff capacity, shelter-in-place order, or similar COVID-19 related impediment; 2) Copy of waiver notification sent to HUD; 3) Emergency recordkeeping policies and procedures	A note in the files of affected clients.
13	Restriction of Rental Assistance to Units with Rent at or Below FMR 24 CFR 576.106(d)(1)	1) Documentation that FMR limits are impeding grantee’s ability to find units for clients as a result of COVID-19; 2) Copy of waiver notification sent to HUD; 3) Emergency recordkeeping policies and procedures	1) A copy of the lease clearly displaying the date of execution; 2) a note to file noting the date of this memo and its application to the client’s lease; and 3) a completed rent reasonableness analysis.

*Documentation may be electronic.

Housing Opportunities for Persons With AIDS

Waiver No.	Requirement	Suggested Recipient Documentation*	Suggested Client Level Documentation*
14	Self-Certification of Income and Credible Information on HIV Status 24 CFR 574.530	1) Documentation of COVID-19 related constraints preventing collection of income and HIV verification documentation such as shelter-in-place orders or office closures; 2) Copy of waiver notification sent to HUD; 3) Emergency recordkeeping policies and procedures	1) A note in the files of affected clients demonstrating applicability of the waiver; 2) copies of the self-certifications.
15	FMR Rent Standard 24 CFR 574.320(a)(2)	1) Documentation outlining the recipient's difficulty in obtaining housing at the current rent standard; 2) Copy of waiver notification sent to HUD; 3) Emergency recordkeeping policies and procedures	A copy of the application of the revised rent standard to the client's unit, including rent reasonableness documentation.
16	Property Standards for TBRA 24 CFR 574.310(b)	1) Emergency recordkeeping policies and procedures; 2) Copy of waiver notification sent to HUD	1) A completed HQS inspection form noting the method of observation, the reason for not conducting the inspection-in person and a reference to the waiver; 2) Copy of the reinspection that occurred after special measures were no longer necessary
17	Space and Security 24 CFR 574.310(b)(2)(iii)	1) Documentation of the need for quarantine space as a result of COVID-19; 2) Copy of waiver notification sent to HUD; 3) Emergency recordkeeping policies and procedures	1) Documentation demonstrating quarantine recommendation of local health-care professionals including the timeframe for quarantine; 2) a note in the file of affected clients outlining the application of the waiver.

*Documentation may be electronic.