Usage of Waiver: HQS - Initial Physical Inspection

**CoC Program**

On March 31, 2020, the Department of Housing and Urban Development (HUD) issued a memorandum regarding “Availability of Waivers of Community Planning and Development (CPD) Grant Program and Consolidated Plan Requirements to Prevent the Spread of COVID-19 and Mitigate Economic Impacts Caused by COVID-19.” The memorandum outlined waivers of CoC Program grant requirements available to all CoC grant recipients. On September 30, 2020, HUD issued a memo that both extended and revised certain waivers. On December 30, 2020, HUD issued a memo that extended the revised waiver. [RECIPIENT NAME] notified the HUD San Francisco Regional Office of our intent to implement the HQS – Initial Physical Inspection of Unit waiver on [DATE].

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| **Housing Quality Standards (HQS) – Initial Physical Inspection of Unit** |
| **Initial physical inspection of units is waived from March 31 – September 30, 2020 if**:   1. The project is able to visually inspect the unit using technology (e.g., video) to ensure unit meets HQS, and 2. Recipient or subrecipient has written policies to physically re-inspect within three months after public health officials determine special measures no longer needed to prevent spread of COVID-19.   **Initial physical inspection of units is waived from September 30, 2020 – March 31, 2021** **if**:   1. The owner certifies that they have no reasonable basis to have knowledge that life-threatening conditions exist in the unit or units in question, and 2. Recipient or subrecipient has written policies to physically re-inspect within three months after public health officials determine special measures no longer needed to prevent spread of COVID-19. |

# Instructions

This form documents the use of the Housing Quality Standards (HQS) – Initial Physical Inspection of Unit waiver. The waiver may only be used when an in-person HQS inspection is impossible due to local public health guidance and/or to protect the health of the client, program staff, landlord, or other tenants, in accordance with the CoC’s Quality Assurance Standards and [RECIPIENT/SUBRECIPIENT NAME]’s written policies. Complete this form and insert into the client file every time this waiver is used:

1. Complete the “Documentation Checklist” section of this form to ensure that all necessary additional documentation is included in the client’s file, along with this completed form.
2. Complete the “Justification for Use of Waiver” section on the reverse side of this form.
3. Insert this form (and all documentation listed in the Documentation Checklist) in the client’s file.

# Documentation Checklist:

**Client name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address of Unit:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **If the initial HQS inspection occurred between March 31, 2020 and September 30, 2020, the following additional documentation is included in the client’s file:** | **Checklist** |
| A completed HQS inspection form |  |
| A recording or copies of the video or photographic inspection, with date stamps (e.g., a file on a CD or thumb drive or printed copies of photographs) |  |
| **OR** | |
| **If the initial HQS inspection would have occurred between September 30, 2020 and March 31, 2021, the following additional documentation is included in the client’s file:** | **Checklist** |
| Written certification from the owner or landlord that they have no reasonable basis to have knowledge that life-threatening conditions exist in the unit or units in question. If the landlord or owner cannot provide written certification, the program can make a written record of a certification provided orally.  **See the form “Landlord Certification Under HQS Waiver” for an example landlord certification form**. |  |

# Justification for Use of Waiver

Explain why the program was unable to conduct an initial HQS inspection, without endangering public health and/or violating public health orders or guidance in effect at this time.

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