Usage of Waiver: Limit on Housing Search & Counseling Services

**CoC Program**

On March 31, 2020, the Department of Housing and Urban Development 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. [RECIPIENT NAME] notified the HUD San Francisco Regional Office of our intent to implement the Limit on Eligible Housing Search and Counseling Services waiver on [DATE].

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| **Limit on Eligible Housing Search and Counseling Services** |
| The limitation on eligible housing search and counseling activities is waived so that **Supportive Services funds may be used for utility arrears and rent arrears (up to six months)**, when those arrears are an obstacle to obtaining housing. Waiver is in effect one year beginning on the date of HUD’s memo (March 31, 2020 – March 30, 2021). |

# Instructions

This form documents the use of the Limit on Eligible Housing Search and Counseling Services waiver. The waiver may only be used when necessary to enable the client to safely obtain or retain permanent housing, 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 addition 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:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CoC funds were used for:** Rental Arrears Utility Arrears

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| **The following additional documentation is included in the client’s file:** | **Checklist** |
| Proof of the client’s inability to obtain housing as a direct result of rent and/or utility arrears (e.g. written statement from a landlord that they will not rent to the client due to the rental or utility arrears |  |

# Justification for Use of Waiver

Explain why the client was unable to obtain permanent housing as a direct result of rental or utility arrears. The explanation must be specific to this client’s situation.

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