Usage of Waiver: Re-evaluations for Homelessness Prevention

**ESG 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 ESG Program grant requirements available to all ESG grant recipients. [RECIPIENT NAME] notified the HUD San Francisco Regional Office of our intent to implement the Re-evaluations for Homelessness Prevention Assistance

 waiver on [DATE].

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| **Re-evaluations for Homelessness Prevention Assistance** |
| **The requirement to** **re-evaluate each program participant’s eligibility and need for assistance at least once every 3 months is waived** for all homelessness prevention projects for two years beginning on the date of HUD’s memo (March 31, 2020 – March 30, 2022.) Participant eligibility and need for assistance must be re-evaluated at least every 6 months. |

# Instructions

This waiver may only be used if less frequent re-evaluation is necessary to help program participants remain stable in housing during the economic uncertainty caused by COVID-19, in accordance with the CoC’s Quality Assurance Standards and [RECIPIENT/SUBRECIPIENT NAME]’s written policies. Complete this form and insert into the client’s file every time this waiver is used:

1. Complete the “Justification for Use of Waiver” section of this form.
2. Insert this form in the client’s file.
3. Re-evaluate the client’s eligibility and need for assistance at least every 6 months.

# Justification for Use of Waiver

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

Explain why skipping the re-evaluation was necessary to help the client remain stably housed. The explanation must be specific to the client’s situation, the impacts of COVID-19 on staffing, or other local conditions.

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