

KHC Emergency Record Keeping and COVID-19 Waiver Documentation Policy for HOME TBRA

Waiver No.	Requirement	KHC (Recipient) Documentation*	Required Subrecipient Client Level Documentation*
18	Rent Reasonableness 24 CFR 92.209(f)	1) Copy of mega waiver request submitted to HUD field office; 2) Copy of agency waiver notification submitted to KHC; 3) Emergency recordkeeping policies and procedures	1) Documentation on form KHC CVD19 HCA-209 for each client file assisted with this waiver; 2) Maintain an executed HOME TBRA Rental Assistance Contract and HOME TBRA Lease Addendum with owner/landlord for a term mutually agreed upon by all parties, but not to exceed the December 31, 2020 waiver period; 3) Maintain an executed VAWA Lease Addendum with owner/landlord
19	Eligible TBRA Costs and Maximum TBRA Subsidy 24 CFR 92.209(a) and (h)	1) Copy of mega waiver request submitted to HUD field office; 2) Copy of agency waiver notification submitted to KHC; 3) Emergency recordkeeping policies and procedures	1) Documentation on form KHC CVD19 HCA-210 for each client file assisted with this waiver; 2) Maintain an executed HOME TBRA Rental Assistance Contract and HOME TBRA Lease Addendum with owner/landlord for a term mutually agreed upon by all parties, but not to exceed the December 31, 2020 waiver period; 3) Maintain an executed VAWA Lease Addendum with owner/landlord; 4) Maintain copies of utility bills (paid by HOME TBRA) submitted for the assisted unit (either by mail or electronically); 5) If utility payment made directly to utility companies, subrecipient must maintain records of the program participant's permission to pay the utility company directly and the notification(s) to the program participant of the amount(s) paid on their behalf
20	Initial Housing Quality Standards (HQS) Physical Inspection 24 CFR 92.209(i)	1) Copy of mega waiver request submitted to HUD field office; 2) Copy of agency waiver notification submitted to KHC; 3) Emergency recordkeeping policies and procedures	1) Documentation on form KHC CVD19 HCA-213; 2) For units built prior to 1978, Lead Safe Housing requirements of 24 CFR 35 subpart M cannot be waived, consequently those units must undergo a visual evaluation and paint repair in accordance with 24 CFR 35 subpart M, use KHC Form HCA 203 to document the visual evaluation; 3) Documentation of written procedures that establish how the subrecipient will: a) Minimize the risk that tenants are in housing that does not meet HQS; AND b) Conduct physical inspections within 120 days following the end of the December 31, 2020 waiver period.

<p>21</p>	<p>Annual HQS Re-Inspections of Currently Occupied HOME TBRA units 24 CFR 92.504(d)(1)(iii)</p>	<p>1) Copy of mega waiver request submitted to HUD field office; 2) Copy of agency waiver notification submitted to KHC; 3) Emergency recordkeeping policies and procedures</p>	<p>1) Documentation on form KHC CVD19 HCA-214; 2) Documentation of written procedures that establish how the subrecipient will: a) Minimize the risk that tenants are in housing that does not meet HQS; AND b) Conduct physical inspections within 120 days following the end of the December 31, 2020 waiver period.</p>
<p>22</p>	<p>Term of Rental Assistance Contract 24 CFR 209(e)</p>	<p>1) Copy of mega waiver request submitted to HUD field office; 2) Copy of agency waiver notification submitted to KHC; 3) Emergency recordkeeping policies and procedures</p>	<p>1) Documentation on form KHC CVD19 HCA-211 for each client file assisted with this waiver; 2) Maintain an executed HOME TBRA Rental Assistance Contract and HOME TBRA Lease Addendum with owner/landlord for a term mutually agreed upon by all parties, but not to exceed the December 31, 2020 waiver period; 3) Maintain an executed VAWA Lease Addendum with owner/landlord</p>
<p>23</p>	<p>Tenant Protections – Lease 24 CFR 92.209(g)</p>	<p>1) Copy of mega waiver request submitted to HUD field office; 2) Copy of agency waiver notification submitted to KHC; 3) Emergency recordkeeping policies and procedures</p>	<p>1) Documentation on form KHC CVD19 HCA-211 for each client file assisted with this waiver; 2) A copy of the executed lease between the tenant and the owner/landlord; 3) Maintain an executed HOME TBRA Rental Assistance Contract and HOME TBRA Lease Addendum with owner/landlord for a term mutually agreed upon by all parties, but not to exceed the December 31, 2020 waiver period; 4) Maintain an executed VAWA Lease Addendum with owner/landlord</p>
<p>24</p>	<p>Income Determinations 24 CFR 92.203(a)(2)</p>	<p>1) Copy of mega waiver request submitted to HUD field office; 2) Copy of agency waiver notification submitted to KHC; 3) Emergency recordkeeping policies and procedures</p>	<p>1) Documentation on form KHC CVD19 HCA-205 for each client file assisted with this waiver</p>

*Documentation may be electronic.