

**Emergency Solutions Grants  
COVID-19 Emergency Recordkeeping Protocol**

In accordance with 24 CFR 576, we have established standard operating procedures to ensure Emergency Solutions Grant program funds are used in accordance with the requirements of 24 CFR 576 and sufficient records are maintained to enable HUD to determine whether we, as a Recipient or Subrecipient, meet the requirements of these regulations.

As part of those policies and procedures, this Emergency Protocol outlines the waivers from HUD Megawaivers we have elected and describes the recordkeeping process associated with each waiver.

Please note, additional waivers may be eligible for ESG funded projects under the ESG-CV Notice. See page 19, 2. *Additional CARES Act Reporting*, of [CPD-20-08 Notice](#) and reach out to your respective ESG recipient if you are interested in pursuing such waivers.

**On \_\_\_\_\_, the ESG recipient informed the HUD CPD Director of the intent to implement the waivers described below for the following ESG/STEHP Projects (list applicable project names and Grant Numbers). A copy of that email request is attached.**

**Projects Affected:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Waivers Requested (check those that apply below):**

✓	Requirement	Applicability	Other Provisions
<input type="checkbox"/>	<b>Homeless Definition - Temporary Stays in Institutions of 90 days or Less</b> 24 CFR 578.3, definition of "homeless," (l)(iii)	An individual may qualify as homeless so long as they are exiting an institution where they resided for 120 days or less (change from 90 days or less) and resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.	Expires: 6-months (from) the date of this memorandum.

To maintain program and client records for the waived provisions, we will obtain the documentation described below, to the best of our ability given the public health emergency. In instances where we are unable to obtain the records outlined below, we will document all efforts taken to obtain them, which will serve as our program and client record.

Check those that apply below:

✓	Requirement	Suggested Recipient Documentation*	Suggested Client Level Documentation*
<input type="checkbox"/>	<b>Homeless Definition - Temporary Stays in Institutions of 90 days or Less 24 CFR 578.3, definition of "homeless," (l)(iii)</b>	1) Copy of waiver notification sent to HUD.	1) Documentation client resided in an emergency shelter or place not meant for human habitation immediately before entering that institution, 2) Documentation client resided in institution not more than 120 days 3) A note in the files of affected clients outlining application of the waiver.

\*Documentation may be electronic.

**Name & Title of Authorizing Official:**

**Signature:**

**Date:**