

Procedures for Organizations Requesting a Disaster Waiver

Disaster: WA Wildfires 2016

1. Owner Organization must submit a signed Request for Approval to Provide Temporary Housing and receive approval from Commerce.
2. Each adult household member must sign a statement certifying that they require housing due to loss of or damage to their residence as a result of the disaster identified above.
3. Income can be determined based on self-certification through February 29, 2017. Third party income verification is required in order to extend the lease beyond February 29, 2017.
4. An income waiver of up to 80% AMI can be allowed for displaced households through August 31, 2017. The income waiver expires August 31, 2017 and the lease can only be extended if the household is qualified under the project's normal eligibility requirements.
5. The owner must certify and maintain certain information for each displaced individual. Commerce has provided a *Disaster Displaced Household Certification* form for this purpose. Specifically, for each unit rented, owners must collect the following:
 - Unit number
 - Names and social security numbers of all residents in unit
 - Address of damaged residence for each occupant
 - Gross annual income of household (must be less than 80% of AMI).
 - Date occupancy and/or lease term begins and end date of lease (refer to limitations in #3 and #4 above.)
6. The owner must maintain a tracking log to document the displaced households that are being housed at their property(s) as a result of the disaster named above – this must be updated and sent to Commerce once a month.
7. Owners must make a comment in WBARS Table 1 indicating the unit is occupied by a household displaced by the disaster named above.