



## Department of Commerce

### WASHINGTON STATE HOUSING TRUST FUND

#### Procedures for Organizations Requesting an Emergency/Disaster Waiver

1. The Housing Trust Fund funding recipient or its authorized delegate (the Contractor) must submit a signed Request for Approval to Provide Temporary Housing and receive approval from Department of 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 a Federal or State Declared Emergency/Disaster.
3. Income qualification and initial lease can be determined based on self-certification for up to 90 days. Third party income verification is required in order to extend the lease beyond 90 days.
4. Upon completion of a third party income certification verifying household qualifies below 80% of the Area Median Income (AMI), an additional lease can be entered into, not to exceed 365 days from initial occupancy.
5. The income waiver expires after 365 days and the lease can only be extended if the household is qualified under the project's normal eligibility requirements (per the Housing Trust Fund contract with Commerce).
6. The Contractor must certify and maintain certain information for each displaced individual. Commerce has provided an [Emergency/Disaster Displaced Household Certification](#) form for this purpose. Specifically, for each unit rented, the Contractor must collect the following:
  - Unit number
  - Names and social security numbers of all residents in unit
  - Address of damaged/affected residence for each occupant
  - Gross annual income of household (must be less than 80% of AMI).
  - Date occupancy and/or lease term beginning/ending date (refer to limitations in #3 and #4 above.)
7. The Contractor must maintain a tracking log to document the displaced individuals/households that are being housed at its property(s) as a result of the emergency/disaster– this must be updated and sent to [HTFCompliance@commerce.wa.gov](mailto:HTFCompliance@commerce.wa.gov).
8. The Contractor must make a comment in WBARS Table 1 indicating the unit is occupied by a household/individual displaced by the emergency/disaster.