



## **WI BOSCOCCoordinated Entry Waiver Checklist**

Pursuant to the WIBOSCOC Coordinated Entry Waiver Policy, this document identifies the required supporting document necessary to support a Coordinated Entry waiver request.

Agencies must submit the required documentation within 30 days after receiving the CE waiver checklist, with an option to extend with an explanation and agency outlined timeline. Following the receipt of all required supporting documentation, the WI BOS staff will review the materials. A final response shall be sent no later than 10 business days after the review of materials begins.

Submit an official letter of request on agency letterhead. This letter must contain a detailed explanation of the following:  Submitted

- Why the Coordinated Entry waiver is necessary;
- How granting of the waiver will further the mission of ending homelessness;
- Action taken by your agency to avoid the need for a waiver; and
- Efforts made by your agency with the coalition, including non-funded agencies to avoid the need for a waiver

Submit letters of approval from the appropriate governmental agencies. The purpose of this letter is to indicate support by the funder and that the activity is eligible. Which governmental agency is dependent on the type of grant impacted by the waiver, including but not limited to CoC, FUP and/or EHH.

For EHH, a letter is required from the Division of Energy, Housing, and Community Resources (DEHCR) and the EHH Grant Lead for the coalition.  Submitted

For Family Unification Program (FUP) and Continuum of Care (CoC), a letter is required from the Department of Housing and Urban Development (HUD) – field office is sufficient.  Submitted

Submit the coalition meeting minutes that include the following information:

Submitted

- Confirmation that a detailed explanation of the waiver request, purpose, and impact was discussed with the coalition.
- Confirmation that the impact of the waiver request was discussed including the benefits and negative implications.
- Confirmation that a vote to approve the waiver request was conducted.
- The result of the vote.

EHH and CoC independent written confirmation of approval.  
*This item will be completed by the WI Balance of State CoC staff.*



The WI BOS staff will seek written confirmation of approval from each COC and EHH-funded agency within the coalition. It is imperative that each agency potentially impacted by the waiver has an opportunity to ask questions and address concerns directly with the BOS. The waiver checklist cannot be completed until all COC and EHH-funded agencies have submitted their individual confirmation letters. The agency requesting the waiver will be notified in writing when all letters have been received.

For each waiver request, there will be items specifically required to support the nature of the request.

- |  |                                    |
|--|------------------------------------|
| <input type="checkbox"/> Landlord approval   | <input type="checkbox"/> Submitted |
| <input type="checkbox"/> Client notification and consent   | <input type="checkbox"/> Submitted |
| <input type="checkbox"/> Review of client files to ensure eligibility                                | <input type="checkbox"/> Submitted |
| <input type="checkbox"/> Review of alternative arrangements to ensure the waiver is the last resort. | <input type="checkbox"/> Submitted |

In the space below, the specific items necessary for this waiver request will be identified:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WI BOS Staff: \_\_\_\_\_

Date sent: \_\_\_\_\_