

For THDA staff to complete:	
Date Received	
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	
Signature:	
Date:	

WAIVER Form

This form is to be used for any reviews needed from THDA. Attach the relevant sub-bullets based on your request type. THDA reserves the right to request additional documentation.

Agency:	Agency Representative:	Site ID (6 digit)/Applicant Last Name:

Request to Exceed

- Bid from contractor with prices and funding source for each measure.
- Work Order with actual SIRs.
- Recommended Measures Report
- Justification for request

Insufficient Bids Received to Award Contract

- Bid Opening information with signatures.
- PDF copy of email outgoing bid request

T&TA Expenditures for contracted auditors and contractors

- Name of contracted auditor and/or contractor
- Travel/training summary. Must include justification for T&TA use and cost estimate.

Permission to close jobs without QCI inspection or without applicant's signature

- Reason for no QCI/signature
- Contact attempts documented, if applicable

Client selection (PPs)

- Funding source identified for braiding.
- Number of applicants on the county's waitlist with applicant's place identified.

Other: _____

- Documentation to support waiver request.

The final version must be retained in the client file and be readily available for WAP staff, Internal Audit, and the Compliance team.