

# CARES Act Waiver Reporting Tool (CAWRT) Instructions

## 1. REMINDERS.

All Public Housing Agencies (PHAs), including Moving To Work (MTW) PHAs, are required to enter information into the CARES Act Waiver Reporting Tool (CAWRT), even those that did not adopt the discretionary COVID-19 waivers. MTW agencies should only indicate adoption of a waiver if the waiver was adopted through the CARES Act authority. Waivers implemented through an MTW Agreement should not be included.

If a PHA has only one PHA code in the PIH Inventory Management System, also known as the [Public and Indian Housing Information Center \(IMS/PIC\)](#), the PHA must submit only one response into the CAWRT. If a PHA has more than one PHA code, the PHA must submit a response for each PHA code.

## 2. COVID-19 WAIVERS.

The CAWRT asks questions for COVID-19 waivers, by waiver category, as stated in the Notice PIH 2021-14.

Public Housing & Housing Choice Vouchers (PH and HCV 1-9)	
PH & HCV-1:	PHA 5-Year and Annual Plan Submission Dates: Significant Amendment Requirements
PH & HCV-2:	Family Income and Composition: Delayed Annual Examinations
PH & HCV-3:	Family Income and Composition: Annual Examination; Income Verification Requirements Examinations
PH & HCV-4:	Family Income and Composition: Interim Examinations
PH & HCV-5:	Enterprise Income Verification (EIV) Monitoring
PH & HCV-6:	Family Self-Sufficiency (FSS) Contract of Participation: Contract Extension
PH & HCV-7:	Waiting List: Opening and Closing; Public Notice
PH & HCV-8:	Eligibility Determination: Income Verification
PH & HCV-9:	Eligibility Determination: Social Security Number and Citizenship Verification
Housing Quality Standards (HQS 1-11)	
HQS-1:	Initial Inspection Requirements
HQS-2:	Project-Based Voucher (PBV) Pre-HAP Contract Inspections: PHA Acceptance of Completed Units
HQS-3:	Initial Inspection: Non-Life-Threatening Deficiencies (NLT) Option
HQS-4:	HQS Initial Inspection Requirement: Alternative Inspection Option
HQS-5:	HQS Inspection Requirement: Biennial Inspections
HQS-6:	HQS Interim Inspections

HQS-7:	PBV Turnover Unit Inspections
HQS-8:	PBV HAP Contract: HQS Inspections to Add or Substitute Units
HQS-9:	HQS Quality Control Inspections
HQS-10:	Housing Quality Standards: Space and Security
HQS-11:	Homeownership Option: Initial HQS Inspection
<b>Housing Choice Vouchers (HCV 1-15)</b>	
HCV-1:	Administrative Plan
HCV-2:	Information When Family is Selected: PHA Oral Briefing
HCV-3:	Term of Voucher: Extensions of Term
HCV-4:	PHA Approval of Assisted Tenancy: When HAP Contract is Executed
HCV-5:	Absence from Unit
HCV-6:	Automatic Termination of HAP Contract
HCV-7:	Increase in Payment Standard During HAP Contract Term
HCV-8:	Utility Allowance Schedule: Required Review and Revision
HCV-9:	Homeownership Option: Homeownership Counseling
HCV-10:	Family Unification Program (FUP): FUP Youth Age Eligibility to Enter HAP Contract
HCV-11:	Family Unification Program (FUP): Length of Assistance for Youth
HCV-12:	Family Unification Program (FUP): Timeframe for Referral
HCV-13:	Homeownership: Maximum Term of Assistance
HCV-14:	Mandatory Removal of Unit from PBV HAP Contract
HCV-15:	Project-Based Voucher (PBV) and Enhanced Voucher (EV) Provisions on Under-Occupied Units
<b>Public Housing (PH 1-4 &amp; 6-14)</b>	
PH-1:	Fiscal Closeout of Capital Grant Funds
PH-2:	Total Development Costs
PH-3:	Cost and Other Limitations: Types of Labor
PH-4:	ACOP: Adoption of Tenant Selection Policies
PH-6:	Energy Audits
PH-7:	Over-Income Families
PH-8:	Resident Council Elections
PH-9:	Review and Revision of Utility Allowances
PH-10:	Tenant Notifications for Changes to Project Rules and Regulations
PH-11:	Designated Housing Plan Renewals
PH-12:	Public Housing Agency Annual Self-Inspections
PH-13:	Over-Income Limit: Termination Requirement
PH-14:	Annual Choice of Rent
<b>Uniform Financial Reporting Standard (UFRS)</b>	
11c:	Uniform Financial Reporting Standards: Filing of Financial Reports; Reporting Compliance Dates
<b>Other Waivers and Administrative Relief</b>	
12a:	PHA Reporting Requirements on HUD Form 50058

Moderate Rehabilitation (MR 0-6)	
MR-1:	Family Income and Composition: Delayed Annual Examinations
MR-0:	Family Income and Composition: Annual examination; Income Verification Requirements
MR-3:	Family Income and Composition: Interim Examinations
MR-4:	Enterprise Income Verification (EIV) Monitoring
MR-5:	PHA Inspection Requirement: Annual Inspections
MR-6:	Adjustment of Utility Allowance
	PHA Reporting Requirements for Mod Rehab on HUD Form 50058
Mainstream Vouchers (MS 1-3)	
MS-1:	Mainstream Initial Lease Term
MS-2:	Mainstream Criminal Background Screening
MS-3:	Mainstream Age Eligibility to Enter HAP Contract Statutory Authority

### 3. WAIVER QUESTIONS.

The first page in the CAWRT prompts the PHA to answer whether it adopted any waivers from Notice PIH 2021-14.

- If the PHA **did not adopt any waivers** from [Notice 2021-14 \(or the notices it supercedes\)](#), the PHA must indicate “No” on this page and a screen will appear confirming that the response has been submitted to HUD. No further action is required.
- If the PHA **adopted any waivers** from Notice PIH 2021-14, the PHA must indicate “Yes” on this page, and the tool will then move through the pages for each waiver category.

Subsequent pages in the CAWRT are organized by their respective waiver category and begin by asking if the PHA adopted any waivers under the category. For example, “Did you adopt any Public Housing and HCV Program waivers from Notice PIH 2021-14?” or “Did you adopt any Housing Quality Standards (HQS) Inspections waivers from Notice PIH 2021-14?”

- If the PHA did not adopt any waivers in the waiver category, the PHA must answer “No” and the tool takes the user to the page for the next category.
- If the PHA adopted a waiver within the category, the PHA must answer “Yes” and answer all questions within that waiver category, even if the PHA only adopted one waiver within the category.

The same questions are asked for every waiver category within the Public Housing, HCV, HQS, Moderate Rehabilitation Program, Mainstream, Uniform Financial Reporting Standards (UFRS), and Other Waivers and Administrative Relief waiver categories. The CAWRT asks:

Waiver Questions	
1.	Did the PHA adopt the waiver? (Y/N)
2.	If yes, what was the adoption date?
Applicable to all waivers within these categories:	
1.	Public Housing (PH 1-4 & 6-14)
2.	Housing Choice Vouchers (HCV 1-15)
3.	Housing Quality Standards Inspections (HQS 1-11)
4.	Moderate Rehabilitation Program (MS 0-6)
5.	Mainstream Vouchers (MS 1-3)
6.	Uniform Financial Reporting Standards (11c)
7.	Other Waivers and Administrative Relief (12a)

The same questions are asked for every waiver within the PH and HCV Programs waiver category. The CAWRT asks:

Waiver questions applicable to Public Housing & HCV Programs waiver category (PH and HCV 1-9)	
1.	Did the PHA adopt the waiver? -Yes, Public Housing only -Yes, HCV only -Yes, Public Housing and HCV -No
2.	If yes, what was the adoption date?

#### 4. HOW TO USE THE CAWRT.

##### **STEP 1: HOME PAGE**

The user must input the following information:

1. The PHA name
2. The PHA Code (a link to the PHA Code is available for reference at the top of the page or can be accessed in the IMS/PIC system or at [https://www.hud.gov/program\\_offices/public\\_indian\\_housing/pha/contacts](https://www.hud.gov/program_offices/public_indian_housing/pha/contacts))
3. The PHA telephone number
4. The name of the person responsible for completing the CAWRT on the behalf of the PHA
5. The email address of the person responsible for completing the CAWRT on the behalf of the PHA. Please ensure the email address is entered correctly; the CAWRT will use it to send the user a confirmation email upon completion.

All information on the home page is required. Once this information has been entered, the user will select the “**NEXT**” button at the bottom of the page.

**NOTE:** A red asterisk (\*) indicates the field is required and must be answered.

**REFERENCE:** The CAWRT includes a link to Notice PIH 2021-14 on every page. On every waiver category page, beginning with the PH and HCV category, the CAWRT provides a helpful suggestion for searching within the Notice for the user's reference. Once the notice has been opened, to quickly find a particular waiver within the notice, simply use CTRL + F on your keyboard and input the Waiver ID (e.g., PH and HCV-1) into the "Find" box.

# CARES Act Waiver Reporting Tool (CAWRT)

For more information about Notice PIH 2021-14 waiver and descriptions, click here: <https://www.hud.gov/sites/dfiles/PIH/documents/PIH2021-14.pdf#>

Notice PIH 2021-14 incorporates all of the waivers authorized under Notices PIH 2020-05, 2020-13, 2020-20, 2020-22, and 2020-33

This MS Forms survey has been created in accordance of OMB PRA No. 2577-0292 consisting of HUD-5883 and HUD-5885 Emergency Waiver Reporting forms.

*Note 1:* If your PHA has only one PHA code, please must submit only one response. If your PHA has more than one PHA code, please submit a response for each code.

*Note 2:* All PHAs, including Moving to Work (MTW) PHAs, are required to enter information into the CAWRT, even those that did not adopt the discretionary COVID-19 waivers.

\* Required

## PHA Information

If you do not know your PHA Code, you can find it by following this link: [https://www.hud.gov/program\\_offices/public\\_indian\\_housing/pha/contacts](https://www.hud.gov/program_offices/public_indian_housing/pha/contacts)

1. Please input the name of your PHA. \*

2. Please input your PHA Code in the following format AA111. \*

3. Please input the phone number of your PHA in the following format 123-456-7890. \*

4. Please input the name of the individual completing this survey. \*

5. Please input your email address. \*

Next

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## **STEP 2: NOTICE PIH 2021-14 WAIVERS OVERVIEW**

**If the PHA DID NOT adopt any COVID-19 waivers:** the user must select “NO” then select the “SUBMIT” button at the bottom of the page. A confirmation screen will appear confirming that responses have been submitted to HUD, and the CAWRT will send a confirmation email to the user for the PHA’s records. The user is now finished with the CAWRT, and no further action is required.

**OR**

**If the PHA adopted at least one waiver:** the user must select “YES,” then select the “NEXT” button at the bottom of the page.

CARES Act Waiver Reporting Tool (CAWRT)

\* Required

### **Notice PIH 2021-14 Waivers Overview**

For more information about waiver and descriptions in Notice 2021-14, click here: <https://www.hud.gov/sites/dfiles/PIH/documents/PIH2021-14.pdf>

6. Did you adopt any waivers at all from Notice 2021-14? \*

Yes

No

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## **STEP 3: PUBLIC HOUSING AND HCV PROGRAM WAIVERS (PH & HCV 1-9)**

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\* Required

### **Public Housing and HCV Program Waivers 1-9**

For more information about PH and HCV Program waiver and descriptions, click here: <https://www.hud.gov/sites/dfiles/PIH/documents/PIH2021-14.pdf#page=9>

*Note: To quickly find the PH and HCV waiver in Notice PIH 2021-14, simply use CTRL + F on your keyboard and input the Waiver ID (e.g. PH and HCV-1) into the "Find" box*

7. [PH and HCV] Did you adopt any Public Housing and HCV Program waivers from Notice 2021-14? \*

Yes

No

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**If the PHA DID NOT adopt any Public Housing and HCV Program waivers:** the user must select “NO” then select the “NEXT” button at the bottom of the page. This will take the user to the HQS Inspections waivers page.

**If the PHA DID adopt a waiver in this category:** the user must select “YES.”

The first waiver question within the waiver category will automatically prompt. \*

1. **If the PHA DID NOT adopt the waiver:** the user must select “NO.” The next waiver question will automatically prompt, and the user must continue answering the remaining waiver questions.
2. **If the PHA DID adopt the waiver:** the user must select “YES” by indicating for which program the waiver was adopted, either public housing only, HCV only, or both public housing and HCV.
  - a. The CAWRT will automatically prompt the user to input the date the waiver was adopted. The user must input the date and then continue answering the remaining waiver questions.
3. Once all the waiver questions in the waiver category have been answered, the user will select the “NEXT” button at the bottom of the page.

**\*REMINDER:** If the user answered “YES,” all questions within the waiver category must be answered, even if the PHA only adopted one waiver within the category.



\* Required

## Public Housing and HCV Program Waivers 1-9

For more information about PH and HCV Program waiver and descriptions, click here: <https://www.hud.gov/sites/dfiles/PIH/documents/PIH2021-14.pdf#page=9>

Note: To quickly find the PH and HCV waiver in Notice PIH 2021-14, simply use CTRL + F on your keyboard and input the Waiver ID (e.g. PH and HCV-1) into the "Find" box

7. [PH and HCV] Did you adopt any Public Housing and HCV Program waivers from Notice 2021-14? \*

Yes

No

8. [PH and HCV-1] Did you adopt the PH and HCV-1: PHA 5-Year and Annual Plan Submission Dates: Significant Amendment Requirements waiver? \*

Yes, Public Housing Only

Yes, HCV Only

Yes, Public Housing and HCV

No

9. [PH and HCV-1] What was the adoption date? \*

Period of Availability (POA): April 10, 2020 to December 31, 2020 (For the significant amendment process waiver.)  
April 10, 2020, and the end date varied depending on the PHA fiscal year (For Five-Year and Annual Plan submissions)

Please input date (M/d/yyyy)



10. [PH and HCV-2] Did you adopt the PH and HCV-2: Family Income and Composition: Delayed Annual Examinations waiver? \*

Yes, Public Housing Only

Yes, HCV Only

Yes, Public Housing and HCV

No

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## **STEP 4: HOUSING QUALITY STANDARDS INSPECTIONS WAIVERS (HQS 1-11)**

**If the PHA DID NOT adopt any HQS waivers:** the user must select “NO” then select the “NEXT” button at the bottom of the page. This will take the user to the HCV waivers page.

**OR**

**If the PHA DID adopt a waiver in this category:** the user must select “YES.” The first waiver question within the waiver category will automatically prompt. \*

1. **If the PHA DID NOT adopt the waiver:** the user must select “NO.” The next waiver question will automatically prompt, and the user must continue answering the remaining waiver questions.
2. **If the PHA DID adopt the waiver:** the user must select “YES.”
  - a. The CAWRT will automatically prompt the user to input the date the waiver was adopted. The user must input the date and then continue answering the remaining waiver questions.
3. Once all the waiver questions in the waiver category have been answered, the user must select the “NEXT” button at the bottom of the page.

**\*REMINDER:** If the user answered “YES,” all questions within the waiver category must be answered, even if the PHA only adopted one waiver within the category.

CARES Act Waiver Reporting Tool (CAWRT)

\* Required

### **Housing Quality Standards (HQS) Inspections Waivers 1-11**

For more information about HQS inspections waivers and descriptions, click here: <https://www.hud.gov/sites/dfiles/PIH/documents/PIH2021-14.pdf#page=18>

*Note: To quickly find a HQS inspection waiver in Notice PIH 2021-14, simply use CTRL + F on your keyboard and input the Waiver ID (e.g. HQS-1) into the "Find" box*

8. [HQS] Did you adopt any Housing Qualified Standards (HQS) Inspection waivers from Notice 2021-14? \*

Yes

No

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## **STEP 5: HOUSING CHOICE VOUCHER WAIVERS (HCV 1-15)**

The user must repeat the instructions in **STEP 4** for the HCV waivers. Once completed, the CAWRT will take the user to the Public Housing waivers page.

CARES Act Waiver Reporting Tool (CAWRT)

\* Required

### **Housing Choice Voucher (HCV) Waivers 1-15**

For more information about HCV waivers and descriptions, click here: <https://www.hud.gov/sites/dfiles/PIH/documents/PIH2021-14.pdf#page=25>

*Note: To quickly find a HCV waiver in Notice PIH 2021-14, simply use CTRL + F on your keyboard and input the Waiver ID (e.g. HCV-1) into the "Find" box*

9. [HCV] Did you adopt any Housing Choice Voucher (HCV) waivers from Notice 2021-14? \*

Yes

No

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## **STEP 6: PUBLIC HOUSING WAIVERS (PH 1-4 & 6-14)**

The user must repeat the instructions in **STEP 4** for the Public Housing waivers. Once completed, the CAWRT will take the user to the Uniform Financial Reporting Standards (UFRS) waivers page.

CARES Act Waiver Reporting Tool (CAWRT)

\* Required

### **Public Housing (PH) Waivers 1-4, 6-14**

For more information about PH waivers and descriptions, click here: <https://www.hud.gov/sites/dfiles/PIH/documents/PIH2021-14.pdf#page=33>

*Note: To quickly find a PH waiver in Notice PIH 2021-14, simply use CTRL + F on your keyboard and input the Waiver ID (e.g. PH-1) into the "Find" box*

10. [PH] Did you adopt any Public Housing (PH) waivers from Notice 2021-14? \*

Yes

No

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## **STEP 7: UNIFORM FINANCIAL REPORTING STANDARDS WAIVERS (11c)**

The user must repeat the instructions in **STEP 4** for the Uniform Financial Reporting Standards (UFRS) waivers. Once completed, the CAWRT will take the user to the Other Waivers and Administrative Relief waivers page.

CARES Act Waiver Reporting Tool (CAWRT)

\* Required

### **Uniform Financial Reporting Standards Waivers**

For more information about Uniform Financial Reporting Standards waivers and descriptions, click here: <https://www.hud.gov/sites/dfiles/PIH/documents/PIH2021-14.pdf#page=39>

*Note: To quickly find a Uniform Financial Reporting Standards waiver in Notice PIH 2021-14, simply use CTRL + F on your keyboard and input the Waiver ID (e.g. Uniform) into the "Find" box*

11. [11] Did you adopt the UNIFORM Financial Reporting Standards waivers from Notice 2021-14? \*

Yes

No

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## **STEP 8: OTHER WAIVERS AND ADMINISTRATIVE RELIEF (12a)**

The user must repeat the instructions in **STEP 4** for the Other Waivers and Administrative waivers. Once completed, the CAWRT will take the user to the Moderate Rehabilitation Program waivers page.

CARES Act Waiver Reporting Tool (CAWRT)

\* Required

### **Other Waivers and Administration Relief**

Follow this link to find Other Waivers and Administration Relief waivers and descriptions: <https://www.hud.gov/sites/dfiles/PIH/documents/PIH2021-14.pdf#page=42>

*Note: To quickly find a Other Waivers and Administration Relief waiver in Notice PIH 2021-14, simply use CTRL + F on your keyboard and input the Waiver ID (e.g. Other Waivers and Administration Relief) into the "Find" box*

12. [12a] Did you adopt the 12a: PHA Reporting Requirements on HUD Form 50058 waiver? \*

Yes

No

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## **STEP 9: MODERATE REHABILITATION PROGRAM WAIVERS (MR 0-6)**

The user must repeat the instructions in **STEP 4** for the Moderate Rehabilitation waivers. Once completed, the CAWRT will take the user to the Mainstream Vouchers waivers page.

CARES Act Waiver Reporting Tool (CAWRT)

\* Required

### **Moderate Rehabilitation (Mod Rehab) Program Waivers**

For more information about Moderate Rehabilitation (Mod Rehab) Program waivers and descriptions, click here: <https://www.hud.gov/sites/dfiles/PIH/documents/PIH2021-14.pdf#page=46>

*Note: To quickly find a Mod Rehab Program waiver in Notice PIH 2021-14, simply use CTRL + F on your keyboard and input the Waiver ID (e.g. MR-1) into the "Find" box*

13. [MR] Did you adopt any Mod Rehab Program waivers from Notice 2021-14? \*

Yes

No

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## **STEP 10: MAINSTREAM VOUCHERS WAIVERS (MS 1-3)**

The user must repeat the instructions in **STEP 4** for the Mainstream Voucher waivers.

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\* Required

#### **Mainstream Voucher Waivers**

For more information about Mainstream Voucher waivers and descriptions, click here: <https://www.hud.gov/sites/dfiles/PIH/documents/PIH2021-14.pdf#page=51>

*Note: To quickly find a Mainstream Voucher waiver in Notice PIH 2021-14, simply use CTRL + F on your keyboard and input the Waiver ID (e.g. MS-1) into the "Find" box*

14. [MS] Did you adopt any Mainstream Voucher waivers from Notice 2021-14? \*

Yes

No

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Submit

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## **STEP 11: SUBMIT**

Once all the questions within the CAWRT have been answered, the user must select the “**SUBMIT**” button. A confirmation screen will appear confirming that responses have been submitted to HUD, and the CAWRT will send a confirmation email to the user for the PHA’s records.\* The user is now finished, and no further action is required.

### CARES Act Waiver Reporting Tool (CAWRT)



## Thanks!

Your response was submitted.

[Submit another response](#)



**\*NOTE:** If the user receives the CAWRT confirmation screen and does not receive a confirmation email within 24 hours of submission, the email address may have been entered incorrectly on the CAWRT home page [Field 5: Please input your email address]. In this instance, the user may email HUD at [CaresActWaiverCollection@hud.gov](mailto:CaresActWaiverCollection@hud.gov) with the PHA Name, PHA Code, and the user's email address to receive a manual confirmation.