**SAMPLE**

Continuum of Care Recordkeeping Standard Operating Procedures – Emergency Recordkeeping Protocol

In accordance with 24 CFR 578.103(a), we have established standard operating procedures that ensure that Continuum of Care program funds are used in accordance with the requirements of 24 CFR 578 and that sufficient records will be maintained to enable HUD to determine whether we, as a Recipient or Subrecipient, are meeting the requirements of this part.

SAMPLE

As part of those policies and procedures, this Emergency Protocol outlines the recordkeeping procedures we will utilize during an Emergency Situation.

1. **Determination of Emergency Situation** – Implementation of these Emergency Recordkeeping Protocols will begin with the determination by [insert official who will decide – Executive Director; President of the Board] or in the event that said person is unavailable, by [insert secondary official]. This determination will be made on the Emergency Recordkeeping Protocol Template, which will describe the reasons for invoking the Emergency Recordkeeping Protocols and the date they were invoked.
2. **Delineation of Emergency Recordkeeping Protocol** –The Emergency Recordkeeping Protocol Template will describe the recordkeeping policies impacted by the emergency situation and how this organization will make best efforts, given the emergency, to maintain records for the impacted policies and procedures, including any guidance issued by HUD related to the emergency.
3. **Cessation of Emergency Situation** – Emergency Recordkeeping Protocols will cease upon determination by [insert official who will decide – Executive Director; President of the Board] or in the event that said person is unavailable, by [insert secondary official]. This determination will be documented on the Emergency Recordkeeping Protocol Template.

**SAMPLE**

Continuum of Care Recordkeeping Standard Operating Procedures – Emergency Recordkeeping Protocol

Emergency Recordkeeping Protocol Template

In accordance with our Continuum of Care Recordkeeping Standard Operating Procedures – Emergency Recordkeeping Protocol, the determination of an Emergency for purposes of implementing this protocol is outlined herein.

**Description of Emergency Situation:**

**Name & Title of Authorizing Official:**

**Signature: Date:**

SAMPLE

**Description of Recordkeeping Policies and Procedures Impacted by the Emergency:**

**Description of Best Efforts That Will Be Used to Maintain Records for Impacted Policies and Procedures:**

**Cessation of Emergency Situation**

**Name & Title of Authorizing Official:**

**Signature: Date:**