**Please email this form and relevant attachments by 5PM, Thursday, October 31, 2019 to** aviva.rothman-shore@mass.gov. In email subject line, write: “RSC Application – LHA Name”. No scans or faxes, please.

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| **GENERAL INFORMATION** |
| LHA Name |   |  Date |  |
| LHA Contact |  | Contact Phone  |  |
| Contact Title |  | Contact Email |  |

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| **LHA’s STATE-AIDED PORTFOLIO** |
| **PROGRAM** | **Number of Residents** | **Number of Units**  | **Number of Units by Type** |
| **Studio** | **1-BR** | **2-BR** | **3-BR** | **4-BR** | **5-BR** |
| Ch. 200 Family |  |  |  |  |  |  |  |  |
| Ch. 705 Family |  |  |  |  |  |  |  |  |
| Ch. 667 Elderly |  |  |  |  |  |  |  |  |
| Ch. 667 Non-elderly Disabled  |  |  |  |  |  |  |  |  |
| TOTAL |  |  |

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| **CURRENT RSC STAFF INFORMATION**  |
| **Name of Any Current RSC Staff** | **Title**  | **Number of Hours Per Week**  | **Population Served (elderly, family, youth, persons with disabilities, state/federal/etc)** |
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| **RECOGNIZED LTO INFORMATION**  |
| **Name of LTO(s)** | **LTO Officer(s) Contact Name** | **LTO Mailing Address**  | **LTO Email**  | **LTO Phone Number** | **Property(s) Represented**  |
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| **COMMUNITY NEED** |
| **Below, please describe the general need for an RSC at the LHA and how the LHA has attempted to meet this need to date. Identify the top three areas of concern that an RSC would work on and how they would address them.**  |

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| **METRIC TRACKING** |
| **Below, please describe how you will track the required metrics for the RSC Initiative and report them to DHCD on a yearly basis.** |

**List of Attachments to include in application:**

1. Completed Application (Attachment A);
2. 2-page (maximum) letter addressing all items listed in Section 4;
3. A list of community referral partners describing the level of relationship the LHA has already established;
4. RSC Job Description. Sample job descriptions can be found here: <https://coresonline.org/resources?topic=7&type=All>;
5. A board vote of application approval, as evidenced by a certified extract from the meeting minutes
6. A letter from the head of the recognized Local Tenant Organization (s) (LTO) or, if there is no recognized LTO, a letter from the Executive Director certifying that tenants were offered the opportunity to meet and discuss or submit written comments regarding the LHA’s application.