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Waiver Description	Criteria	Length of Initial Waiver	Length of Renewal Waiver
<p><b>Mod Project</b> - Modernization project is underway and requires unit to be held vacant, includes hotel units for a mod project</p>	<ul style="list-style-type: none"> <li>• EOHLC Project Manager (PM) and Housing Management Specialist (HMS) must agree that the needed work to reoccupy the unit is: Planned, Funded, and has a Timeline. <b>Project Number from the LHA is required.</b></li> <li>• Likely to start construction on a schedule that requires this unit(s) to remain vacant at this time, EOHLC staff will evaluate project scope and timeline closely to minimize time unit held vacant; and</li> <li>• LHA has complied with applicable relocation laws.</li> </ul>	Determined by project scope	Determined by amended project scope
<p><b>Insurance claim</b> - Unit is vacant due to casualty or natural disaster covered by state insurance program.</p>	<ul style="list-style-type: none"> <li>• Casualty has been reported to insurance company and EOHLC</li> <li>• LHA is assisting with all efforts required to work with insurance company and contractor to reoccupy the unit.</li> </ul>	Determined by insurance estimate for project timeline	Determined by insurance estimate for project timeline, as amended by insurance
<p><b>Market Demand/ 2<sup>nd</sup> Floor</b> No market demand for second floor walk-up units without elevator in c. 667 elderly development.</p>	<ul style="list-style-type: none"> <li>• LHA must document that all applicants on the unit offer wait list for the unit have been offered the unit and refused or have verified they have a medically supported need for a first-floor unit.</li> <li>• LHA must document consistent efforts to market these units, as outlined in the LHA's Marketing Plan and as required by <a href="#">760 CMR 5.04</a>, including marketing to neighboring LHAs.</li> <li>• If marketing efforts cannot address this vacancy problem, LHA must identify improvements needed to make the units sufficiently competitive in the local affordable housing market, such as resident services, intercoms, improved common areas, modern appliances, etc.</li> </ul>	120 days	30-day intervals
<p><b>Market Demand/ Congregate</b> - No market demand for elderly congregate-unit due to negligible or empty wait list</p>	<ul style="list-style-type: none"> <li>• LHA must document consistent efforts to market these units, as outlined in the LHA's Marketing Plan and as required by <a href="#">760 CMR 5.04</a>, including marketing to neighboring LHAs.</li> <li>• If marketing efforts cannot address this vacancy problem, LHA must identify improvements needed to make the units sufficiently competitive in the local affordable housing market, such as resident services, intercoms, improved common areas, modern appliances, staging for showings, etc.</li> <li>• In addition, if unit is in a congregate development that has had long-term vacancies, LHA should work with EOHLC and Elder Affairs staff to consider whether it should be re-programmed for a different use.</li> </ul>	120 days	30-day intervals

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<p><b>Repurposed</b> - Unit will be repurposed or has prior EOHLC approval to be repurposed for a non-residential housing use, typically providing resident services such as computer learning center, daycare, staff for supportive housing program, etc. Hotel units during construction are included in Waiver 1.</p>	<ul style="list-style-type: none"> <li>LHA must document that the unit is currently in use, describe the use, provide the name of the entity using the unit, and state the compensation received for the unit, if any.</li> <li>Units must be approved for repurposed use before use is changed from a non-residential housing use. LHA should demonstrate that there is not an alternate, cost-effective way to meet space needs without taking a unit offline.</li> <li>Board vote required for new waivers.</li> </ul>	Up to 3 years	No renewals, must request initial waivers
<p><b>Physical Condition</b> - Unit needs major work, and LHA anticipates more than 60 days to reoccupy.</p>	<ul style="list-style-type: none"> <li>LHA must detail the scope, cost and schedule of the proposed work.</li> <li>Facilities Management Staff (FMS) and/or the Construction Management Unit (CMU) must verify the condition and may inspect the unit to substantiate the time requested for renovation or repair.</li> <li>If condition becomes a capital project, the creation of a capital project via CIP Revision is required. The LHA may request <a href="#">Vacant Unit funds</a> to cover the cost if they exhausted formula funding.</li> </ul>	Determined by project scope	Determined by amended project scope
<p><b>Maintenance Capacity</b> - Current LHA workload exceeds existing maintenance staff capacity to turnover vacant units within required timeframe due to: concurrent vacancies, severe weather, events, Public Health Emergencies, availability of maintenance staff, contractor and/or supply chain issues and/or other reasons directly related to LHA maintenance staff and their operating capacity.</p>	<ul style="list-style-type: none"> <li>The LHA must document the conditions causing the delay, the work that needs to be done, and its plan and schedule to complete that work.</li> <li>The LHA must demonstrate, in detail, why it is unable to turnover units within the required timeframe utilizing existing staff, contractors, and/or other means, such as partnering with a neighboring LHA for assistance. If applicable, the LHA must demonstrate a lack of financial resources (under 35% operating reserve, OR, at prior FYE) to address the vacancy. EOHLC will offer budget exemptions for LHAs with high vacancies rates and OR under 35%. LHAs can provide current OR balances if the prior FYE does not accurately reflect the LHAs available resources.</li> <li>LHA must discuss with assigned EOHLC staff.</li> </ul>	90 days	30-day renewal (limit one renewal)
<p><b>Administrative Capacity</b> – Current LHA workload exceeds existing administrative staff capacity to select tenants for multiple vacancies, due to a significant number of units becoming maintenance ready at the same time or loss of tenant selection staff and a delay in rehiring or challenges in verifying an applicant</p>	<ul style="list-style-type: none"> <li>The LHA must document the specific conditions causing the delay, the work that needs to be done, and its plan and schedule to complete that work.</li> <li>If staff capacity is causing the delay, The LHA must demonstrate why it is unable to contract for tenant selection to occupy the unit in timely way. The LHA must demonstrate a lack of financial resources (under 35% operating reserve, OR, at prior FYE) to address the vacancy. EOHLC will offer budget exemptions for LHAs with high vacancies rates and OR under 35%. LHAs can provide current OR balances if the prior FYE does not accurately reflect the LHAs available resources.</li> <li>If verification delays, LHA must demonstrate adequate screening: <ul style="list-style-type: none"> <li>50 applicants per each vacant elderly unit or</li> <li>50 applicants per each vacant non-elderly handicapped unit or</li> <li>100 applicants per each vacant family unit, and</li> <li>Provide the list pull IDs for the unit.</li> </ul> </li> <li>If unit refusals are causing delays, LHA must demonstrate refused offers (Did not accept, Good Cause Refusal, etc.): <ul style="list-style-type: none"> <li>There must be data entry reflecting the refused offers in the Vacancy System vacancy record in the leasing section. Adequate screening criteria is not applied here.</li> <li>No minimum list size is required if seeking waiver due to a refused offer.</li> </ul> </li> </ul>	90-days	30-day renewals

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