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Waiver Number	Waiver Description	Criteria	Length of Waiver (days are counted from date of vacancy)
1	Modernization project is underway and requires unit to be held vacant.	DHCD Project Manager (PM) and Housing Management Specialist (HMS) must agree that the needed work to reoccupy the unit is: <ul style="list-style-type: none"> • Planned, • Funded, Project Number from PM required. • Likely to start construction on a schedule that requires this unit(s) to remain vacant at this time, and • LHA has complied with applicable relocation laws. 	Full waiver for specific units (not the entire development) until substantial completion of modernization project. Up to 36 months.
2	Unit is vacant due to casualty or natural disaster covered by state insurance program.	<ul style="list-style-type: none"> • Casualty has been reported to insurance company and DHCD • LHA is assisting with all efforts required to work with insurance company and contractor to reoccupy the unit. 	Full waiver for specific unit(s). Up to 1 year.
3	No market demand for second floor walk-up units without elevator in c. 667 elderly development.	<ul style="list-style-type: none"> • 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. • LHA must document consistent efforts to market these units, as outlined in the LHA's Marketing Plan and as required by 760 CMR 5.04, including marketing to neighboring LHAs. • 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. 	Full waiver for 120 days from date of vacancy, with option to renew at 30-day intervals if LHA documents it is aggressively continuing to market the units. After one year may be required to move to <i>Full waiver provides significant monthly funding for LHA to pursue these efforts.</i>

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4	No market demand for elderly (including elderly congregate) unit due to negligible or empty wait list	<ul style="list-style-type: none"> • LHA must document that all applicants on the unit offer wait list for the unit have been offered the unit and refused or verified they have a medically supported need for a first-floor unit. • LHA must document consistent efforts to market these units, as outlined in the LHA’s Marketing Plan and as required by 760 CMR 5.04, including marketing to neighboring LHAs. • 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. • In addition, if unit is in a congregate development that has had a consistent high level of vacancies over years, LHA should work with DHCD and Elder Affairs staff to consider whether it should be re-programmed for a different use. 	<p>Full waiver for 120 days from date of vacancy, with option to renew at 30-day intervals if LHA documents it is aggressively continuing to market the units. After one year may be required to move to</p> <p><i>Full waiver provides significant monthly funding for LHA to pursue these efforts.</i></p>
5	Unit is repurposed for a non-residential housing use, typically providing resident services such as computer learning center, daycare, staff for supportive housing program, etc.	<ul style="list-style-type: none"> • 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. 	<p>Full waiver, to be verified internally by HMS staff and can be approved for a period of time up to 3 years.</p>
6	Unit needs major modernization or mold abatement; no funding in place.	<ul style="list-style-type: none"> • LHA must work with PM, RCAT, if appropriate and HMS to develop a plan to address the unit’s needs, and to secure the unit in the meantime. • Plan must be created as a project in the Capital Planning System, regardless of availability of funding and a CIP revision must be submitted. • Facilities Management Staff (FMS) or Construction Advisor. If available, shall inspect the unit and verify the condition and the need for the time requested for repair. 	<p>Full waiver for 90 days from date of vacancy, and to renew 60-day intervals.</p>

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7	Unit needs major work due to tenant damage, and LHA anticipates more than 60 days to reoccupy.	<ul style="list-style-type: none"> • LHA provides date of its last annual inspection of the unit, the conditions noted at that time, a description of how they followed up on repairs and, if relevant, collection of damages. • LHA must detail the scope, cost and schedule of the proposed work • Funding must be in place • Facilities Management Staff (FMS), if available, shall inspect the unit and verify the condition and the need for the time requested for repair. 	At discretion of Bureau Director, either: A) Full waiver if DHCD agrees additional time needed and feasible, funded plan is in place. B) No waiver if DHCD determines additional time should not be needed.
8 (a)	Staff capacity - Maintenance 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.	<ul style="list-style-type: none"> • 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. • The LHA must demonstrate why it is unable to contract for assistance to complete turnover in timely way. • HMS staff must discuss the situation with FMS staff, who may be asked to assist LHA in assessing the best way to augment its turnover capacity. • 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. 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. • Select Reason for Waiver Category 8 	Full waivers for these units will not exceed 90 days from date of vacancy, upon approval of DHCD staff. HMS staff must discuss the situation with FMS staff, who may be asked to assist LHA in assessing the best way to augment its turnover capacity. Full waivers for these units will not exceed 90 days from date of vacancy, upon approval of DHCD staff. Units vacant more than 90 days will receive no assistance.

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8 (b)	Staff capacity – Administration 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. This reason does not include delays due to CHAMP processes (i.e., multiple list pulls).	<ul style="list-style-type: none"> • 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. • The LHA must document the change in staffing levels or why the number of maintenance-ready units is significant that is causing the delay and the plan to improve the administrative capacity. The LHA must demonstrate why it is unable to contract for tenant selection to occupy the unit in timely way. • Select Reason for Waiver Category 8 	<p>Full waivers for these units will not exceed 90 days from date of vacancy, upon approval of DHCD staff.</p> <p>HMS staff must discuss the situation with their supervisor. Full waivers for these units will not exceed 90 days from date of vacancy, upon approval of DHCD</p>
9	Unit needs major reconditioning, and LHA is using vacancy as opportunity to undertake comprehensive mod of very outmoded unit.	<ul style="list-style-type: none"> • LHA must detail the scope, cost and schedule of the proposed work • Funding must be in place • FMS staff, if available, shall inspect the unit and verify the condition and the need for the time requested for repair. 	Full waiver at discretion of Bureau Director and period of time for waiver approval will be based on work plan.

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10	Unit is enrolled in the DHCD Transitional Housing Program	<ul style="list-style-type: none"> • LHA verifies that the LHA is a participant in the program. • LHA states that this unit has been assigned to the program. • LHA is waiting for a tenant to be assigned to the unit by THP program staff. 	Initial full waiver for no more than 12 months; any extension should be reviewed at that time.
11	Vacancy Waiver Criteria for Delay in Reoccupying a Unit due to Multiple List Pulls	<ul style="list-style-type: none"> • State whether or not this request is a result of system merge of applications done on 12/20/18. <i>(No longer considered a valid claim)</i> • Document that the waitlist is being previewed and that applicant claims of Priority/Preference are being determined on a regular basis. Provide date(s) of preview list pull(s). • Document that the 10-day screening letter for Priority/Preference was sent to applicants immediately after pull of the preview list. • Provide the number of applicants pulled for each preview list and each pull list. • Document the date and identifying number of the list pull(s) and date of the refresh list(s). 	Initial 90 day waiver, with renewals for 30 days