

**Standardized Transmittal Form for RCAT In-House Spec Submissions**

Each year the Department of Housing and Community Development (DHCD), Division of Public Housing and Rental Assistance, reviews hundreds of plans and specifications from architectural and engineering firms and now RCATs. In order to efficiently track these documents and make sure that our reviews are completed on schedule, we have computerized many of our management functions, including the recording of document submissions.

Identification information, the date of each submission, and the required submission format is now being entered into a DHCD computer database. In order to speed the entry of this important data, we have designed the attached standardized “RCAT Document Submission Transmittal Form.”

Inclusion of the attached form will save us administrative time, which means that your review can be processed faster and more accurately.

**DHCD requires that all RCAT in-house specs for review be accompanied by a completed version of** **the attached form and be sent to** DHCDDesignSubmission@State.MA.US

Again, we believe that use of the standardized form will simplify and speed up the processing of our jobs, which will be a benefit to both your office and ours.

Thank you in advance for your cooperation!

**RCAT Document Submission Transmittal Form**

*(Please note: This transmittal form must accompany all A/E document submissions to the Bureau).*

**Date of Transmittal:**

**RCAT:**

 *(RCAT name & Project Manager)*

**Destination:** DHCD - Bureau of Housing Development and Construction

 100 Cambridge Street, Suite 300

 Boston, MA 02114

Electronic Submissions: DHCDDesignSubmission@State.MA.US

**DHCD Project No.:**

**Local Housing Authority:**

**LHA Development No.:**

**Project Description:**

**Submission Format:**

**Hard Copy & Electronic** [ ]  **Electronic** [ ]

*(Please check* *if also sending a hardcopy to follow)*

**Submission Phase & Number:**

1st 2nd 3rd

[ ]  [ ]  [ ]  \_\_100% Subm.

**Submission Contents**:

*(Please check* *all boxes that apply)* [ ]  Drawing: (list numbers)

 [ ]  Specifications:

 [ ]  Cost Estimate:

 [ ]  Report/ Studies/Other:

 *(List Titles)*

**Copies to:**

*(At a minimum, please copy the assigned DHCD architect/engineer assigned to your project on the email sent to DHCDDesignsubmission)*