

Single Case Waiver Review Process

Single Case Waivers – Grantees shall obtain prior DHCD authorization for housing rehab project costs which will exceed \$35,000 per unit, except in projects involving lead, barrier removal, septic, asbestos, historic preservation, for which the prior authorization of the Department will be required when projects exceed \$40,000 per unit in cost. For grants awarded prior to FY 2017, the limits are \$30,000 and \$35,000. Municipalities must request a Single Case Waiver from DHCD utilizing the appropriate Single Case Waiver form from the Mass. CDBG Implementation Manual (Chapters 18 & 20) and submit documentation to demonstrate need, reasonableness of costs and compliance with applicable federal and state requirements. Before entering into a contractual agreement, or approving a change order, a Case Waiver Request should be prepared which includes: the specific requirement or cap for which the waiver is needed, a description of what is needed and why, the rationale which states why the waiver is recommended, an explanation of how a waiver will affect the goals and implementation and a determination of why the property owner cannot meet the additional costs.

The following should also be submitted:

1. Inspection Report – All housing rehab projects must have an inspection of the property. Inspections are necessary to determine the property deficiencies with regard to the State Sanitary Code and serve as a basis for developing the work write up and cost estimate. The inspection report should detail the conditions of the whole property – exterior, room by room, basement, attic, kitchen, systems etc. and should note all code violations. All reports should contain sufficient detail of the existing conditions to justify the scope of work in the write-up. This should be signed/date by rehab inspector. Lead Report – Communities should submit a copy of the Lead Inspection report for the property.
2. Work Write Up/Specs – The work write up details the specific code violations (noted in the inspection report) to be remedied, the methods of remediation, materials – (type and quantity), performance standards and a cost estimate. This should be signed/dated by rehab specialist and the final WWU should also be signed/accepted by property owner.
3. Original Cost Estimate – The rehab specialist prepares a cost estimate for the scope of work. This is used to evaluate the reasonableness of the contractor's bids.
4. Bid Summary – A tabulation of all bids received for the project. The bid award must go to the lowest bidder.
5. Change Orders – Change orders are used to amend construction contracts due to an unanticipated change to the scope of work. Change orders sometime necessitate the request for a SCW. If so, all of the above documentation must be submitted to DHCD as well as a copy of the change order. The rehab specialist should review/approve the change order and document that the additional work and cost is reasonable.
6. Photo documentation

Case Waiver Request Form

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| Grantee: | Program and Fiscal Year: | Date: |
| Please describe the specific condition, term, requirement or cap for which the waiver is needed. | | |
| Describe in detail what is needed and what caused the need. | | |
| Describe the rationale for recommending the waiver. | | |
| For waivers of the financial cap, describe how the waiver will affect the goals and implementation of the activity. | | |
| For waivers of the financial cap, explain how you determined that the property or business owner cannot meet the additional costs. | | |

Program Rep Review: _____

Date: _____

Approved By: _____

Date: _____