**Single Case Waiver (SCW) Review Process Effective 7/1/2024**

Grantees shall obtainprior EOHLC authorization for FFY 2024 housing rehabilitation projects the cost of which will exceed $60,000 per unit, except in projects involving lead, barrier removal, septic, asbestos, well drilling, and historic preservation, for which the prior authorization of the Executive Office will be required when projects exceed $70,000 per unit in cost. \*\*\*If the SCW request is for a FFY 2022/2023 or FFY 2021 program see guidance under **FFY 2021 and FFY2022/2023 Housing Rehabilitation Programs** below.

A Grantee may initiate the Single Case Waiver (SCW) review process with EOHLC by filling out the Single Case Waiver (SCW) Request Form located on the CDBG website at [Community Development Block Grant (CDBG) | Mass.gov](https://www.mass.gov/info-details/community-development-block-grant-cdbg), and submitting it to EOHLC, along with support documentation (if required) that demonstrates need, reasonableness of costs and compliance with applicable federal and state requirements. ***Before*** entering into any final contractual agreement or approving a change order that will exceed these unit caps, Grantees must receive approval on a Single Case Waiver (SCW) Request which includes:

1. Information on the number and bid amounts received for this project if the SCW is necessary because of higher-than-expected bid results, including an explanation of why the bids were higher;
2. Information on what unanticipated changes to the original scope were required, resulting in a change order that increased overall project costs over the per unit cost caps;
3. A summary list of all housing rehab work items to be completed if the SCW request is approved, including cost totals associated with each work item;
4. Information on how the Grantee has determined that the property owner is unable to meet the additional rehab costs and that a SCW is required; and
5. An explanation on why the Grantee is recommending approval of the SCW request, including how the approval will affect the goals and projected number of units to be rehabbed by its housing rehab program.

The following **support documentation** shall be included as part of the SCW Request:

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.
2. Lead Report – The Grantee shall submit a copy of the Lead Inspection report for the property.
3. 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.
4. 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.
5. Bid Summary – A tabulation of all bids received for the project. The bid award must go to the lowest bidder.
6. 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 EOHLC 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.
7. Photo documentation – All photos submitted as part of the SCW request must be dated and labeled with descriptions that clearly explain what the photo is depicting.

**FFY 2021 and FFY2022/2023 Housing Rehabilitation Programs**

The FFY 2021 and FFY2022/2023 housing rehabilitation single case waiver limits are specified in Attachment A of the Grant Agreements. Case Waivers are required for projects the cost of which will exceed $40,000 per unit, except in projects involving lead, barrier removal, septic, asbestos, and historical preservation, for which the prior authorization of the Executive Office will be required when projects exceed $50,000 per unit in cost. Because these limits are established in the grant contracts, EOHLC cannot modify them, but we can change what documentation is required to be submitted with the Single Case Waiver submission. Below is guidance on submission requirements for FFY 2021, 2022/2023 waivers.

* 1. IF project does not include lead, barrier removal, septic, asbestos, or historic preservation and is between $40k and $60k *OR*
  2. IF project includes lead, barrier removal, septic, asbestos, or historic preservation and is between $50 - $70k
* **Only SCW form must be submitted for approval, reserve the right to ask for back-up on a case-by-case basis**
  1. IF project does not include lead, barrier removal, septic, asbestos, or historic preservation and is >$60k *OR*
  2. IF project includes lead, barrier removal, septic, asbestos, or historic preservation and is >$70k
* **Submit SCW Form and all support documentation listed above** *(Initial Inspection, lead report, WWU, Cost Estimate, bid summary, change order(s), photo documentation)* **must be submitted.**

**Single Case Waiver (SCW) Form**

(revised 11/5/2024)

|  |  |  |  |
| --- | --- | --- | --- |
| Grantee Name: | Housing Rehab Program FY: | SCW Prepared by: Request Date: | Project Case Number: |
|  |  |  |  |
| Program Rep Review/Signature: | Rep Review & Approval Date: | EOHLC Approval: | Date: |
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| --- | --- | --- | --- | --- |
| Total Project Cost: $  Low Bid $ \_\_\_\_\_\_\_\_\_\_\_ Soft Costs $\_\_\_\_\_\_\_\_\_\_\_ (Lead inspections, recording fees, etc.) Contingency $\_\_\_\_\_\_\_\_ Other $\_\_\_\_\_\_\_\_\_\_ (provide detail)  Change Order $\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Cost Estimate (excludes soft costs) $ \_\_\_\_\_\_\_\_\_\_\_\_\_  # of Units to be assisted \_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Please check the applicable categories below: | | | | |
| The total requested project costs exceed $60,000 per unit maximum for rehab costs only. | | | | |
| The total requested project costs exceed $70,000 per unit maximum for rehab and include lead, asbestos, barrier removal, septic, well drilling and/or historic preservation costs. Please provide estimated cost totals *if known or easily identifiable* for each below, based on bids/ specs and/or change orders: | | | | |
| Total lead costs: | Total asbestos costs: | Total barrier removal costs: | Total septic/well costs: | Total historic preservation costs: |
|  | $ | $ | $ | $ |
| Provide a summary of this project and why this project is in disrepair. Include property inspection highlights, and a summary of housing rehab work items to be completed if the SCW request is approved. | | | | |
| Provide general background on the client to include family size, income level and need, time on wait list etc. DO NOT include any personally identifiable information. | | | | |
| If the SCW request is necessary due to a change order, provide information on what the unanticipated changes to the original scope of services  were. (*Please note that the rehab specialist and homeowner must approve this work, by which the rehab specialist approves that the additional work and costs are necessary and reasonable)* | | | | |
| Describe the rational for recommending the waiver and how this waiver will affect the goals and implementation of housing rehab program. | | | | |