Directions:

1. Please fill out this application form and email it to Fatima.Razzaq@mass.gov by **5pm on Friday, April 12, 2019.** In the email subject line, please write: “RCAT Waiver for XXX Housing Authority.” **No faxes, please.**
2. With your application transmission, you must also attach:
	1. A board vote approving the application for waiver, as evidenced by a certified extract from the minutes of the board meeting; and
	2. A letter from the head of the tenant organization(s) or representative of tenants that demonstrates that tenants were consulted in the decision to seek a waiver. If no letter can be obtained, then the Local Housing Authority (LHA) director may instead submit a letter certifying that tenants attended a meeting, noting the time, location, and number of attendees.

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| **GENERAL LHA INFORMATION** |
| LHA Name |   | Date |  |
| LHA Contact |  | Contact Phone  |  |
| Contact Title |  | Contact Email |  |

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| --- |
| **PORTFOLIO OF PUBLIC HOUSING UNITS** |
| **COMMUNITY** | **PROGRAM (Federal, State)** | **Number of Units**  | **Notes** |
|  |  |  | Separate Federal and State portfolio onto different lines. If there are multiple LHAs being managed by one entity, please put the managing entity first and then list all other communities below. |
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|  |  |  |  |
|  |  |  |  |
| **TOTAL UNITS MANAGED** |  | Sum of Total |

|  |
| --- |
| **KEY PUBLIC HOUSING STAFF** |
| Executive Director |   | Hours/wk |  |
| Maintenance Director |  | Hours/wk  |  |
| Designated Procurement Officer |  | Hours/wk |  |

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| --- |
| **STAFF MCPPO CERTIFICATIONS, IF ANY** |
| Name, Title |   | Certification Level |  |
| Name, Title |   | Certification Level |  |
| Name, Title |   | Certification Level |  |

### Question 1: LHA Staffing Plan for Capital and Maintenance (Response Required)

Please describe in 2 pages or less, how the LHA executes/will execute the following responsibilities without RCAT or DHCD assistance. Please identify the staff that are responsible.

1. Annual Capital Needs Assessments:
2. 100% Annual Unit Inspections:
3. Unit Turnover:
4. Capital Project Scoping/Cost Estimating:
5. Setting Priorities for creation of the Capital Improvement Plan (CIP):
6. Entering the CIP into Capital Information Management System (CIMS):
7. Revising the CIP in CIMS:
8. Drafting an annual preventative maintenance plan:
9. Writing scopes and assembling bid packages for projects under $50,000 in construction costs:
10. Procuring designers and contractors for projects under $50,000 in construction costs:
11. Providing Construction Management oversight on projects under $50,000 in construction costs
12. Keeping all capital projects on schedule and within approved budgets.
13. Keeping project budgets and schedules updated in CapHub project management system:
14. Continuously updating the CPS inventory (at the close of project and after annual needs assessments/unit inspections):
15. Reviewing capital project work orders and design submissions:

### Question 2: LHA Comments on Threshold Criteria (Optional Response)

DHCD will be checking to make sure that your LHA meets all the threshold criteria outlined in the PHN. If you would like to add an explanation to any of the following data points, please do so below.

1. Formula Funding spending in the last 3 fiscal years (must be 80% or higher)

Note: for spending data on Formula Funding, see the Capital Benchmarks report at: <https://www.mass.gov/service-details/capital-benchmarks>

1. CIP submission (must be submitted in the Month it was due):
2. Units Vacant over 60 days, without a DHCD waiver (must be 5% or less):
3. Reporting Requirements (must be up to date over past year):
	1. Vacancy reports
	2. Monthly energy reports
	3. Budget
	4. Operating Statements
	5. Operating Statement Certifications
	6. Lead-based paint compliance certification
	7. Top 5 highest paid housing authority salaries certification
	8. Capital Improvement Plan (CIP)
	9. Quarterly Modernization Cost reports
	10. AUP has not flagged any significant procurement issues

### Question 3: Other Comments (Optional Response)

Please offer any further comments or justifications that DHCD should consider when evaluating this LHA’s application for an RCAT waiver.