**Establishing a Local/Regional Screening**

# Committee

 If the LHA has decided to form a local or regional screening committee, start looking for candidates as soon as possible. The process of lining up committee members need not hold up the process of advertising for an A/E; the two can occur simultaneously. Approval by the DSC of your proposed LSC members can happen at the same meeting at which the committee creates a short-list of A/E firms for your project.

**LHA Recruits LSC**

**Committee Members**

 **Size of Committee.** The committee can be as large as the housing authority wishes, but must have at least three members. The advantage of more members is a greater variety of perspectives, which may result in more detailed interviewing. The disadvantage of a large committee is the complexity of scheduling meetings and achieving consensus. It is useful to have an odd number of committee members to minimize the possibility of tie votes. The minimum number of committee members is three. They must meet the following criteria:

 · one member must be a registered architect or engineer;

 · one member must be an LHA staff member, usually the project administrator or executive director; and

 · one member must be an individual who is recruited from the community at-large.

 Additional members can include LHA staff, residents, registered professionals, municipal officials, and community leaders.

 **Who to Recruit.** The LHA recruits local screening committee members from the local community and from neighboring communities. Suggestions for persons to recruit include:

 · *registered architects and engineers:* consider architects, landscape architects or engineers who live or work in your community, or who work for the municipal government. The Boston Society of Architects and the Massachusetts Society of Professional Engineers may be helpful in identifying individuals who are willing to serve on local committees. Ideally, select professionals who have been active in housing design.

 · *committee members for development projects:* consider leaders or local housing advocates to help build interest and support for the project. A member of the Citizens Advisory Committee, if you have one, of the local fair housing commission, of a local service organization, or a town employee, or interested neighbors or residents of existing LHA housing may also be invited to serve on the committee.

 · *committee members for modernization jobs:* consider a resident from the development.

 · *additional members:* consider Board members or staff from LHAs in neighboring communities. This may be especially useful if that LHA has recently completed designer selection.

 **Prohibited from Committee.** The only people specifically prohibited from sitting on the committee are board members of the LHA for whom the A/E is being selected; A/Es who wish to apply for the job; and individuals with a financial interest in any firm wishing to apply for the project.

 **How to Recruit.** When recruiting committee members, the LHA project administrator describes the type of project involved, the purpose and role of the local screening committee, and an estimate of time and meetings that will be required. To demonstrate the significance of their participation, the LHA project administrator can send a letter describing the responsibilities of the committee members.

 **Duration of the Selection Committee.** The term of a local screening committee runs concurrent with the term of DHCD's exemption from the DSB. When the exemption expires the LHA project administrator can submit a renewal request. Consult the DSC staff to ascertain the expiration date of the current DHCD exemption.

 **Questions.** If you have questions about or need help with setting up a local or regional screening committee, consult the DSC staff.

**LHA Requests**

**Approval of LSC**

**from DSC**

 **Materials for Approval.** Once the LHA project administrator has identified candidates willing to serve on the DSC by submitting the Application for Appointment to the LSC, she/he requests approval of the candidates from the LSC and a cover letter to the DSC staff.

 · *Application for Appointment to the LSC.* Submit one form for each proposed member. Proposed members may attach resumes in response to the questions on education and employment history. Each potential committee member must complete and sign this form, including the LHA representative. This is important because the form contains a conflict-of-interest statement.

 · *Letter to the Designer Selection Committee from the LHA*. This letter formally requests approval of the LSC by the DSC and describes the project or project for which this screening committee will select A/E(s).

**LSC Interviews & Ranks A/E Firm;**

**Sends List to DSC**

The Designer Selection Committee (DSC) approves of the Local Screening Committee for the project and returns an unranked short list of three to five firms to be interviewed and ranked by the Local Screening Committee (LSC).

 **The LSC interviews and ranks A/E firms:**

 **Time and Place of Interview.** The LHA project administrator coordinates and schedules a meeting of the LSC to interview the three to five unranked firms. The LHA project administrator notifies the A/E firms of when and where interviews will take place. Most firms will come prepared to show examples of their works either on boards or using a laptop with a projector, so plan to meet in a space that can be darkened.

 **Interviews.** The LSC interviews each of the firms. The committee should be sure to ask the same questions of all firms to be able to compare the quality and content of the answers.

 **LSC Ranks Firms.** The LSC ranks the firms and sends the list to the LHA Board. The LSC is required by the DHCD exemption procedures to explain the rationale for the order of the list in writing to the Board. This is very important if the Board is to understand and concur with the judgement of the LSC.

 **Send List to DSC Staff.** The LHA project administrator also sends the ranked list and associated rationale to the DSC staff for its information. The DSC does not have to approve the ranking.

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| APPLICATION FOR APPOINTMENT TO THELOCAL SCREENING COMMITTEE |   | HOUSING AUTHORITY |
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| My name is |   | , and I am interested in serving on the |  |
| above named local screening committee. |  |  |
|  |
| Address |   | / |   | /MA/ |   |  |
|  | (street) |  | (city) |  | (zip) |  |
|  |
| Tel: (w) |   | (h) |   |  |
|  |
| FAX (if applicable): |   | e-mail (if applicable): |   |  |
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| Educational Experience: |  |   |
|  |   |
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| Architect/Engineer Registration Number (if applicable): | #  |  |
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|  |
| Employment Experience: |  |   |
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| I am interested in serving on the committee because: |  |
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 I affirm that in accordance with M.G.L. Chapter 7, Section 30(e), I will not participate in any local screening committee deliberations if I or any member of my immediate family:

a. has a direct or indirect financial interest in the award of the design contract to any applicant;

b. is currently employed by, or is a consultant to or under contract to applicant;

c. is negotiating or has an arrangement concerning future employment contracting with any applicant; or

d. has an ownership interest in, or is an officer or director of, any applicant.

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 Signature Date