

Attachment A

Waiver Type	Criteria	Type and Length of Waiver
1. Modernization project is underway and requires unit to be held vacant.	<p>DHCD Project Manager (PM) and Housing Management Specialist (HMS) must agree that the needed work to reoccupy the unit is:</p> <ul style="list-style-type: none"> <li>• Planned,</li> <li>• funded,</li> <li>• likely to start construction on a schedule that requires this unit(s) to remain vacant at this time, and</li> <li>• LHA has complied with applicable relocation laws.</li> </ul>	Full waiver for specific units (not the entire development) until substantial completion of modernization project.
2. Unit is vacant due to casualty or natural disaster covered by state insurance program.	<ul style="list-style-type: none"> <li>• Casualty has been reported to insurance company and DHCD</li> <li>• LHA is assisting with all efforts required to work with insurance company and contractor to reoccupy the unit.</li> </ul>	No waiver (lost rental income is covered by state insurance policy).
3. No market demand for second floor walk-up units without elevator in c. 667 elderly development.	<ul style="list-style-type: none"> <li>• LHA must document that all applicants on the wait list for the unit have been offered the unit and refused, or have verified they have a medically supported need for a first floor unit.</li> <li>• LHA must document consistent efforts to market these units, as outlined in the LHA's Marketing Plan and as required by 760 CMR 5.04, including marketing to neighboring LHAs.</li> <li>• If marketing efforts cannot address this vacancy problem, LHA must identify improvements needed to make the units sufficiently competitive in the local affordable housing market, such as resident services, intercoms, improved common areas, modern appliances, etc.</li> </ul>	<p>Full waiver for 90 days from date of vacancy, with option to renew at 90-day intervals if LHA documents it is aggressively continuing to market the units. After one year may be required to move to Suspended Occupancy payment if feasible reoccupancy plan not in place.</p> <p>Full waiver provides significant monthly funding for LHA to pursue these efforts.</p>
4. No market demand for elderly (including elderly congregate) unit due to negligible or empty wait list	<ul style="list-style-type: none"> <li>• Same criteria as Waiver #3 above</li> <li>• In addition, if unit is in a congregate development that has had a consistent high level of vacancies over years, LHA should work with DHCD and Elder Affairs staff to consider whether it should be re-programmed for a different use. Small 4-person congregates can sometimes serve as group homes, or can be converted to a large family unit or two 1BR senior units. Larger congregates may require more complicated solutions.</li> </ul>	Same waiver as #3 above.

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<p>5. Unit is repurposed for a non-residential housing use, typically providing resident services such as computer learning center, daycare, staff for supportive housing program, etc.</p>	<ul style="list-style-type: none"> <li>LHA must document that the unit is currently in use, describe the use, provide the name of the entity using the unit, and state the compensation received for the unit, if any.</li> </ul>	<p>Full waiver, to be verified internally by HMS staff at each LHA Fiscal Year End.</p>
<p>6. Unit needs major modernization or mold abatement; no funding in place.</p>	<ul style="list-style-type: none"> <li>LHA must work with PM and HMS to develop a plan to address the unit's needs, and to secure the unit in the meantime.</li> <li>Plan must be created at a project in the Capital Planning System, regardless of availability of funding.</li> </ul>	<p>Unit receives a Suspended Occupancy payment, to be reviewed annually.</p>
<p>7. Unit needs major work due to tenant damage, and LHA anticipates more than 60 days to reoccupy.</p>	<ul style="list-style-type: none"> <li>LHA provides date of its last annual inspection of the unit, the conditions noted at that time, a description of how they followed up on repairs and, if relevant, collection of damages.</li> <li>LHA must detail the scope, cost and schedule of the proposed work</li> <li>Funding must be in place</li> <li>Facilities Management Staff (FMS), if available, shall inspect the unit and verify the condition and the need for the time requested for repair.</li> </ul>	<p>At discretion of Bureau Director, either:  A) Full waiver if DHCD agrees additional time needed and feasible, funded plan is in place.  B) No waiver if DHCD determines additional time should not be needed.  C) Suspended Occupancy payment if DHCD agrees more time needed but no funded plan in place.</p>
<p>8. LHA can't keep up with recent turnovers, due to sudden rash of vacancies, disability of maintenance staff, or other reason.</p>	<ul style="list-style-type: none"> <li>The LHA must document the specific conditions causing the delay, the work that needs to be done, and its plan and schedule to complete that work.</li> <li>The LHA must demonstrate why it is unable to contract for assistance to complete turnover in timely way.</li> <li>HMS staff must discuss the situation with FMS staff, who may be asked to assist LHA in assessing the best way to augment its turnover capacity.</li> </ul>	<p>Full waivers for these units will not exceed 90 days from date of vacancy, upon approval of DHCD staff. Units vacant 90 to 120 days will receive only a Suspended Occupancy payment. Units vacant more than 120 days will receive no assistance.</p>
<p>9. Unit needs major reconditioning, and LHA is using vacancy as opportunity to undertake comprehensive mod of very outmoded unit.</p>	<ul style="list-style-type: none"> <li>LHA must detail the scope, cost and schedule of the proposed work</li> <li>Funding must be in place</li> <li>FMS staff, if available, shall inspect the unit and verify the condition and the need for the time requested for repair.</li> </ul>	<p>Full waiver at discretion of Bureau Director.   However, if no funded plan is in place to reoccupy, then unit will receive only a Suspended Occupancy payment, not a full waiver.</p>