

ATTACHMENT A: PHN 2016-02
Application for a Waiver from the Regional Capital Assistance Team (RCAT) Program

Directions:

- 1) Please fill out this application form and email it to richard.brouillard@state.ma.us by **5pm on Friday, March 18, 2016**. 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:
 - a) A board vote approving the application for waiver, as evidenced by a certified extract from the minutes of the board meeting; and
 - b) 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.

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

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.
TOTAL UNITS MANAGED			Sum of Total

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

STAFF MCPPO CERTIFICATIONS, IF ANY			
Name, Title		Certification Level	
Name, Title		Certification Level	
Name, Title		Certification Level	

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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. 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 a 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 \$25,000 in construction costs:
- 10) Procuring designers and contractors for projects under \$25,000 in construction costs:
- 11) Keeping all capital projects on schedule and within approved budgets.
- 12) Continuously updating the CPS inventory (at the close of project and after annual needs assessments/unit inspections):
- 13) Reviewing capital project work orders and design submissions:

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

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

- 1) Formula Funding spending during FY13-15 (must be 80% or higher)
Note: for spending data on Formula Funding, see the Capital Benchmarks report at:
<http://www.mass.gov/hed/docs/dhcd/ph/capitalbenchmark/2015benchmarkreport2015.pdf>.
- 2) CIP submission (can be up to 15 days late):
- 3) Units Vacant over 60 days, without a DHCD waiver (must be 5% or less):
- 4) Reporting Requirements (must be up to date over past year):
 - Vacancy Reports:
 - Monthly Energy Reports:
 - Board Attendance Reports:
 - Budget:
 - Budget Certification:
 - Operating Statements:
 - Operating Statement Certifications:
 - Lead-Based Paint Compliance Certification:
 - Top 5 Highest Paid Housing Authority Salaries Certification:
 - Capital Improvement Plan (CIP):
 - Quarterly Modernization Cost Reports:

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.