



Commonwealth of Massachusetts

# DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

Jane Swift, Governor ♦ Jane Wallis Gumble, Director

## Public Housing Notice 2002-01

January 7, 2002

Dear LHA Director:

You recently received notification that the application deadline to submit CARs for the Comprehensive Modernization of Chapter 705 and 689 Acquisitions was extended from January 15, 2002 until March 5, 2002. The following information is intended to clarify the application process.

The Comprehensive Modernization of Chapter 705 and 689 Acquisition category is one of the new categories in this year's funding round. **If an LHA acquired a Chapter 705 or 689 building that was built before 1977, containing 4 or fewer units, and two or more of the building components in the building is in need of substantial modernization, the LHA should submit a CAR in this category.** If more than one building was acquired through a scattered site Chapter 705 acquisition program, the LHA should submit a separate CAR for each building. There is no application limit. On the CAR cover sheet, the LHA should only check off "Comprehensive Modernization of Chapter 705 & 689 Acquisitions". The application deadline for CARs in this category is March 5, 2002.

**LHAs should *only* complete the CAR Cover Sheet, Question 1b, Question 8 (Tenant Participation) & Question 9 (CIIS Review). SKIP ALL OTHER QUESTIONS.**

The Cover Sheet requests basic information. Fill in all blanks. If the building for which you are seeking funds does not have a specific name, just indicate its street address. Do not check any items listed under "Building Condition Category" (shaded in gray). CARs should be numbered beginning with #1. Therefore, if an LHA is submitting three CARs, the first CAR will be CAR #1 of a total of 3 CARs; the second will be CAR #2 of a total of 3 CARs, etc.

Skip Question 1 and Question 1a.

Answer **Question 1b**. This question seeks information about the condition of the building as a whole, rather than one specific component. It also seeks information regarding vacancy and turnover rates, and the impact of existing conditions on the maintenance budget. It is important that LHAs answer this question thoroughly.

Skip Questions 2 – 7.

Answer Question 8. This question asks the LHA to explain its tenant participation process for this application. DHCD believes that tenants can be a valuable resource for LHAs to help identify problem conditions, and is a requirement in the application process. 760CMR 11.10 explains the tenant participation requirements for LHAs applying for capital improvement (modernization) funds, and is enclosed in this packet.

Answer Question 9. This question asks the LHA to review the CIIS information for the building in question. If the information is not correct, please make a copy of the CIIS sheets for that building, correct the proper category, and submit it with your CAR. DHCD staff will then update your CIIS info in the DHCD database.

These Comprehensive Modernization of 705 & 689 Acquisition applications will have a separate scoring and funding process, and will require a site inspection before awards are made.

LHAs should submit one signed original and three copies of each CAR, along with a Summary Sheet (form attached) listing all the CARs submitted in the Comprehensive Modernization of Chapter 705 & 689 Acquisitions category. Photos and other supporting documentation you choose to send in should be attached to the signed original application, but need not be duplicated. A postcard will be sent to each LHA by DHCD to confirm receipt of the application.

In order to receive consideration, completed CARs must be received no later than 5:00 p.m. on Tuesday, March 5, 2002 at the following address:

Attn: FY'02 Condition Assessment Reports  
Bureau of Housing Development and Construction  
Department of Housing and Community Development  
One Congress Street – 10<sup>th</sup> Floor  
Boston, MA 02114

**Comprehensive Modernization of Chapter 705 and 689 Acquisitions**

**Condition Assessment Reports - Summary**

Housing Authority: \_\_\_\_\_

CAR #	BUILDING ADDRESS AND BRIEF DESCRIPTION OF CONDITON	DEVELOPMENT #
1		
2		
3		
4		
5		
6		
7		
8		
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10		
11		
12		
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14		
15		
16		

Condition Assessment Report (CAR)

The purpose of the Condition Assessment Report (CAR) is to document one specific condition that adversely affects one or more of the building(s) in a single development or site. Submit a *separate* Condition Assessment Report for each Building Condition Category (see below) for which funding is sought at *each* development or site. **Do NOT submit CARS for the following: LEAD PAINT ABATEMENT, ABANDONED OIL TANK REMOVAL, ENERGY OR WATER CONSERVATION, ACCESSIBILITY OR REASONABLE ACCOMMODATION.** Funding for these conditions will be made under separate initiatives. Consult your DHCD project manager.

\_\_\_\_\_ **HOUSING AUTHORITY** \_\_\_\_\_

This application is identified (NOT prioritized) as CAR # \_\_\_\_\_ of a total of \_\_\_\_\_ CARs.

This Condition Assessment Report describes existing conditions in need of replacement or repair at the following development:

Development Name: \_\_\_\_\_ Year Built: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 Development #: \_\_\_\_\_ # of Buildings: \_\_\_\_\_ # of Units: \_\_\_\_\_ # of Stories: \_\_\_\_\_  
 Building(s) have: \_\_\_ Basements \_\_\_ Slab-on-grade \_\_\_ Crawlspace

Please check the appropriate Building Condition Category. If selected, DOB #s and other building data as noted in categories below are required in reports, which will be critical for estimate of the condition to be repaired/ replaced.

Building Envelope Windows Siding Driveway Roofs Stairs Foundations Structural Mechanical Electrical Plumbing Fire Elevation Other	Building Site/Structure Foundation Driveway Roofs Stairs Foundations Structural Mechanical Electrical Plumbing Fire Elevation Other
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Comprehensive Modernization of Chapter 705 & 689 Acquisitions

Pending Grants for Chapter 705 & 689 Comprehensive Modernization

Name of LHA Chairperson: \_\_\_\_\_

I certify that the Board met and approved this application on \_\_\_\_\_ (date).

Signature of LHA Chairperson: \_\_\_\_\_  
 Date: \_\_\_\_\_

Please answer the following questions in order to describe the condition of your facility. Please describe the extent of the problem and the areas and the types of materials that have failed. Also describe any additional damage that needs to be repaired and describe the condition of the materials that need to be repaired. Describe the severity of the condition. Describe the condition of the materials that need to be repaired. Describe the condition of the materials that need to be repaired. Describe the condition of the materials that need to be repaired.

NOTE: If you are unable to answer a question, please check the "Skip" box. If you are unable to answer a question, please check the "Skip" box. If you are unable to answer a question, please check the "Skip" box. If you are unable to answer a question, please check the "Skip" box.

SKIP THIS QUESTION

For Quantity Measurements: Please complete a "Quantity" form for each item listed in the "Building Condition Checklist" and provide specific location information as described in the "Quantity" form as described in the "Quantity" form. The "Building Condition Checklist" provides information on the condition of each item and the location of each item. Please refer to the "Quantity" form for more information.

Please refer to the "Other" section for more information. If you are unable to provide information on the condition of an item, please refer to the "Other" section for more information. If you are unable to provide information on the location of an item, please refer to the "Other" section for more information.

**SKIP THIS QUESTION**

**1b. (ONLY ANSWER THIS QUESTION IF APPLYING IN ONE OF THE FOLLOWING TWO CATEGORIES: "COMPREHENSIVE MODERNIZATION of CHAPTER 705 & 689 ACQUISITIONS" or "PLANNING GRANTS for CHAPTER 200 & 667 COMPREHENSIVE MODERNIZATION".)**

Please describe the overall physical condition of the development (or building), addressing all building systems and components that are obsolete or failing. Please be sure to address the following items in the narrative: How has this affected your vacancy rate and turnover rate? Do prospective tenants refuse to live here? How many vacant units are there, and why can't they be rented? Are there other factors besides obsolete or failing building components that need to be addressed? What are they? Has any modernization work recently been completed, and is there any modernization work scheduled? How do the conditions in this development affect the LHA's maintenance and repair budget? What has the LHA done to try to keep this development (or building) viable?

Use additional sheets of paper if necessary. DHCD expects the LHA to provide a thorough, comprehensive analysis of the various factors that make this development a prime candidate for a substantial commitment of modernization funding.

**LHAs applying for grants in these two categories: "Comprehensive Modernization of Ch. 705 & 689 Acquisitions" or "Planning Grants for Ch. 200 & 667 Comprehensive Modernization" which complete this question can skip Questions 2-7, and proceed to Questions 8 and 9.**

FY '02 CAPITAL IMPROVEMENT FUNDING APPLICATION  
Condition Assessment Report (CAR)

2. How many units are directly affected by the specified condition? Directly affected is defined as when the unit exhibits physical damage, deterioration, or the tenant suffers discomfort in the unit as a result of a building condition. Example: Water damage on a unit is a direct effect. A severely cracked sidewalk outside the building is not a direct effect. \_\_\_\_\_ units

SKIP THIS QUESTION

2a. How many units are indirectly affected by the specified condition? \_\_\_\_\_ units

SKIP THIS QUESTION

Once the specified condition is corrected, can these indirectly affected units be reoccupied?  Yes  No  
If No, why? \_\_\_\_\_

3. Describe how this condition affects the health/safety of tenants \_\_\_\_\_

SKIP THIS QUESTION

4. How many documents of incidents or persons injured have been reported as a result of the condition? \_\_\_\_\_ incidents \_\_\_\_\_ persons

SKIP THIS QUESTION

5. How many citations, DIRECTLY related to the condition, have been issued by any local or state code enforcement agencies? Please attach a copy of each citation to this application. \_\_\_\_\_ #, \_\_\_\_\_ n/a

SKIP THIS QUESTION

5a. Have you been cited by DHCD inspectors regarding the condition? (please attach the DHCD inspector's inspection report)  yes  no

SKIP THIS QUESTION



**FY '02 CAPITAL IMPROVEMENT FUNDING APPLICATION**  
**Condition Assessment Report (CAR)**

Page \_\_\_ of Car # \_\_\_

What attempts have been made to make a temporary or permanent repairs? What were the results?

SKIP THIS QUESTION

Describe the condition of the in number of units of this equipment.

SKIP THIS QUESTION

8. In accordance with 760 CMR 11.02 (1)(b) please describe the tenant participation in the identification and selection of the problem conditions documented in this CAR.

Name of  
Tenant Organization Rep. \_\_\_\_\_

Signature of  
Tenant Organization Rep. \_\_\_\_\_

Date: \_\_\_\_\_

9. I have reviewed the CIIS information for the development identified in this CAR application

I believe that the CIIS information is correct to the best of my knowledge

I have corrected the CIIS information and attached a corrected copy.

**50 CMR 11.00: MODERNIZATION AND DEVELOPMENT OF STATE-AIDED PUBLIC HOUSING**

**11.10: Tenant Participation in Modernization Projects**

- (1) **Application Procedures. The LHA shall:**
  - (a) Notify each duly recognized tenant organization when funding rounds are announced by the Department and whenever the LHA plans to seek modernization funds to meet a central safety or energy need or needs. The tenant organization shall be involved in determining the needs and priorities to be included in the application. For this purpose the LHA, working in cooperation with the tenant organization shall schedule a meeting at a time and place when the maximum number of tenants should be able to attend. The LHA shall post notice of the scheduled meeting that indicates the date, time and purpose of the meeting in a conspicuous place in the central office and in each project.
  - (b) Explain the Modernization Program and application procedures when such meetings are held, and shall answer any questions presented by the tenants relating to the modernization process. For this purpose, the LHA's modernization director, or other individual responsible for the modernization proposal, shall be present at the meeting. The LHA shall consider the tenants' input on needs and priorities and incorporate some or all of such needs and priorities in a draft funding application if deemed by the LHA to be consistent with sound management.
  - (c) Provide a copy of the draft funding application to each duly recognized tenant organization at least one week prior to submission of the application to the Department. If there is no tenant organization, the LHA shall post a notice within one week of submission advising interested tenants where they can review the draft. The LHA shall make any appropriate changes and shall request that the tenant organization's chairperson or representative of the tenants to sign the application. If the tenant organization and the LHA differ on priorities or inclusion of items in the final application, the LHA shall request a letter from the tenant organization setting out its differences. The LHA shall attach this letter to the application. If there is no tenant organization signature or letter from the tenant organization, the LHA shall include a statement establishing a good cause for the omission.