Commonwealth of Massachusetts
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
Mitt Romney, Governor ◆ Kerry Healey, Lt. Governor ◆ Jane Wallis Gumble, Director

Public Housing Notice 2004-03

TO: All Local Housing Authority Executive Directors

FROM: Marc Slotnick, Associate Director for Public Housing and Rental Assistance

SUBJECT: Universal Applications for State-Aided Public Housing, MRVP and AHVP

DATE: May 7, 2004

We received requests from advocates and the Department of Transitional Assistance to make our applications for state-aided public housing easier to access and submit. In response, DHCD staff and a sub-committee of local housing authorities from the NAHRO Housing Committee formed a task force to review how we could make the application process less burdensome to applicants and reduce some of the administrative burden on local housing authorities.

As a result, the Department is implementing two Universal Applications to be filed by applicants and their advocates and to be accepted at each local housing authority in the Commonwealth. No longer will an applicant have to complete a separate application for each LHA. Once a universal application is completed the applicant can submit a photocopy application to each individual housing authority where he or she wishes to apply for housing. A photocopy of the signature of the applicant is as valid as the original.

Both Universal Applications, the standard application and the emergency application, and supporting documentation are posted on DHCD's web site. **LHAs are required to immediately accept applications printed from the web site.** In addition, **no later than June 1, LHAs must** download the applications and the supporting documentation, have them printed and available. All documents can be downloaded at:

http://ocdweb/dhcdnew\components\public\Asset\TSpublic\DEFAULT.HTM

If you have any questions, please do not hesitate to contact your Housing Management Specialist.

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