



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Deval L. Patrick, Governor ♦ Timothy P. Murray, Lt. Governor ♦ Gregory Bialecki, Secretary, EOHEd

PUBLIC HOUSING NOTICE 2011-12

TO: All Local Housing Authority Executive Directors
FROM: Lizbeth Heyer, Associate Director, Division of Public Housing and Rental Assistance
SUBJECT: Affordable Housing Trust Funding Dedicated for Vacant Unit Capital Turnover Costs
DATE: September 15, 2011

During tough economic times it's more important than ever that we strive for 100% occupancy rates in public housing; it makes good economic sense as you manage your housing with limited resources and is essential for the low income families and individuals that desperately need affordable housing. We are proud that our partnership has resulted in increased occupancy rates in recent years; however we understand that constrained resources challenge your ability to turnover units in need of repairs that exceed routine turn-over. To that end, DHCD will dedicate \$2 million from the Affordable Housing Trust (AHT) to assist in re-occupying state-aided family public housing family units that have been vacant for 60 or more days and require capital repairs in excess of \$2,500.

It is our goal to maximize this funding to re-occupy as many family units within a short period of time as soon as possible. To achieve this, priority for the AHT funds will be given to LHAs that have vacant family units for 60 or more days, as of today, September 15, and with an estimated unit turn over cost between \$2,500 and \$15,000. In addition, to be eligible for this funding, LHAs must be current in the submission of the Quarterly Report on Occupancy/Vacancy and be current in maintaining the on-line vacancy ledger.

We have taken an initial look at the data in the vacancy reporting system and have identified numerous LHAs with family units that have been vacant 60 days or more. However, there are LHAs that are not maintaining or have not kept their on-line vacancy ledger system up-to-date, and have not submitted the quarter ending June 30, 2011 Quarterly Report on Occupancy/Vacancy. We are asking that every LHA ensure that their on-line vacancy ledger system is up-to-date and that any LHA that has not submitted their June 30 quarterly report, submit it to DHCD electronically as soon as possible, but no later than Thursday, September 29, 2011. If you need assistance with either of these tasks please contact your Housing Management Specialist. While this funding is targeted to family units, please enter the data for all units so DHCD has a complete record of all vacant units.

Finally to be considered for this funding, LHAs must provide an estimated scope of work, an estimated cost, and a proposed schedule to complete the work for family units identified as vacant 60 days or more. The attached spreadsheet must be used to record this information. Submit the spreadsheet electronically to Joyce Taylor at joyce.m.taylor@state.ma.us. All required information submitted to DHCD by

September 29, 2011 will be given first consideration. Late submissions will be reviewed, as funding permits.

We acknowledge that the need may exceed the available funding. DHCD will use the data in the vacancy reporting system together with your cost estimates and proposed schedules to select the units that will maximize the number of units ready for occupancy to house low-income families throughout the Commonwealth. AHT funds awarded for this purpose will be in addition to an LHA's formula funding allocation and cap share.

Thank you for your swift attention to this important and exciting opportunity.