



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

Deval L. Patrick, Governor ♦ Timothy P. Murray, Lt. Governor ♦ Aaron Gornstein, Undersecretary

**PUBLIC HOUSING NOTICE 2012-14**

TO: All Local Housing Authority Executive Directors

FROM: Lizbeth Heyer, Associate Director, Division of Public Housing and Rental Assistance

SUBJECT: Vacant Unit Turnover Initiative

DATE: October 15, 2012

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We are happy to announce, for the second year in a row, DHCD will be awarding funds to LHAs to assist in the cost of re-occupying vacant state-aided public housing units. Last year's vacant unit turnover initiative resulted in LHAs successfully turning over and occupying over 200 family units that had been vacant greater than 60 days. This year DHCD will dedicate another \$2 million to assist in re-occupying family and elderly state-aided public housing units that:

- Have been vacant more than 60 days,
- Require capital repairs with cost estimates between \$2,500 and \$25,000 and
- Can complete turnover by March 31<sup>st</sup>, 2013.

These additional funds dedicated to turnover costs, coupled with increased operating funds available to LHAs through the 6.5% increase in FY13 operating budgets, will provide LHAs with new tools and funding to more quickly house seniors and families, while allowing us to target limited subsidy dollars to occupied, rather than vacant units. Furthermore, the funds will help ensure the successful implementation of our new vacancy policy, which will take effect in January 2013. This new policy will no longer provide full subsidy for units vacant for more than 60 days without a DHCD-approved waiver. So we urge you to seek out this reoccupancy funding if it will help bring your units into compliance (for further details regarding the vacancy policy see Public Housing Notice 2012-11).

To be considered for this funding, LHAs must complete the provided worksheet which requires identification of the unit, an estimated scope of work, an estimated cost, and a proposed schedule. LHAs that do not use the attached spreadsheet will not be considered for funding. LHAs should submit the spreadsheet electronically to Sarah Glassman at [sarah.glassman@state.ma.us](mailto:sarah.glassman@state.ma.us) by November 5, 2012. Late submissions will be reviewed, as funding permits. Funds awarded for this purpose will be in addition to an LHA's formula funding allocation and cap share.

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. There are a number of LHAs that are not maintaining or have not kept their on-line vacancy ledger system up-to-date, and have not submitted the June 30, 2012 Quarterly Report on Occupancy/Vacancy. If you need assistance with either of these tasks please contact your Housing Management Specialist.

LHAs that receive these funds are responsible for implementing the projects according to applicable statutes and regulations. We encourage LHAs to utilize the DHCD Small Projects Guide which contains step-by-step instructions for projects with construction costs under \$25,000. The guide will ensure that the projects are done efficiently, cost-effectively and according to the applicable statutes, rules and regulations. LHAs can find the guide on DHCD's Small Projects web page, <http://www.mass.gov/hed/housing/ph-mod/0-25000-dhcd-small-projects-guide.html>.

Thank you for your attention to this important and exciting opportunity and we look forward to another successful initiative occupying vacant units.