



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

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

## Public Housing Notice 2013-01

To: All Local Housing Authority Executive Directors

From: Lizbeth Heyer, Associate Director for Public Housing & Rental Assistance

Subject: **Health and Safety Initiative for FY13**

Date: January 2, 2013

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We are happy to announce that DHCD will be awarding \$2 million worth of awards to LHAs for addressing health and safety hazards in **site and common areas**. As LHAs are aware, liability expenses are rising and will continue to do so. LHAs can take the opportunity to proactively examine their properties for potential hazards and receive funding to repair them before injury occurs, thereby minimizing risks to the health and safety of residents, staff, and visitors. As a self-insured agency, this is good business practice for all. Awards will be granted for capital projects that:

- If *not* completed, **could put the LHA (and indirectly DHCD) at risk** for future liability claims;
- Require **between \$1,000 and \$25,000** in capital funds; and
- Can be fully **completed by June 30, 2013**.

Awards will not carry over into FY14, so all projects must be complete by the June 30<sup>th</sup> deadline. This initiative is specifically targeting the following types of work:

- Eliminating on-site trip and fall hazards, such as:
  - damaged stair treads and nosing,
  - damaged front & rear thresholds,
  - pot holes in driveway areas or walkways, and
  - ponding areas that lead to water & ice build-up;
- Replacing damaged, loose, or missing handrails;
- Replacing on-site public safety lighting;
- Removing trees or large tree limbs near buildings or power lines;
- Replacing windows with damaged balances; and
- Replacing broken doors or inoperable door closers that lead to slamming doors.

In order to be considered for an FY13 Health and Safety Initiative award, LHAs must complete the attached worksheet and submit it electronically to Amy Stitely ([amy.stitely@state.ma.us](mailto:amy.stitely@state.ma.us)). **Submissions are due by Tuesday, January 15, 2013 at 5pm**. Late submissions will be reviewed, as funding permits.

If you have a capital project that supports the health and safety of residents, but is not listed above, you may still submit this item in your application for consideration. However, please note that DHCD will be funding this initiative through the Capital Bond Account, so all projects must qualify as bond-funded, capital expenses. (See Public Housing Notice 2012-12, dated 12/28/2012, for detailed criteria.) If you need further guidance on project eligibility, contact the DHCD Facilities Management Specialist in your region:

Southeastern MA	James Marathas, Director of Facilities Management	781-858-4008
Western MA	Dennis Balling, Facility Management Specialist	617-459-3004
Central MA	Robert Marcolini, Facility Management Specialist	617-314-2363
Northeastern MA	Bruce McCarrier, Facility Management Specialist	617-791-3491

For planning purposes, LHAs should anticipate a maximum award that is equal to \$100 per state subsidized unit. For instance, if an LHA has 450 units of state public housing, then that LHA could expect to get up to \$45,000 (450 X 100) in funding. That said, DHCD has the discretion to award more or less than that amount depending on the situation. LHAs should, therefore, be sure to list all potential projects on their submission sheet and rank them by priority level. (A priority of "1" denotes highest importance).

Funds awarded through this initiative will be in addition to an LHA's formula funding allocation and cap share. Health and Safety Initiative funding can not be applied toward capital projects that are already covered through current formula funding. In addition, LHAs must be on a reasonable track to spend their FY13 formula-funds in order to be considered for a Health and Safety Initiative award. On November 8th, 2012 DHCD sent an email to all LHAs asking for a status update on under \$25,000 formula projects. A follow up request was also sent in mid-December. Any LHA that has not replied to that email request will not be considered for this additional funding.

As always, LHAs must implement capital improvement projects in accordance with all applicable statutes, rules, and regulations. We encourage LHAs to utilize the [DHCD Small Projects Guide](#). This guide offers step-by-step instructions on how to implement projects with construction costs that are below \$25,000. Though an LHA may receive an award where the total funds exceed \$25,000, no individual project can cost more than \$25,000.