



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

Charles D. Baker, Governor ♦ Karyn E. Polito, Lieutenant Governor ♦ Janelle L. Chan, Undersecretary

PUBLIC HOUSING NOTICE 2019-03

TO: All Local Housing Authority Executive Directors
FROM: Amy Stitely, Associate Director, Division of Public Housing
SUBJECT: Vacancy Waiver Criteria for Delay in Reoccupying a Unit due to Multiple List Pulls
DATE: February 15, 2019

DHCD is implementing a new vacancy waiver type in order to address the challenge that some Local Housing Authorities (LHAs) face due to the system-wide merge of applications in CHAMP. We have heard that, when occupying a unit, LHAs have had to do multiple list pulls in CHAMP due to the large numbers of unverified applicant claims of priority and preference. Please reference PHN 2019-02 for further information.

In the coming weeks, LHAs will find a new waiver called "Waiver Type 11, Multiple List Pulls" in the DHCD on-line Vacancy System for State-Aided Public Housing Units. However, this new waiver option is not yet available. Until it goes live, LHAs that wish to request a waiver for the above-stated reason should submit requests through the on-line Vacancy System using "Waiver Type 8, LHA can't keep up with recent turnovers, due to sudden rash of vacancies, disability of maintenance staff, or other reason". DHCD will allow this waiver request, effective immediately, and until further notice.

When requesting this waiver, in the comments section, please enter the word "CHAMP" and then follow up with an email to the assigned DHCD Housing Management Specialist (HMS), providing the following information:

- State whether or not this request is a result of system merge of applications done on 12/20/18.
- Document that the waitlist is being previewed and that applicant claims of Priority/Preference are being determined on a regular basis. Provide date(s) of preview list pull(s).
- Document that the 10-day screening letter for Priority/Preference was sent to applicants immediately after pull of the preview list.
- Provide the number of applicants pulled for each preview list and each pull list.
- Document the date and identifying number of the list pull(s) and date of the refresh list(s).

Important: LHAs with FYE 12/31 should submit these waiver requests as soon as possible and no later than February 26th in order to impact the upcoming Performance Management Review (PMR).

DHCD HMS must review and approve all vacancy requests by February 28th for them to be included in the PMR snapshot for Occupancy Rate criteria. If you are submitting a waiver for CHAMP reasons and your HMS has follow up questions, please respond promptly to ensure HMS can process your waiver by the February 28th deadline. If a waiver request is received after February 26th, there is no guarantee HMS will be able to process the request in time for the PMR snapshot.

Please be advised that DHCD will verify the information you provide to your HMS, through the CHAMP system reports. If the information is not verified, as accurate, the waiver will be denied.

If HMS approves the CHAMP-related waiver request, DHCD can grant a full waiver for 60 days from the date of the vacancy, with an option to renew at 30 day intervals if the LHA documents that it is aggressively previewing the waitlist and continuing to make determinations of applicant claims of Priority/Preference. Units vacant 120 days will receive only a Suspended Occupancy Payment. Units vacant more than 120 days will receive no assistance.

If you have any questions about this Notice, please contact your Housing Management Specialist or Christine DeVore, Assistant Director, Bureau of Housing Management at (617) 573-1242.