



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

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Jennifer D. Maddox, Undersecretary

Public Housing Notice 2020-19

To: All FYE 12/31 Local Housing Authorities

Fr: Ben Stone, Associate Director, Division of Public Housing

Date: April 23, 2020

Re: Changes to 12/31/2019 FYE Performance Management Review due to State of Emergency

WHAT YOU NEED TO KNOW – KEY POINTS:

1. This PHN applies only to 12/31 LHAs with a 2019 Fiscal Year End.
2. Your FYE19 Performance Management Review will be conducted remotely.
3. DHCD will publish the Desk Audit component of the PMR, only. The physical condition assessment portion of this PMR has been suspended and will not be evaluated.
4. DHCD will only contact you for a follow-up discussion if the LHA received any “operational guidance” or “corrective action” ratings on the Desk Audit.
5. Desk Audit Criteria and Ratings for this PMR have *not* been adjusted.
6. Your FY20 PMR may include adjustments to reflect operational changes as a result of the State of Emergency.

This Public Housing Notice (PHN) details how DHCD will conduct the Performance Management Review (PMR) for Local Housing Authorities (LHAs) with a fiscal year end of 12/31/19. These changes are in response to the State of Emergency declared by the Governor on March 10, 2020 due to the COVID-19 pandemic, and to further support the ongoing and extraordinary efforts to minimize the spread of the virus.

DHCD will conduct remote PMRs for the 12/31/19 LHAs starting on May 4, 2020 through June 30, 2020. This PMR will be conducted remotely and only the Desk Audit portion of the PMR will be evaluated and published by DHCD. Until further notice, DHCD has suspended the physical condition assessment component of this PMR (i.e., site visits, work orders/systems, inspection reports, and unit inspections are suspended). At this time, and unless otherwise may be required, DHCD does not intend on conducting and publishing the physical condition assessment portion of this PMR on a future date.

DHCD will conduct the remote PMR for the 12/31/19 LHAs in one of two ways, detailed below. The manner in which the remote PMR is conducted depends on whether operational guidance/corrective action is indicated in the Desk Audit, or if other PMR-related follow-up is required.

A) The LHA's FYE 2019 PMR Desk Audit has no Operational Guidance or Corrective Action Ratings; and no other PMR-related follow-up is required.

1. Your Housing Management Specialist (HMS) will issue the PMR Desk Audit and a Close-Out Letter via email to the Executive Director and to the Board Chair.
2. LHAs will have thirty (30) days to provide its optional response, following the normal procedure detailed in the Close-Out Letter.

OR:

B) The LHA's FYE 2019 Desk Audit includes Operational Guidance or Corrective Action Rating(s); other PMR-related follow-up is required:

1. Your HMS will issue the PMR Desk Audit via email to the Executive Director and schedule a call to discuss the results.
2. Your HMS will send the Confirmation Letter via email to confirm the scheduled call.
3. Following the scheduled call, your HMS will issue the Close-Out Letter and Recommendation(s) on the Desk Audit portion of the PMR only. The Close-Out Letter and Recommendation(s) will be emailed to the Executive Director and to the Board Chair.
4. The LHA will have thirty (30) days to provide its optional response, following normal procedure detailed in the Close-Out Letter.

DHCD recognizes each LHA's exceptional and ongoing efforts to respond to the State of Emergency while maintaining operations at PMR standards. Accordingly, DHCD will issue a PHN detailing any temporary changes to the PMR criteria and ratings starting with the Fiscal Year End 2020 PMRs. If you have any questions about this PHN please contact your Housing Management Specialist.