Commonwealth of Massachusetts
EXECUTIVE OFFICE OF HOUSING & LIVABLE COMMUNITIES
Maura T. Healey, Governor ◆ Kimberley Driscoll, Lieutenant Governor ◆ Edward M. Augustus Jr., Secretary

PHN 2023-17
ADDENDUM 2

To: Local Housing Authorities (LHAs)

From: Ben Stone, Director, Division of Public Housing

Re: EOHLC Vacancy Initiative: PHN 2023-17, Addendum 2

Date: Originally published October 11, 2023; Updated October 20, 2023; Updated December 18, 2023

Q: How does my LHA receive funding for the vacancy initiative operating budget exemption?

A: LHAs must request, the costs in the form of EOHLC Approved Exemption – Direct Reimbursement through the 400-1 operating budget submission. The Authority must include these costs in the budget submission and operating statement for the year the costs were incurred.

LHAs must include costs incurred from 9/30/2023 – 12/31/2023 in their current fiscal year end operating budget. For LHAs with a FYE 12/31, this means a budget revision must be submitted for the LHAs FYE 12/31/2023. Even though we are past the 11th month requirement for budget revisions, please submit a revision as soon as possible.

Any costs incurred after 12/31/2023 must be included in your FYE 12/31/2024 operating budget.

LHAs with a FYE 3/31/2024 must submit a 400-1 budget revision to include costs incurred. A budget revision must be submitted NO LATER than the 11th month of the current fiscal year.

LHAs who submitted their FY2024 (FYE 6/30/2024, FYE 9/30/2024 and FYE 12/31/2024) budget please submit a budget revision for your chapter 400-1 budget and include these costs as soon as possible, but NO LATER than the 11th month of the current fiscal year.

These budget revisions are necessarily estimates. Documentation supporting the actual costs must be maintained on file at the LHA. A EOHLC form will be provided to LHAs to submit with their year-end operating statement to identify and itemize the costs. EOHLC will give actual budget exemption at year-end settlement based on actual, documented costs incurred.

Q: What documentation will the LHA need to support the budget exemption?

A: LHAs must maintain on file at the LHA all back up documentation to support the exemption. For example, over time, temporary staff, contract costs, mailing vendor, etc. EOHLC will issue an

excel spreadsheet for recording actual costs to LHAs and certified to by the Executive Director with the LHAs year end operating statement. Submission of the spreadsheet is to the LHAs Housing Management Specialist.

Q: What if an LHA does not have enough cash reserves on hand to complete the work before requesting reimbursement?

A: Please contact your Housing Management Specialist, who can work with you on a solution.