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

Public Housing Notice: 2024-15

TO: All Local Housing Authorities with a DMH/DDS 689/167 Property
FROM: Ben Stone, Undersecretary of Public Housing and Rental Assistance
SUBJECT: 689/167 Contract Process Transition to DocuSign
DATE August 29, 2024

Need to know:

1. LHAs, EOHLC, Vendors, and DMH/DDS will conduct the c.689/167 contract and addendum process through DocuSign.
2. All parties will complete the process using DocuSign, starting with the LHA utilizing a "power form".
3. The needed information to complete the contract has not changed.
4. All relevant parties must still conduct an Annual Meeting.
5. Contracts and Addendums with an effective date after September 30, 2024 will need to be submitted via DocuSign. *Email submissions with an effective date after September 30, 2024 will be returned to the LHA.*
6. This new process ONLY applies to programs in partnership with DDS/DMH.

In order to reduce processing times and improve data quality, we have developed a platform with DocuSign for the process of creating and completing the 689/167 contracts and addendums. You are provided with a link to a Power Form (Attachment D) where the LHA will enter all needed information for the 689/167 contracts and addendums. The link is live upon receipt of this email and is ready to use when you have your next contract or addendum to execute. Please do not access until ready to complete the contract or addendum.

The processes surrounding establishing a rent for the 689/167 contract/addendum remains unchanged. Depending on the structure of the service delivery provider, LHA's will have an annual meeting with Department of Developmental Services (DDS) or Department of Mental Health (DMH) and where applicable the service provider. In this meeting, all parties discuss the needs of the property, requested maintenance items from the service provider or DDS/DMH, and establish rent for the property. Rent must meet or exceed the EOHLC per bedroom rate that is set annually. (Please reference the most current Budget Guidelines for the minimum rent.)

Please see Attachment A for an example of the online Power Form that is completed by the LHA and will populate all contract details for either a contract or addendum.

Please see Attachment B for an example of the profit/loss statement that should be openly shared with all parties to the contract at the annual meeting.

Please see Attachment C for a brief Power Point presentation on the DocuSign 689/167 process for LHAs.

Please see Attachment D for Power Form Link.

Special Reminders:

- ✓ Every 5 years, all parties enter into a new contract. (a one-year contract with four (4) one-year addendums)
- ✓ LHA should include the 689 properties in their capital planning process.
- ✓ LHA should know the reserves for each 689/167 property in their portfolio separately. (minimum 6 months of operating expenses)
- ✓ The 689/167 properties are operated in partnership with DDS/DMH.
- ✓ Only one Power Form per contract/addendum submission. Reach out to HMS for assistance with any Power Form issues. Do not start a new Power Form as this incurs charges.
- ✓ Please inform your service provider of the DocuSign launch and requirements.