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 2024-23

To: All Local Housing Authority (LHA) Executive Directors
From: Fatima Razzaq, Director, Bureau of Housing Development and Construction
Re: Aging in Place Turnover Guidelines
Date: December 3, 2024

In our ongoing efforts to ensure that our Chapter 667 units are safe spaces for residents to age comfortably in place, we are introducing new guidelines and funding for incorporating small adaptability upgrades during the routine vacancy turnover process. Many of these upgrades can likely be completed by LHA maintenance staff and are meant to enhance the functionality of the units and comfort of your residents.

Effective on February 3, 2025: EOHLC will create CapHub projects for each LHA entitled "Vacant Unit-667 Routine Turnovers" and will fund each project with $2,000 x 10% of 667 unit in Compliance Reserve funding. For example, an LHA with one hundred (100) c.667 units would receive $20,000 in compliance reserve funding to invoice against for these improvements. HLC may add to this amount in the next fiscal year. LHAs may invoice those projects for the cost of the below items that are installed in any vacant 667 during turnover. There will be no need for the LHA to create CIP revisions. This funding allocation should be used for the following items during unit turnovers:

- **Lever-Style Door Handles:** Replace traditional round doorknobs with lever-style handles, which are easier to operate for individuals with limited hand strength.
- **Lever Style Plumbing Fixtures**: Replace two (2) handle plumbing fixtures with single handle levers
- **Toilets**: Replace standard height toilets with Hi-Rise or Comfort Height Toilets.
- **Tub Cuts:** Replace standard bathtubs with walk-in showers.
- **Grab Bars:** Install grab bars in bathrooms near toilets and in showers.
- **Adjustable Showerheads:** Replace standard showerheads with adjustable handheld models that are easier for users to control and direct.
- **Enhanced Lighting:** Replace existing light bulbs with higher lumen (brightness) LED bulbs to improve visibility. Installation of occupancy sensors, rocker switches, and motion lighting.

- **Flooring:** Replace carpeting with vinyl or composite flooring when appropriate
- **Windows:** Attach lifting bar to windows to ease opening and closing

EOHLC expects that LHAs can make some or all of these improvements as part of the normal unit turnover timeline, and will not alter the target 60 days to lease vacant c.667 units at this time.
LHAs should be aware that funding for this initiative is limited and this allocation may not support all the necessary work to support adaptability upgrades in your unit turnover. LHAs should be strategic about the utilization of these funds and prioritize improvements based on operational needs.

If you or your maintenance staff have questions regarding the installation of these upgrades, please contact your assigned Facilities Management Specialist (FMS) or email the FMS unit at EOHLCFMSsupport@mass.gov

If you have any questions about funding, please contact your EOHLC Project Manager.