Commonwealth of Massachusetts
EXECUTIVE OFFICE OF HOUSING & LIVABLE COMMUNITIES
Maura T. Healey, Governor ◆ Kimberley Driscoll, Lieutenant Governor ◆ Juana B. Matias, Secretary

**PHN 2026-14**

To: Local Housing Authority (LHA) Executive Directors
From: Fatima Razzaq, Assistant Undersecretary of Public Housing and Rental Assistance
Date: November 10, 2026
Re: Vacant Unit Turnover Task Force

## Program Overview

The Executive Office of Housing and Livable Communities (EOHLC) is seeking proposals from qualified Local Housing Authorities (LHAs) interested in forming and hosting a Vacant Unit Turnover Task Force (Task Force). The Task Force will be required to provide vacant unit turnover services to LHAs that are predominately located in Western MA (Region 4) and Northeastern MA (Region 2). The Task Force will assist these LHAs with routine vacant unit turnovers and small-scale associated capital work.

The following is a listing of the minimum anticipated scope of services. EOHLC may elect to modify or redefine the scope of services as needed to ensure compliance with federal statutes, regulations, and other policies and requirements. EOHLC may also negotiate and execute contract amendments with the awarded Respondent which EOHLC reasonably determines are within the scope of this NOFA and necessary to result in delivering the best value to the Commonwealth.

This program is funded through FY27 Public Housing Capital Funds and will be delivered to awarded LHAs via a Contract for Financial Assistance (CFA).

## Program Description

The Task Force will provide vacant unit turnover services to LHAs located in Western MA (Region 4) and Northeastern MA (Region 2), as well as small-scale associated capital work[1], and if deemed necessary, tenant selection assistance[2] for reoccupying the subject units. Due to the limited scope of this work, there is no expectation for architectural and/or engineering design services to inform unit turnovers.

LHAs are expected to engage on an LHA-to-LHA level, without EOHLC coordination. EOHLC will provide general program oversight and may provide additional clarification and instruction.

[1] i.e. Work that does not include major building components such as HVAC, roofing or structural elements and can be accomplished through force account or service contracts.
[2] This could entail but is not limited to support with mailings, screening, review of eligibility and qualifications, and offer letters.

EOHLC will fund staffing and travel costs of the Task Force, but participating LHAs will pay for services received by the Task Force, including material and contract costs, either through their own operating budgets or capital funding, depending on the size and scope of the work required.

Host LHAs are expected to provide EOHLC with monthly reporting including: number of LHAs served, number of units turned over, general scopes of work, costs, and anticipated dates of re-occupancy. Hosts will work collaboratively with EOHLC on the process and program implementation, with the EOHLC Director of Capital Planning serving as the main point of contact.

LHAs using these services are expected to manage routine vacant unit turnovers with their own staff, resorting to utilize the Task Force only when the LHA has an unexpected spike in vacancies or experiences a temporary loss of LHA staff that critically impacts their operational bandwidth. The exact division of labor will be developed, in accordance with any guidance or instructions that EOHLC may provide, over the course of the pilot.

This NOFA seeks to award no more than two host LHAs to pilot the Task Force for a period of approximately one (1) year, unless the contracts are extended, suspended, or terminated. EOHLC reserves the right to extend the contract for up to four (4) one-year options to extend, for a total potential contract length of five (5) years, if all options are exercised. These may be exercised at EOHLC's sole option and are subject to the availability of funding and satisfactory performance by the selected Respondent. EOHLC may also combine the one year contract renewal terms.

If, over the term of the contract(s), EOHLC determines that additional Respondents should be awarded, these may be drawn from the pool of Respondents who submitted applications in response to the NOFA and were not awarded contracts.

It is anticipated that EOHLC will review the program at the 6- and 12-months mark, and if successful, EOHLC may elect to issue a follow-up procurement for one or more additional Task Force LHA hosts.

## FUNDING

Up to approximately $600,000 may be awarded annually to the selected host LHAs to cover the costs of hiring staff dedicated to this initiative. Funding may be used for salaries, training, equipment and related operational expenses. Up to 5% may be taken as an administrative fee by the host LHA.

A host LHA Board, at its discretion, may devote a portion of the 5% administrative fee to the Executive Director Salary, in accordance with the EOHLC LHA Executive Director Salary and Qualifications Schedule.

## ELIGIBILITY CRITERIA

Eligible Respondents must meet the following threshold eligibility criteria:

1. Be a Massachusetts LHA with a state-aided public housing portfolio;
2. Have zero (0) Performance Management Review (PMR) or Agreed Upon Procedures (AUP) "strikes" within the last three (3) years; and

3. Have the capacity to manage and hire staff for this initiative.

## Proposal Requirements

Interested Respondents should submit the following materials via email to: EOHLCPublicHousing@mass.gov by **5pm on Monday, December 14, 2026**.

1. **Agency Overview:** Description of the LHA, including size and relevant experience.
2. **Proposal**: This should include a detailed strategy for forming and implementing a Task Force, an outline of strategies to improve vacant unit turnover rates, and any innovative approaches that may be deployed. This should include estimated number of LHAs covered, approximate radius of travel, and expected number of vacant units addressed on an annual basis.
3. **Proposed Staff Plan**: Details of the staffing plan, including roles, responsibilities, and qualifications. This should include a listing of potential service contracts if those are proposed.
4. **Collaboration Plan:** Description of how the LHA will collaborate with neighboring LHAs, including a description of outreach, intake, coordinating, documentation, quality assurance and invoicing.
5. **Budget:** Detailed budget outlining annual cost of program, not to exceed maximum of $600,000 unless supplemented by non-EOHLC funds.
6. **Timeline:** Proposed timeline for implementation of the Task Force.
7. **Board approval:** Submit LHA Board meeting minutes denoting an approval of this application.

## Evaluation Criteria

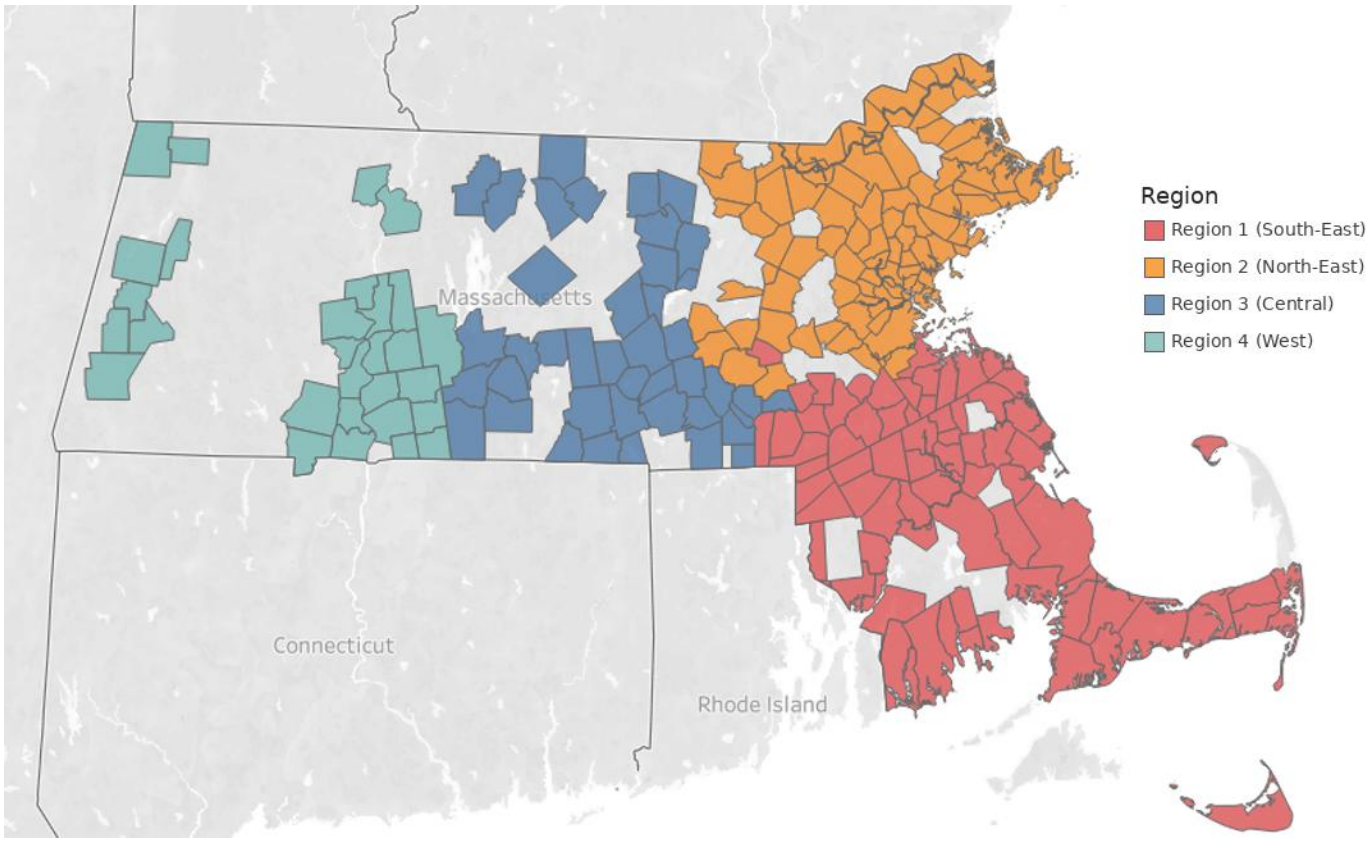
Proposals will be evaluated based on the following criteria:

1. Feasibility and clarity of the proposed strategies (30%)
2. Experience and assessed capacity of the LHA (25%)
3. Feasibility of collaboration approach (25%)
4. Feasibility of the budget and timeline (20%)

EOHLC reserves the right to use other available information regarding a Respondent's proposal when evaluating proposals.

## Questions

A webinar for interested parties will be held on Thursday, November 30, 2026 at 11:00am.
A Q&A document will be prepared and published following the webinar.
CLICK HERE TO JOIN!
Questions may be submitted in writing to EOHLCPublicHousing@mass.gov by the same date. Answers will be published on COMMBUYS and as an addendum to this PHN.


Region
Region 1 (South-East)
Region 2 (North-East)
Region 3 (Central)
Region 4 (West)
Massachusetts
Connecticut
Rhode Island