Commonwealth of Massachusetts

DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

Deval L. Patrick, Governor ◆ Aaron Gornstein, Undersecretary

Public Housing Notice 2014-06

Memorandum

To:	LHA Executive Directors
From:	Sarah Glassman, Acting Associate Director,
	Division of Public Housing and Rental Assistance
Subject:	Subsidy Agreement Renewal
Date:	March 24, 2014

Enclosed for your execution is the Commonwealth's Comptroller's Office Operating Subsidy Agreement. Your local housing authority's (LHA's) current Subsidy Agreement expires on June 30, 2014 and the Department of Housing and Community Development (DHCD) is only able to continue making operating subsidy payments to your Authority after the execution of this contract. The Subsidy Agreement is for one year.

Additionally, we are enclosing form W-9 for your completion. Please complete this form using the name of your housing authority as it is registered with your federal tax identification number (TIN) and make sure you submit it together with the Subsidy Agreement.

This document enables DHCD to register your Authority in the state accounting system and will not change the way your LHA receives operating subsidy in the future. Three copies of this agreement have been enclosed for your signature. The Subsidy Agreement will cover the period from July 1, 2014 through June 30, 2015.

Please **sign all three copies and return them no later than April 30, 2014.** Please note that DHCD will not be able to process any FY15 subsidy payments for your Authority until the Agreement is signed, returned to DHCD and processed through the Comptroller's Office. It is important that you execute the Subsidy Agreement and return it to DHCD even if you do not routinely receive any operating subsidy advance. Once fully executed, a copy of the Subsidy Agreement will be returned to you for your records.

Thank you for your cooperation and please contact Ayo Yakubu-Owolewa, Finance Manager, for the Bureau of Housing Management at (617) 573-1233 if you have any questions.