



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Chrystal Kornegay, Undersecretary

Public Housing Notice 2016-03

To: Local Housing Authorities
From: Sarah Glassman, Associate Director, Division of Public Housing & Rental Assistance
Date: March 7, 2016
Subject: Local Housing Authority Board or Commissioners Contact Information Fields Added to Housing Applications Page

On August 6, 2014, Chapter 235, “An Act Relative to Local Housing Authorities,” was signed. This Act represents significant reform to the state public housing system. Included in the new law is a requirement that DHCD establish and implement a comprehensive training for board members. The law goes on to state that all members are required to complete the training on a routine schedule, and furthermore, failure to complete a training program as prescribed by the law may constitute neglect of duty and that member may be subject to removal proceedings pursuant to section 6.

We are currently in the development phase of an online training, which we expect to roll out to all board members in the new fiscal year, as well as a smaller scale regional in person pilot training program, which will start this spring. In order to track compliance with the requirement, we need 1) a database of board members, which can be kept to date as turnover occurs, and 2) a unique identifier for each board member, in the form of an email address. Additionally, this information will ensure the timely and secure delivery of materials between the Department and members of local housing authority boards of commissioners.

Therefore, from this point on, all board members are required to provide contact information in the form of a hard mailing address and a personal e-mail address. Two fields have been added to Housing Applications to collect this information; these fields must be filled in with a hard mailing address and personal e-mail address for each board member by April 1, 2016.

E-mail and Mailing Address Requirements

Because DHCD will need a unique identifier for all board members, both addresses must directly link to the relevant board member, not the local housing authority. For example, e-mail addresses that send mail to group or common boxes that may be checked by a person other than the intended board member are not allowed.

However, if a board member does not have a personalized and private e-mail address, then the board member may request that a housing authority provide them with a private and personalized e-mail

(for example: Jose.Smith@NameofHousingAuthority.org) AND/OR the board member may create a private e-mail address using free services such as Gmail, Hotmail or Yahoo.

In Housing Applications, users will find two new fields added to the **LHA Board Meetings** attendance page. These fields require the entry of an up-to-date e-mail address and hard mailing address for each board member. At each monthly meeting, the executive director should ensure that any changes to board members’ e-mail addresses or hard mailing addresses are up-to-date.

Below is a screenshot of the **LHA Board Meetings** attendance page. The fields highlighted in yellow are new. You may access this page by logging in to “Housing Applications,” and then clicking the “**LHA Board Attendance**” link.

November 2010

LHA
 Size
 Executive Director
 Phone #
 After Hours and Weekend Emergency Contact Name
 After Hours and Weekend Emergency Contact #

Current Staff	Name	Phone Number	Email
Best Contact for DHCD to Call	<input type="text"/>	<input type="text"/>	<input type="text"/>
Chief Procurement Officer	<input type="text"/>	<input type="text"/>	<input type="text"/>
Maintenance Contact	<input type="text"/>	<input type="text"/>	<input type="text"/>

LHA Board of Commissioners

First Name	Last Name	Check All That Apply								Term		Email Address	Home Mailing Address (Street/City/State/Zip)
		Chairperson	Vice-Chairperson	Treasurer	Member	State Appointee	State Tenant Rep	Federal Tenant Rep	Labor Appointee	Start Date	End Date		
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*** Note that in the month of March, board members’ first and last names may appear together in the “First Name” field. Please ensure that board member split their first and last names into the respective fields***

Please reach out with any questions to Laura Taylor at Laura.Taylor@state.ma.us or Cate Mingoya at Cate.Mingoya@state.ma.us