



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

Deval L. Patrick, Governor ♦ Aaron Gornstein, Undersecretary

Public Housing Notice 2014 -11

To: All Local Housing Authority Executive Directors

From: Sarah Glassman, Acting Associate Director, Division of Public Housing & Rental Assistance

Subject: Letters of Interest – Local Housing Authority Transitional Housing Program

Date: April 18, 2014

Overview

The Department of Housing and Community Development (DHCD) is pleased to announce the upcoming opportunity for expansion of The Local Housing Authority Transitional Housing Program (THP). In order to forecast the level of interest in this opportunity, DHCD is currently calling for *Letters of Interest* from LHAs who intend to apply for this program.

The Program

THP provides transitional housing services to homeless families. The program makes use of units within state-aided conventional public housing developments. Homeless families occupy these units for 9 to 12 months while receiving services in order to develop their self-sufficiency skills. Families who graduate from the program are offered an opportunity to go under lease with the Local Housing Authority (LHA) that provided the transitional unit. Once a family is under lease with the LHA, the case manager continues to follow them for up to 6 months.

How it works

DHCD administers THP through LHAs. Homeless families are screened by program case managers. A selected family is provided with a transitional unit for a period of 12- 18 months. Once in the program, the household's needs are assessed and an individual service plan is developed. Appropriate services are then secured. Services include: job training, education, counseling, employment assistance, day care and life skills enhancement. Once the participant family has met the goals and objectives outlined in the service plan, the family is offered the opportunity to enter into a lease agreement with the housing authority.

Who is eligible?

To be eligible for THP, a family must be homeless, and in the DHCD administered Emergency Assistance (EA) program and identified as a household. The eligible households must be in a position to be able to become self-sufficient and maintain permanent housing. Additionally, families coming into the program must still meet the LHA's qualification requirements (including CORI, landlord checks, etc.). In the rare cases where families do not succeed in transitional housing, termination must follow the EA termination process.

Application process

LHAs will receive referrals from EA shelter providers. The LHA case manager will perform an assessment on each referral to determine if the program can meet the needs of the family. Once an eligibility decision is made, the case manager contacts the referral source and family to inform them of the eligibility decision.

Interested in Pursuing this Opportunity?

DHCD will be issuing a Notice of Funding Available (NOFA) in the upcoming months. Additionally, we will be providing more information about the program at the MassNAHRO conference in May.

Letters of Interest

In the meantime, DHCD is calling for Letters of Interest from LHAs who intend to respond to the NOFA. Therefore, in order to apply for this program in the future, LHAs must submit a very brief, one-paragraph letter of interest via email to Gail Cassarino at Gail.Cassarino@MassMail.State.MA.US by May 30, 2014. Additionally, each letter must include a board vote of letter approval, as evidenced by a certified extract from the minutes of the board meeting.

Minimum Requirements for Submission

LHAs:

- Must have family housing (ch. 200 and/or ch. 705 units),
- Be prepared to either:
 - Commit a minimum of ten family units (this is the minimum program size that will enable the LHA sufficient funding to hire one full-time case manager), or
 - Commit a minimum of four family units and partner with up to two other neighboring LHAs (this will allow LHAs to form a regional consortium and share a full-time case manager). DHCD will publish a list of interested LHAs when the NOFA is published for a point of reference.

Other Matters to Note

LHAs SHOULD NOT hold units vacant as they turn over at this time.