



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

Deval L. Patrick, Governor ◆ Aaron Gornstein, Undersecretary

Public Housing Notice 2014-21

TO: All Local Housing Authority Executive Directors

FROM: Steve Carvalho, Acting Associate Director, Division of Public Housing and Rental Assistance

SUBJECT: Notice of Funding Availability for Local Housing Authority Transitional Housing Program

DATE: October 28, 2014

NOTICE OF FUNDING AVAILABILITY
Local Housing Authority Transitional Housing Program
October 2014

About the Program

The Department of Housing and Community Development (DHCD) is pleased to announce Notice of Funding Availability for the expansion of The Local Housing Authority Transitional Housing Program (THP). THP provides transitional housing services to homeless families. The program makes use of units within state-aided conventional public housing developments. MRVP cannot be used for THP. Homeless families occupy these units for 6-9 months while receiving services to develop their self-sufficiency skills. Families who graduate from the program are offered an opportunity to enter into a lease with the Local Housing Authority (LHA) that provided the transitional unit. Once a family has entered into a lease for a state-aided public housing unit with the LHA, the case manager continues to follow them for up to 6 months.

DHCD administers THP through LHAs and the Emergency Assistance (EA) program. To be eligible for THP, a family must be homeless and in a DHCD EA funded shelter or hotel/motel. The local housing authority transitional housing program case manager (case manager) will receive family household referrals from EA shelter providers. Referred households must be in a position to be able to become self-sufficient and maintain permanent housing within a 6 to 9 month period. Additionally, families coming into the program must still meet the LHA's qualification requirements (including CORI).

Referred homeless family households are screened by a case manager who will perform an assessment 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.

A selected family is provided with a transitional unit for a period of 6-9 months. Once in the program, based on the household's needs assessment 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. In the rare cases where families do not succeed in transitional housing, termination follows the EA termination process.

LHAs with Interest in this Program

Some LHAs may be interested in participating in this program but may not have ten units available. DHCD will allow LHAs to partner together to meet the minimum required 10 units. Below is a list of LHAs that have expressed interest in dedicating units to the program:

- Attleboro
- Fall River
- Greenfield
- Norwood

Please note that LHAs can partner with LHAs not on this list.

Funding Availability

- LHAs are encouraged to submit proposals as soon as possible. Submissions will be accepted and reviewed on a rolling basis. Awards will be granted to eligible LHAs until the resources are depleted.
- DHCD provides funding to participating LHAs to administer the THP. These funds are used to cover program costs including case management, occupancy and administrative costs and support services.
- DHCD will pay an occupancy fee for the public housing units of \$354.00 per family/month.
- DHCD will provide \$200 per month/family for support services.
- An annualized budget for a 10 unit program would be approximately \$100,000 To \$150,000.

Requirements

- LHAs must administer ch. 200 and/or ch. 705 family public housing
- LHAs must dedicate at least 10 units of state-aided family public housing to the program or partner with up to two LHAs to reach at least 10 units
- THP is a continuous program. As a result, it is expected that once the transitional period has concluded for one family and they are a permanent tenant at the LHA, another unit is made available for the next eligible family household for THP.
- A transitional housing program case manager will be hired by the LHA.
- The Board of Commissioners supports the LHAs participation in the THP.

Ineligible Activities

MRVP vouchers are not eligible to be used for this programs. LHAs may only dedicate state-aided public housing units for use in the THP program.

Application

LHA program proposal applying for funding to administer the THP including, budget, proposed timeline, proposed programs, and if applicable partnerships with other LHAs. Applications will be in the form of documentation which must include:

- Identify the number of units that the LHA is committing to THP, identify the program and development name, location, and total units LHA will commit to this program, by development, with an expected time frame for unit availability.
- State the vacancy rate at each development where units will be made available.
- Describe availability of public transportation to development(s)
- If partnering with up to two LHAs to meet the minimum program size of 10 family units, provide the above information for each LHA
- Submit a program budget that details projected spending.
- LHA statement regarding current working relationship and willingness to work with EA Shelter Provider(s) in contiguous area of LHA
- EA Shelter Provider(s) statement of working relationship and willingness to work with LHA
- A board vote supporting the LHAs involvement in this program. Where LHAs are partnering a board vote must be submitted from each of the LHAs.

Awards

Awards will be made on a rolling basis. Please send submissions to Mary Farrell, Housing Management Specialist, via email to the following address: Mary.Farrell@state.ma.us.