



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

Deval L. Patrick, Governor ◆ Timothy P. Murray, Lt. Governor ◆ Tina Brooks, Undersecretary

**Public Housing Notice 2008-08**

**Memorandum**

To: All Local Housing Authority Executive Directors  
From: Amy Schectman, Associate Director, Division of Public Housing and Rental Assistance  
Subject: Applicant consent form to allow sharing of information between Local Housing Authorities and the Department of Transitional Assistance (DTA)  
Date: September 4, 2008

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This is to inform LHAs that applications submitted by households residing in DTA funded shelters will include as part of their application for state-aided public housing an "Applicants Notice and Consent Form: Application Related Information to be Provided by Local Housing Authorities to the Massachusetts Department of Transitional Assistance."

The "Applicants Notice and Consent Form" is attached for your reference. The development of this form resulted from ongoing issues that LHAs identified as barriers to processing applications received from shelter households. The intent of this form is to allow DTA staff and contractors to track the status of the households they work with, allow them to properly support applicants in submitting complete applications, and identify areas where further assistance is needed to secure housing. It will also help all of us in accurately tracking when these households are housed in LHA properties. Sharing this information will demonstrate LHA's efforts to serve this population.

To assist you in responding to a DTA request for applicant information, we have attached an excel spreadsheet for your use. There is no requirement that you use this form to share information, and it is not meant to be a tracking form for every shelter applicant.

Thank you for your continued efforts as we all work to combat homelessness. If you have any questions, please call Ita Mullarkey at 617 573-1216 or Chris DeVore at 617 573-1242.