



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

Deval L. Patrick, Governor ♦ Timothy P. Murray, Lt. Governor ♦ Aaron Gornstein, Undersecretary

Public Housing Notice 2012-18

Memorandum

To: All Local Housing Authority Executive Directors
From: Lizbeth Heyer, Associate Director, Division of Public Housing and Rental Assistance
Subject: Notice to all LHAs with C. 689 properties under lease /management agreements
Date: November 16, 2012

The federal Social Security Administration has announced a Cost of Living Adjustment (COLA) *scheduled as a 1.7% increase for all Social Security and SSI recipients effective January, 2013.*

As a result, and in accordance with Paragraph 4. b. of the 2009 Lease and Management Agreement for c.689/167 developments, **Local Housing Authorities (LHA) with such contracts are entitled to a 1.7% increase in the total monthly rent** established with the designated provider or state agency operator. This change is to take effect on the upcoming contract anniversary date of the individual agreements, and should be implemented on that date, but effective no sooner than January 1, 2013. The annual meeting between LHA and Provider, which should also take place as specified in the agreement, can include other rent negotiations; however, the COLA increase is to take effect independent of that outcome and on the renewal date.

As per the standard agreement, any changes in rent shall be documented with a signed contract addendum. **The LHA and provider should sign four originals of the appropriate form addendum found on the DHCD Housing Applications website (under Documents and Forms), and submit all four copies to either DMH Area office or DDS Central Office as outlined in past procedures. Once these reach DHCD for final approval, two signed originals will be returned to the LHA for themselves and the provider.**

Please note that the signature lines in the DMH addenda now include only a single DMH approval, usually the Area Office. There should be only one blank line for DMH approval. Also note that **Victor Hernandez** is the appropriate contact at the **DDS Central Office** for receipt of lease documents, etc. For DDS leases/contracts/addenda, please mail signed copies to him at **DDS, 500 Harrison Ave., Boston MA 02118-2439.**

Any rent adjustments beyond the COLA would also be reflected in the lease addendum submitted. We strongly suggest the LHA contact the provider(s) in advance of implementing the increase, and introduce it in conjunction with the annual meeting whenever possible. If you have any questions on this matter, please contact your Housing Management Specialist.