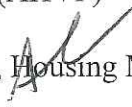


Commonwealth of Massachusetts
DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT

Mitt Romney, Governor ♦ Kerry Healey, Lt. Governor ♦ Jane Wallis Gumble, Director

MEMORANDUM

TO: All Local Housing Agencies (LHAs) Administering the Alternative Housing Voucher Program (AHVP)

FROM: Ann Cwartkowski,  Housing Management Specialist

RE: Reporting the Withdrawal/Expiration of AHVP Transfers Leased in Your Jurisdiction

DATE: April 15, 2005

DHCD recently notified those LHAs with an allocation of AHVP Vouchers that they could begin to re-issue any available turnover Vouchers. However, to ensure that the total annualized cost for leased units and projected costs based on the current Ceiling Rent schedule (effective June 1, 2002) does not exceed the current \$2.3 million budget appropriation for the program, it was necessary for the Department to adjust each issuing LHA's Voucher allocation.

During this adjustment process it became apparent that a number of "host" LHAs had reported Voucher withdrawals and/or expirations (Vouchers re-issued due to non-renewal or mutual termination) to DHCD, but NOT to the original issuing LHA. While it has always been the responsibility of AHVP "host" agencies to keep DHCD and the original issuing agency apprised of any change in a program participant's status, it is especially important that this responsibility be met now that turnover Vouchers can again be re-issued.

Therefore, whenever a program participant whose AHVP lease-up is "hosted" by your agency withdraws from the program or his/her re-issued Voucher (see reasons above) expires, you should notify DHCD and the original issuing agency, in writing, using the enclosed AHVP Tenant Withdrawal Form. (Of course, you should also continue to submit your monthly AHVP Tracking Form to DHCD, as changes occur, as well.) For re-issued Vouchers that expire you should include a brief explanation of the reason for and the date of the re-issuance in the space provided at the bottom of the form. A listing of the current AHVP issuing agencies and their three-digit Voucher number prefix is also enclosed for your convenience.

Thank you for your anticipated attention to this matter.

If you have any questions, please feel free to call me at (617)-573-1222.

Encls.

ahvp\2005 host WD reminder

AHVP Tenant Withdrawal Form

Due Date: Any time an AHVP Tenant
withdraws/terminates from the AHVP Program

Send to: Ann Cwartkowski, Office of Rental Assistance
Department of Housing and Community Development
100 Cambridge Street, Suite 300, Boston, MA 02114

LHA:			
Tenant Name:			
Voucher #:		Bedroom Size:	
Date of Termination:			

*Please check whether the withdrawal is voluntary, involuntary, or due to an expired voucher.
Then please briefly explain the reason in the space below.*

Voluntary Withdrawal:		
Involuntary Withdrawal/Termination:		
Expired Voucher:		
Reason for Withdrawal/Termination/Expiration:		

LHA Name	LHA Code
Acton Housing Authority	002
Amesbury Housing Authority	007
Amherst Housing Authority	008
Andover Housing Authority	009
Barnstable Housing Authority	020
Belmont Housing Authority	026
Brockton Housing Authority	044
Brookline Housing Authority	046
Cambridge Housing Authority	049
Charlton Housing Authority	054
Chelsea Housing Authority	057
Dedham Housing Authority	073
Fall River Housing Authority	095
Falmouth Housing Authority	096
Fitchburg Housing Authority	097
Foxboro Housing Authority	099
Hudson Housing Authority	141
Ipswich Housing Authority	144
Lynn Housing Authority	163
Marlboro Community	170
Melrose Housing Authority	178
North Andover Housing Authority	196
New Bedford Housing Authority	205
Newburyport Housing Authority	210
Northampton Housing Authority	214
Orleans Housing Authority	224
Pepperell Housing Authority	232
Provincetown Housing Authority	242
Revere Housing Authority	248
Sandwich Housing Authority	261
Seekonk Housing Authority	265
Sharon Housing Authority	266
Spencer Housing Authority	280
Watertown Housing Authority	321
Whitman Housing Authority	338
Worcester Housing Authority	348