



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

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

MEMORANDUM

TO: All Regional Non-Profit Agencies Administering State Rental Assistance Programs

FROM: Charlie Vasiliades, Bureau of Housing Management *C.V.*

SUBJECT: New **Standard Contracts** for the Administration of State Rental Assistance Programs (Massachusetts Rental Voucher Program (MRVP), Alternative Housing Voucher Program (AHVP), and Department of Mental Health Rental Subsidy Program (DMH))

DATE: May 23, 2003

This year there are major changes in the way DHCD contracts with agencies for the administration of the MRVP, AHVP, and DMH Rental Assistance programs. These changes will simplify the contract process, for the following two reasons:

① Rather than receiving one contract for each program or program component (such as AHVP, MRVP Mobility, MRVP Mod Rehab, etc.), there will now be **ONE** Standard Contract Form that covers ALL of your State Rental Assistance Programs. The traditional DHCD Rental Assistance contract that was an attachment to last year's Standard Contract has been redesigned as a much shorter "Scope of Services" that will now be a 2-page attachment to the Comptroller's Contract. These redesigned documents do not contain unit numbers or breakdowns; this information will be forwarded to your Agency in the future as a table or form prepared by the Bureau of Housing Management. **The use of the "Standard Contract Form" will also necessitate the signing of an "Authorized Signature Verification Form" (one per agency) , which is also enclosed.**

② The second major change is that the contracts will now have a **multi-year** term, rather than just a one-year term. This positive change will lessen the amount of paperwork that both your Agency and DHCD will need to undertake after this initial year. For this initial Contract, the term will actually be four years and ten months (and thereafter a five-year term), effective as of September 1, 2003, and terminating on June 30, 2008. This Contract renewal date will align with the Commonwealth's Fiscal Year.

Because these contracts represent a change from prior procedures, for clarity I am summarizing below the specific actions your Agency needs to take to execute these documents:

- *The "Authorized Signature Verification Form" must be signed and dated by either the Board Chairperson or the Executive Director (whoever is authorized as the signatory by the Authority). It also must be sealed and attested to by your Agency Clerk, and returned (along with the two copies of the Contract). The Comptroller's Office requires the completion of this document before they can authorize payments. Please ensure that the person signing this form is also the person signing the Contract.*
- *Also enclosed are two copies of the Standard Contract Form; the front page of each copy must be signed and dated by either the Board Chairperson or the Executive Director (whoever signed the above described form), with both copies sealed and attested to. Please note that the date beneath the signature MUST be handwritten in at the time of signature, not typed or stamped in. This is to insure acceptance by the Comptroller's Office*
- *DHCD does **NOT** require a new Board vote for these contracts, but the Contract signatory must be authorized as a signatory; it is up to each Agency's own operating procedures as to whether these contracts need to go before its Board.*
- *For those agencies that currently do not receive their funds through Electronic Funds Transfer, a form is also enclosed that can be completed to authorize this to happen. While this is optional, it is strongly recommended that your Agency adopt this preferred method of payment. If you choose to do so, please return this form to my attention along with your signed, sealed, and attested Contracts.*

These Contracts **MUST** be returned to my attention at the Department, **no later than Wednesday, June 18, 2003**, so that we can ensure that future payments are processed without any delay by the Comptroller's Office. **The Comptroller's Office will not authorize Rental Assistance Payments for an Agency if we do not have returned Contracts by this date.** Fully executed copies of each contract will be returned for your files.

As always, thank you for your cooperation. Please feel free to contact me at (617) 727-7130, x639, if you have any questions.

Enclosures