



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

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

MEMORANDUM

TO: All Local Housing Authorities (LHAs) and Regional Administering Agencies (RAA) That Administer the Alternative Housing Voucher Program (AHVP)
FROM: Mary-Anne Morrison, Director, Bureau of Rental Assistance
RE: Temporary Delay in AHVP Subsidy Payment for July 2008
DATE: May 23, 2008

The purpose of this memorandum is to advise your agency that DHCD will not have sufficient funds to make a timely AHVP subsidy payment to your agency for July's rent. We deeply regret this situation, but want to assure you that we will provide you with these funds in our August payment. As you know, in April 2007, we suspended the re-issuance of all AHVP vouchers because the appropriation was not sufficient to support the program at its current size. Since that time the AHVP has decreased from 530 to 496 vouchers today. We are delighted that both the Governor and the Legislature have proposed to increase the AHVP account for FY 2009 by \$500,000 and we look forward to sustaining this program at its current size in the coming year. Nevertheless, we do have a shortfall in our account and have no choice but to temporarily delay July's payment.

Enclosed are two recommended letters of explanation, one for AHVP owners and one for AHVP tenants, which discuss the temporary delay in July's payment. We request that you transfer both letters to your respective agency's letterhead and mail them as soon as possible. Hopefully, you will be able to include the owner letter with your June 1st payment.

DHCD understands that this temporary delay in payment could affect owners and tenants. Please be assured that we have taken all appropriate steps so that this action will not occur in the future. The success of the AHVP has always depended upon the hard work, commitment and cooperation of your Agency. We appreciate your anticipated support in assuring your owners and tenants that this situation is a temporary, one-time only delay in payment.

If you have any questions, please contact Ann Cwarkowski at 617-573-1222.

SAMPLE LETTER TO OWNER
IMPORTANT NOTICE – TIME SENSITIVE INFORMATION

(add housing agency's language re: need for translation)

(date)

Landlord _____

**RE: Alternative Housing Voucher Program (AHVP) subsidy payment for July 2008 on behalf of:
participant name.**

Dear _____:

I am writing to you in your capacity as a landlord who receives Alternative Housing Voucher Program (AHVP) subsidy funds from the LHA . Recently, the Department of Housing and Community Development (DHCD), the funding agency for the AHVP, advised us that the program will not have sufficient funds to fully meet the program's subsidy obligations to participating landlords for the month of July 2008. We will have to delay our subsidy payment to you for the month of July for one month. *This delay in subsidy will be short-term.* DHCD fully expects to provide us with these funds to reimburse each AHVP landlord in time for the August subsidy check. Please be assured that DHCD has taken all appropriate steps to ensure that this situation will not occur in the future.

We have sent your tenant the attached correspondence advising them of this temporary delay and have stressed their obligation to continue to pay their share of the rent in July. Please note that under no circumstances can you ask or require your tenant to pay the balance of housing agency rent for July.

The success of the AHVP has always depended on the participation of landlords like you. Without your cooperation hundreds of non-elderly, disabled households would not be able to afford decent, safe and sanitary housing. We greatly value the service you provide to the Commonwealth's most vulnerable citizens. and truly hope that you will be able to manage this very short term one month delay in subsidy payment. You should feel free to call LHA name/number or Ann Cwartkowski at DHCD at 617-573-1222 should you have any questions or concerns.

Sincerely,

cc: (Tenant Name)

SAMPLE NOTICE TO TENANT
LHA Letterhead

IMPORTANT NOTICE – TIME SENSITIVE INFORMATION

(add LHA's language re: need for translation)

(Date)

Participant _____

RE: Alternative Housing Voucher Program (AHVP) subsidy payment to your landlord for July 2008

Dear (Participant):

You are being contacted as a participant in the Alternative Housing Voucher Program (AHVP) whose landlord receives rent subsidy funds from the (LHA/RAA). Recently, we advised your landlord that we must delay issuing our July 2008 subsidy payment until August 2008. ***This delay in our payment to your landlord will be short term.*** Our July payment will be included in our August 1st subsidy check that we will make on your behalf. A copy of the letter we sent to your landlord is attached.

You must still pay your landlord your share of the rent, when it is due, in July. This payment delay by the (LHA) does **not** mean that you do not have to pay your share of the rent.

We have advised your landlord that under no circumstance can he or she ask or require you to pay more than the amount we have most recently indicated is your share of the rent. Should you be asked to pay a higher amount of rent for July, please contact our office immediately at phone number .

We regret this short term delay in payment of our rent subsidy to your landlord. We hope that it does not cause a hardship for you or your landlord. Please do not hesitate to contact our office if you want to discuss this matter and we will be pleased to speak with you about it. We can be reached at the phone number noted above.

We appreciate your understanding in this matter.

Sincerely,