



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
 COMMUNITY DEVELOPMENT**
 Jane Swift, Governor ♦ Jane Wallis Gumble, Director

Public Housing Notice No. 2002-02

TO: All Local Housing Authorities
 FROM: Marc A. Slotnick, Associate Director for Public Housing and Rental Assistance
 Carole E. Collins, Director, Bureau of Asset Management
 Paul J. Johnson, Director, Bureau of Housing Finance
 RE: Overhoused Households in State-Aided Public Housing
 DATE: February 15, 2002

Given the limited availability of public housing and the severe affordable housing shortage for families in the private market, it is critical that all housing resources, particularly state-aided public housing, be used to the fullest extent possible. According to a recent report issued by the Pioneer Institute for Public Policy Research, "Build More or Manage Better? Subsidized Housing in Massachusetts," 9% of residents living in subsidized housing of some type in Massachusetts are overhoused. These results are supported by an informal survey conducted by the Department last year that revealed more than 1,300 households living in state-aided family public housing outside of Boston who were similarly overhoused. While a variety of factors may temper these results, it is clear that overhousing of families in state-aided public housing is a significant drain on available units and is a problem that must be addressed.

To address this, DHCD, during the past several years, has been working with housing authorities to reduce the number of prolonged vacancies. DHCD is currently working with MassNAHRO to develop strategies for dealing with the issue of overhoused households. In developing policy and strategies DHCD would fully consider the need for a realistic and sensitive approach and the need for incentives that would support the effectiveness of any policy.

A first step in this process is to define the extent to which overhoused households occur and exist in state-aided family housing. Attached you will find a survey which each LHA is requested to complete. A survey form should be completed for each state-aided family housing development. (Part 1 of the survey form does *not* need to be completed for each development, provided that the Authority's responses to the items in Part 1 are consistently applicable to each development.) The data collected through this survey will enable us to define the problem statewide.

We have structured the survey form to provide the least burdensome manner by which to provide data. When completing the form go to the grey shaded area (using the tab key, arrow keys or your mouse) click on the grey area and provide the requested information then move to the next grey shaded area. Any grey shaded box that already contains text includes a drop down field that allows you to select your response by simply clicking the appropriate choice. (For example, the first 3 questions under part one should be answered either yes or no as prompted. The next question as to



when redeterminations are done allows you to select an answer from the drop down list of development, lease anniversary date, or other.)

You can open the survey form attachment directly from the e-mail or save and open it in MS Word. For word perfect users, save the attachment as "word perfect" in the file type dropdown menu. When you have completed the survey save the document by using the "save as" function. Name the document your community name and development number, e.g. Hamilton 705-1. After you have saved and named the document, **close** it. You can then use the original survey form for each additional development.

Please complete and e-mail the survey form with renamed document(s) as attachment(s) to your asset management specialist by **March 11, 2002**. Attaching documents usually involves three steps. Look for the "attach" option, usually available in your message composition window. If you are using MS Outlook click "insert" then choose file. For other programs, click attach, then click browse or navigate to find the file in which you saved the survey. Finally, click attach or okay whichever is your prompt. If your e-mail provider limits the number of attachments you may have to send multiple e-mails. If you have any questions please contact your asset management specialist.

Overhoused Households

LHA: _____ Development Name and Number: _____

Part 1

Does the LHA have a policy for transferring overhoused households? Yes
 Is the policy carried out on a regular basis? Yes

If the LHA has a policy for transferring overhoused households is it carried out to coincide with rent redetermination date(s)? Yes

If yes, please report when redeterminations are done for this development. Development Wide (one date)

If redetermination is effective for all households within the development on the same date, please provide that date. January 1

Please describe LHA's policy on transferring overhoused households.

Part 2 Instructions: The information provided below should be numbers as of February 1, 2002.

lease provide the total number of units for each bedroom size in this development.

0BR	1BR	2BR	3BR	4BR	5BR	Total Number of Units

B. Please provide the total number of overhoused households in this development. When reporting these numbers please count household in the bedroom size which the household currently occupies. For example, a household living in a 4 bedroom unit but only requiring a 2 bedroom unit would be included in your 4 bedroom count.

0BR	1BR	2BR	3BR	4BR	5BR	Total Number of Units

C. Please provide the number of units within each bedroom size which became vacant in the past 12 months.

0BR	1BR	2BR	3BR	4BR	5BR	Total Number of Units

