

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
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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.

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Overhoused Households

LHA:	Development Name and Number:	
	A have a policy for transferring overhoused households? carried out on a regular basis?	Yes Yes
	as a policy for transferring overhoused households is it carried ination date(s)?	out to coincide with Yes
If yes, please	report when redeterminations are done for this development.	Development Wide (one date)
If redetermina please provide	ation is effective for all households within the development on e that date.	the same 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
		N				

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

last 3

Instructions: For each household currently overhoused please provide the following information. Information provided should by in the format shown at the top of each column.

- 1. When providing the unit number, if there are multiple street addresses in a development please provide as much of the address as possible to identify the unit. For example if the address is 100 Cambridge Street, Apt. 3, please list unit as 100-3.
- 2. For column D, date should be the earliest date that the LHA knew of the overhoused condition, not necessarily the actual date that the household became overhoused.
- 3. In the last column, H, should any household be exempt from the lease term that requires the household to move to a unit of appropriate unit size, please provide the reason. The use of "age" for this column indicates that the household requires a one bedroom unit, but that no member of the household is at least 60 years of age and that the LHA does not have any one bedroom family units to which the household can be transferred.

Α	B	С	D	E	F	G	H
Street	Current	Appropriate	Date	Date	Date LHA	Date Tenant	If household
Address /	number	Unit Size	household	household	offered	accepted	exempt from
Unit No.	of bed-	number of	became	notified by	household an	LHA unit	transfer, reason
(* 1	rooms	bedrooms	overhoused	LHA of	appropriate	offer	(Age, Medical,
au)			MM/DD/YY	overhousing	size unit	MM/DD/YY	Veteran
				and need to	MM/DD/YY	(00/00/00 if	Widow/ Widower
	•			transfer	(00/00/00 if	none)	of
				MM/DD/YY	none)		Veteran
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	B	С	D	E	F	G	Н
<u></u> -	Current	Appropriate	Date	Date	Date LHA	Date Tenant	If household
Address/	number	Unit Size	household	household	offered	accepted	exempt from
Unit No.	of bed-	number of	became	notified by	household an	LHA unit	transfer, reason
(See #1	rooms	bedrooms	overhoused	LHA of	appropriate	offer	(Age, Medical,
above.)	-		MM/DD/YY	overhousing	size unit	MM/DD/YY	Veteran
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				transfer	(00/00/00 if	none)	of
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