



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

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

HomeBASE Program

Notice 2011-02

TO: HomeBASE Administering Agencies

FROM: Lizbeth Heyer, Associate Director, Division of Public Housing & Rental Assistance
Robert Pulster, Associate Director, Division of Housing Stabilization

RE: Transition of Flex Fund and HPRP/MRVP STA Families to HomeBASE

DATE: August 5, 2011

This notice is an update to the June 13, 2011 memorandum to HomeBASE Administering Agencies titled Transition of Flex Funds and HPRP/MRVP STA Families to HomeBASE.

HomeBASE Administering Agencies will re-certify all transitioning Flex Funds (FF) and MRVP STA families as of August 1 to establish their HomeBASE eligibility and then calculate the family's rent and utility contribution (35% of income). Because this will take some time, HomeBASE Administering Agencies have been instructed by DHCD to make August payments to landlords based on the July payment standard and then make any necessary retroactive adjustments to the rent and/or tenant share once recertification is completed. Landlords renting to families who are found to be ineligible for HomeBASE but who received payment in August will be held harmless from having to repay those funds.

If existing rents are over 80% of FMR, transitioning families will roll over to the HomeBASE program at the same rent. No waiver from DHCD is required, as the authorizing language already includes such provisions.

In addition, for families transitioning in July, August, and September, the HomeBASE Administering Agencies will have a grace period until September 30, 2011 to:

- Have the HomeBASE leases executed;
- Have the HomeBASE program participation agreement and stabilization plan executed; and
- Conduct the initial HomeBASE inspection of the units in which the transitioning families are residing. If there are any conditions which create an immediate and serious threat to life, health or safety, such emergency repairs must be made immediately. No families will be forced to leave a unit that does not meet HomeBASE inspection standards during the transition. However, by the September 30, 2011 deadline, all HomeBASE units must have met the standards listed on the Habitability Checklist and the files must have completed HomeBASE Habitability Checklists.

For families transitioning beginning October 1, 2011, DHCD expects that HomeBASE Administering Agencies will have completed the HomeBASE intake process and HomeBASE documents before making HomeBASE payments on behalf of the family.