



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

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

**HomeBASE Program**

**Notice 2011-01**

TO: HomeBASE Administering Agencies

CC: EA Shelter Providers

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

**RE: Shelter and Motel Rehousing Using HomeBASE Resources**

DATE: July 28, 2011

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This notice provides guidance on implementation of EA shelter and motel rehousing efforts using HomeBASE resources.

**I. Prioritization of HomeBASE Resources**

HomeBASE resources are limited and the budget must be managed over the course of the entire year. Administering agencies must meet three primary goals to ensure an adequate statewide administration of the program:

1. “Front Door” and Families Transitioning off other Time-Limited Programs

Eligible families seeking assistance at the local TAO must be served the day they become eligible. Families transitioning off of other time-limited programs, such as HPRP and Flex Funds must be served with HomeBASE as their participation in those programs expires.

2. Maintain Shelter Steady-State

Families currently in EA shelter programs must also have access to HomeBASE resources. HomeBASE must rehouse families in order to ensure DHCD does not need to place new families into motels and can meet its obligations to shelter all families ages 18-21 in congregate settings. In order to meet this goal, families who are over age 21 in congregate shelter settings should be prioritized for HomeBASE rehousing. Other families currently in EA shelter may be considered as a secondary priority, and EA providers will be responsible for providing triage and assessment to determine placement timing among their full caseloads.

3. End Use of Motels

HomeBASE providers should begin rehousing families from motels immediately and may rehouse families as quickly as possible as long as they do not jeopardize their ability to meet the needs of families presenting at the front door, transitioning off other programs, or meeting their minimum shelter rehousing obligations (see below). DHCD will allow for additional advances of Rental Assistance and Household Assistance funds beyond the regular advances based on the projection tables in the HomeBASE contract in order to meet agencies' motel rehousing projections. Administering Agencies will need to communicate to DHCD their monthly projections for rehousing motel families, allowing for at least two weeks before the funds will be disbursed to the agency. This information should be provided to Brendan Goodwin, Division of Public Housing & Rental Assistance at [brendan.goodwin@state.ma.us](mailto:brendan.goodwin@state.ma.us).

## II. Monthly Placement Goals

Administering agencies are expected to work toward a regional goal for rehousing families out of EA shelter in order to meet the system's overall capacity needs. DHCD projects that in order to maintain a steady-state in the EA shelter system at least 190 families statewide from shelter must be rehoused monthly throughout the year. However, shelter rehousing needs are dependent upon the number of families entering into the system at the front door. If more families enter than initially projected, shelter rehousing efforts must increase to sufficiently reach steady-state. DHCD will coordinate this effort statewide, providing analysis and guidance throughout the transition to HomeBASE. The chart below offers an initial framework for how we can reach our statewide goal. These initial monthly shelter goal projections are based on the regional percentage of total EA shelter entries over the last 3 months (April – June 2011). The goals offered are not intended to be precise, rather they offer a framework for the scale at which shelter rehousing should begin in August.

Initial Monthly Shelter Rehousing Goal by Region:

Region	Monthly Shelter Rehousing Goal
HAP Housing	36
Metropolitan Boston Housing Partnership	68
South Shore Housing	30
Community Teamwork, Inc.	14
RCAP Solutions	4
South Middlesex Opportunity Council	6
Central MA Housing Alliance	14
Franklin County Housing and Redevelopment Authority	2
Lynn Housing and Neighborhood Development	11
Housing Assistance Corporation	4
Berkshire Housing Development Corp.	1
<b>TOTAL</b>	<b>190</b>

## III. HomeBASE Roles

HomeBASE Roles	Front Door Assessment	HomeBASE Assessment	Housing Search & Placement	Rental Assistance Stabilization*	Diversion Stabilization	Rental Assistance Administration	Household Assistance Administration
HPRP	N/A	RAA	N/A	RAA	RAA	RAA	N/A
Flex Funds	N/A	RAA	N/A	RAA	RAA	RAA	N/A
Congregate Motel	N/A	RAA	RAA/EA**	RAA	RAA	RAA	N/A
Scattered Site	N/A	RAA	RAA/EA**	RAA	RAA	RAA	N/A
New Rental Assistance	RAA	RAA	RAA	RAA	RAA	RAA	N/A
New Household Assistance	RAA	RAA	N/A	RAA	RAA	N/A	RAA

\*Note: All families in HomeBASE receive stabilization through the RAA or subcontractor upon entrance into HomeBASE.

\*\*Note: EA shelter providers have responsibility for providing housing search for permanent housing opportunities to families while in shelter. When a family is identified for HomeBASE placement, EA providers and HomeBASE providers should coordinate their rehousing efforts.