



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

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

HomeBASE Program

Notice 2011-03

TO: HomeBASE Administering Agencies
FROM: Lizbeth Heyer, Associate Director, Division of Public Housing & Rental Assistance
RE: **Universal Waivers (UV) #1-#5 of HomeBASE Regulations**

DATE: August 4, 2011

This notice is to inform you that the Department has issued waivers to ease implementation of the program in the following matters:

Household Assistance – 12 month sublease (UW-1): The requirement that a primary tenant receiving incentive payments agree to enter into a subtenancy agreement with the HomeBASE Participant is waived.

Stabilization Plan – All adult recipients (UW-2): The requirement that all Adult Recipients in a HomeBASE family sign an individual stabilization plan is waived, provided that the HomeBASE Participant signs a Stabilization Plan and agrees to ensure that the other adult Recipients in the HomeBASE family, over the age of 18, comply with stabilization goals set for them in the plan.

Stabilization Plan – 30-hour per week (UW-3): The requirement that all Adult Recipients in a HomeBASE family participate for at least 30 hours per week in activities leading to self-sufficiency is waived provided that all adult Recipients in the HomeBASE family, over the age of 18, undertake significant activities towards self-sufficiency.

Rental Assistance – 80% of Fair Market Rent (UW-4): The requirement that HomeBASE rental-assistance-eligible units rent for 80 percent or less of Fair Market Rent is waived provided that the HomeBASE administering agency has determined that the placement of a HomeBASE Participant Family in a unit where the rent is over 80% FMR is cost-effective and meets the short-term housing needs of the Participant Family in a timely manner. HB administering agencies must request a waiver for rents over 100% of FMR from the Department.

Conditional HomeBASE Assistance (UW-5): Permitting families admitted on a conditional basis to HomeBASE Temporary Accommodations to remain in such accommodations for up to 5 days has been increased to 10 days.

These waivers are in effect until further notice by the Department. Copies of these universal waivers are attached.



**Massachusetts Department of Housing and Community Development
Division of Public Housing and Rental Assistance**

To: Rental Assistance Staff & HomeBASE Administering Agencies
From: Lizbeth Heyer, Associate Director
Date: August 1, 2011
RE: UW-1, Universal Waiver of HomeBASE Regulations, Household Assistance,
12-month Sublease Requirement

Pursuant to 760 CMR § 65.08, for ease of implementation of the HomeBASE program and to further the fundamental principles of the HomeBASE program, anything to the contrary in 760 CMR Ch. 65 notwithstanding, the provision of 760 CMR § 65.04 (C) (4) requiring that a primary tenant receiving incentive payments agree to enter into a subtenancy agreement with the HomeBASE Participant shall be waived in all circumstances. This universal waiver shall be in effect until further notice by the Department.



**Massachusetts Department of Housing and Community Development
Division of Public Housing and Rental Assistance**

To: Rental Assistance Staff & HomeBASE Administering Agencies
From: Lizbeth Heyer, Associate Director
Date: August 1, 2011
RE: UW-2, Universal Waiver of HomeBASE Regulations, Stabilization Plan,
All Adult Recipients Requirement

Pursuant to 760 CMR § 65.08, for ease of implementation of the HomeBASE program and to further the fundamental principles of the HomeBASE program, anything to the contrary in 760 CMR Ch. 65 notwithstanding, the provision of 760 CMR § 65.03 (6) requiring that all Adult Recipients in a HomeBASE family sign an individual stabilization plan shall be waived in all circumstances, subject to following proviso: This universal waiver shall apply only provided that the HomeBASE Participant signs a Stabilization Plan, and that in such Stabilization Plan, the HomeBASE Participant agrees to ensure that the other adult Recipients in the HomeBASE family, over the age of 18, comply with stabilization goals set for them and included in the Participant's Stabilization Plan, including at least the minimum elements of the standard form Stabilization Plan. This universal waiver shall be in effect until further notice by the Department.



**Massachusetts Department of Housing and Community Development
Division of Public Housing and Rental Assistance**

To: Rental Assistance Staff & HomeBASE Administering Agencies
From: Lizbeth Heyer, Associate Director
Date: August 1, 2011
RE: UW-3, Universal Waiver of HomeBASE Regulations, Stabilization Plan,
30-Hour Requirement

Pursuant to 760 CMR § 65.08, for ease of implementation of the HomeBASE program and to further the fundamental principles of the HomeBASE program, anything to the contrary in 760 CMR Ch. 65 notwithstanding, the provision of 760 CMR § 65.03 (6) (i), incorporating 109 CMR § 309.040 (D) (2) (h), requiring that all Adult Recipients in a HomeBASE family participate for at least 30 hours per week in activities leading to self-sufficiency shall be waived in all circumstances, subject to following proviso: This universal waiver shall apply only provided that the HomeBASE Participant's Stabilization Plan shall require that all adult Recipients in the HomeBASE family, over the age of 18, undertake significant activities towards self-sufficiency. This universal waiver shall be in effect until further notice by the Department.



**Massachusetts Department of Housing and Community Development
Division of Public Housing and Rental Assistance**

To: Rental Assistance Staff & HomeBASE Administering Agencies
From: Lizbeth Heyer, Associate Director
Date: August 1, 2011
RE: UW-4, Universal Waiver of HomeBASE Regulations,
80% of Fair Market Rent

Pursuant to 760 CMR § 65.08, for ease of implementation of the HomeBASE program and to further the fundamental principles of the HomeBASE program, anything to the contrary in 760 CMR Ch. 65 notwithstanding, the provision of 760 CMR § 65.02, *Suitable Unit*, providing that, with certain exceptions, the Department may waive the requirement of 760 CMR § 65.02, *Suitable Unit* (d) that HomeBASE rental-assistance-eligible units rent for 80 percent or less of Fair Market Rent, shall be waived in all circumstances, subject to following proviso:

This universal waiver shall apply only provided that, in cases when (1) the rent for a proposed HomeBASE rental-assistance-eligible unit rent is greater than 80 percent of Fair Market Rent, but not more than 100 percent of Fair Market Rent, and (2) the unit is not to be occupied by families who previously occupied the same unit under the Flex Funds or HPRP/MRVP STA programs, the administering agency has issued a determination in writing, with a copy to the Department, that placement of a HomeBASE Participant Family in such unit is cost-effective and meets the short-term housing needs of the Participant Family in a timely manner.

In cases when (1) the rent for a proposed that HomeBASE rental-assistance-eligible unit rent is greater than 80 percent of Fair Market Rent, but not more than 100 percent of Fair Market Rent, and (2) the unit is to be occupied by a family who previously occupied the same unit under the Flex Fund or HPRP/MRVP STA program, such a family may transition to HomeBASE upon the expiration of the Flex Funds or HPRP/MRVP STA benefits in the same unit, provided that the rent for such unit is no greater than the previous contract rent for that unit under the Flex Fund or HPRP/MRVP STA program multiplied by the change in the Consumer Price Index during the previous 12-month period, and the administering agency documents the reasons for exceeding 80 percent of Fair Market Rent in writing, with a copy to the Department.

In cases of proposed waivers of the 80 percent of Fair Market Rent requirement for units renting for more than 100 percent of Fair Market Rent pursuant to 760 CMR § 65.08, the administering agency shall forward a waiver request on behalf of a HomeBASE Participant to the Department, for its consideration.

This universal waiver shall be in effect until further notice by the Department.



**Massachusetts Department of Housing and Community Development
Division of Public Housing and Rental Assistance**

To: Rental Assistance Staff & HomeBASE Administering Agencies
From: Lizbeth Heyer, Associate Director
Date: August 1, 2011
RE: UW-5, Universal Waiver of HomeBASE Regulations, 5-day Conditional HomeBASE Assistance

Pursuant to 760 CMR § 65.08, for ease of implementation of the HomeBASE program and to further the fundamental principles of the HomeBASE program, anything to the contrary in 760 CMR Ch. 65 notwithstanding, the provision of 760 CMR § 65.04 (C) (3) (c) permitting families admitted on a conditional basis to HomeBASE Temporary Accommodations to remain in such accommodations for up to 5 days to provide supportive documentation and verification that they are eligible for HomeBASE and have a substantial likelihood of qualifying for and securing rental housing utilizing HomeBASE rental assistance or non-rental assistance benefits shall be waived in all circumstances, permitting such families to remain in Temporary Accommodations for such purposes for up to 10 days. This universal waiver shall be in effect until further notice by the Department.