



Commonwealth of Massachusetts
DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Janelle Chan, Undersecretary

To: LHA and RAA Executive Directors Administering State Rental Assistance
From: Brendan Goodwin, Associate Director, Division of Rental Assistance
Subject: Administrative Fee Increase Effective February 1, 2020
Date: December 20, 2019

DHCD is pleased to announce that, effective February 1, 2020, the monthly admin fee for the Massachusetts Rental Voucher Program (MRVP), Alternative Housing Voucher Program (AHVP), and the Department of Mental Health Rental Subsidy Program (DMH-RSP) will be increased from \$40.00 to \$50.00 per voucher per month. The new fee is applicable to **ALL STATE-FUNDED RENTAL VOUCHERS**, including:

- Massachusetts Rental Voucher Program (MRVP);
- Alternative Housing Voucher Program (AHVP); and
- Department of Mental Health Rental Subsidy Program (DMH-RSP).

All subsidies and administrative fees are subject to appropriation and future budget language. Agencies can expect to be reimbursed at the new rate beginning with their February payments.

When submitting January's actual leasing and subsidy requisitions, **agencies do not need to do anything differently when submitting current requisitions**. The system will automatically multiply the number of vouchers you report as leased by \$50 to calculate the administrative fee.

Should you have any questions regarding MRVP, please do not hesitate to contact Charlie Vasiliades at 617-573-1236 or charlie.vasiliades@mass.gov. Should you have any questions regarding AHVP or DMH-RSP, please do not hesitate to contact Stephanie Kan at 617-573-1222 or stephanie.kan@mass.gov. Questions regarding requisitioning for state rental assistance programs should be directed to Sue Holland at 617-573-1200 or susan.holland@mass.gov.

I thank you for your continued cooperation in administering state rental assistance programs and hope that this increased admin fee will allow your organization to better serve your participants.