



Commonwealth of Massachusetts
DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT

Deval L. Patrick, Governor ♦ Aaron Gornstein, Undersecretary

Notice 2013-03

TO: HomeBASE Administering Agencies
CC: EA Shelter Providers
FROM: Ellen Ward, HomeBASE Program Manager
RE: **Guidance for use of HomeBASE funds for furniture**
DATE: November 11, 2013, Amended March 12, 2014

DHCD is committed to providing HomeBASE resources for EA families to be diverted or re-housed from EA shelter. HomeBASE funds are used in a variety of ways including, but not limited to startup costs, moving costs, utility arrearages or purchasing necessary furniture. Furniture costs have included beds, cribs, tables and chairs for families that could not relocate without these essential items. DHCD is pleased to continue the use of HomeBASE funds to purchase necessary furniture items, however **effectively immediately, furniture costs cannot exceed \$1,000 per EA family. This limit includes delivery expenses.**

Since the inception of HomeBASE, furniture costs have varied from \$150 to over \$2,500 for a family. This has proven to be successful in averting and decreasing homelessness. However, DHCD has also noticed questionable use of HomeBASE funds for furniture and in some occasions more funds are used on furniture than start-up costs or on-going rental stipends. This limits the amount available to families in the event they fall behind on rent or utility bills during the 12 months of stabilization and do not have additional funds to support them.

In extraordinary cases of large families over 6, or victims of fire/flood/natural disaster, the Administrating Agency may request a waiver of the \$1,000 limit by emailing Ellen Ward or Simon Sandvik. A waiver request must include items requested, cost per item, and reason for exceeding the \$1,000 limit.

As always DHCD encourages families to utilize furniture banks and other donation centers before using HomeBASE funds to purchase furniture and other essential household items.

Please share this information with appropriate staff or subcontracting agencies working with EA families. As always if you have any questions please contact either Simon Sandvik (Simon.Sandvik@state.ma.us) or Ellen Ward (Ellen.E.Ward@state.ma.us).

Thank you,

A handwritten signature in blue ink, appearing to be "Simon Sandvik".