

Important Shortfall Notice – September 1, 2026

Chelmsford Housing Authority (CHA) understands that moving is sometimes necessary. However, CHA is currently experiencing a funding shortfall, meaning the funding available for rental assistance is not sufficient to cover increases in housing assistance costs. To help ensure continued assistance for all families currently receiving support, CHA must temporarily restrict certain voluntary moves and portability requests that would result in higher subsidy payments.

To help ensure continued housing assistance for all families currently receiving support, CHA has implemented the following temporary measures:

Moves to Higher-Cost Units Within CHA's Jurisdiction

Effective immediately, CHA must deny voluntary requests to move to a higher-cost unit within its jurisdiction. A higher-cost unit is defined as a unit that would require CHA to pay a greater housing subsidy due to an increase in gross rent.

Exceptions include:

1. **Required Moves** – CHA will not deny a move if a family is required to leave its current unit, such as when:
 - The unit fails Housing Quality Standards (HQS);
 - The owner declines to renew the lease; or
 - Other circumstances beyond the family's control require relocation.
2. **Previously Approved Moves** – If CHA approved a family's move request prior to HUD's confirmation of CHA's shortfall status, CHA may rescind the voucher only if the family can remain in its current unit. If the family cannot remain in the unit (for example, the family has already vacated the unit or the owner has re-rented the unit after receiving notice to vacate), CHA will honor the move and allow the family to lease a new unit.

Questions about moving within CHA's jurisdiction?

Please contact **Audrey Keenan** at **978-256-7425 ext. 20** or **Audrey@chelmsfordha.com** before providing notice to your landlord.



Port-Out Requests to Higher-Cost Housing Authorities

CHA must deny portability requests to higher-cost jurisdictions unless the receiving Public Housing Authority (PHA) agrees in writing to absorb the voucher.

A higher-cost jurisdiction is one in which CHA would be required to pay a higher subsidy due to increased payment standards or more generous subsidy calculations administered by the receiving PHA.

The following conditions apply:

1. The receiving PHA must confirm in writing that it will absorb the voucher.
2. If the receiving PHA cannot or will not absorb the voucher, CHA cannot approve the move at this time.
3. For portability moves approved before HUD confirmed CHA's shortfall status, CHA may rescind the voucher only if the family can remain in its current unit. If the family cannot remain in the unit, the move will be honored.
4. Even if a family is required to move from its current unit, CHA must deny portability requests to higher-cost jurisdictions when the receiving PHA will not absorb the voucher.

Questions about portability requests?

Please contact **Kelly Santos** at **978-256-7425 ext. 12** or **Kelly@chelmsfordha.com** before providing notice to your landlord.

Project-Based Voucher (PBV) Resident Mobility

PBV participants must reside in their PBV-assisted unit for at least one year and remain in good standing under their lease before becoming eligible to request a tenant-based voucher.

Due to current funding limitations, eligible PBV participants will continue to be placed on the Housing Choice Voucher (HCV) Tenant-Based Voucher Waiting List and will be considered for voucher issuance when funding becomes available.

Certain circumstances may still require CHA to issue tenant-based assistance to currently assisted families, including:

- Families requesting a move as a reasonable accommodation for a household member with a disability;
- Families requiring an emergency transfer due to domestic violence, dating violence, sexual assault, or stalking;
- Families occupying the wrong-size or accessible PBV unit when continued assistance must be provided through another form of housing assistance.

Reasonable Accommodation Requests

If CHA determines that insufficient funding would otherwise prevent a move, the agency will consider requests for reasonable accommodation from individuals with disabilities.

CHA will approve a reasonable accommodation request unless doing so would:

- Create an undue financial or administrative burden;
- Fundamentally alter the nature of the program; or
- Result in a direct threat that cannot be mitigated through another reasonable accommodation.

Any such determination may be subject to HUD review.

Important Reminder

Do not provide notice to your landlord or vacate your unit until CHA has reviewed and approved your move request.

Families considering a move or portability transfer are strongly encouraged to contact CHA first to discuss eligibility and the impact of these temporary funding restrictions.

CHA may approve exceptions to these policies when necessary to protect the health or safety of a household member, address emergency situations beyond the family's control, accommodate a significant change in family circumstances, or provide a reasonable accommodation for a person with a disability.