Dear ***Area Housing Authorities and Local Housing Authorities***,

The Coast Guard is launching the Safe Homes Initiative, a service-wide effort to make sure our housing units are in compliance with Federal environmental health standards. While we expect that most of the targeted housing units are safe and within all Federal environmental health standards, many of our official records are not up to date. To be confident in the units’ safety, we are conducting a rigorous analysis of existing documentation and in some cases, commissioning third-party assessments.

Some of these housing units fall within your area of responsibility as the Area Housing Authority (AHA). Please see the attached list, which identifies the targeted units. You will be the primary POC for Safe Homes within your area. **Your most important role is that of liaison to the family**; you will be their information conduit during a potentially difficult time if they have to be relocated. You are also responsible for collecting and disseminating information back to CG-PSC-PSD-fs Housing.

Please note:

* You, your area housing officer, or the local housing officer must notify all impacted members about the Safe Homes Initiative ASAP.
* Your housing officer must collect all clearance inspection documentation for lead, asbestos and radon. Then update the Housing Management Information System (HMIS) with the information and forward copies to CG-PSC-PSD-fs Housing, ASAP.
* In cases where these risk assessments are not available, Base AHAs are expected to locally procure a state-certified contractor to conduct the assessments. If present, the inspector will suggest ways to control for these hazards.
* Each risk assessment will likely cost around $3,000, depending on the size of the home and type of inspection.
* Homes with children under 7 years old and pregnant women must be prioritized for validation, inspection and mitigation.

If a family is required to be relocated, that family should be afforded a conference call with yourselves, a command element, as well as the appropriate Command Master/Senior or Gold/Silver Badge, and a member of the Coast Guard Headquarters Housing Tri-P. That conference call should be initiated as soon as possible after notification of relocation.

We cannot overemphasize the **importance of personal communication with the families**. Each AHA and their Local Housing Officer (LHO) is responsible for providing their residents with accurate and timely information throughout the process. We recommend you immediately inform all housing unit residents about the Safe Homes Initiative. Please disseminate the attached letter to families, which has valuable process and entitlement information. This can be in addition to other methods of communication. Also, consider hosting a town hall meeting at your earliest convenience to explain the steps that are being taken to ensure safe and secure housing for our members and families.

Attached is that sample letter, which you can customize before sending it to families in targeted housing units. If contacted by former occupants or neighbors of targeted housing units, please retain their contact information and let them know PSC-PSD will be in touch after the assessments are complete.

POCs for Housing Authorities are Mr. Wayne Canfield, PSC-PSD-fs-housing, and Ms. Mel Fredrickson, CG- 1333, Housing Policy. POCs for Members and their families are their assigned AHA and LHO. Additionally, the Coast Guard will be posting as-they-happen updates on the Coast Guard Housing Program’s website, at <https://www.dcms.uscg.mil/Safe-Homes-Initiative/>.

Very Respectfully,

Wayne Canfield and Mel Fredrickson