Commonwealth of Massachusetts
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
Mitt Romney, Governor ◆ Kerry Healey, Lt. Governor ◆ Jane Wallis Gumble, Director

Public Housing Notice 2004-12

Memorandum

TO: Executive Director, All Local Housing Authorities

FROM: Carole E. Collins, Director, Bureau of Housing Management

DATE: December 10, 2004

RE: LHA Energy Consumption Report

With ever escalating utility costs which are a significant portion of our operating costs, we have a need for more current complete local housing authority utility consumption information. We are implementing a web-based Energy Consumption Report. Local Housing Authority's (LHA's) access to the system is through the DHCD housing authority application web page found at:

https://www2.massdhcd.com/HousingApps.

This web-based report replaces the manual Energy Consumption Report. The report is applicable to the prior fiscal year, July 1, 2003 through June 30, 2004 and to the current fiscal year; July 1, 2004 through June 30, 2005. LHA's under this new reporting will be required to report utility consumption and costs on a monthly basis.

This information plays a fundamental role in the on-going energy conservation efforts between the Agency and local housing authorities. It will allow us to monitor and analyze the energy usage patterns of all state-aided developments, identify current energy problem areas, and subsequently work together with authorities to alleviate these problems. It is therefore extremely important that we receive, each month, a complete set of information from all local housing authorities.

You will see that the report is divided into three sections. The top portion of the report is data about the specific development you are reporting on, the middle section is consumption and cost, and the bottom section requests the name of the utility company or the vendor/contractor providing the utility. Once you have completed the top and bottom sections of the report, you will not have to enter this data again unless the information has changed. This information will automatically pull from report to report. Your first submission is due January 31, 2005. The monthly reports for the months of July, August, September, October, November and December, 2004 should be included in this submission. The data for each month

of the prior fiscal year (7/1/03 – 6/30/04) are due March 31, 2005. All subsequent monthly reports are due 30 days after the close of each month.

Should you have any questions, please contact your housing management specialist or Bruce Siegel, Senior Housing Auditor at (617) 573-1235. We appreciate your assistance and cooperation in this important data collection effort.