



Commonwealth of Massachusetts  
**DEPARTMENT OF HOUSING &  
COMMUNITY DEVELOPMENT**

Deval L. Patrick, Governor



Timothy P. Murray, Lt. Governor



Tina Brooks, Undersecretary

**Public Housing Notice 2008-04**

**Memorandum**

To: All Local Housing Authority Executive Directors  
From: Amy Schectman, Associate Director  
Division of Public Housing and Rental Assistance  
Subject: Request for Data – On Line Vacancy System  
Date: August 1, 2008

DHCD is collaboratively working with other state agencies to achieve the Governor's goal to ensure that homeless families throughout the Commonwealth have access to and receive the housing and services that they need. To achieve this goal, DHCD continues to rely on local housing authorities as well as our regional housing agencies. Overwhelmingly, housing authorities have been extraordinary in their work to quickly house families who are homeless, and we recognize that virtually all the families you house are either homeless or at imminent risk of homelessness. Often, it is important that we are able to accurately represent the work you are doing and the effectiveness you exhibit, and to understand the nature and pace of vacancies and placements. Sometimes, because of the urgency of the need and the compassion of our governor in wanting to alleviate the pain of families in shelter, DHCD is asked to provide up-to-date reports on the pace of re-housing homeless families. To do so, we need accurate and up-to-date information and the only place we can get that is from you.

The simplest way to achieve this is for all LHAs and DHCD to fully use existing reporting systems which can provide critical housing information. Accurate and up-to-date vacancy and placement information are vital. The information is contained in the existing on-line vacancy reporting system. However, accurate data currently cannot be generated from this system due to inconsistent usage. It is crucial that LHA staff maintain the on-line vacancy reporting system on a daily basis. Please contact your housing management specialist if you have any questions about how to use the system. If you want to discuss this matter directly with me, please do not hesitate to call or email me.