



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

Deval L. Patrick, Governor ♦ Timothy P. Murray, Lt. Governor ♦ Tina Brooks,
Undersecretary

Public Housing Notice: 2009-13

MEMORANDUM

**TO: LOCAL HOUSING AUTHORITIES ADMINISTERING STATE-AIDED PUBLIC HOUSING AND/OR
STATE RENTAL ASSISTANCE**
FROM: OFFICE OF THE CHIEF COUNSEL
SUBJECT: MANDATORY DATA REPORTING
DATE: AUGUST 21, 2009

As you are aware, local housing authorities administering state-aided public housing and/or state rental assistance must **annually** report data required by the Department of Housing and Community Development (DHCD) pursuant to Chapter 334 of the Acts of 2006 (the “Act”) and the regulations at 760 CMR 61.00. We remind you that annual reporting is to reflect occupancy statistics existing as of July 31 of the current calendar year, to be submitted to DHCD by September 30 of the same year. This year, LHAs may submit data by October 19, 2009. To the extent certain household data has yet to be collected, please be sure to incorporate such data into the annual re-certification process. DHCD’s data collection Resident Notice and Consent Form, or alternatively, DHCD’s Fair Information Practices Act form should be included in your tenant files.

Updated instructions for collecting and reporting data are found in DHCD’s 2009 User Guide and Directives on Data Collection and Reporting for state-aided public housing and for state rental assistance. Data **must** be submitted through the 2009 version spreadsheets available online, as the previous spreadsheets have been modified. DHCD’s User Guide and 2009 spreadsheets for reporting on state-aided public housing and state mobile and project-based rental assistance are available at <http://www.mass.gov/dhcd> (search under “LHA Data Collection.”). The spreadsheets are password protected. To access the spreadsheets online, the password is “2009.” Please ensure that the password protection is maintained and has not been removed from the spreadsheets prior to submitting them.

Please submit the completed spreadsheets via e-mail attachment to:

DhcdDataCollection@state.ma.us

Thank you for your attention and anticipated cooperation. Please contact DHCD's Office of the Chief Counsel at (617) 573-1501 with questions.