



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

Charles D. Baker, Governor ◆ Karyn E. Polito, Lieutenant Governor ◆ Janelle L. Chan, Undersecretary

## **Public Housing Notice 2018-10**

To: Local Housing Authority Executive Director  
From: Amy Stitely, Associate Director, Division of Public Housing  
Subject: CHAMP Rollout in Concert with Blanket Waiver to 760 CMR 5.00  
Date: June 14, 2018

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I am pleased to announce that DHCD has officially started the process for launching the state-wide public housing application and centralized waitlist system. This new online system, which was legislatively mandated by Section 14 of [Chapter 235 of the Acts of 2014](#), is known as the Common Housing Application for Massachusetts Public-Housing (CHAMP).

This is our first week of a phased CHAMP rollout. The plan is to first migrate the existing Local Housing Authority (LHA) applicant waitlists before going live to the public. Below, find a summary of the process:

- When the migration team is ready, Cybersense Training and Consulting will reach out to the Executive Director of each LHA to register participants for a full-day, in-person CHAMP training. Each LHA may send two to three representatives to the training, depending on LHA size and seat availability.
- In the week following training, DHCD staff will assist each LHA with migrating their current applicant waitlist into CHAMP. When you sign up for training, you will also need to sign up for DHCD migration office hours.
- After each successful migration, the newly migrated LHA will begin using CHAMP to manage its own waitlist and applications.
- Once every LHA has successfully migrated, we will take a couple weeks to ensure stability of the system.
- DHCD will then promulgate new regulations and CHAMP will go live to the public.

This week, a small pilot group of three LHAs attended training and will soon begin using the CHAMP. Once we have captured this group's feedback, DHCD will commence rolling out to the rest of the LHAs.

During this roll-out phase, there are some minor differences between how CHAMP operates and the state's current tenant selection regulations. For example, as LHAs begin to use CHAMP, they will no longer be required to use manual ledgers or to do waitlist updates. Therefore, by means of this Public Housing Notice, DHCD is granting a blanket waiver of 760 CMR 5.00 to the extent that the current regulation may be inconsistent with CHAMP. This waiver of 760 CMR 5.00 will be valid from the date that each LHA migrates its waitlist and begins using CHAMP until the public launch of CHAMP for online

applications at which time amended regulations at 760 CMR 5.00 will have been promulgated (anticipated December 2018).

Because consistency is required to use CHAMP, DHCD is also revoking any waivers that were previously granted to LHAs that allow them to use tenant selection plans or Emergency Case Plans that differ from the DHCD standard plans, unless DHCD provides written reauthorization of the waiver to the LHA. LHAs with one or more closed waitlist will be required to open those waitlists and will be provided instructions on how to do so at the time their LHA becomes part of the phased roll out. The opening of the waitlist(s) will be administered by DHCD through a lottery process in CHAMP.

Modified tenant selection forms for use by LHAs and applicants have been developed for use with CHAMP and will be posted on DHCD's website and on the LHA "HousingAps" web site: <https://hedlhaportal.azurewebsites.net/Login.aspx>. LHAs are required to use these forms during the phased rollout, but they must also continue to process old forms received from applicants.

If you have any questions about this Notice, please contact Andrew Clinton by email at [andrew.clinton@mass.gov](mailto:andrew.clinton@mass.gov).