Public Housing Notice 2020-03

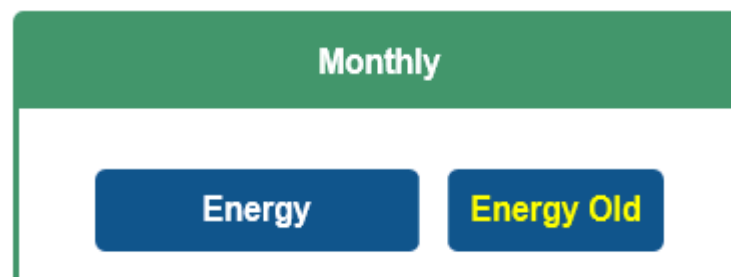To: All Local Housing Authority Executive Directors

From: Ben Stone, Associate Director, Division of Public Housing

Subject: EFFECTIVE JANUARY 2020 – UPDATED ENERGY MONTHLY REPORTING SYSTEM

Date: January 31, 2020

DHCD has made some improvements to the Energy Monthly Reporting system used by LHAs to report utility cost and usage at your c.667, c.200 and c. 705 developments. **Effective immediately you will not be able to enter data into the old reporting system for any period of time after December 31, 2019. For reporting utility costs and usage for the month of January 2020 and beyond, please use the new system.   <u>Please forward this PHN to any staff that enter data in the monthly reporting system.</u>**

The new system will be accessed from the same Housing Applications page as the old system – you will see a button labeled "Energy Old" for the old, pre-2020 system, while the "Energy" button will open the new system for costs and usage incurred after January 1, 2020 (see sample images below):

Please note that you will still be able to enter data in the old system for the months prior to January 2020 as well as run reports on the older data, but new data beginning with January 2020 can only be entered in the new system, and reports in the new system will only draw from the post 1/1/20 data.

The data entry screen layout for this system is extremely similar to the old system, so anyone who is familiar with the old system should find this one easy to use. A User Guide will be available for access

from anywhere on the site by clicking on a link. It also includes a few additional data fields (discussed below) and, most importantly, provides more and better reports for you and your commissioners.

Key new fields included in this report are:

1. Checkboxes to note which utilities are tenant-paid. This will help DHCD understand the impact of utility costs on residents vs. the LHAs.
2. LHAs with Net Meter Credit contracts will have a place to enter the credits earned per month, as well as the solar operator costs paid per their contract for that month. They will then easily be able to run a report to total this information as required for inclusion in their quarterly operating statements.

As you can see above at the lower right, the system provides you with a graphic chart that captures the last three months energy usage at the development.

You will also have access to the following four reports:

a.   **Usage: Monthly** – This report will show you, for the month that you select, the total cost, the quantity, and the cost per unit, per month for all reported utility costs, with the information for all of your developments listed on the same page.

Usage: Monthly | Usage: Custom Dates | Usage: By Development | Missing Submissions

Usage: Monthly

Month : January   Year : 2020   Report

1 of 1 100%   Find | Next

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
Monthly Energy Usage Report
LHA: Wellfleet   **Month/Year :** January/2020   Report Date: 01-30-2020

Dev No	Electricity Amount ($)	PUM ($)	Units (KwH)	Gas Amount ($)	PUM ($)	Units (CCF)	Units (Therms)	Propane Amount ($)	PUM ($)	Units (Gals)	Oil Amount ($)	PUM ($)	Units (Gals)	Other Amount ($)	PUM ($)	Units	Net Metering Credits ($)	Op Costs ($)	Savings ($)	Water Amount ($)	PUM ($)	Units (CCF)	Units (Gals)
200-01	3,434	127.19	3,443					3,434	127.19	444													
667-01	4,344		344	3,000			444	4,434		4,344												344	444
667-02											9,434	314	3444				333	44.00	289				
667-03								4,444	103.35	344				434	10.09	434							
667-04								2,333	22.87	3,233													
705-1A											8,778	675	544				544	6.00	538				
705-01								334	33.40	344				4,334	433.40	344							
Totals	7,778		3,787	3,000			444	14,979		8,709	18,212		3,988	4,768			877	50.00	827	344			444

* The Report is based on submitted energy data.

b.   **Usage: Custom Dates** – This report will provide the same data, except that instead of one month, it will add up all the cost and usage data for the time period you select; for example, you can get the total data for your fiscal year for all your developments. (*Note that the earliest date you can select will be January 2020. Previous years' data can only be reported on by the old monthly Energy Report system.*)

Usage: Monthly | Usage: Custom Dates | Usage: By Development | Missing Submissions

Usage: Custom Dates

From : Month April   Year 2019   To : Month March   Year 2020   Report

1 of 1 100%   Find | Next

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
Energy Usage Report (Custom Dates)
LHA: Wellfleet   **From** April/2019 **To** March/2020   Report Date: 01-30-2020

Dev No	Electricity Amount ($)	PUM ($)	Units (KwH)	Gas Amount ($)	PUM ($)	Units (CCF)	Units (Therms)	Propane Amount ($)	PUM ($)	Units (Gals)	Oil Amount ($)	PUM ($)	Units (Gals)	Other Amount ($)	PUM ($)	Units	Net Metering Credits ($)	Op Costs ($)	Savings ($)	Water Amount ($)	PUM ($)	Units (CCF)	Units (Gals)
200-01	10,932	404.89	3,840					60,313	2,233.82	4,766							555	55.00	500	5,489	203.30		8,777
667-01	10,922	219.26	911	8,644	188		821	11,568	237.80	5,122										3,778	114.47	788	
667-02											12,090	391.90	8,990				333	44.00	289				
667-03	56,456	1,312.93	65,456					6,777	157.61	377				2,757	64.11	667	233	33.00	200				
667-04				4,200	41		525	3,115	30.53	6,510				5,444	53.37	874				323	3.17	3,333	
705-01				4,555	456		4,555	7,211	721.10	6,131				7,202	720.20	632	2,323	33.00	2,290				
705-1A				455	35	545					13,334	1,025.69	888				544	6.00	538				
Totals	78,310		1,937	17,854		545	5,901	88,984		22,906	25,424		9,878	15,403			3,988	171	3,817	9,590		4,121	8,777

* The Report is based on submitted energy data.

c. **Usage: By Development** – This report allows you to select a single development from the drop-down menu and see, for the time period you select, the detailed usage and cost data for every month in the time period you select, with the total cost at the bottom.

d. **Missing Submissions** - Select a time period from the drop-down Month and Year menus, then click the BLUE report button to see a list of any Monthly Energy Reports that have not yet been submitted to DHCD. This provides you with a quick and easy way to flag any missing reports.

In addition, all report data can be easily downloaded into an Excel spreadsheet, or saved in an easy-to-print or email PDF document.

As noted above, a User Guide will be provided to explain the system in more detail, but we expect that current users of the old monthly reporting system will be able to use the new system without any training. The new system should be up and running on Monday, February 3, 2020. If you have any questions, please contact Greg Abbe, Sustainability Program Developer, at gregory.abbe@mass.gov, or at 617-573-1244.