



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

Charles D. Baker, Governor □ Karyn E. Polito, Lieutenant Governor □ Jennifer D. Maddox, Undersecretary

Public Housing Notice 2020-38 Addendum #1

To: Local Housing Authority (LHA) Executive Directors
From: Ben Stone, Director, Division of Public Housing
Date: March 30, 2021
Re: **CHAMP PMR Planning Year Criteria Addendum #1**

Need to Know

1. CHAMP Criteria will be added into PMRs starting with 3/31/21 Fiscal Year End LHAs.
2. March FYE LHAs will receive two Planning Years.
3. The first publishing FYE for CHAMP PMR Criteria will be 6/30/2022.
4. To complete the CHAMP PMR Criteria, LHAs will have several new tasks that they will need to do in CHAMP. See Section 2 for deadlines and see Technical Update #21 version 2 for more information.

This Addendum adds to PHN 2020-38 CHAMP PMR Planning Year Criteria.

Section 1. Overview

Local Housing Authorities (LHAs) with fiscal year end 3/31/2021 will be the first cohort to be reviewed for CHAMP PMR Criteria (review period from April 1, 2020 – March 31, 2021). This will be a planning year for the new PMR Criteria. The first publishing quarter will be 6/30/2022 (March FYE will have two planning years for CHAMP PMR criteria).

Section 2. Details on CHAMP PMR Process

The CHAMP PMR process involves the following steps (see Table 1 for details):

- 1) 60 days after LHA FYE: CHAMP data is due in CHAMP (same day as other PMR criteria data). Data will be pulled directly from CHAMP.
- 2) 61 days after LHA FYE: LHAs have a new “PMR” page on CHAMP available for viewing
- 3) 75 days after LHA FYE: CHAMP PMR Documents due. LHAs have 14 calendar days to upload additional documentation needed to evaluate CHAMP PMR Criteria including,
 - a. Copies of paper applications (CHAMP will identify)
 - b. Tenant Management File(s) (see Technical Update 21 version 2 for additional information)

See CHAMP Technical Update 21 version 2 for details on how to view CHAMP PMR page, required CHAMP PMR documents, and how to upload required documents.

Table 1. Details on CHAMP PMR Process

FYE	March 31	June 30	Sept 30	Dec 31*
Tenant Selection/CHAMP Data Due in CHAMP (data due in CHAMP no later than 5pm) (60 days after FYE)	May 30 (June 1 in 2021)**	Aug 29	Nov 29	March 1 (Feb 29)
LHA PMR CHAMP Page Live (61 days after FYE) By end of day, LHAs can log into CHAMP and see: <ul style="list-style-type: none"> - New PMR page (to upload documentation) - Official CHAMP PMR data snapshot LHAs will see space where they need to upload required CHAMP PMR documents including, <ul style="list-style-type: none"> - 5 – 10 applications (identified by CHAMP, number of applications determined by LHA size) - Tenant Management File (i.e., Move In/Move Out Report) 	May 31 (June 2 in 2021)**	Aug 30	Nov 30	March 2 (Mar 1)
CHAMP PMR Documents Due (75 days after FYE) LHAs will have 14 calendar days after their LHA PMR CHAMP page is live to upload required CHAMP PMR documents.	June 14 (June 16 in 2021)**	Sept 13	Dec 14	March 16 (Mar 15)

*Parentheses indicate Leap Year dates. **Due to Memorial Day holiday.

If you have trouble logging into CHAMP, please submit a PHASRS ticket.

Please contact your HMS with any questions regarding this notice.