



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

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Janelle Chan, Undersecretary

Public Housing Notice 2019 – 31

To: All Local Housing Authorities
 Fr: Ben Stone, Associate Director, Division of Public Housing
 Re: CHAMP Tenant Selection Performance Area in Performance Management Reviews
 Date: December 27, 2019

The Department of Housing and Community Development (DHCD) will incorporate CHAMP (Common Housing Application for Massachusetts Public-Housing) tenant selection into the Performance Management Review (PMR) during Fiscal Year (FY) 2020. The first year will be a planning year for the CHAMP Tenant Selection Performance Area. During the planning year the results for this Performance Area will be shared with Local Housing Authorities (LHAs) but will not be publicly published.

LHAs with a 9/30/20 fiscal year end (FYE) will be the first LHAs reviewed. The first published ratings for the 9/30/21 FYE will be posted in early 2022.

The table below details the data review period for the initial Planning Year and the first publishing year.

| Fiscal Year End | Planning Year | Publishing Year |
|-----------------|-----------------------|-----------------------|
| 9/30 | 1/1/2020 – 9/30/2020 | 10/1/2020 – 9/30/2021 |
| 12/31 | 1/1/2020 – 12/31/2020 | 1/1/2021 – 12/31/2021 |
| 3/31 | 4/1/2020 – 3/31/2021 | 4/1/2021 – 3/31/2022 |
| 6/30 | 7/1/2020 – 6/30/2021 | 7/1/2021 – 6/30/2022 |

Four criteria will be used to evaluate use of CHAMP and related tenant selection procedures. These criteria, listed below, will determine LHAs’ ratings for this Performance Area.

Criteria 1: Paper applications available, received and entered into CHAMP.

- Paper applications are available.
- Paper applications are date and time stamped.
- Paper applications are entered into CHAMP within 10 days.
- Receipt for application is provided to applicants.

Criteria 2: Applicant IDs match across CHAMP and vacancy system.

- The Housed Applicant IDs and Pull List Numbers (both from CHAMP) equal the Vacancy Filled Applicant IDs and Pull List Numbers (both from vacancy system).

- All vacancies are recorded in the vacancy system.

Criteria 3: Tenant selection follows DHCD regulations and guidance.

- LHA is creating Pull Lists using appropriate filters.
- LHA pulls lists within 10 days after unit becomes vacant.
- LHA is using/sending DHCD prescribed letters without modification for priority/preference, eligibility and qualification screenings.
- LHA is making proper income determinations for all Applicants on a Pull List which resulted in an Applicant being housed.
- LHA records determinations based on information from Applicants received during screening stage, prior to refresh.

Criteria 4: Fair housing.

- LHA has a Fair Housing Marketing Plan, Language Access Plan, and Reasonable Accommodation Policy¹.

If you have any questions about this PHN, please contact Maura Baldiga (Maura.Baldiga@mass.gov) or Chris Devore (Christine.Devore@mass.gov)

Further guidance on the criteria and evaluation process will be provided in a future Public Housing Notice before data analysis begins in Summer 2020.

¹ Refer to Commonwealth Regulations: 760 CMR 4.02(1)(e); 760 CMR 4.07; and 760 CMR 5.04

[760 CMR 4](#)

[760 CMR 5](#)