



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

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

PHN 2021-23

To: Local Housing Authority (LHA) Executive Directors
 From: Ben Stone, Director, Division of Public Housing
 Date: December 9, 2021
 Re: Uploading Applicant Responses to Screening into CHAMP

Need to Know

1. DHCD developed document upload functionality in CHAMP to help facilitate the tenant selection process during the COVID-19 State of Emergency.
2. LHAs are **required** to upload all Paper Applications and all Applicant Responses to Screening into the corresponding CHAMP Applicant File so that these files may be available to other LHAs that the Applicant has applied to.
3. CHAMP will be considered the system of record for all Paper Applications, Written Updates, and Applicant Screening Responses.
4. DHCD will provide a \$1,500 budget exemption per LHA for purchase of Scanning/Printing technology.

Section 1. Electronic Applicant File Overview

Every Applicant in CHAMP has an electronic Applicant File to which both individual Applicants and all LHAs to which they have applied have online access. The CHAMP Applicant File contains upload areas for Applicant Responses to Screening, as well as upload areas for CHAMP Paper Applications and Other Letters that the LHA has sent to the Applicant. Details on how to utilize the CHAMP Applicant File can be found in CHAMP Technical Update 20 – Document Uploads (Attachment A). Additionally, technical support and training classes are available to LHAs on a regular basis and upon request.

Section 2. All Paper Applications and Written Application Updates as well as all Applicant Responses to Screening Must be Uploaded into the CHAMP Applicant File

In order to ensure the correct functioning of the tenant selection process, LHAs must ensure that all Paper Applications, Written Application Updates, and Applicant Responses to Screening received by the LHA are uploaded into the corresponding CHAMP Applicant File within 15 calendar days of date of receipt. All documents received from an applicant must be date and time stamped when received and this information will be input into CHAMP when uploaded.

Document Type	Instructions
Paper Applications or Written Application Updates	LHAs must date/timestamp when received and enter and upload into CHAMP within 15 calendar days from receipt
Applicant Responses to Screening	LHAs must date/timestamp when received and enter and upload into CHAMP within 15 calendar days from receipt

Section 3. CHAMP as the System of Record for CHAMP Paper Applications, Written Application Updates, and Applicant Screening Responses

CHAMP will be considered the system of record for Paper Applications, Written Application Updates, and Applicant Screening Responses. LHAs can maintain their own copies of the documents they receive; however, they are not required to by DHCD if exact copies of those documents are uploaded into CHAMP. LHAs should consult the [Records Retention Schedule](#) issued by the Office of the Secretary of State before dispositioning any documents. In addition to reducing the need to maintain paper files, universal uploading of CHAMP applicant documents will help LHAs overall by increasing available information and lessening the need to request additional documentation.

Section 4. Budget Exemption for Scanning/Printing Technology

DHCD will provide all LHAs with a directed DHCD budget exemption for Scanning/Printing technology and connectivity in an amount up to \$1,500. In order to be eligible for this budget exemption, LHAs must make all purchases by April 30, 2022 and submit in their FY22 budget or in a budget revision. LHAs must submit all receipts and back up documentation with their budget/budget revision. March FYE LHAs should include this budget exemption in their FY23 budget. This exemption can cover high speed printers/scanners and related technology required for efficient scanning and printing of documents. The actual costs, not to exceed \$1,500, should be included in the LHA's Fiscal Year End Operating Statement in Section 8 of the Operating Subsidy Calculation "ANUEL" worksheet. Please contact your HMS if you have questions about a specific item and whether it is covered by this budget exemption.