Commonwealth of Massachusetts
EXECUTIVE OFFICE OF HOUSING & LIVABLE COMMUNITIES
Maura T. Healey, Governor ◆ Kimberley Driscoll, Lieutenant Governor ◆ Edward M. Augustus, Jr., Secretary

**Public Housing Notice: 2023-12**

**MEMORANDUM**

**TO:** LOCAL HOUSING AUTHORITIES ADMINISTERING STATE-AIDED PUBLIC HOUSING AND/OR STATE RENTAL ASSISTANCE
**FROM:** OFFICE OF THE GENERAL COUNSEL
**SUBJECT:** MANDATORY DATA REPORTING
**DATE:** AUGUST 3, 2023

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As you are aware, local housing authorities administering state-aided public housing and/or state rental assistance must annually report data required by the Executive Office of Housing and Livable Communities ("EOHLC") pursuant to Chapter 334 of the Acts of 2006 and the regulations at 760 CMR 61.00. We remind you that annual reporting is to reflect occupancy statistics existing as of July 31 of the current calendar year, to be submitted to EOHLC by September 30 of the same year. LHAs must submit this year's data by **September 30, 2023**.

**As reporting is required annually, LHAs MUST submit 2023 reports even if reporting occurred in prior years. Furthermore, LHAs that administer state-aided public housing *AND* state rental assistance (mobile and/or project-based) programs must submit annual reports for each program. As a reminder, LHAs that administer the Special Needs Housing programs (Chapters 689 and 167) must ensure that their reporting of state-aided public housing includes these units.**

**To streamline reporting and enable EOHLC to compile and analyze data more efficiently and effectively, LHAs must continue to report by uploading spreadsheets through the EOHLC-LHA Housing Applications website at https://hedlhaportal.azurewebsites.net/Login.aspx.** Upon login at the website, you will find on the main page a link to user guides for state-aided public housing and state rental assistance (also available at https://www.mass.gov/service-details/annual-lha-reporting-of-tenant-data). Upon login you will also see a "Manage Logins" option, which allows Executive Directors to enable another user to report the data by clicking on the check box under the "LHA Data Collection" column that corresponds to the user.

To begin reporting, click on the "LHA Data Collection" button under the "Annual" box on the main page, and then select housing type (public housing, project-based rental assistance, or mobile rental assistance). For each housing type, the applicable spreadsheet for 2023 reporting is available for download on the next page (see the link under "Step 1"). As in prior years, the appropriate codes must be used when filling in the spreadsheet (see the user guides). Once you have entered or pasted data into the spreadsheet and are ready to submit, you must then upload the spreadsheet (see "Upload" button under Step 1). In order to

upload properly, the spreadsheet must be saved as a CSV file ("Save as type: CSV (Comma delimited))." For state-aided public housing and state project-based rental assistance, there is a "Step 2" under which certain program level accessibility-related information must be entered. The final step is to click on the "Submit" button on the bottom left-hand side of the page. Illustrations and further instructions are provided in the user guides.

We greatly appreciate your cooperation, and please contact EOHLC's Office of the General Counsel at (617) 573-1501, or contact 617-448-8537, with questions.