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: 2024-14

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 15, 2024

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. Last year and in prior years, LHAs were required to report by uploading required spreadsheets through the EOHLC-LHA Housing Applications website at: **https://hedlhaportal.azurewebsites.net/Login.aspx .**

Subsequently, many LHAs have completed transitioning data into the State Oversight of Housing Assistance ("SOHA") Data Warehouse, which EOHLC launched to centralize various tenant-level data for the state-aided public housing, MRVP, and AHVP programs.

Therefore, for 2024 reporting, those LHAs that have completed their SOHA reporting do not have to separately report through EOHLC-LHA Housing Applications website. **See attachment A for list of LHAs reporting in SOHA**

LHAs that have *not* transitioned their data to SOHA must continue to report by uploading spreadsheets through the EOHLC-LHA Housing Applications website for each program. LHAs must submit this data by **September 30, 2024**, reflecting occupancy statistics existing as of July 31 of the current calendar year. LHAs that have reported in SOHA do not have to additionally report on the DMH Rental Subsidy Program through the EOHLC-LHA Housing Applications portal this year, although they should anticipate reporting for this program through SOHA in future years. Similarly, as the c.689/167 units are not reported in SOHA for THIS year, LHAs reporting through SOHA do not need to report through the EOHLC- LHA Housing Applications portal for those units.

Note that upon login at the EOHLC-LHA Housing Applications 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 2024 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.

Additionally, LHAs required to report through the Housing applications website need to input accessibility data from CHAMP. Attachment B contains CHAMP Applicant Accessibility Data, which is part of the data you must report to EOHLC Legal by 9/30/24. You should review this file in order to determine:

- Total # of Households that Requested a Unit Accessible for Sensory Impairments
- Total # of Households that Requested a Unit Accessible for Mobility Impairment

You should include these figures in the appropriate area of your data submission.

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.

Attachment A: LHAs Reporting in SOHA
Attachment B: Accessibility Data for Mandatory Reporting PHN 2024-14