USER GUIDE AND DIRECTIVES ON DATA COLLECTION AND REPORTING FOR DHCD STATE RENTAL ASSISTANCE

7/2022

I. Purpose

In response to Chapter 334 of the Acts of 2006 ('the Act"), the Department of Housing and Community Development (DHCD) has developed spreadsheets for local housing authorities and regional non-profits administering state rental assistance to report data required by the Act to DHCD. The Act provides for the gathering, compiling, and reporting of data by DHCD to provide current, accurate, and detailed information on the number, location, and residents of assisted housing units and recipients of state or federal assistance in the Commonwealth. Local housing authorities and regional non-profits administering state rental assistance must report data required by DHCD pursuant to Chapter 334 of the Acts of 2006 (the "Act") and the regulations at 760 CMR 61.00.

DHCD will annually report to the state legislature on its data collection efforts and results by December 31st, and may provide reports to other interested parties in a manner consistent with all applicable privacy laws. DHCD also will evaluate the data as part of its efforts to affirmatively further fair housing. More specifically, DHCD will analyze the data to ensure that housing choice, equitable housing opportunities, and inclusive patterns of housing are available across the Commonwealth.

To enable DHCD to compile and analyze data more efficiently and effectively, LHAs must now report by uploading spreadsheets through the DHCD-LHA Housing Applications portal at https://hedlhaportal.azurewebsites.net/Login.aspx as further described below.

Note: the portal has only been designed for submission by LHAs at this time and the regional non-profits will submit via email as instructed.

II. Applicability

The reporting requirement applies to all public housing authorities and regional non-profits administering state rental assistance (Massachusetts Rental Voucher Program (MRVP), the Alternative Housing Voucher Program (AHVP), and the DMH Rental Subsidy Program.

III. Confidentiality Requirements

In connection with data collection and reporting, all holders of information relating to a specific resident or unit shall treat such information as confidential in compliance with all applicable state and federal statutes and regulations, including M.G.L. c. 66A. All holders of said information shall implement adequate systems and procedures for maintaining confidentiality.

IV. When Data Shall be Collected

Data shall be collected during initial occupancy, turnover, and rent re-determination/re-certification.

Please note: housing authorities and regional non-profits administering state rental assistance not currently collecting all data points MUST incorporate them into initial occupancy and rent re-determination/re-certification documentation going forward and include notice to the household that the data will be provided to DHCD.

V. When Data Shall be Reported

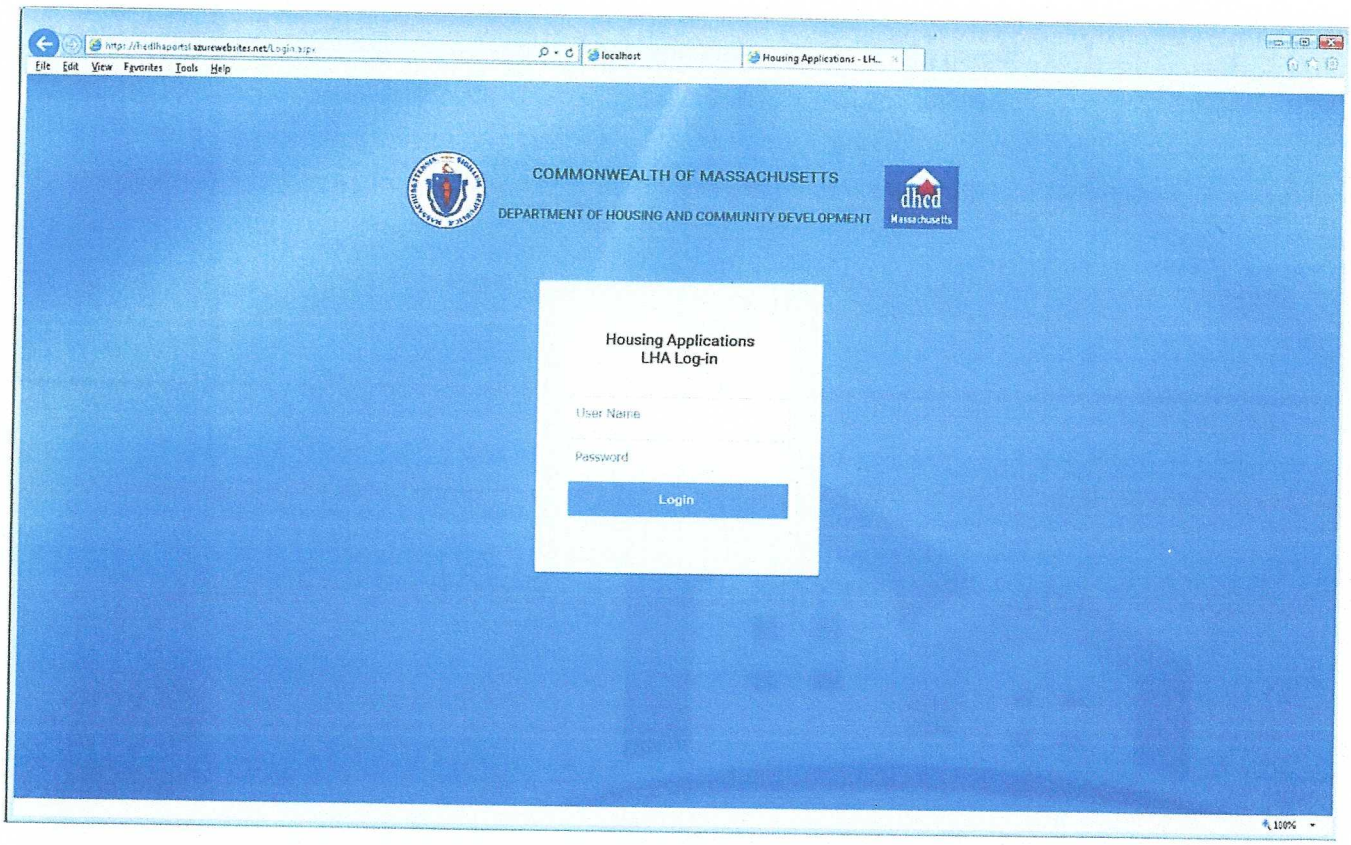
Data shall be submitted to DHCD by September 30th of every year reflecting occupancy statistics that exist in your files as of July 31st of that year.

VI. Data Collection Restrictions

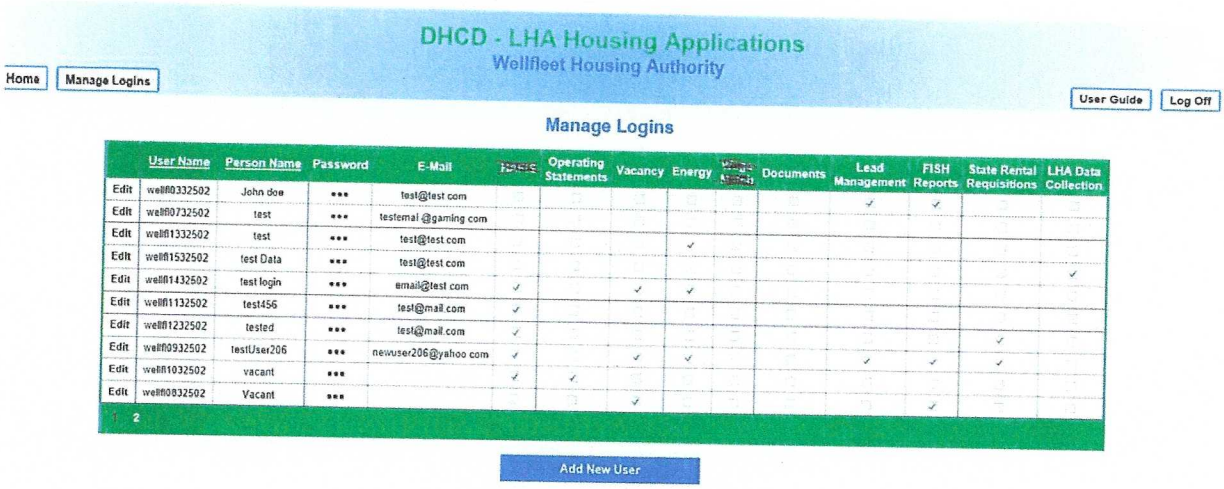
Any and all inquiries made on the basis of race, ethnicity, and age for the purposes contained herein must include notice that responses are *voluntary*.

VII. Accessing and Downloading Spreadsheets

Login through the DHCD-LHA Housing Applications portal at https://hedlhaportal.azurewebsites.net/Login.aspx:



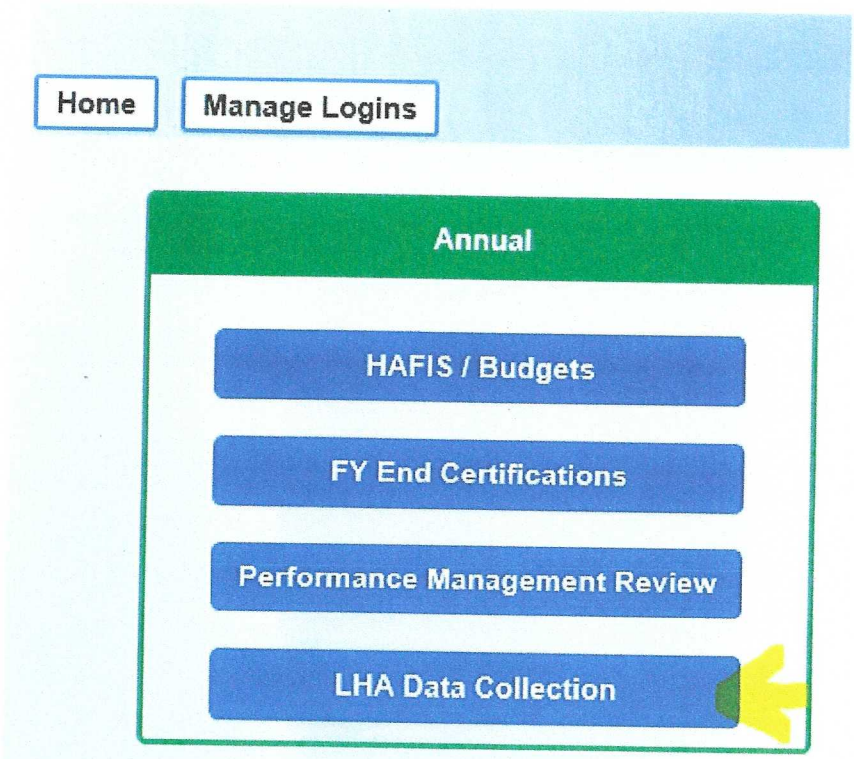
Upon login at the portal, you will find on the main page the updated User Guide (upper right-hand corner) and a "Manage Logins" option (upper left-hand corner), which allows Executive Directors to enable another user to report the data (click on the check box under the "LHA Data Collection" check box).



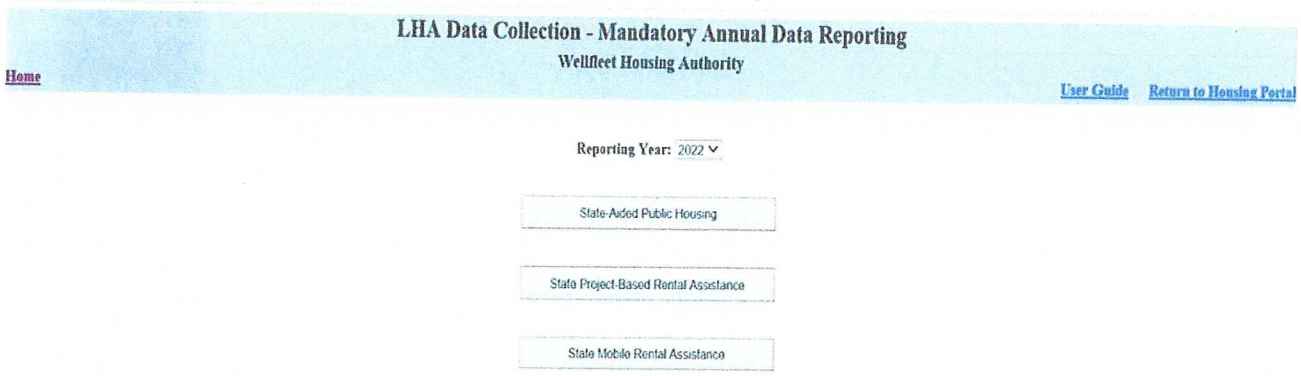
	User Name	Person Name	Password	E-Mail	HAFIS	Operating Statements	Vacancy	Energy	[illegible]	Documents	Lead Management	FISH Reports	State Rental Requisitions	LHA Data Collection
Edit	wellf0332502	John doe	•••	test@test.com							✓	✓		
Edit	wellf0732502	test	•••	testemal @gaming.com										
Edit	wellf1332502	test	•••	test@test.com				✓						
Edit	wellf1532502	test Data	•••	test@test.com										✓
Edit	wellf1432502	test login	•••	email@test.com	✓		✓	✓						
Edit	wellf1132502	test456	•••	test@mail.com	✓									
Edit	wellf1232502	tested	•••	test@mail.com	✓								✓	
Edit	wellf0932502	testUser206	•••	newuser206@yahoo.com	✓		✓	✓			✓	✓	✓	
Edit	wellf1032502	vacant	•••		✓	✓								
Edit	wellf0832502	Vacant	•••				✓					✓		

1 2

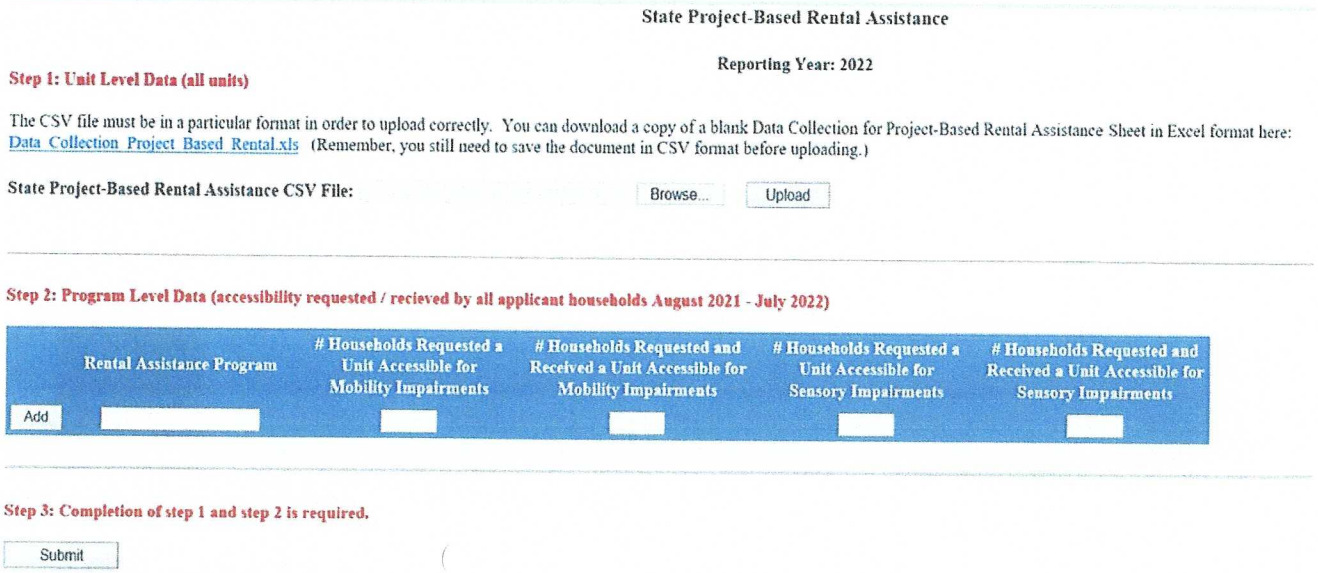
To begin reporting, click on the LHA Data Collection" button on the left-hand side at the under the "Annual" box on the main page.



Next select housing type ("State Project-Based Rental Assistance" or "Mobile Rental Assistance").



The applicable spreadsheets for state-project based rental assistance and state mobile rental assistance are available for download by clicking on the corresponding link under "Step 1."



State Mobile Rental Assistance

Reporting Year: 2022

Step 1: Unit Level Data (all units)

The CSV file must be in a particular format in order to upload correctly. You can download a copy of a blank Data Collection for Mobile Rental Assistance Sheet in Excel format here: Data Collection Mobile Rental.xls (Remember, you still need to save the document in CSV format before uploading.)

State Mobile Rental Assistance CSV File: Browse... Upload

Step 2: Completion of step 1 is required.

Submit

VIII. Inputting Data into DHCD's State Project-Based Rental Assistance and State Mobile Rental Assistance Spreadsheets

Data MUST be entered into the downloaded spreadsheets for state project-based rental assistance and spreadsheet for state mobile rental assistance (note that the project-based spreadsheet and mobile spreadsheet are *not* the same). As in prior years, data also MUST be entered in accordance with the Definitions and Codes.

If certain data entries from the spreadsheet used for the prior reporting year have not changed and you would like to copy said data into a downloaded spreadsheet, one way to do so is by clicking on/highlighting the data field(s) in the previous spreadsheet and selecting "Edit" and then "Copy," followed by clicking on/highlighting the current spreadsheet and selecting "Edit" then "Paste" in the relevant field(s).

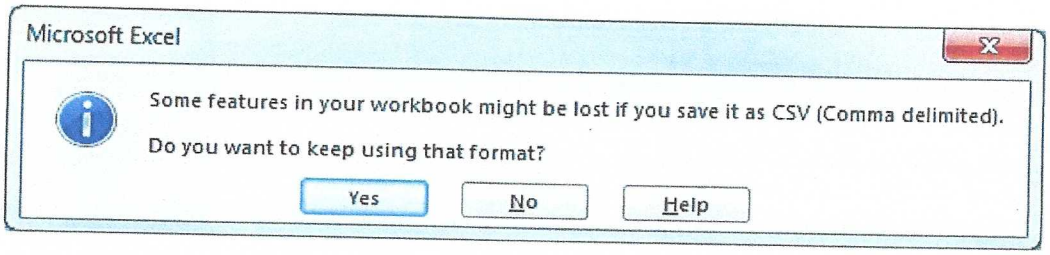
Once data has been entered or pasted into the spreadsheet and is ready for submission, double-check that the data corresponds to the appropriate columns (additionally, a view of submitted data will appear to help viewers check whether the data correctly lines up with the column headings).

IX. Uploading Spreadsheets and Entering and Submitting Data

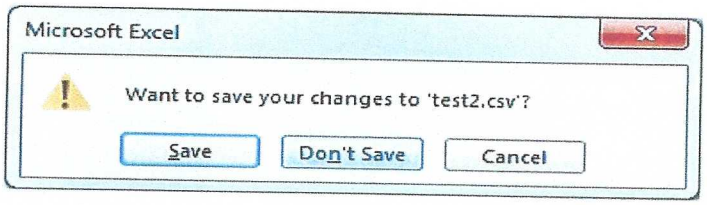
Upload the completed spreadsheet for submission by clicking on the "Upload" button under **Step 1**.

In order to upload properly, the spreadsheet must be saved as a CSV file. To save the spreadsheet as a CSV file, click on "File" and then in the "Save as type" drop-down list, select "CSV (Comma delimited)." Change the file name as needed, and then click "Save."

Upon the following message, click "Yes" to keep the CSV format and save it.



Exit the program, Click "Don't Save" (already saved).



To correct/replace a submitted spreadsheet, click on the "Delete CSV/File" button under Step 1 to delete the previously submitted spreadsheet and then and upload a new CSV file spreadsheet.

X. Program-Level Information and Submission

For state project-based rental assistance: there is a "**Step 2**" under which certain program level accessibility-related information must be entered. The final step, "**Step 3**," is to click on the "Submit" button on the left-hand side of the page. **Completion of Step 1 and Step 2 is required prior to Step 3.**

For state mobile rental assistance: "**Step 2**," the final step, is to click on the "Submit" button on the left-hand side of the page.

LHA Data Collection - Mandatory Annual Data Reporting

Home

Wellfleet Housing Authority

User Guide Return to Housing Portal

State Project-Based Rental Assistance

Reporting Year: 2022

Step 1: Unit Level Data (all units)

The CSV file must be in a particular format in order to upload correctly. You can download a copy of a blank Data Collection for Project-Based Rental Assistance Sheet in Excel format here: Data_Collection_Project_Based_Rental.xls (Remember, you still need to save the document in CSV format before uploading.)

State Project-Based Rental Assistance CSV File: Browse... Upload

Your file was uploaded successfully. Delete CSV File

LHA	RentalType	DevName	DevCity	Address	BuildingType	UnitNum	UnitAvailable	UnitMobilityImpair	UnitSensoryImpair	RequestedMobilityImpair	RequestedSensoryImpair	Bedrooms	OccupancyState	NetIncome	HispanicHOH	MemberHispanic	RaceHOH	MemberMinority	NumPersonsInHousehold	NumChildrenUnder6	NumChildren6to15	HouseholdType	IncomeDeduction
Wellfleet Housing Authority	1	MBFA-Acme	Wellfleet	100 Main St	2	B999	NA	NA		2	2	2	1	1	2	2	1	2	2	0	0	5	
Wellfleet Housing Authority	1	MBFA-Acme	Wellfleet	100 Main St	2	B979	NA	NA		2	2	1	1	1	1	1	1	1	1	0	0	1	
Wellfleet Housing Authority	1	MBFA-Acme	Wellfleet	100 Main St	2	A99	NA	NA		2	2	1	1	1	2	2	2	2	1	0	0	2	
Wellfleet Housing Authority	1	MBFA-Acme	Wellfleet	100 Main St	2	A913	NA	NA		2	2	1	1	1	2	2	1	2	1	0	0	2	
Wellfleet Housing Authority	1	MBFA-Acme	Wellfleet	100 Main St	2	A90	NA	NA		2	2	2	1	1	1	1	1	1	2	1	0	3	

1 2 3 4 5 6 7 8 9 10 ... >>

Step 2: Program Level Data (accessibility requested / recieved by all applicant households August 2021 - July 2022)

	Rental Assistance Program	# Households Requested a Unit Accessible for Mobility Impairments	# Households Requested and Received a Unit Accessible for Mobility Impairments	# Households Requested a Unit Accessible for Sensory Impairments	# Households Requested and Received a Unit Accessible for Sensory Impairments
Edit Delete	DMH	40	40	17	15
Edit Delete	MRVP	28	25	10	7
Add					

Step 3: Completion of step 1 and step 2 is required.

Submit

Submitted on 6/30/2021

LHA Data Collection - Mandatory Annual Data Reporting

Home

Wellfleet Housing Authority

User Guide Return to Housing Portal

State Mobile Rental Assistance

Reporting Year: 2022

Step 1: Unit Level Data (all units)

The CSV file must be in a particular format in order to upload correctly. You can download a copy of a blank Data Collection for Mobile Rental Assistance Sheet in Excel format here: Data_Collection_Mobile_Rental.xls (Remember, you still need to save the document in CSV format before uploading.)

State Mobile Rental Assistance CSV File: Browse... Upload

Your file was uploaded successfully. Delete CSV File

LHA	RentalType	DevName	DevCity	Address	UnitNum	Bedrooms	NetIncome	HispanicHOH	MemberHispanic	RaceHOH	MemberMinority	NumPersonsInHousehold	NumChildrenUnder6	NumChildren6to15	HouseholdType	IncomeDeduction
Wellfleet Housing Authority	2		Wellfleet	1 Main St	1	1	1	2	2	1	2	1	0	0	1	2
Wellfleet Housing Authority	2		Wellfleet	7 Abc St	3	3	1	2	2	1	2	4	0	2	3	1
Wellfleet Housing Authority	2		Wellfleet	100 Cambridge St	2	3	1	2	2	1	2	5	2	1	4	2
Wellfleet Housing Authority	2		Wellfleet	5 Main St	3	3	1	1	1	1	1	3	0	1	3	2
Wellfleet Housing Authority	2		Wellfleet	9-11 Boston St	1	1	1	2	2	1	2	1	0	0	1	1

1 2 3 4 5 6 7 8 9 10 ... >>

Step 2: Completion of step 1 is required.

Submit

Submitted on 6/30/2021

Definitions and Codes:

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

Provide the total number of applicant households for affordable units (including households that are not current residents) that requested a unit accessible to mobility impairments during the time period of August 2021 through July 2022.

Total # of Households that Requested and Received Unit Accessible for Mobility Impairments

Provide the total number of applicant households for affordable units that requested (see above) *and* received a unit accessible to mobility impairments during the time period of August 2021 through July 2022.

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

Provide the total number of applicant households for affordable units (including households that are not current residents) that requested a unit accessible to sensory impairments during the time period of August 2021 through July 2022.

Total # of Households that Requested and Received a Unit Accessible for Sensory Impairments

Provide the total number of applicant households for affordable units that requested (see above) *and* received a unit accessible to sensory impairments during the time period of August 2021 through July 2022.

Example:

Program	# Households Requested a Unit Accessible for Mobility Impairments	# Households Requested and Received a Unit Accessible for Mobility Impairments	# Households Requested a Unit Accessible for Sensory Impairments	# Households Requested and Received a Unit Accessible for Sensory Impairments
Project-Based MRVP	30	10	5	2

Rental Assistance Type

Enter the code that applies:

- 1= MRVP (Massachusetts Rental Voucher Program)
- 2= AHVP (Massachusetts Alternative Housing Voucher Program)
- 3= DMH Rental Subsidy Program

[Note: only codes 1 and 2 should be used in the state mobile rental assistance spreadsheet; only codes 1 and 3 should be used in the state-project-based rental assistance spreadsheet]

Type of Building

Enter the code that applies:

1= Single-family detached
2= Multi-unit housing

Unit #

Enter the unit number.

Accessible Unit for Mobility Impairments

Enter every the code that applies:

- 0 = not an accessible unit for mobility impairments
- 1 = accessible unit for mobility impairments (the unit can be approached, entered, and used by persons with mobility impairments, including persons in wheelchairs)

Accessible Unit for Sensory Impairments

- 0 = not an accessible unit for sensory impairments
- 1 = accessible unit for sensory impairments (the unit can be approached, entered, and used by persons with hearing and/or vision impairments)

Household Requested an Accessible Unit for Mobility Impairments
Enter the code that applies to the household (the household corresponding to the Unit #):

- 1= yes
- 2= no

Household Requested an Accessible Unit for Sensory Impairments

Enter the code that applies to the household (the household corresponding to the Unit #):

- 1= yes
- 2= no

Number of Bedrooms

Enter the number of bedrooms in the unit.

Occupancy Status

Enter the code that applies:

- 1= Occupied
- 2= Vacant

Household Net Income Level

The household net income level is the household net income, after deductions pursuant to applicable provisions of 760 C.M.R. 6.00 and 760 C.M.R. 49.00, as a percentage of the applicable area median income as adjusted by household size. To achieve greater consistency and ease in reporting across programs, the applicable area median income as adjusted by household size to be used to determine income levels for DHCD data collection purposes (*not* for applicant or resident eligibility purposes) are those established by HUD. (See: https://www.huduser.gov/portal/datasets/home-datasets/files/HOME_IncomeLmts_State_MA_2022.pdf or find through main page at https://www.hudexchange.info/manage-a-program/home-income-limits/ for calculations of percentages of HUD defined Area Median Incomes by household size).

Enter the code that applies:

- 1= 0-30%
- 2= 31-50%
- 3= 51%-60%
- 4= 61%-80%
- 5=81%+

Example: if a household income for a family of four in Boston is $44,000, the appropriate selection choice is "31-50%", as the household's income is greater than 30% of the Boston area median income for a family of four ($42,050) but not greater than 50% of the HUD defined Boston area median income for a family of four ($70,100). [Note: HUD uses "very low income" terminology to denote 50% of the area median income, and "low income" to denote 80% of the area median income.]

Hispanic/Latino Head of Household

Enter the code that applies based upon whether the head of household* determines that "Hispanic or Latino"** is the best indication of his or her ethnicity.

- 1= Yes
- 2= No
- 3= Tenant did not disclose

* "Head of household" is the adult member of the household designated by the family or by the subsidy program.

**"Hispanic or Latino" means as that term is defined by the U.S. Census Bureau (*see* the U.S. Census glossary at http://www.factfinder.census.gov).

Is At Least One Adult Member of the Household Hispanic/Latino?

- 1= Yes

- 2= No
- 3= Tenant did not disclose

Race of Head of Household

Enter every code that corresponds to the race(s) indicated by the head of household:

- 1= White
- 2= Black or African American
- 3= Asian
- 4= American Indian or Alaska Native
- 5= Native Hawaiian or Other Pacific Islander
- 6= Other
- 7= Tenant did not disclose

If more than one race is applicable, enter all that apply. For example, if the head of household indicates that he/she is White and Black, enter "1, 2".

See the U.S. Census glossary at http://www.factfinder.census.gov for definitions of races designated by the U.S. Census Bureau.

Is At Least One Adult Member of the Household a Racial Minority?

1= Yes
2= No
3= Tenant did not disclose

Racial Minority means any race that is not White alone.

Number of Persons in the Household

Enter the number of persons in the household residing in the unit.

Number of Children Under 6

Enter the number of children in the household under six years of age residing in the unit.

Number of Children 6 to 18 Years of Age

Enter the number of children in the household that are 6 years of age or older but under 18 years of age that reside in the unit.

Household Type

Enter every code that applies:

- 1= Single/non-Elderly (one-person household in which the person is not elderly)
- 2= Elderly (one or two person household with a person at least 60 years of age)
- 3= Related/Single Parent (a single parent household with a dependent child or children)
- 4= Related-Two parent (a two-parent household with a dependent child or children)
- 5= Other (any household not included in the above four definitions, including two or more unrelated individuals)

Income Deduction for Disability

- 1= yes
- 2= no

(Answer code "1" if the LHA applied a deduction to the gross household income of a household with a disabled member pursuant to 760 CMR 49.05(5)(d)(1) (for MRVP only)).

NOTE: This User Guide and Directives on Data Collection and Reporting and related documents may be amended from time to time, available online at http://www.mass.gov/dhcd .