



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

Deval L. Patrick, Governor ♦ Aaron Gornstein, Undersecretary

Public Housing Notice 2013-24

To: All Local Housing Authority Executive Directors

From: Lizbeth Heyer, Associate Director, Division of Public Housing and Rental Assistance

Subject: Local Housing Authority Energy Consumption Reports

Date: September 27, 2013

In July of 2011, our Sustainability Program Developer, Debra Hall, introduced you to an innovative, user-friendly on-line computer program called WegoWise. (See Public Housing Notice 2011-08) This software automates most water and energy tracking and use analysis so that you can focus your efforts on money-saving investments and activities. Many of you have taken advantage of this free, energy tracking software, which automatically downloads gas and electric data directly from the utilities each month.

Whether you are using WegoWise or not, the Energy Consumption Reports you submit to DHCD in the web-based system, Housing App's, must be accurate. The reports should accurately reflect the actual period covered. For that reason, the reports should not be based on the date you pay the utility bill. When the consumption is for mid-month to mid-month, the correct method is to enter it in the month that corresponds to the greatest number of days. For example, if the bill is for November 14 - December 14th (or earlier), the data should be entered as "November." If the bill is for November 15th - December 15th or later, the data should be entered as "December." Please make sure you are using the billing date, which doesn't change, and not the meter reading date, which can change slightly by 1-2 days each month. Also, you should use this methodology for each of the utilities. Since your electric bill and your gas bill come on different days of the month, you may be putting these bills into different months.

It is important to report exactly 12 months for each year. If this protocol changes what you've been doing, please begin using this protocol as soon as possible, but no later than January 1, 2014. If you have any questions, you may call Betsy Harper, Energy Project Coordinator at 617-573-1244, or if you would like any of your reports sent back to you for corrections, please call Bruce at 617-573-1235. You may also email him at bruce.siegel@state.ma.us.

Accurate data and consistency in the preparation and submission of these reports is needed not just for fiscal oversight purposes, but to help DHCD make the case for additional resources. Please be sure to review the data for accuracy, as well as reasonableness, before you submit the reports. The Sustainability Program Developer uses this data to help LHAs apply for utility-funded energy efficiency upgrades worth several million dollars per year.

Thank you for your cooperation.