



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

Charles D. Baker, Governor ♦ Karyn Polito, Lieutenant Governor ♦ Chrystal Kornegay, Undersecretary

Public Housing Notice: 2017-16

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: JULY 20, 2017

As you are aware, local housing authorities administering state-aided public housing and/or state rental assistance must annually report data required by the Department of Housing and Community Development ("DHCD") 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 DHCD by September 30 of the same year. LHAs must submit this year's data by **September 30, 2017**.

As reporting is required annually, LHAs MUST submit 2017 reports even if reporting occurred in prior years. Furthermore, LHAs that administer state-aided public housing AND state rental assistance (mobile 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.

Instructions for collecting and reporting data are found in DHCD's 2017 User Guide and Directives on Data Collection and Reporting for state-aided public housing and for state rental assistance. **Data MUST be submitted through the 2017 version spreadsheets available online.** DHCD's User Guide and 2017 spreadsheets for reporting on state-aided public housing and state mobile and project-based rental assistance are available at <http://www.mass.gov/dhcd> (search under "LHA Data Collection."). The spreadsheets are password protected. To access the spreadsheets online, the password is [REDACTED]. Please ensure that the password protection is maintained and has not been removed from the spreadsheets prior to submitting them. **Please also refer to the "Sample Completed Data Collection Spreadsheet," which is also available on the LHA Data Collection webpage, for an example of correct data entry and format.**

Please submit the completed spreadsheets via e-mail attachment to:

DhcdDataCollection@state.ma.us

Thank you for your attention and anticipated cooperation. Please contact DHCD's Office of the General Counsel at (617) 573-1501 with questions.