



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

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Janelle L. Chan, Undersecretary

**Public Housing Notice: 2018-16**

**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: AUGUST 13, 2018**

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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 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, 2018**.

**As reporting is required annually, LHAs MUST submit 2018 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.**

**To streamline reporting and enable DHCD to compile and analyze data more efficiently and effectively, LHAs must now report by uploading spreadsheets through the DHCD-LHA Housing Applications website at <https://hedlhaportal.azurewebsites.net/Login.aspx>.** Upon login at the website, you will find on the main page the updated User Guide and a "Manage Logins" option, which allows Executive Directors to enable another user to report the data, assign the staff person and click on the check box under "LHA Data Collection".

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, and mobile rental assistance). For each housing type, the applicable spreadsheet for 2018 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 Guide). 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 Guide.

We greatly appreciate your cooperation in adopting this streamlined approach to reporting, and please contact DHCD's Office of the General Counsel at (617) 573-1501 with questions.