Commonwealth of Massachusetts
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

Jane Swift, Governor ● Jane Wallis Gumble, Director

Public Housing Notice 2002-09

MEMORANDUM

To: All Local Housing Authority Executive Directors

From: Marc A. Slotnick, Associate Director for Public Housing and Rental Assistance

Subject: Internet Vacancy Ledger and Internet Quarterly Report on Occupancy/Vacancy

Date: October 21, 2002

The next step of the simplification and computerization of the state-aided public housing asset management process is now ready for your use. The Department is proud to announce that it has developed a new internet Vacancy Reporting System, which consists of an optional Vacancy Ledger and an Automatic Quarterly Report on Occupancy/Vacancy and a Manual Quarterly Report on Occupancy/Vacancy. The system will also provide LHAs with administrative vacancy reports.

The Vacancy Ledger internet application can replace the manual Vacancy Ledger currently kept at the LHA. However, it is the LHA's decision to use the internet version or to continue to maintain the manual paper Vacancy Ledger. The internet Vacancy Ledger has been developed so that *it is easy to maintain and provides all the information necessary to satisfy the Quarterly Vacancy Report and the Year End Report requirements which will be included in the fourth quarter report*. LHAs that decide to use the internet Vacancy Ledger will have the Quarterly Report on Occupancy/Vacancy *automatically* generated which will save a lot of time and effort *(ie., no further input)*. LHAs that *do not* use the internet Vacancy Ledger will have to enter the required data in to the Manual Quarterly Report and submit the report via the internet. The required information will be manually gathered from your current Vacancy Ledger.

The Vacancy Ledger has been developed to provide LHAs with a tool that will enhance their ability to gather, analyze, and report vacancy and occupancy data at the state-aided housing developments. You or your designee will be able to log on at any time and review the status of vacancies and occupancy at the authority's developments. This will give you a management tool that can be used for staff analysis, staff performance, answering general consumer questions regarding vacancy and occupancy, and reporting both at the authority and to the Department.

The Quarterly Report on Occupancy/Vacancy has been revised to provide the LHA and DHCD with a clear accounting of activity around move-outs, vacancies, and leasing of units. Categories have been added to obtain this information and others have been changed or clarified to eliminate misunderstanding of what information is to be provided. Submission of the Report will be via a DHCD dedicated website on the Internet. The Report is to be completed quarterly and submitted at the time of your operating

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statement submission.

Previously, the LHA was required to complete a Year End Vacancy/Subsidy Adjustment Calculation. *This is no longer required* because we have incorporated the unit month information necessary for this report in the Quarterly Report on Occupancy/Vacancy on Line No. 8 a, b, and c.

The additional year end information needed will be entered on the "Top Page" of the Vacancy System (rent roll). This information coupled with the information provided in the fourth quarter report on Line No. 8 a, b, and c, will be used to calculate a subsidy adjustment at year-end due to vacancies, if necessary. The Department will do the calculation. This calculation only applies to those authorities that earned operating subsidy in the fiscal year being reported. If your LHA earned subsidy only as a result of a DHCD Directed Cost, you will be exempt from this calculation.

To view the new Vacancy Reporting System go to the Internet and type the following address: **https://www2.ocd.state.ma.us/vacancy/login.asp**. The same login (i.e. UserID and Password) that we provided to you for the budget application will access the Vacancy Reporting System as well. It is important to remember that this is your administrative login and you should guard it from unauthorized use. Attached you will find a User Guide which contains specific instructions of how to use the system. This information is also in the Vacancy Reporting System on-line, you can open it the same way that you open the User Guide in the HAFIS system.

The Report is being implemented retroactively to July 1, 2002. Therefore, the first quarter that would be reported through the use of the new system is September 30, 2002 which would *normally* be due on October 30, 2002. To allow time for you to become familiar with the new Vacancy System and to allow time for proper data entry we are *extending the deadline submission from October 30, to December 15, 2002.* Please note that the quarter ending December 31 report will be due as required on January 30, 2003.

If you have any questions as you view the new Vacancy System, please contact your Asset Management Specialist at (617) 727-7130 ext. 665. Please keep in mind that if you opt to use the on-line Vacancy Ledger your Quarterly Vacancy/Occupancy Report will be automatically computer generated.