

Westborough Housing Authority Annual Plan for Fiscal Year 2021 For State-Aided Public Housing

The Annual Plan is a document compiled by housing authority staff in advance of each new fiscal year. The plan serves as both a tool for the Local Housing Authority (LHA) to reflect upon the prior fiscal year, and as an opportunity to develop a clear and transparent plan that builds on successes, identifies needs, and corrects any issues that have arisen in prior years. Additionally, the Annual Plan is an important tool for tenants, who may use the document to better understand the operations and needs of their housing authority, advocate for changes to policies and procedures, access data about the housing authority, and participate in their housing authority's governance.

In addition to the physical document, the Annual Plan is also a process of public engagement. Throughout the Annual Plan process, the LHA executive director or their designee will be expected to review the Plan with any Local Tenant Organizations (LTO's) and Resident Advisory Board (RAB) before the LHA presents the plan to the Board; make a draft available for review to all residents and the general public; post on the website and make a copy available to each LTO at least 30 business days before the public hearing; hold a hearing on the document; and collect, integrate, and report back on substantive comments. Additionally, the Local Housing Authority Board of Commissioners will read, offer recommendations, and approve the Annual Plan in advance of its submission to DHCD.

The law that mandates the Annual Plan is [An Act Relative to Local Housing Authorities, Massachusetts General Laws, Chapter 121B Section 28A](#). The regulation that expands upon Section 28A is [760 CMR 4.16](#). The regulations that address Local Tenant Organization (LTO) and resident participation in the Annual Plan are [760 CMR 6.09 \(3\)\(h\)](#) and [760 CMR 6.09\(4\)\(a\)\(4\)](#).

The Westborough Housing Authority's Annual Plan for their 2021 fiscal year includes the following components:

1. Overview and Certification
2. Capital Improvement Plan (CIP)
3. Maintenance and Repair Plan
4. Operating Budget
5. Narrative responses to Performance Management Review (PMR) findings
6. Policies
7. Waivers
8. Glossary
9. Other Elements
 - a. Annual Plan Public Hearing Comments
 - b. Tenant Satisfaction Survey
 - c. Performance Management Review
 - d. Westborough HA Maintenance Plan
 - e. Westborough AP Thank yous

State-Aided Public Housing Developments

The following table identifies the state-aided public housing units with developments of more than 8 units listed separately. Units in developments of 8 or fewer units are aggregated as noted. Units that the LHA provides to assist clients of the Department of Mental Health (DMH), the Department of Developmental Services (DDS), or other agencies are also aggregated separately.

| Dev No | Type | Development Name | Num Bldgs | Year Built | Dwelling Units |
|---------------|-------------|-------------------------|------------------|-------------------|-----------------------|
| 667-02 | Elderly | CEDAR ESTATES 667-02 | 1 | 1988 | 36 |
| 705-01 | Family | FORREST LANE 705-01 | 6 | 1988 | 12 |
| 667-01 | Elderly | MAYBERRY COURT 667-01 | 3 | 1972 | 40 |
| 200-01 | Family | VETERANS 200-01 | 7 | 1948 | 14 |
| | Other | Special Occupancy units | 1 | | 8 |
| Total | | | 18 | | 110 |

LHA Central Office

Westborough Housing Authority
Two Rogers Road, Westborough, MA, 01581-1302
Linda Strand, Executive Director
Phone: 508-366-1225
Email: l.strand@verizon.net

LHA Board of Commissioners

| | <u>Role</u> | <u>Category</u> | <u>From</u> | <u>To</u> |
|---------------|-------------|-----------------|-------------|------------|
| Kathryn Denis | | State Appointee | 11/14/2019 | 06/30/2022 |
| Jill Dupree | Vice-Chair | | 03/15/2016 | 03/15/2021 |
| Don Mahan | Member | | 03/15/2019 | 03/15/2023 |
| Joan Pavolis | Chair | | 03/15/2015 | 03/15/2020 |
| Nancy Perkins | Member | | 03/15/2019 | 03/15/2024 |

Plan History

The following required actions have taken place on the dates indicated.

| REQUIREMENT | | DATE COMPLETED |
|-------------|--|----------------|
| A. | Advertise the public hearing on the LHA website. | 05/26/2020 |
| B. | Advertise the public hearing in public postings. | 05/26/2020 |
| C. | Notify all LTO's of the hearing and provide access to the Proposed Annual Plan. | N/A |
| D. | Post draft AP for tenant and public viewing. | 06/03/2020 |
| E. | Hold quarterly meeting with LTO to review the draft AP. (Must occur before the LHA Board reviews the Annual Plan.) | N/A |
| F. | Annual Plan Hearing. Hosted by the LHA Board, with a quorum of members present. | 07/28/2020 |
| G. | Executive Director presents the Annual Plan to the Board. | 07/28/2020 |
| H. | Board votes to approve the AP. | 07/28/2020 |

Certification

CERTIFICATION FOR SUBMISSION OF THE ANNUAL PLAN

I, Linda Strand, Executive Director of the Westborough Housing Authority, certify on behalf of the Housing Authority that: a) the above actions all took place on the dates listed above; b) all facts and information contained in this Annual Plan are true, correct and complete to the best of my knowledge and belief and c) that the Annual Plan was prepared in accordance with and meets the requirements of the regulations at 760 CMR 4.16 and 6.09.

Date of certification: 07/29/2020

This Annual Plan (AP) will be reviewed by the Department of Housing and Community Development (DHCD) following the public comment period, the public hearing, and LHA Board approval.

Capital Improvement Plan (CIP)**Capital Improvement Plan****DHCD Description of CIPs:**

The Capital Improvement Plan (CIP) is a five year plan which identifies capital projects, provides a planning scope, schedule and budget for each capital project and identifies options for financing and implementing the plan. The CIP identifies anticipated spending for each Department of Housing and Community Development (DHCD) fiscal year (July 1 to June 30) based on the project schedules.

Local Housing Authorities (LHAs) receive yearly awards from DHCD (Formula Funding Awards) which they target to their most urgent capital needs in their CIP. They may also receive special awards from DHCD for specific projects which meet specific criteria. Special awards may be given for certain emergency, regulation compliance, energy and water conservation, and other projects. The first three years of the CIP are based on actual awards made to the LHA, while years four and five are based on estimated planning amounts, not actual awards.

LHAs may sometimes secure other sources of funding and assistance that you will note in their CIP, such as: Community Preservation Act (CPA) funding, Community Development Block Grant (CDBG) funding, Local Affordable Housing Trust Funds (AHTF), HOME grants, income from leasing a cell tower on their property, savings from net meter credit contracts with solar developers, utility rebates and contracted work from utility providers, and Sheriff's Department work crews. However, not all of these funding sources are available every year, or in all communities.

The CIP includes the following parts:

- A table of available funding sources and amounts
- A list of planned capital projects showing spending per fiscal year
- A table showing special awards and other funding for targeted projects, if any, which supplements Formula Funding awarded to the LHA
- A 'narrative' with a variety of additional information.

Capital Improvement Plan (CIP)**Aggregate Funding Available for Projects in the First Three Years of the CIP:**

| Category of Funds | Allocation | Planned Spending | Description |
|--|--------------|------------------|--|
| Balance of Formula Funding (FF) | \$421,646.24 | | Total of all FF awards minus prior FF spending |
| LHA Emergency Reserve | \$42,164.62 | | Amount to reserve for emergencies |
| Net FF Funds (First 3 Years of the CIP) | \$379,481.62 | \$440,893.30 | Funds to plan & amount actually planned in the first 3 years of the CIP |
| ADA Set-aside | \$3,914.82 | \$3,914.63 | Accessibility projects |
| DMH Set-aside | \$0.00 | \$0.00 | Dept. of Mental Health facility |
| DDS Set-aside | \$8,624.53 | \$8,610.40 | Dept. of Developmental Services facility |
| Unrestricted Formula Funding (FF) | \$366,942.26 | \$428,368.27 | Funds awarded by DHCD to be used on projects selected by the LHA and approved by DHCD. |
| Special DHCD Funding | \$103,312.72 | \$103,312.72 | Targeted awards from DHCD |
| Community Development Block Grant (CDBG) Funds | \$0.00 | \$0.00 | Federal funds awarded by a city or town for specific projects. |
| Community Preservation Act (CPA) Funds | \$0.00 | \$0.00 | Community Preservation Act funds awarded by a city or town for specific projects. |
| Operating Reserve(OR) Funds | \$0.00 | \$0.00 | Funds from the LHA's operating budget. |
| Other Funds | \$0.00 | \$0.00 | Funds other than those in the above categories. See explanation below. |
| Total funds and planned spending | \$482,794.34 | \$544,206.02 | Total of all anticipated funding available for planned projects and the total of planned spending. |

Capital Improvement Plan (CIP)**CIP Definitions:**

ADA Set-aside is funding allocated within the Formula Funding (FF) for use on projects that improve accessibility for people with disabilities. 10% of FF awards are designated for this purpose.

Available State Bond Funding is the amount of State Bond Funding available to the LHA for the first three years of the CIP. It is calculated by totaling all of FF and Special Awards granted to the LHA through the end of the third year of the plan and subtracting the amount of these funds spent prior to July 1 of the first year of the plan.

Amount spent prior to the plan is the total amount of Formula Funding (FF) and Special Awards spent prior to July 1 of the first year of the plan.

Capital project is a project that adds significant value to an asset or replaces building systems or components. Project cost must be greater than \$1000.

CDBG stands for Community Development Block Grant, a potential source of project funds.

CPA stands for Community Preservation Act, a potential source of project funds.

CapHub Project Number is the number given to projects entered into DHCD's project management system known as CapHub.

DMH Set-aside is funding allocated within the Formula Funding (FF) for use on facilities leased to the Department of Mental Health (DMH) program vendors, if any exist at this LHA.

DDS Set-aside is funding allocated within the Formula Funding (FF) for use on facilities leased to the Department of Developmental Services (DDS) program vendors, if any exist at this LHA.

Formula Funding (FF) is an allocation of state bond funds to each LHA according to the condition (needs) of its portfolio in comparison to the entire state-aided public housing portfolio.

Operating Reserve is an account, funded from the LHA operating budget, primarily used for unexpected operating costs, including certain extraordinary maintenance or capital projects.

Other Funds could include other funding by the city or town or from other sources.

Special Awards are DHCD awards targeted to specific projects. Award programs include funds for emergencies beyond what an LHA can fund, for complying with regulatory requirements, for projects that will save water or energy use, and various other programs the department may run from time to time.

Total Cost is the sum of investigation, design, administration, permitting, and construction costs for a project

Unrestricted Formula Funding (FF) is money awarded to the LHA by DHCD under the Formula Funding program other than amounts set aside (restricted) for accessibility improvements or for facilities operated by DMH or DDS.

Capital Improvement Plan (CIP)**Regional Capital Assistance Team**

Westborough Housing Authority participates in the Regional Capital Assistance Team (RCAT) program and project implementation responsibilities are as follows:

- o For projects with construction cost under \$10,000, the LHA has the sole responsibility to initiate, implement and manage the project. RCAT offers technical assistance upon request.
- o For projects with construction cost between \$10,000 and \$100,000 the RCAT will have lead responsibility to initiate, implement and manage the project with both DHCD and LHA involvement and oversight throughout the process. For projects in this range, the LHA will work with the RCAT Project Manager who will contact the LHA to initiate projects.
- o For projects with construction cost over \$100,000, or projects below that threshold that are complex or have a subsequent phase that exceeds \$100,000 construction cost, DHCD will take the lead and draft a WO or RFS to hire a designer to prepare plans and specs. RCAT will not be involved in the implementation of projects in this range and the LHA will continue to work directly with the DHCD Project Manager and DHCD design staff.

Capital Improvement Plan (CIP)

Formula Funding and Special DHCD Award Planned Spending - Other funding not included

| Cap Hub Project Number | Project Name | Development(s) | Total Cost | Amount Spent Prior to Plan | Remaining Planned for 2020 | fy2021 Planned | fy2022 | fy2023 | fy2024 | fy2025 |
|------------------------------|--|-----------------------|---------------|-------------------------------------|----------------------------------|-------------------|--------|----------|----------|---------|
| 328022 | 2008 FF Master CFA | MAYBERRY COURT 667-01 | \$1,323 | \$1,323 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 328035 | FF: Green house structure repairs | MAYBERRY COURT 667-01 | \$7,151 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 328044 | FF: Asphalt Replacement and Overlay | FORREST LANE 705-01 | \$141,364 | \$141,364 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 328047 | FF: Window Replacement | KEMP HOUSE 689-01 | \$45,113 | \$0 | \$18,835 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 328048 | FF: Replacement of Sanitary Drains, waste and vent piping. | MAYBERRY COURT 667-01 | \$595,868 | \$400,891 | \$194,978 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 328049 | FF: Parking lot re-paving, new ramps | MAYBERRY COURT 667-01 | \$184,375 | \$168,924 | \$15,451 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 328050 | FF: Sewer Pumping and Pump replacement | MAYBERRY COURT 667-01 | \$23,247 | \$19,131 | \$4,116 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 328051 | Replace Hot Water Heater - Install PEX Lines | MAYBERRY COURT 667-01 | \$275,897 | \$0 | \$5,203 | \$270,695 | \$0 | \$0 | \$0 | \$0 |
| 328052 | Walkway Improvements | FORREST LANE 705-01 | \$32,504 | \$25,003 | \$7,502 | \$0 | \$0 | \$0 | \$0 | \$0 |
| • | Bathroom modernization | VETERANS 200-01 | \$236,247 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$4,911 |
| • | Entry stairs and railing replacement | VETERANS 200-01 | \$78,501 | \$0 | \$0 | \$0 | \$0 | \$27,945 | \$50,557 | \$0 |

Capital Improvement Plan (CIP)

Formula Funding and Special DHCD Award Planned Spending - Other funding not included

| Cap Hub Project Number | Project Name | Development(s) | Total Cost | Amount Spent Prior to Plan | Remaining Planned for 2020 | fy2021 Planned | fy2022 | fy2023 | fy2024 | fy2025 |
|------------------------|--|-----------------------|-------------|----------------------------|----------------------------|----------------|----------|----------|-----------|---------|
| • | Replace Door Locks - Mayberry | MAYBERRY COURT 667-01 | \$31,350 | \$0 | \$0 | \$0 | \$0 | \$14,878 | \$16,473 | \$0 |
| • | New Unit Entry Walkway | KEMP HOUSE 689-01 | \$13,298 | \$0 | \$0 | \$0 | \$13,298 | \$0 | \$0 | \$0 |
| • | New asphalt singles and vinyl siding at six duplexes | FORREST LANE 705-01 | \$271,920 | \$0 | \$0 | \$0 | \$0 | \$47,840 | \$224,081 | \$0 |
| • | Storage Shed Installation - Forrest Lane | FORREST LANE 705-01 | \$66,240 | \$0 | \$0 | \$0 | \$60,657 | \$5,584 | \$0 | \$0 |
| TOTALS | | | \$2,004,396 | \$756,635 | \$246,081 | \$270,695 | \$73,955 | \$96,245 | \$291,111 | \$4,911 |

FUNDS IN ADDITION TO ANNUAL FORMULA FUNDING AWARD

| Cap Hub Project Number | Project Name | DHCD Special Award Comment | Special DHCD Awards | | | | Other Funding | | | |
|------------------------|--|--------------------------------------|---------------------|--------------------|-----------------|----------------|---------------|-----|-------------------|-------------|
| | | | Emergency Reserve | Compliance Reserve | Sustain-ability | Special Awards | CDBG | CPA | Operating Reserve | Other Funds |
| 328035 | FF: Green house structure repairs | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$7,151 | \$0 |
| 328047 | FF: Window Replacement | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$26,279 | \$0 |
| 328048 | FF: Replacement of Sanitary Drains, waste and vent piping. | change order cost for bathroom walls | \$54,858 | \$257,108 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| TOTALS | | | \$54,858 | \$257,108 | \$0 | \$0 | \$0 | \$0 | \$33,430 | \$0 |

Capital Improvement Plan (CIP) Narrative

Including Requests to DHCD & Supporting Statements

1. Request for increased spending flexibility.

DHCD designates a spending target (cap share) and an allowable spending range for each year of the CIP. A Housing Authority may request to shift the cap shares of the first three years in order to increase scheduling flexibility. A CIP utilizing this flexibility is called an Alternate CIP. The total spending over three years and over five years must continue to meet the limits set by DHCD. DHCD will approve an Alternate CIP only with acceptable justification and only if funding is available.

Westborough Housing Authority has submitted an Alternate CIP with the following justification:

- Projected spending on projects currently in bidding or construction exceeds Cap Share in one or more years of the CIP.

We are completing a large emergency development-wide (667-1) interior (chase wall) drain piping replacement. The Building Inspector discovered that load bearing walls had some structural components removed during original construction that needed to be addressed.

2. Request for additional funding.

A Housing Authority may request additional funding from DHCD for projects that qualify as emergencies, required legal compliance upgrades, or sustainability improvements.

Westborough Housing Authority has not requested additional funding.

3. Overall goals of the Housing Authority's CIP

We are upgrading the energy system at 667-1 by replacing the hot water heaters to more efficient ones. We are also improving security at 667-1 by changing / updating door locks. We are protecting the envelope site wide at 705-1 by replacing the roofs and the siding.

4. Changes from the Housing Authority's previous CIP

Every new CIP differs from the previous CIP because projects have been completed and a new year has been added with new projects. These changes and other significant changes to the content of the CIP are highlighted below:

Continuing to complete large projects.

5. Requirements of previous CIP approval

There were no special conditions attached to the approval of our previous CIP.

6. Quarterly capital reports

Our most recent quarterly capital report (form 80 and 90) was submitted on 04/26/2020.

7. Capital Planning System (CPS) updates

Our CPS facility data has been updated with current condition information, including changes resulting from projects completed in the past year, as of 04/30/2020.

8. Project priorities

All the projects in our CIP are high priority (Priority 1 and 2 projects).

9. High priority deficiencies

We have included all of our high priority (CPS priority 1 and 2) projects in our CIP.

10. Accessibility

We are not aware of any accessibility deficiencies in our portfolio.

11. Special needs development

Westborough Housing Authority has one or more special needs (167 or 689 programs) development. We have completed the service provider input process according to the required procedures detailed in the lease agreement and held an annual meeting with the service provider staff at all special needs developments as of 02/18/2020.

12. Energy and water consumption

Our 12 most recent monthly energy reports are for months 5/2019 to 4/2020.

The following table lists the DHCD thresholds for Per Unit Monthly (PUM) expense for electricity, natural gas, oil, and water use and the developments at the Housing Authority that have expenses in excess of the thresholds, if any.

| | Electric PUM > Threshold | Gas PUM > Threshold | Oil PUM > Threshold | Water PUM > Threshold |
|----------------|-----------------------------|------------------------|------------------------|--------------------------|
| Threshold PUM: | \$100 | \$80 | \$50 | \$60 |
| | 667-01 | | | 705-01 |

We repaired underground water leaks at 705-1 which should reflect on our water usage at 705-1. We have installed heat pumps and joined a solar farm so we should see a reduction in electrical use at 667-1.

13. Energy or water saving initiatives

Westborough Housing Authority is currently pursuing energy or water-saving audits or grants as well as installing water saving devices development wide.

14. Vacancy rate

Our unadjusted vacancy rate reported to DHCD is as follows. (The unadjusted vacancy rate captured in these figures is the percentage of ALL housing units that are vacant, including both offline units being used for other purposes and units with DHCD vacancy waivers.)

3% c. 667 (DHCD Goal 2%)

7% c. 200 (DHCD Goal 2%)

8% c. 705 (DHCD Goal 2%)

Westborough Housing Authority will address the excess vacancies in the following manner: Since the introduction of CHAMP, we have been unsuccessful in filling our vacancies in a timely manner. We have run multiple wait lists, sent out all the required packages, and have received little response. We have also made multiple offers, with no acceptances.

15. Vacancies

Westborough Housing Authority has no units listed as vacant, proposed to be vacant, or at risk of becoming vacant.

Maintenance and Repair Plan

Maintenance Objective

The goal of good property maintenance at a public housing authority is to serve the residents by assuring that the homes in which they live are decent, safe, and sanitary.

About This Maintenance and Repair Plan

This Maintenance & Repair Plan consists of several subsections describing maintenance systems followed by charts showing typical preventive maintenance, routine maintenance, and unit inspection tasks and schedules. These subsections are:

- a. **Classification and Prioritization of Maintenance Tasks** - Defines and prioritizes types of work to be accomplished by maintenance staff and vendors. Explains how the housing authority is expected to respond to work orders (tasks or requests) based on the work order classification.
- b. **Emergency Response System** - Defines what constitutes an emergency and how to notify staff of an emergency.
- c. **Normal Maintenance Response System** - How to contact the maintenance staff for a non-emergency request.
- d. **Work Order Management** - Description of the housing authority's system for managing work orders (tasks and requests).
- e. **Maintenance Plan Narrative & Policy Statement** - Self-assessment, basic information, and goals for the coming year, along with a description of the housing authority's maintenance program.
- f. **Preventive Maintenance Schedule** - A listing and schedule of tasks designed to keep systems and equipment operating properly, to extend the life these systems and equipment, and to avoid unexpected breakdowns.
- g. **Routine Maintenance Schedule** - A listing and schedule of ordinary maintenance tasks such as mopping, mowing, raking, and trash collection required to keep the facilities in good condition.
- h. **Unit Inspections** - Scheduling of annual unit inspections.

Classification and Prioritization of Maintenance Tasks

Maintenance items are tracked as “work orders” and are classified in the following categories. They are prioritized in the order listed. The following classifications and prioritization are required by the Department of Housing and Community Development (DHCD).

- I. **Emergencies** - Emergencies are only those conditions which are **immediately threatening** to the life or safety of our residents, staff, or structures.
 - **Goal: initiated with 24 to 48 hours.**
- II. **Vacancy Refurbishment - Work necessary to make empty units ready for new tenants.**
 - After emergencies, the refurbishment of vacancies for immediate re-occupancy has the highest priority for staff assignments. **Everyday a unit is vacant is a day of lost rent.**
 - **Goal: vacancy work orders are completed within 30 calendar days or if not completed within that timeframe, LHA has a waiver.**
- III. **Preventive Maintenance** - Work which must be done to **preserve and extend the useful life** of various elements of your physical property and avoid emergency situations.
 - A thorough Preventive Maintenance Program and Schedule that deals with all elements of the physical property is provided later in the document.
 - The Preventive Maintenance Program is reviewed and updated annually and as new systems and facilities are installed.
- IV. **Programmed Maintenance** - Work which is important and is completed to the greatest extent possible within time and budget constraints. Programmed maintenance is grouped and scheduled to make its completion as efficient as possible. Sources of programmed maintenance include:
 - Routine Work includes those tasks that need to be done on a regular basis to keep our physical property in good shape. (Mopping, Mowing, Raking, Trash, etc.)
 - Inspections are the other source of programmed maintenance.
 - o Inspections are visual and operational examinations of parts of our property to determine their condition.
 - o All dwelling units, buildings and sites must be inspected at least annually.
 - o **Goal: Inspection-generated work orders are completed within 30 calendar days from the date of inspection, OR if cannot be completed within 30 calendar days, are added to the Deferred Maintenance Plan or the Capital Improvement Plan in the case of qualifying capital repairs (unless health/safety issue).**
- V. **Requested Maintenance** - Work which is requested by residents or others, does not fall into any category above, and should be accomplished as time and funds are available.
 - Requests from residents or others for maintenance work which does not fall into one of the other categories has the lowest priority for staff assignment.
 - **Goal: Requested work orders are completed in 14 calendar days from the date of tenant request or if not completed within that timeframe (and not a health or safety issue), the task is added and completed in a timely manner as a part of the Deferred Maintenance Plan and/or CIP.**

Emergency Request System

For emergency requests call the numbers listed here. Qualifying emergency work requests are listed below.

| METHOD | CONTACT INFO. | TIMES |
|--------------------------|----------------------|-----------------------|
| Call Answering Service | 508-366-1225 | After business hours. |
| Call LHA at Phone Number | 508-366-1225 | M-Th 9AM-2PM |

List of Emergencies - Emergencies are those conditions which are immediately threatening to the life or safety of our residents, staff, or structures. The following is a list of typical conditions that warrant an emergency response. If there is an emergency condition whether or not enumerated on this list please notify the office or answering service at the numbers listed above. If you have any questions regarding this list or other matters that may constitute an emergency, please contact the Westborough Housing Authority main office.

| QUALIFYING EMERGENCY WORK REQUESTS |
|--|
| Fires of any kind (Call 911) |
| Gas leaks/ Gas odor (Call 911) |
| No electric power in unit |
| Electrical hazards, sparking outlets |
| Broken water pipes, flood |
| No water/ unsafe water |
| Sewer or toilet blockage |
| Roof leak |
| Lock outs |
| Door or window lock failure |
| No heat |
| No hot water |
| Snow or ice hazard condition |
| Dangerous structural defects |
| Inoperable smoke/CO detectors, beeping or chirping |

Normal Maintenance Request Process

Make normal (non-emergency) maintenance requests using the following methods:

| METHOD | CONTACT INFO. | TIMES |
|-------------------------------|---------------|---------------------------------|
| Text Phone Number | | |
| Call Answering Service | | |
| Call Housing Authority Office | 508-366-1225 | 9am - 2pm, Monday thru Thursday |
| Submit Online at Website | | |
| Email to Following Email | | |
| Other | | |

Non-emergency calls after hours will be recorded by the Answering Service and submitted to office the next day.

Work Order Management

A. DHCD review of this housing authority's operations shows that the authority uses the following system for tracking work orders:

Type of work order system: PHAWeb

Work order classification used:

| | |
|--------------------------|---|
| Emergency | ✓ |
| Vacancy | ✓ |
| Preventative Maintenance | ✓ |
| Routine | ✓ |
| Inspections | ✓ |
| Tenant Requests | ✓ |

B. We also track deferred maintenance tasks in our work order system.

C. Our work order process includes the following steps:

| Step | Description | Checked steps are used by LHA |
|------|---|-------------------------------------|
| 1 | Maintenance Request taken/submitted per the standard procedures listed above for the Emergency Request System and the Normal Maintenance Request Process. | <input checked="" type="checkbox"/> |
| 2 | Maintenance Requests logged into the work system | <input checked="" type="checkbox"/> |
| 3 | Work Orders generated | <input checked="" type="checkbox"/> |
| 4 | Work Orders assigned | <input checked="" type="checkbox"/> |
| 5 | Work Orders tracked | <input checked="" type="checkbox"/> |
| 6 | Work Orders completed/closed out | <input checked="" type="checkbox"/> |
| 7 | Maintenance Reports or Lists generated | <input checked="" type="checkbox"/> |

Maintenance Plan Narrative

Following are Westborough Housing Authority's answers to questions posed by DHCD.

- A. Narrative Question #1: How would you assess your Maintenance Operations based on feedback you've received from staff, tenants, DHCD's Performance Management Review (PMR) & Agreed Upon Procedures (AUP), and any other sources?

Our Maintenance Operations are excellent. We had no findings in both the PMR and AUP audits. The work order system is working well and helps us keep track of both incomplete and completed orders.

- B. Narrative Question #2: What changes have you made to maintenance operations in the past year?

This past year we fully implemented the Work Order system on the PHA-web network. We are able to distinguish among emergency, routine, inspection, vacant, and deferred work orders. We run reports weekly to make sure that all orders are accounted for. We are able to communicate issues with the tenants and the Maintenance staff on a real time basis.

- C. Narrative Question #3: What are your maintenance goals for this coming year?

Having set a standard of excellence, we would like to continue at that level into the future. We seek to go another audit cycle with no significant Maintenance related findings. We will continue to complete all work orders within the set timelines established by DHCD.

D. Maintenance Budget Summary

The budget numbers shown below are for the consolidated budget only. They do not include values from supplemental budgets, if any.

| | Total Regular Maintenance Budget | Extraordinary Maintenance Budget |
|----------------------------------|----------------------------------|----------------------------------|
| Last Fiscal Year Budget | \$195,997.00 | \$35,000.00 |
| Last Fiscal Year Actual Spending | \$193,654.00 | \$6,340.00 |
| Current Fiscal Year Budget | \$209,815.00 | \$35,400.00 |

E. Unit Turnover Summary

| | |
|---|---------|
| # Turnovers Last Fiscal Year | 9 |
| Average time from date vacated to make Unit "Maintenance Ready" | 29 days |
| Average time from date vacated to lease up of unit | 52 days |

Attachments

These items have been prepared by the Westborough Housing Authority and appear on the following pages:

Preventive Maintenance Schedule - a table of preventive maintenance items showing specific tasks, who is responsible (staff or vendor), and the month(s) they are scheduled

Deferred Maintenance Schedule - a table of maintenance items which have been deferred due to lack of resources.

Preventive Maintenance Tasks - Westborough Housing Authority

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N |
|----|--|--------------|-----|-----|-----|-----|-----|-----|------|-----|------|-----|-----|-----|
| 1 | Building Components | Frequency | Jan | Feb | Mar | Apr | May | Jun | July | Aug | Sept | Oct | Nov | Dec |
| 2 | Tenant Unit Inspections | Annually | | X | X | X | | | | | | | | |
| 3 | | | | | | | | | | | | | | |
| 4 | Hot Water Tanks/drain residue & deposits | Annually | | X | X | X | | | | | | | | |
| 5 | Electrical Panels(basement)/visible defects | Bi-Annual | | X | | | | | | X | | | | |
| 6 | Inspect Building Common Areas/Windows | Quarterly | X | | | X | | | X | | | X | | |
| 7 | Fire Extinguishers/outside contractor | Annual | | | | | | | | | X | | | |
| 8 | Roofs/from ground level | Annual | | | | | | X | | | | | | |
| 9 | Gutters/clean & check structural condition | Bi-Annual | | | | X | | | | | | X | | |
| 10 | Pest Control/spray for ants and bee hives | As Necessary | | | | | X | X | X | X | | | | |
| 11 | Replace flags/order flags/as needed | Quarterly | X | | | X | | | X | | | X | | |
| 12 | Emergency lights/Test | Quarterly | | X | | | X | | | X | | | X | |
| 13 | Lube & tighten exterior door hardware | Quarterly | X | | | X | | | X | | | X | | |
| 14 | Landscaping | Seasonal | | | | | | | | | | | | |
| 15 | Prune trees/Trim bushes | Monthly | | | | X | X | X | X | X | X | | | |
| 16 | Cut Grass | Weekly | | | | X | X | X | X | X | X | X | | |
| 17 | Lawn equipment/tune-up & storage | Bi-Annual | | | | X | | | | | | | | X |
| 18 | Winter equipment/tune-up & storage | Bi-Annual | | | | | X | | | | | | X | |
| 19 | Grounds | | | | | | | | | | | | | |
| 20 | Walkways and landings clear of debris and trip hazards | Daily | | | | | | | | | | | | |
| 21 | Exterior lighting | Monthly | X | X | X | X | X | X | X | X | X | X | X | |
| 22 | Grounds & Dumpster area clean and safe | Daily | | | | | | | | | | | | |
| 23 | Turn off/on all exterior water spickets | Annual | | | | | X | | | | | X | | |
| 24 | Vehicles | | | | | | | | | | | | | |
| 25 | Tune-Up | Bi-Annual | | | | | X | | | | | | X | |
| 26 | Check Tire Pressure | As Necessary | | | | | | | | | | | | |
| 27 | Check Oil | Quarterly | | X | | | X | | | X | | | X | |
| 28 | Lights and Turn Signals | Weekly | | | | | | | | | | | | |
| 29 | Oil Change | Tri-Annual | | | | X | | | | X | | | | X |
| 30 | MA Inspection Sticker | Annual | | | | | X | | | | | | | |

Westborough Housing Authority Deferred Work Order Report

Filter Criteria Includes: 1) Project: All Projects, 2) Deferred Type: All Types, 3) Deferred Note: N/A, 4) Completed: From 5/1/2018

| Work Order Number | Completed Date/Time | Deferred Note | Deferred Type |
|-------------------|---------------------|--|---------------------------|
| 432 | 9/27/2018 12:00 PM | defer paint till turnover 3 Forrest water cap proj | Deferred Maintenance Plan |
| 434 | 9/27/2018 2:00 PM | 5 Forrest powerwash duplicate WO433 | Deferred Maintenance Plan |
| 437 | 9/27/2018 12:00 PM | replace counbtertop defer to turnover 9 Forrest | Deferred Maintenance Plan |
| 439 | 9/27/2018 1:20 PM | hole near stairway 11 forrest | Deferred Maintenance Plan |
| 441 | 9/27/2018 2:00 PM | Flooding issue 13 Forrest Capital Project | Capital Improvement Plan |
| 443 | 9/28/2018 10:45 AM | replace corner piece cabinet 17 Forrest defer to | Deferred Maintenance Plan |
| 447 | 5/1/2019 2:00 PM | Replace bathroom countertop 23 Forrest | Deferred Maintenance Plan |
| 448 | 9/27/2018 2:00 PM | refinish hardwoods 4 Myrtle defer to turnovefr | Deferred Maintenance Plan |
| 452 | 9/27/2018 11:27 AM | Replace porch ballast 37A School | Capital Improvement Plan |
| 453 | 5/27/2020 11:30 AM | Refinish hardwoods at turnover 39 School St | Deferred Maintenance Plan |
| 454 | 5/27/2020 11:42 AM | Replace countertop 41A School at turnover | Deferred Maintenance Plan |
| 460 | 9/28/2018 10:15 AM | Powerwash 5 Forrest duplicate WO433, 434 | Deferred Maintenance Plan |
| 464 | 9/27/2018 11:05 AM | defer refinishing floors 5 forbes to turnover | Deferred Maintenance Plan |
| 473 | 9/28/2018 11:42 AM | total rehab 4A Myrtle defer to turnover filthy | Deferred Maintenance Plan |
| 479 | 9/28/2018 12:00 PM | refinish hardwoods 37 school defer till turnover | Deferred Maintenance Plan |
| 488 | 9/28/2018 1:30 PM | refinish floors/paint defer turnover 2 Myrtle | Deferred Maintenance Plan |
| 491 | 9/28/2018 1:40 PM | Replace countertop 2 Myrtle at turnover | Deferred Maintenance Plan |
| 498 | 11/1/2018 11:42 AM | duplicate to WO 479 | Deferred Maintenance Plan |
| 500 | 3/20/2019 11:53 PM | refinish floors/paint 39A School defer to turnover | Deferred Maintenance Plan |
| 504 | 9/27/2018 12:00 PM | Repair kitchen ceiling 3 Forrest defer to turnover | Deferred Maintenance Plan |
| 653 | 9/17/2019 2:00 PM | replace call for aid - parts backordered C5 maybe | Deferred Maintenance Plan |
| 697 | 9/5/2019 12:00 PM | LR ceiling peeling defer for plasterer 39 School | Deferred Maintenance Plan |
| 708 | 9/5/2019 10:25 AM | window in DR cracked behind big furn 17 forrest | Deferred Maintenance Plan |
| 802 | 9/18/2019 10:02 AM | Hole in bathrm door 15 Forrest | Deferred Maintenance Plan |
| 803 | 9/18/2019 10:04 AM | hole in siding 15 forrest defer to capital project | Capital Improvement Plan |
| 813 | 2/6/2020 9:00 AM | hairline crack LR window 9RR defer to spring | Deferred Maintenance Plan |
| 823 | 9/18/2019 10:15 AM | Peeling ceiling defer to plasterer 35 School | Deferred Maintenance Plan |
| 828 | 9/5/2019 11:45 AM | Paint MBR defer to turnover 39A School | Deferred Maintenance Plan |
| 829 | 9/5/2019 9:35 AM | Bathrm wall peeling 2 Myrtle defer to painters | Deferred Maintenance Plan |
| 830 | 9/17/2019 11:05 AM | intercom not working defer to alarm co 30 RR | Deferred Maintenance Plan |
| 831 | 9/17/2019 11:18 AM | fix bathroom wall 14RR defer till inpsections done | Deferred Maintenance Plan |
| 832 | 9/17/2019 12:05 PM | duplicate to WO 831 | Deferred Maintenance Plan |
| 899 | 2/10/2020 11:51 AM | paint LR and K 39 School defer till pandemic bette | Deferred Maintenance Plan |

End of Report

Operating Budget

The tables on the following pages show the approved budget and actual income and spending per budget account (row) for the fiscal year ending 09/30/2019. It also shows the approved budget for the current year (2020) if there is one, and the percent change from last year's spending to this year's approved budget. The final column shows the current approved amount for each account divided by the number of housing units and by 12 months to show the amount per unit per month (PUM). The chart does not show a draft budget for the coming fiscal year as that will typically be developed in the final month of the fiscal year.

The budget format and accounts are mandated by the Department of Housing and Community Development (DHCD). For a better understanding of the accounts and discussion of special situations see the notes following the budget tables and the "Definitions of Accounts" at the end of this section.

The LHA maintains a consolidated budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by the LHA. It does not maintain separate budgets for each development.

LHA Comments

The Westborough Housing Authority's Actual Operating Reserve at the end of Fiscal Year 2019 was 64.5%. This is well above the minimum requirement of 35%. It was incorrectly reported as 0% as DHCD did not have the complete detailed information necessary to make the determination. The Adjusted Net Income as a percentage of Total Expenses was 5.75%. This also falls well within DHCD's requirements of less than 10%. The Westborough Housing Authority is a well run, financially stable organization.

Refer also to the Performance Management Review (PMR) section of this Annual Report for the LHA's response to a "Corrective Action" finding for the "Adjusted Net Income" rating.

Operating Reserve

The LHA's operating reserve is the amount of funds that an LHA sets aside to sustain itself during lean years, or to remedy urgent health and safety concern or address deferred maintenance items. In addition, while DHCD approves a fixed non-utility operating budget level for every LHA (called the Allowable Non-Utility Expense Level, or ANUEL), LHAs can propose a budget that exceeds that level, with the additional cost to be funded from the Operating Reserve, as long as the reserve will still remain above the minimum threshold set by DHCD.

DHCD defines a full (100%) Operating Reserve (OR) amount to be equal to one-half of the previous year's operating expenses and requires LHAs to maintain a minimum OR of 35% of this amount to cover any unplanned but urgent needs that may arise during the year and that can't be funded by the operating budget. If the reserve is between 20% and 35% of the full level, the LHA must obtain prior written approval from DHCD to spend reserve funds, unless the expense is to resolve a health and safety issue. If the reserve is below the 20% level, the LHA can only spend OR funds on health and safety issues. In both cases, the LHA should address the health and safety issue immediately but must retroactively inform DHCD and obtain its approval.

The Westborough Housing Authority operating reserve at the end of fiscal year 2019 was \$0.00, which is 0% of the full reserve amount defined above.

| Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by Westborough Housing Authority. | | | | | | |
|---|--|------------------------------|------------------------------|------------------------------|--|--|
| REVENUE | | | | | | |
| Account Number | Account Class | 2019 Approved Revenue Budget | 2019 Actual Amounts Received | 2020 Approved Revenue Budget | % Change from 2019 Actual to 2020 Budget | 2020 Dollars Budgeted per Unit per Month |
| 3110 | Shelter Rent - Tenants | \$490,000.00 | \$518,249.00 | \$509,000.00 | -1.8% | \$415.85 |
| 3111 | Shelter Rent - Tenants - Fraud/Retroactive | \$0.00 | \$0.00 | \$0.00 | 0% | \$0.00 |
| 3115 | Shelter Rent - Federal Section 8 | \$0.00 | \$0.00 | \$0.00 | 0% | \$0.00 |
| 3190 | Nondwelling Rentals | \$0.00 | \$0.00 | \$0.00 | 0% | \$0.00 |
| 3400 | Administrative Fee - MRVP | \$0.00 | \$0.00 | \$0.00 | 0% | \$0.00 |
| 3610 | Interest on Investments - Unrestricted | \$3,000.00 | \$2,847.00 | \$2,900.00 | 1.9% | \$2.37 |
| 3611 | Interest on Investments - Restricted | \$0.00 | \$0.00 | \$0.00 | 0% | \$0.00 |
| 3690 | Other Revenue | \$700.00 | \$699.00 | \$700.00 | 0.1% | \$0.57 |
| 3691 | Other Revenue - Retained | \$16,000.00 | \$22,283.00 | \$15,000.00 | -32.7% | \$12.25 |
| 3692 | Other Revenue - Operating Reserves | \$0.00 | \$0.00 | \$0.00 | 0% | \$0.00 |
| 3693 | Other Revenue - Energy Net Meter | \$0.00 | \$0.00 | \$0.00 | 0% | \$0.00 |
| 3801 | Operating Subsidy - DHCD (4001) | \$54,808.00 | \$-556.00 | \$87,425.00 | -15823.9% | \$71.43 |
| 3802 | Operating Subsidy - MRVP Landlords | \$0.00 | \$0.00 | \$0.00 | 0% | \$0.00 |
| 3803 | Restricted Grants Received | \$0.00 | \$0.00 | \$0.00 | 0% | \$0.00 |
| 3920 | Gain/Loss From Sale/Disp. of Prop. | \$0.00 | \$0.00 | \$0.00 | 0% | \$0.00 |
| 3000 | TOTAL REVENUE | \$564,508.00 | \$543,522.00 | \$615,025.00 | 13.2% | \$502.47 |

| Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by Westborough Housing Authority. | | | | | | |
|---|--|------------------------------|---------------------------|------------------------------|---|--|
| EXPENSES | | | | | | |
| Account Number | Account Class | 2019 Approved Expense Budget | 2019 Actual Amounts Spent | 2020 Approved Expense Budget | % Change from 2019 Actual to 2020 Budget. | 2020 Dollars Budgeted per Unit per Month |
| 4110 | Administrative Salaries | \$78,705.00 | \$70,881.00 | \$82,728.00 | 16.7% | \$67.59 |
| 4120 | Compensated Absences | \$0.00 | \$2,386.00 | \$0.00 | -100% | \$0.00 |
| 4130 | Legal | \$0.00 | \$0.00 | \$0.00 | 0% | \$0.00 |
| 4140 | Members Compensation | \$1,000.00 | \$1,135.00 | \$1,700.00 | 49.8% | \$1.39 |
| 4150 | Travel & Related Expenses | \$4,557.00 | \$2,023.00 | \$3,906.00 | 93.1% | \$3.19 |
| 4170 | Accounting Services | \$12,000.00 | \$12,000.00 | \$14,400.00 | 20% | \$11.76 |
| 4171 | Audit Costs | \$0.00 | \$0.00 | \$3,780.00 | 100% | \$3.09 |
| 4180 | Penalties & Interest | \$0.00 | \$0.00 | \$0.00 | 0% | \$0.00 |
| 4190 | Administrative Other | \$24,800.00 | \$17,783.00 | \$23,700.00 | 33.3% | \$19.36 |
| 4191 | Tenant Organization | \$0.00 | \$0.00 | \$0.00 | 0% | \$0.00 |
| 4100 | TOTAL ADMINISTRATION | \$121,062.00 | \$106,208.00 | \$130,214.00 | 22.6% | \$106.38 |
| 4310 | Water | \$51,935.00 | \$35,398.00 | \$44,627.00 | 26.1% | \$36.46 |
| 4320 | Electricity | \$81,546.00 | \$71,258.00 | \$76,488.00 | 7.3% | \$62.49 |
| 4330 | Gas | \$10,908.00 | \$7,697.00 | \$9,979.00 | 29.6% | \$8.15 |
| 4340 | Fuel | \$0.00 | \$0.00 | \$0.00 | 0% | \$0.00 |
| 4360 | Energy Conservation | \$0.00 | \$0.00 | \$0.00 | 0% | \$0.00 |
| 4390 | Other | \$1,500.00 | \$0.00 | \$1,500.00 | 100% | \$1.23 |
| 4391 | Solar Operator Costs | \$48,000.00 | \$42,430.00 | \$45,000.00 | 6.1% | \$36.76 |
| 4392 | Net Meter Utility Credit (Negative Amount) | \$-48,000.00 | \$-42,430.00 | \$-45,000.00 | 6.1% | \$-36.76 |
| 4300 | TOTAL UTILITIES | \$145,889.00 | \$114,353.00 | \$132,594.00 | 16% | \$108.33 |

| Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by Westborough Housing Authority. | | | | | | |
|---|---------------------------------------|------------------------------|---------------------------|------------------------------|--|--|
| EXPENSES | | | | | | |
| Account Number | Account Class | 2019 Approved Expense Budget | 2019 Actual Amounts Spent | 2020 Approved Expense Budget | % Change from 2019 Actual to 2020 Budget | 2020 Dollars Budgeted per Unit per Month |
| 4410 | Maintenance Labor | \$93,566.00 | \$80,398.00 | \$96,362.00 | 19.9% | \$78.73 |
| 4420 | Materials & Supplies | \$27,631.00 | \$22,188.00 | \$28,633.00 | 29% | \$23.39 |
| 4430 | Contract Costs | \$74,800.00 | \$91,068.00 | \$84,820.00 | -6.9% | \$69.30 |
| 4400 | TOTAL MAINTENANCE | \$195,997.00 | \$193,654.00 | \$209,815.00 | 8.3% | \$171.42 |
| 4510 | Insurance | \$19,676.00 | \$19,065.00 | \$22,435.00 | 17.7% | \$18.33 |
| 4520 | Payment in Lieu of Taxes | \$4,700.00 | \$4,436.00 | \$4,700.00 | 6% | \$3.84 |
| 4540 | Employee Benefits | \$64,317.00 | \$64,271.00 | \$79,867.00 | 24.3% | \$65.25 |
| 4541 | Employee Benefits - GASB 45 | \$0.00 | \$-29,778.00 | \$0.00 | -100% | \$0.00 |
| 4542 | Pension Expense - GASB 68 | \$0.00 | \$38,984.00 | \$0.00 | -100% | \$0.00 |
| 4570 | Collection Loss | \$0.00 | \$2,018.00 | \$0.00 | -100% | \$0.00 |
| 4571 | Collection Loss - Fraud/Retroactive | \$0.00 | \$0.00 | \$0.00 | 0% | \$0.00 |
| 4580 | Interest Expense | \$0.00 | \$0.00 | \$0.00 | 0% | \$0.00 |
| 4590 | Other General Expense | \$0.00 | \$0.00 | \$0.00 | 0% | \$0.00 |
| 4500 | TOTAL GENERAL EXPENSES | \$88,693.00 | \$98,996.00 | \$107,002.00 | 8.1% | \$87.42 |
| 4610 | Extraordinary Maintenance | \$35,000.00 | \$6,340.00 | \$35,400.00 | 458.4% | \$28.92 |
| 4611 | Equipment Purchases - Non Capitalized | \$4,800.00 | \$9,653.00 | \$8,000.00 | -17.1% | \$6.54 |
| 4612 | Restricted Reserve Expenditures | \$0.00 | \$0.00 | \$0.00 | 0% | \$0.00 |
| 4715 | Housing Assistance Payments | \$0.00 | \$0.00 | \$0.00 | 0% | \$0.00 |
| 4801 | Depreciation Expense | \$0.00 | \$158,124.00 | \$0.00 | -100% | \$0.00 |
| 4600 | TOTAL OTHER EXPENSES | \$39,800.00 | \$174,117.00 | \$43,400.00 | -75.1% | \$35.46 |
| 4000 | TOTAL EXPENSES | \$591,441.00 | \$687,328.00 | \$623,025.00 | -9.4% | \$509.01 |

| Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by Westborough Housing Authority. | | | | | | |
|---|---------------------------------------|----------------------|---------------------|----------------------|--|--|
| SUMMARY | | | | | | |
| Account Number | Account Class | 2019 Approved Budget | 2019 Actual Amounts | 2020 Approved Budget | % Change from 2019 Actual to 2020 Budget | 2020 Dollars Budgeted per Unit per Month |
| 3000 | TOTAL REVENUE | \$564,508.00 | \$543,522.00 | \$615,025.00 | 13.2% | \$502.47 |
| 4000 | TOTAL EXPENSES | \$591,441.00 | \$687,328.00 | \$623,025.00 | -9.4% | \$509.01 |
| 2700 | NET INCOME (DEFICIT) | \$-26,933.00 | \$-143,806.00 | \$-8,000.00 | -94.4% | \$-6.54 |
| 7520 | Replacements of Equip. - Capitalized | \$4,000.00 | \$0.00 | \$4,000.00 | 100% | \$3.27 |
| 7540 | Betterments & Additions - Capitalized | \$0.00 | \$0.00 | \$0.00 | 0% | \$0.00 |
| 7500 | TOTAL NONOPERATING EXPENDITURES | \$4,000.00 | \$0.00 | \$4,000.00 | 100% | \$3.27 |
| 7600 | EXCESS REVENUE OVER EXPENSES | \$-30,933.00 | \$-143,806.00 | \$-12,000.00 | -91.7% | \$-9.80 |

Explanation of Budget Accounts

The following explains how each of the line items is to be prepared.

3110: Shelter Rent: The shelter rent projection should be based on the current rent roll plus anticipated changes expected from annual rent re-determinations or as a result of regulatory amendments.

3111: Shelter Rent – Tenants - Fraud/Retroactive: This account should be used for the reporting of total rent receipts from residents due to unreported income. These are often called fraud or retroactive balances. In cases where deficit LHAs discover, pursue cases, and have entered into a written fraud/retroactive re-payment agreement **with a present or former tenant who did not report income**, the LHA will be allowed to retain two-thirds of the funds recovered. One third of the total dollar amount recovered should be included in the LHA's quarterly or year-end Operating Statement as Shelter Rent, account #3111, and two-thirds of this total dollar amount should be included in Other Revenue-Retained, account #3691.

3115: Shelter Rent - Section 8: This account applies only to those developments receiving support through the federal government's Housing and Urban Development (HUD) Section 8 New Construction and/or Substantial Rehab Programs.

3190: Non-Dwelling Rental: This account should be credited with the rents, other than tenants rents reported in line 3110 and 3115, including charges for utilities and equipment, billed to lessees of non-dwelling facilities as well as apartments rented for non-dwelling purposes, such as social service programs.

3400: Administrative Fee- MRVP/AHVP: This account should be credited with Administrative Fees to be received for the MRVP/AHVP Program. The MRVP/AHVP administrative fee is \$40.00 per unit per month, as of July 1, 2019.

3610: Interest on Investments – Unrestricted: This account should be credited with interest earned on unrestricted administrative fund investments.

3611: Interest on Investments – Restricted: This account should be credited with interest earned on restricted administrative fund investments. For example, an LHA may receive a grant whose use is restricted to a specific purpose, and the interest income earned on that grant may also be restricted to the same purpose.

3690: Other Operating Revenues: This account should be credited with income from the operation of the project that cannot be otherwise classified. Income credits to this account include, but are not limited to, penalties for delinquent payments, rental of equipment, charges for use of community space, charges to other projects or programs for the use of central office management and maintenance space, commissions and profits from vending machines, including washing machines, and certain charges to residents for additional services, materials, and/or repairs of damage caused by neglect or abuse in accordance with the Department's regulations on lease provisions..

3691: Other Revenue – Retained: This account should be credited with certain miscellaneous revenue to be retained by the LHA, and which is not used to reduce the amount of operating subsidy the LHA is due. The most common examples for this account is receipts for the rental of roof antennas to cell phone providers and net meter credits earned on electricity bills from Net Meter Power Purchase Agreements (PPA's). Generally, surplus LHAs may retain 100% of these savings and deficit LHAs may retain 25% of the savings, with

the 75% balance used to offset its need for operating subsidy. However, for the period 7/1/16 through 6/30/19, all deficit LHAs may keep 100% of the net meter credit savings.

3692: Other Revenue - Operating Reserves: This account should be credited with funds that LHAs plan to utilize from their operating reserve accounts in excess of the Allowable Non-Utility Expense Level (ANUEL). To be approvable, LHA must maintain the DHCD prescribed operating reserve minimum level after deducting the amount budgeted. The only exception to this is when the expenses are for health and safety issues.

3693: Other Revenue – Net Meter: This account should be normally be credited with 75% of the total net meter credit savings realized by a deficit LHA, while surplus LHAs with net meter credit savings would enter \$0 here. Savings are calculated as the value of the net meter credits appearing on the LHA's electric bills (or, in some cases, paid in cash to the LHA by their utility company), minus the cost of the payments made to the solar power developer under their Power Purchase Agreement (PPA). Deficit LHAs normally may retain 25% of the savings. That amount should be included as Other Revenue – Retained on line #3691. However, please note that for the period 7/1/16 through 6/30/19 all LHAs may retain 100% of their total net meter credit savings, and should report those savings as Other Revenue – Retained on line #3691

3801: Operating Subsidy – DHCD (400-1): This account represents all state-funded operating subsidy to be received and or to be earned for the fiscal year. At the end of each fiscal year, this account will be adjusted in the operating statement to equal the actual subsidy earned by the LHA.

3802: Operating Subsidy – MRVP/AHVP Landlords:

The credit balance in this account represents the anticipated total receipts from DHCD during the fiscal year for housing assistance payments to landlords. At the end of each fiscal year this account will be adjusted to equal the actual subsidy earned.

3920: Gain/Loss from Sale or Disposition of Property (Capitalized or Non-Capitalized): The debit or credit balance of this account represents the following items: a) Cash proceeds from the sale of property that was either: 1) non-capitalized; or 2) capitalized and has been fully depreciated, and b) Realized gain or loss from the sale or disposition of capitalized property that has not been fully depreciated.

4110: Administrative Salaries: This account should be charged with the gross salaries of LHA personnel engaged in administrative duties and in the supervision, planning, and direction of maintenance activities and operating services during the operations period. It should include the salaries of the executive director, assistant executive director, accountants, accounting clerks, clerks, secretaries, project managers, management aides, purchasing agents, engineers, draftsmen, maintenance superintendents, and all other employees assigned to administrative duties.

4120: Compensated Absences: The debit balance in this account represents the actual cost incurred during the fiscal year for vacation, paid holidays, vested sick leave and earned compensatory time. This account includes both the direct compensated absences cost and associated employer payroll expenses (employment taxes, pension cost, etc.).

4130: Legal Expense: This account should be charged with retainers and fees paid to attorneys for legal services relating to the operation of the projects.

4140: Compensation to Authority Members: A local authority may compensate its members for performance of their duties and such other services as they may render to the authority in connection with its Chapter 200 development(s). Compensation for any other program is not authorized. Because of this, LHAs must base such compensation only on the actual rent receipts for these developments plus a prorated share of other operating receipts of funds on a per unit basis. The precise amount that members may be compensated is defined by statute to a maximum of \$40 per member per day, and \$50 for the chairperson per day. The total of all compensation to all board members is not to exceed two percent (2%) of actual gross income of Chapter 200 developments in any given year, consistent with the approved budget amount. In no case shall the payment of compensation exceed \$12,500 annually for the chairperson, or \$10,000 for any member other than the chairperson. Please note the statute requires the member to perform housing authority business in order to receive compensation.

4150: Travel and Related Expense: Legitimate travel expenses incurred by board members and staff in the discharge of their duties for any **state-aided program** are reimbursable from this account, as consistent with Department policy.

4170: Contractual Accounting Services: Fees for accounting services that are provided routinely and are contracted for on an annual basis. Only accounting services performed on a contractual basis (fee accountant) should be included in this item. Full or part-time LHA accounting staff that provides routine accounting services should be included in Account 4110, Administrative Salaries.

4171: Audit Costs: This account includes the state program's prorated share of audit fees paid to an Independent Public Accountant (IPA). The procurement of an IPA is necessary to satisfy the Federal Government's audit requirements. Costs for these services should be shared with all state and federal programs of LHA. **Audit costs are to be absorbed within the ANUEL.** The new Agreed Upon procedures (AUP) audit costs for state-assisted public housing programs should also be included in this account.

4180: Penalties and Interest: Any expenses incurred from penalties, fees, and interest paid on delinquent accounts shall be included in this line item.

4190: Administrative Other: This account is provided for recording the cost of administrative items for which no specific amount is prescribed in this 4100 group of accounts. It includes, but is not limited to, the cost of such items as: reports and accounting forms; stationery and other office supplies; postage; telephone services; messenger service; rental of office space; advertising for bids; publications; membership dues; collection agency & court costs, training costs; management fees, and fiscal agent fees.

4191: Tenant Organization: LTO Funding by the LHA. Upon request the LHA shall fund all LTOs in a city or town at the annual rate of \$6.00 per state-aided public housing unit occupied or available for occupancy by residents represented by such LTO(s) or an annual total of \$500.00 prorated among all such LTO(s), whichever is more. For more information on the creation and funding of LTOs see 760 CMR 6.09.

Authorities which operate computer learning centers, which are funded by the state consolidated budget or by other sources (which are typically recorded in line #3691 as "Other Revenue Retained", should budget the cost of the centers on this line.

4310: Water: This account should be charged with the cost of water and sewer charges purchased for all purposes.

4320: Electricity: This account should be charged with the total cost of electricity purchased for all purposes. Many LHAs have entered into Net Meter Credit Power Purchase Agreements (PPA's). In these deals, an LHA executes a contract with a solar power developer who constructs and owns an off- site solar electricity-generating site. In exchange for contracting to purchase a percentage of the solar power produced, the LHA receives a credit on its utility electric bill for each KWH purchased or in some cases receives a direct cash payment from their utility company. Please ensure that the amount charged to this account is the total cost of electricity BEFORE any reductions due to the receipt of net meter credits.

4330: Gas: This account should be charged with the cost of gas (natural, artificial, or liquefied) purchased for all purposes.

4340: Fuel: This account should be charged with the cost of coal, fuel oil, steam purchased, and any other fuels (except electricity and gas) used in connection with Local Housing Authority operation of plants for the heating of space or water supplied to tenants as a part of rent.

4360: Energy Conservation: This account is to be charged with costs incurred for energy conservation measures.

4390: Other Utilities: This account should be charged with the cost of utilities which are not provided for in accounts 4310 through 4360.

4391: Solar Operator Costs: Many LHAs have entered into Net Meter Credit Power Purchase Agreements (PPA's). In these deals, an LHA executes a contract with a solar power developer who constructs and owns an off-site solar electricity-generating site. The LHA makes regular (usually monthly) payments to the developer for its contracted share of the solar electricity produced by the site. Those payments should be entered in this account.

4392: Net Meter Utility Credit (Negative Amount): As noted in account #4391 above, many LHAs have executed Net Meter Credit Power Purchase Agreements (PPA's). In exchange for contracting to purchase a percentage of the solar power produced, the LHA receives a credit on its utility electric bill for each KWH purchased from the developer, which reduces the balance on its electric bill, or, in some cases, the credits are paid in cash to the LHA by the utility company. The total gross amount of the net meter credits that appear on the LHA's utility bills should be carried in this account and entered as a negative number. In cases where credits are paid in cash to the Host LHA, the net balance after paying out the amounts due the participating housing authorities, should also be carried in this account and entered as a negative number.

4410: Maintenance Labor: This account should be charged with the gross salaries and wages, or applicable portions thereof, for LHA personnel engaged in the routine maintenance of the project.

4420: Materials & Supplies: This account should be charged with the cost of materials, supplies, and expendable equipment used in connection with the routine maintenance of the project. This includes the operation and maintenance of automotive and other movable equipment, and the cost of materials, supplies, and expendable equipment used in connection with operating services such as janitorial services, elevator services, extermination of rodents and household pests, and rubbish and garbage collection.

4430: Contract Costs: This account should be charged with contract costs (i.e. the cost of services for labor, materials, and supplies furnished by a firm or by persons other than Local Authority employees) incurred in connection with the routine maintenance of the project, including the maintenance of automotive and other movable equipment. This account should also be charged with contract costs incurred in connection with such operating services as janitorial services, fire alarm and elevator service, extermination of rodents and household pests, rubbish and garbage collection, snow removal, landscape services, oil burner maintenance, etc.

4510: Insurance: Includes the total amount of premiums charged all forms of insurance. Fire and extended coverage, crime, and general liability are handled by DHCD on a statewide basis. All other necessary insurance policies include: Workers' Compensation, boiler, vehicle liability and owner, etc.

4520: Payments in Lieu of Taxes:

This account should be charged with all payments in lieu of taxes accruing to a municipality or other local taxing body.

4540: Employee Benefits: This account should be charged with local housing authority contributions to employee benefit plans such as pension, retirement, and health and welfare plans. It should also be charged with administrative expenses paid to the State or other public agencies in connection with a retirement plan, if such payment is required by State Law, and with Trustee's fees paid in connection with a private retirement plan, if such payment is required under the retirement plan contract.

Employee benefits are based upon a given percentage of the total payroll; therefore, the total amount approved in this account will be based on the approved budgeted salaries representing the state's fair share.

4541: Employee Benefits - GASB 45: This line covers "Other Post-Employment Benefits" (OPEB). Of the total benefits offered by employers to attract and retain qualified employees, some benefits, including salaries and active-employee healthcare are taken while the employees are in active service, whereas other benefits, including post-employment healthcare and other OPEB are taken after the employees' services have ended. Nevertheless, both types of benefits constitute compensation for employee services. In accordance with required accounting practices, this amount is not projected in the budget (and is therefore blank) but the estimated future costs of this item is carried in the operating statement.

4542: Pension Expense – GASB 68: The primary objective of GASB 68 Statement is to improve accounting and financial reporting for pension costs. It also improves information provided by state and local governmental employers about financial support for pensions that is provided by other entities. As with account 4541 above, in accordance with required accounting practices, this amount is not projected in the budget (and is therefore blank) but the estimated future costs of this item is carried in the operating statement.

4570: Collection Loss: The balance in this account represents the estimated expense to cover unexpected losses for tenant rents. Note: Do not include losses from fraud/retroactive balances here. Report them in Account 4571 – Collection Loss – Fraud/Retroactive.

4571: Collection Loss – Fraud/Retroactive: The balance in this account represents the estimated expense to cover unexpected losses for tenant rents due to unreported income, i.e. fraud/retroactive balances.

4580: Interest Expense: The debit balance in this account represents the interest expense paid and accrued on loans and notes payable. This debt can be from operating borrowings or capital borrowings.

4590: Other General Expense: This account represents the cost of all items of general expenses for which no specific account is prescribed in the general group of accounts.

4610: Extraordinary Maintenance – Non-Capitalized: This account should be debited with all *costs* (labor, materials and supplies, expendable equipment (such as many tools or routine repair parts), and contract work) of repairs, replacements (but not replacements of non-expendable equipment), and rehabilitation of such a substantial nature that the work is clearly not a part of the routine maintenance and operating program. The items charged to this account should not increase the useful life or value of the asset being repaired. These items are not capitalized and are not added as an increase to fixed assets at the time of completion. Nor are these items depreciated. An example of this would be scheduled repainting of apartments.

4611: Equipment Purchases – Non-Capitalized: This account should be debited with the costs of equipment that does not meet the LHA's criteria for capitalization. Because these items are being expended when paid, they should not be categorized as a fixed asset and therefore will not be depreciated. These items include stoves, refrigerators, small tools, most computers and software, etc.

The budget is a planning tool and as our portfolio ages it is essential that LHAs evaluate their properties annually and plan for extraordinary maintenance. To that end DHCD very strongly recommends that for all 400-1 operating budgets, depending on the age of the portfolio and condition, LHAs spend between \$100 and \$500 a year per unit in Extraordinary Maintenance, Equipment Purchases, Replacement of Equipment, and Betterments & Additions to ensure that the aging public housing stock is preserved.

4715: Housing Assistance Payments: This account should be debited with all housing assistance payments paid to landlords for the MRVP program on a monthly basis.

4801: Depreciation Expense: This account should be debited with annual fixed asset depreciation expenses as determined by the LHA's capitalization policy.

7520: Replacement of Equipment – Capitalized: This account should be debited with the acquisition cost (only the net cash amount) of non-expendable equipment purchased as a replacement of equipment of substantially the same kind. These items, such as vehicles, computers, or furniture, meet the LHA's criteria for capitalization and will also be added to fixed assets and therefore depreciated over the useful life.

7540: Betterments & Additions – Capitalized: This account should be debited with the acquisition cost (only the net cash amount) of non-expendable equipment and major non-routine repairs that are classified as a betterment or addition. These items meet the LHA's criteria for capitalization and will also be added to fixed assets and therefore depreciated over the useful life of the asset. Examples are: major roof replacement, structural repairs such as siding, or major paving work.

In accordance with GAAP accounting, inventory purchases (Replacement of Equipment and Betterments & Additions) are distinguished between capitalized and non-capitalized items. Any inventory or equipment purchase greater than \$5,000 is required by DHCD to be capitalized, inventoried and depreciated. Any inventory or equipment purchase costing \$1,000 to \$4,999 should be inventoried by LHA staff for control

purposes only but is not subject to capitalization or depreciation, it is, however, required to be expensed when the items are paid for. An LHA's inventory listing should include both capitalized and non-capitalized items of \$1,000 and more, as well as all refrigerators and stoves of any value. All items that appear on the inventory listing should be tagged with a unique identification number, and all refrigerators and stoves (regardless of value) should be tagged. LHAs may adopt a capitalization policy that capitalizes inventory purchases at a lesser amount than the \$5,000 requirement (i.e. \$1,000 - \$4,999); however, no capitalization policy can have an amount higher than \$5,000. Any inventory or equipment purchases costing \$0 to \$999 are to be expensed when paid for.

Narrative Responses to the Performance Management Review (PMR) Findings

The Performance Management Review conducted by the Department of Housing and Community Development (DHCD) for the 2019 LHA fiscal year resulted in the following ratings. Criteria which received a 'Corrective Action' rating show both a reason for the rating and a response by the LHA. The reason indicates Westborough Housing Authority's understanding of why they received the rating, while the responses describe their goals and the means by which they will meet or improve upon the performance-based assessment standards established by DHCD in the PMR. When the PMR rating is 'Operational Guidance', the LHA may have responded, but was not required to.

Category: Management

Criterion: Occupancy Rate - the percentage of units that are occupied on monthly report.

Rating: No Findings

Criterion: Tenant Accounts Receivable (TAR) - the percentage of uncollected rent and related charges owed by tenants to the local housing authority (LHA), out of the total amount of rent and related costs charged to tenants.

Rating: Corrective Action

Reason: Ending Quarter 06/30/2019 and 09/30/2019 were not submitted.

Response: There was some confusion as to who would be submitting the report. We have since clarified with the Fee Accountant that the ED will be submitting the reports moving forward.

Criterion: Certifications and Reporting Submissions - timely submission of statements and certifications

Rating: Operational Guidance

Reason: Ending Quarter 06/30/2019 and 09/30/2019 were not submitted.

Response: A mistake was made thinking that our Fee Accountant would be submitting the reports. We have since clarified with the Fee Accountant that the ED will be submitting the reports moving forward.

Criterion: Completion of mandatory online board member training

Rating: No Findings

Category: Financial

Criterion: Adjusted Net Income - a measure of overspending or underspending.

Rating: Corrective Action

Reason: We attempted to work with tenants who had fallen into arrears, prior to issuing the "Notice to Quit". Moving forward, we will set up repayment agreements with tenants as soon as tenant became delinquent.

Response: All tenants in arrears have been issued court ordered repayment plans.

Criterion: Current Operating Reserve as a percentage of total maximum reserve level.

Rating: Corrective Action

Reason: Each LHA must maintain a projected operating reserve of 20% of maximum reserve level, which remains the minimum operating reserve level for all LHAs.

Response: We are a non-subsidy Housing Authority. The WHA has healthy operating reserves. We ended the year with reserves of 64.5%.

Category: Capital Planning

Criterion: Capital Improvement Plan (CIP) submitted on time.

Rating: No findings

Criterion: Timely spending of capital funds awarded under the Formula Funding program

Rating: Operational Guidance

Category: Facility Management - Health & Safety

Criterion: Health and Safety Violations

DHCD has observed conditions at the LHA's developments and reported the following health and safety violations. The LHA has certified the number of corrected violations in each category.

| | Number of violations cited | Number of violations corrected |
|---|---------------------------------------|---|
| Maintenance related violations | 0 | 0 |
| Tenant related violations | 4 | 4 |

Category: Facility Management - Inspections

Criterion: LHA Conducted 100% of the Unit Inspections.

Rating: No Findings

Criterion: Inspection reports noted 100% of the necessary repairs in each unit.

Rating: No Findings

Criterion: 100% of inspection-related work orders were generated.

Rating: No Findings

Criterion: Work order system identifies, tracks, and can produce reports for inspection work orders.

Rating: No Findings

Criterion: Inspection work orders were completed within 30 calendar days from the date of inspection, OR if cannot be completed with 30 calendar days, are added to the Deferred Maintenance Plan or included in the Capital Improvement Plan in the case of qualifying capital repairs (unless health/safety issue).

Rating: No Findings

Category: Facility Management - Work Order System

Criterion: Emergency work orders defined per Property Management Guide, identified, tracked, reportable.

Rating: No Findings

Criterion: Emergency work orders initiated within 24-48 hours.

Rating: No Findings

Criterion: Vacancy work orders identified, tracked and reportable.

Rating: No Findings

Criterion: Vacancy work orders were completed within 30 calendar days or if not completed within that timeframe, LHA has a waiver.

Rating: No Findings

Criterion: Comprehensive Preventive Maintenance Program exists & preventive work orders identified, tracked, and reportable.

Rating: No Findings

Criterion: Routine work orders should be identified, tracked, reportable and completed regularly.

Rating: No Findings

Criterion: Requested work orders identified, tracked and reportable.

Rating: No Findings

Criterion: Requested work orders were completed in 14 calendar days from the date of tenant request or it not completed within that timeframe (and not a health or safety issue), the task was added and completed in a timely manner as a part of the Deferred Maintenance Plan and/or CIP.

Rating: No Findings

Category: Facility Management - Emergency Response System:

Criterion: Housing authorities has 24 Hour Emergency Response System, Distributed Emergency Definition to Residents, Staff, and Answering Service (if applicable).

Rating: No Findings

Additional Remarks:

If there was a look back period, it would be obvious that this report is not indicative of the work that is performed at the Westborough Housing Authority. Westborough Housing Authority works efficiently and effectively and has been successful for the 20 years that I have worked here. I take total pride in my work. Unfortunately, this was a tough year for us as the Maintenance Director was out on medical leave, leaving me to perform 4 jobs (ED and MD at both Westborough and Hopkinton Housing Authorities). All key players at DHCD were aware of the situation. I understand that a few reports were submitted late creating a domino effect on the PMR corrective action rating. We have put procedures in place so that moving forward all reports will be submitted timely as was the case prior to this recent anomaly.

Explanation of PMR Criteria Ratings

| CRITERION | DESCRIPTION |
|--|---|
| Management | |
| Occupancy Rate | <p>The rating is calculated using the following formula: (Total Number of Occupied units on Monthly Report divided by (Total Number of Units Minus Units that Received a Waiver Minus Number of Units Vacant less than 30 days on Monthly Report)</p> <ul style="list-style-type: none"> • “No Findings” : Occupancy Rate is at or above 98% • Operational Guidance: Occupancy rate is at 95% up to 97.9% • Corrective Action: Adjusted occupancy rate is less than 95% |
| Tenant Accounts Receivable (TAR) | <p>This criterion calculates the percentage of uncollected rent and related charges owed by starting with the amount reported by the LHA, as uncollected balances for the TAR (Account 1122 from the Balance Sheet) minus Normal Repayment Agreements* divided by Shelter (Tenant) Rent (account 3110 from the Operating Statement)</p> <ul style="list-style-type: none"> • “No Findings” : At or below 2% • “Operational Guidance”: More than 2% , but less than 5% • “Corrective Action”: 5% or more |
| Certifications and Reporting Submissions | <p>Housing authorities are required to submit 4 quarterly vacancy certifications by end of the month following quarter end; 4 quarterly operating statements and 4 Tenant Accounts Receivable (TAR) reports within 60 days of quarter end.</p> <ul style="list-style-type: none"> • “No Findings”: At least 11 of the required 12 reports were submitted and at least 9 were submitted on time. • “Operational Guidance”: Less than 11 of the required 12 reports were submitted and/or less than 9 were submitted on time. |
| Board Member Training | <p>Percentage of board members that have completed the mandatory online board member training.</p> <ul style="list-style-type: none"> • “No Findings” : 80% or more completed training • “Operational Guidance” : 60-79.9% completed training • “Corrective Action” : <60 % completed training |

| CRITERION | DESCRIPTION |
|--|--|
| Financial | |
| Adjusted Net Income | <p>The Adjusted Net Income criterion calculation starts with an LHA's Net Income and subtracts Depreciation, GASB 45 (Retirement Costs), GASB 68 (Retirement Costs), Extraordinary Maintenance (maintenance expense outside of routine/ordinary expenses), and Equipment Purchases – Non Capitalized. This Adjusted Net Income amount is then divided by the Total Expenses of the LHA. If this Adjusted Net Income amount is positive, it means underspending and if it is negative it means overspending.</p> <p>Underspending Rating:</p> <ul style="list-style-type: none"> • "No Findings" : 0 to 9.9% • "Operational Guidance": 10 to 14.9% • "Corrective Action": 15% or higher <p>Overspending Rating:</p> <ul style="list-style-type: none"> • "No Findings" : 0 to -4.9% • "Operational Guidance": -5% to -9.9% • "Corrective Action": -10% or below |
| Operating Reserves | <p>Current Operating Reserve as a percentage of total maximum reserve level. Appropriate reserve level is buffer against any unforeseen events or expenditures.</p> <ul style="list-style-type: none"> • "No Findings" :35%+ of maximum operating reserve • "Operational Guidance": 20% to 34.9% of maximum operating reserve • "Corrective Action": <20% of maximum operating reserve |
| Capital Planning | |
| Capital Improvement Plan (CIP) Submitted | <p>Housing authorities are required to submit a five-year capital plan every year.</p> <ul style="list-style-type: none"> • "No Findings" =Submitted on time • "Operational Guidance" =Up to 45 days late • "Corrective Action" =More than 45 days late |
| Capital Spending | <p>Under the Formula Funding Program (FF), authorities receive undesignated funds to spend on projects in their Capital Improvement Plan. They are rated on the percentage of available funds they have spent over a three-year period</p> <ul style="list-style-type: none"> • "No Findings" = at least 80% • "Operational Guidance" = At least 50% • "Corrective Action" = Less than 50% |

| CRITERION | DESCRIPTION |
|--|--|
| Health & Safety | |
| Health & safety violations | DHCD has observed conditions at the LHA's developments and reported health and safety violations. The LHA has certified the number of corrected violations in each category. |
| Facility Management - Inspections | |
| Unit Inspections Conducted | Housing authorities are required to conduct inspections of all their occupied units at least once a year <ul style="list-style-type: none"> • "No Findings": 100 % of sampled units had inspections conducted once during the year • "Corrective Action": Fewer than 100% of sample units were inspected during the year |
| Inspections Report | Housing authorities are required to note all of the deficiencies found during inspections <ul style="list-style-type: none"> • "No Findings": 100 % of deficiencies are noted on inspection report • "Corrective Action": Fewer than 100% of deficiencies are noted in inspection report |
| Inspection Work Order | Housing authorities are required to generate work orders for all deficiencies noted during inspections <ul style="list-style-type: none"> • "No Findings": 100 % of deficiencies noted on inspection reports generated work orders • "Corrective Action": Fewer than 100% of deficiencies noted on inspection reports generated work orders |
| Work Order System | Work order system identifies, tracks, and can produce reports for inspection work orders. <ul style="list-style-type: none"> • "No Findings": Inspection work orders are identified, tracked, and reportable • "Operational Guidance": Inspection work orders are not identified, and/or tracked, and/or reportable |
| Inspections Work Orders Completed | Inspection work orders were completed within 30 calendar days from the date of inspection, OR if cannot be completed within 30 calendar days, are added to the Deferred Maintenance Plan or included in the Capital Improvement Plan in the case of qualifying capital repairs (unless health/safety issue). <ul style="list-style-type: none"> • "No Findings": Sampled inspection work orders were completed within 30 days of inspection date or added to deferred maintenance plan and/or CIP • "Operational Guidance": Sampled inspection work orders were completed within 31 to 45 calendar days of inspection date and not added to deferred maintenance plan or CIP • "Corrective Action": Sampled inspection work orders were completed in over 45 calendar days of inspection date |

| CRITERION | DESCRIPTION |
|--|--|
| Facility Management – Work Order System | |
| Emergency Work Orders Properly Defined | <p>Emergency work orders should be defined per <u>Property Management Guide</u>, identified, tracked, reportable.</p> <ul style="list-style-type: none"> • “No Findings”: Emergency work orders defined per <u>Property Management Guide</u>, identified, tracked, reportable • “Operational Guidance”: Emergency work orders are not defined per <u>Property Management Guide</u>, and/or identified, and/or tracked, and/or reportable |
| Emergency Work Orders Initiation | <p>Emergency work orders should be initiated within 24 to 48 hours.</p> <ul style="list-style-type: none"> • “No Findings”: Emergency work orders initiated within 24-48 hours • “Corrective Action”: Emergency work orders not initiated within 24-48 hours |
| Vacancy Work Orders | <p>Vacancy work orders should be identified, tracked and reportable.</p> <ul style="list-style-type: none"> • “No Findings”: Vacancy work orders identified, tracked AND reportable • “Corrective Action”: Vacancy work orders are not identified, and/or tracked, and/or reportable |
| Vacancy Work Orders Completed | <p>Vacancy work orders should be completed within 30 calendar days or if not completed within that timeframe, LHA has a waiver.</p> <ul style="list-style-type: none"> • “No Findings”: Vacancy work orders are completed within 30 calendar days or if not completed within timeframe, LHA has a waiver • “Operational Guidance”: Vacancy work orders completed within 31-60 calendar days • “Corrective Action”: Vacancy work orders completed 61+ calendar days |
| Preventive Maintenance Program | <p>Housing authorities are required to maintain a comprehensive preventive maintenance program in which preventive work orders are identified, tracked, and reportable.</p> <ul style="list-style-type: none"> • “No Findings”: A comprehensive preventive maintenance program exists and work orders are identified, tracked and reportable • “Corrective Action”: A comprehensive preventive maintenance program does not exist OR work orders are not identified and/or tracked and/or reportable |
| Routine Work Orders | <p>Routine work orders should be identified, tracked, reportable and completed regularly.</p> <ul style="list-style-type: none"> • “No Findings”: Routine work orders identified, tracked, reportable and completed regularly • “Operational Guidance”: Routine work orders are not identified, and/or tracked and/or reportable, and/or completed regularly |

| CRITERION | DESCRIPTION |
|----------------------------------|---|
| Requested Work Orders | <p>Requested work orders should be identified, tracked and reportable.</p> <ul style="list-style-type: none"> • “No Findings”: Requested work orders identified, tracked, reportable and completed regularly • “Operational Guidance”: Requested work orders are not identified and/or tracked and/or reportable, and or completed regularly |
| Requested Work Orders Completion | <p>Requested work orders should be completed in 14 calendar days from the date of tenant request or if not completed within that timeframe (and not a health or safety issue), the task should be added and completed in a timely manner as a part of the Deferred Maintenance Plan and/or CIP.</p> <ul style="list-style-type: none"> • “No Findings”: Requested work orders are completed within 14 calendar days of tenant request OR added to deferred maintenance plan and/or CIP • “Operational Guidance”: Requested work orders are completed within 15-30 calendar days from the date of tenant request • “Corrective Action”: Requested work orders are completed in over 30 calendar days from the date of tenant request OR not completed |
| Emergency Response System | <p>Housing authorities should have a 24 Hour Emergency Response System and distribute Emergency Definition to Residents, Staff, and Answering Service (if applicable).</p> <ul style="list-style-type: none"> • “No Findings”: A 24-hour system for responding to emergencies exists AND definitions of emergencies have been distributed to staff, residents and answering service, if applicable • “Operational Guidance”: System exists, but no definition has been distributed • “Corrective Action”: Neither a system nor distributed definitions exist |

Policies

The following policies are currently in force at the Westborough Housing Authority:

| Policy | Last Ratified by Board Vote | Notes |
|--|--|-----------------|
| *Rent Collection Policy | 07/25/2017 | |
| *Personnel Policy | 08/27/2019 | |
| *Capitalization Policy | 07/25/2017 | |
| *Procurement Policy | 07/25/2017 | |
| *Grievance Policy | 07/25/2017 | |
| Affirmative Action Policy | 01/20/2000 | |
| Community Room Use | 06/18/2019 | |
| Credit/Debit Card Policy | 07/25/2017 | |
| Investment Policy | 07/25/2017 | |
| Maintenance and Other Charges | 06/18/2019 | |
| Pet Policy | 06/18/2019 | |
| Travel Policy | 07/25/2017 | |
| Other – Define in the ‘Notes’ column | 02/28/2017 | Fire Pit Policy |
| Criminal Offender Records Information (CORI) Policy | 07/28/2020 | |

* Starred policies are required by DHCD. Policies without a “Latest Revision” date are not yet in force.

The list of policies has been provided by the LHA and has not been verified by DHCD.

Waivers

AP-2021-Westborough Housing Autho-00077 has no current waivers from the regulations of the Department of Housing and Community Development (DHCD).

Attachments

The following items have been uploaded as attachments to this Annual Plan.

Due to the COVID-19 emergency, on-site Performance Management Review (PMR) assessments by the Facilities Management Specialists were cancelled for the December fiscal year end housing authorities. Therefore, the Facility Management categories have been omitted from the PMR document.

- Annual Plan Public Hearing Comments
- Tenant Satisfaction Survey
- Performance Management Review
- Westborough HA Maintenance Plan
- Westborough AP Thank yous

Westborough HA Public Hearing

A hearing for public comments on the Westboro Annual Plan was held on July 28, 2020.

No public comments were received.

WESTBOROUGH HOUSING AUTHORITY

Chapter 200, 667, and 705 Housing (combined) Summary 2016 - 2018

DHCD is working with the Center for Survey Research at the University of Massachusetts Boston to survey residents in the housing units it oversees.

- **Chapter 200 and 705 housing:** In the spring of 2016, surveys were sent to 9772 housing units. 3240 surveys were filled out and returned.
- **Chapter 667 housing:**
 - In the fall of 2016, surveys were sent to 9624 housing units and 5511 surveys were filled out and returned.
 - In the fall of 2017, surveys were sent to 6024 housing units and 3391 surveys were filled out and returned
 - In the fall of 2018, surveys were sent to 13,304 housing units and 6717 surveys were filled out and returned.
- In the **Westborough Housing Authority**, surveys were sent to a total of **102** Chapter 667, 705, and 200 housing units; **54** surveys were completed.

This report provides some information about how the residents from the **Westborough Housing Authority** who answered the survey responded. It compares answers to those from the entire state and to those from small LHAs in Central Massachusetts. These small LHAs in Central Massachusetts include: Westborough, Auburn, Ayer, Charlton, Clinton, Concord, Dudley, Gardner, Grafton, Groton, Holden, Hopkinton, Hudson, Lancaster, Leicester, Littleton, Lunenburg, Maynard, North Brookfield, Northborough, Northbridge, Oxford, Pepperell, Shrewsbury, Southborough, Southbridge, Spencer, Sterling, Sudbury, Sutton, Templeton, Upton, Uxbridge, Webster, West Boylston, West Brookfield, Westborough, Westford, and Winchendon.

Communication

Residents were asked about how they interacted with the Westborough Housing Authority in the last 12 months. The table below shows what percentage of residents said they did each of the following:

| | Westborough Housing Authority | Small LHAs in Central MA* | Entire State |
|--|-------------------------------------|---------------------------------|-----------------|
| Contacted management about a problem or concern..... | 72% | 78% | 79% |
| Felt they were usually or always treated with courtesy and respect when they contacted management..... | 92% | 88% | 85% |
| Saw the Capital Improvement Plan..... | 6% | 30% | 28% |
| Saw the Operating Budget..... | 0% | 17% | 16% |
| Knew the Executive Director held a meeting with residents... | 23% | 50% | 48% |

* Small LHAs in Central Massachusetts include: Westborough, Auburn, Ayer, Charlton, Clinton, Concord, Dudley, Gardner, Grafton, Groton, Holden, Hopkinton, Hudson, Lancaster, Leicester, Littleton, Lunenburg, Maynard, North Brookfield, Northborough, Northbridge, Oxford, Pepperell, Shrewsbury, Southborough, Southbridge, Spencer, Sterling, Sudbury, Sutton, Templeton, Upton, Uxbridge, Webster, West Boylston, West Brookfield, Westborough, Westford, and Winchendon.

Services and Programs

58% of the Westborough Housing Authority residents who responded to the survey said they would be interested in services and programs. Here are the services and programs residents said they would be most interested in participating in:

| | Westborough Housing Authority | Small LHAs in Central MA | Entire State |
|--|-------------------------------------|-----------------------------|-----------------|
| Job training programs..... | 11% | 7% | 11% |
| Money management programs (<i>budgeting, taxes, income building</i>)..... | 15% | 11% | 13% |
| Children's programs (<i>tutoring, childcare, afterschool programs</i>)..... | 6% | 4% | 8% |
| Health and Medical Services (<i>visiting nurse, meal programs</i>)..... | 33% | 33% | 33% |
| Adult Education (<i>GED, ESL, educational counseling</i>) | 15% | 8% | 13% |

Maintenance and Repair

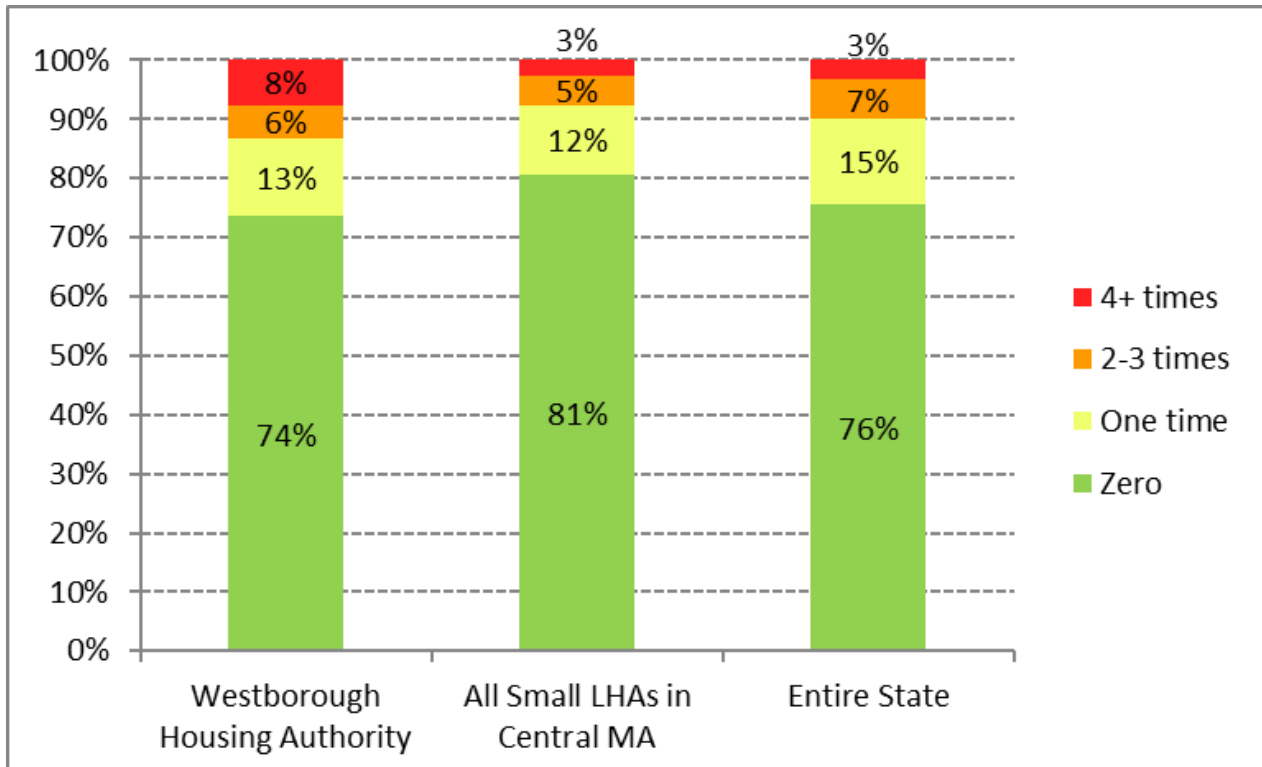
- **Who had problems?** About a quarter of respondents had a problem with their heating and almost half had a plumbing problem in the last 12 months.

| | Westborough Housing Authority | Small LHAs in Central MA | Entire State |
|---|-------------------------------------|-----------------------------|-----------------|
| Had a heating problem..... | 26% | 19% | 24% |
| Had a problem with water or plumbing..... | 46% | 49% | 50% |

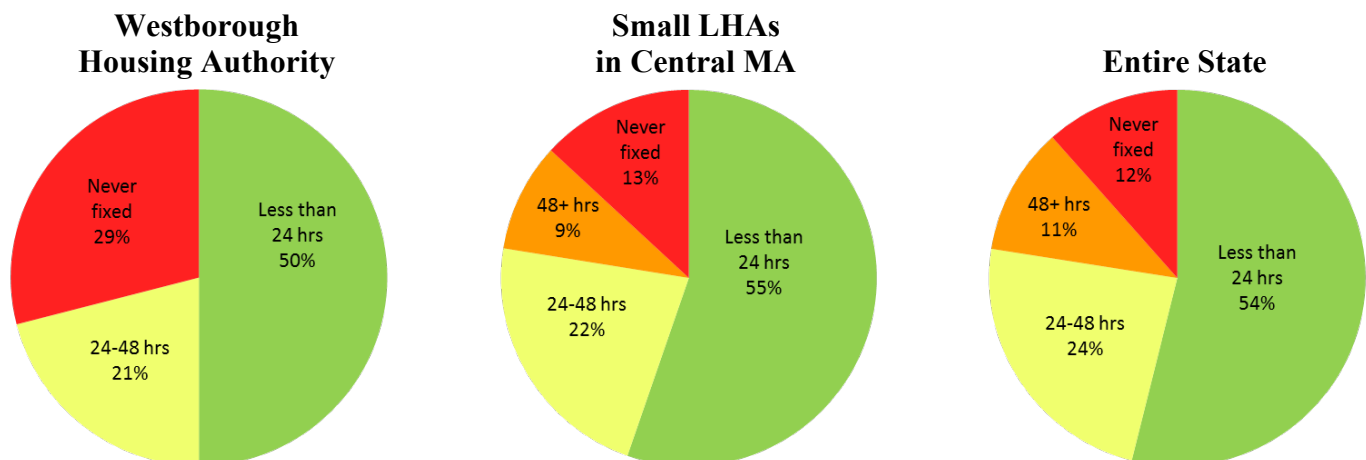
- **Heating Problems**

How many times did residents have heating problems?

The chart below shows how many times respondents had heat problems in the last 12 months. The green part of the bars shows what percentage of residents did not have the problem at all. The yellow shows who had the problem one time. The orange shows those who had the problem 2-3 times. And the red shows those who had the problem 4 or more times in the last 12 months.



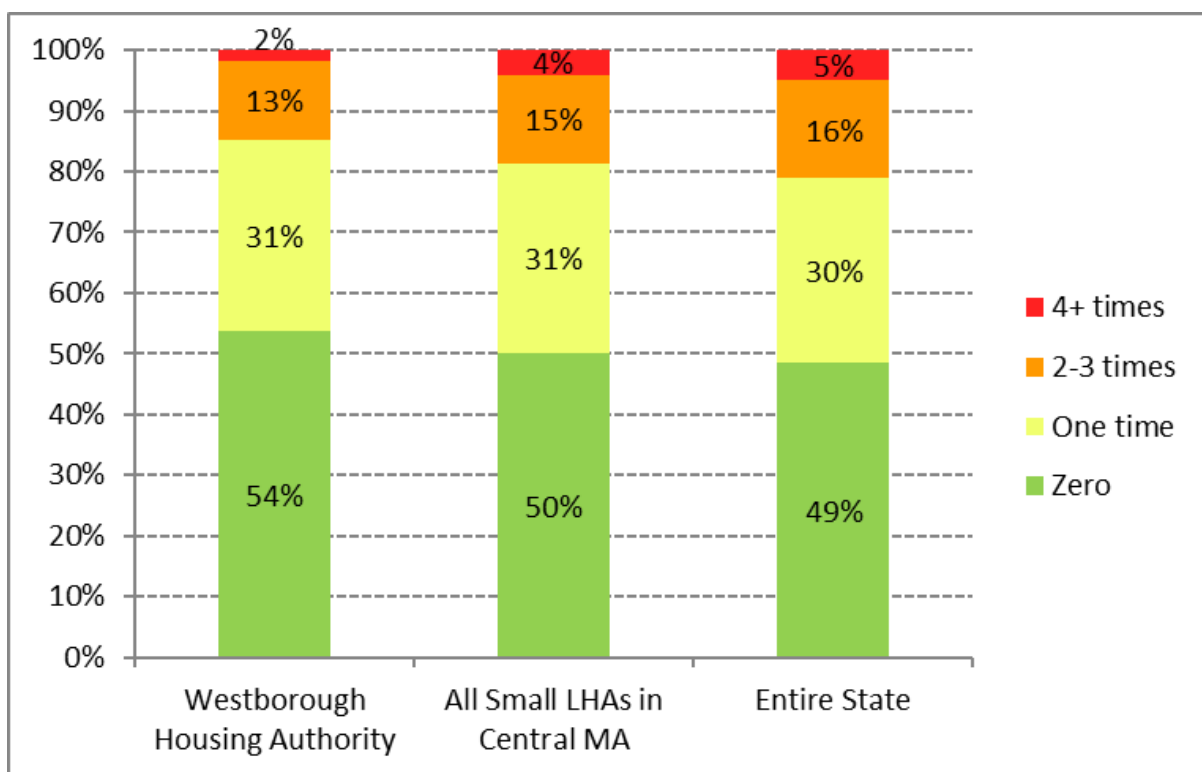
How long did it take to fix the heating problems? For those respondents who had problems, we asked how long it usually took for the problems to be fixed – less than 24 hours, 24 - 48 hours, more than 48 hours, or never fixed.



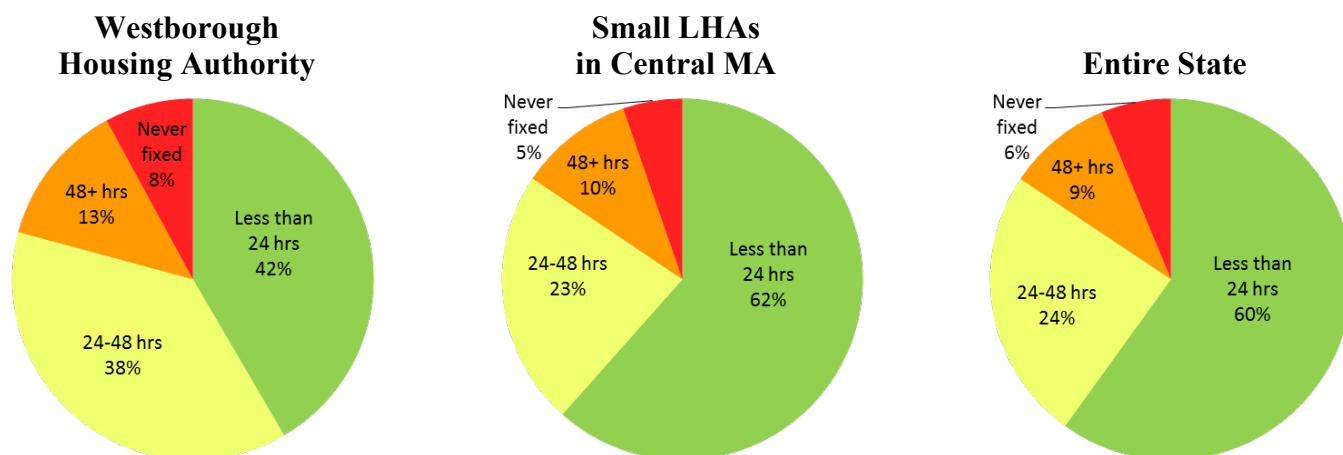
- **Water or Plumbing Problems**

How many times did residents have problems with their water or plumbing?

The chart below shows how many times respondents had water or plumbing problems in the last 12 months. The green part of the bars shows what percentage of residents did not have the problem at all. The yellow shows who had the problem one time. The orange shows those who had the problem 2-3 times. And the red shows those who had the problem 4 or more times in the last 12 months.

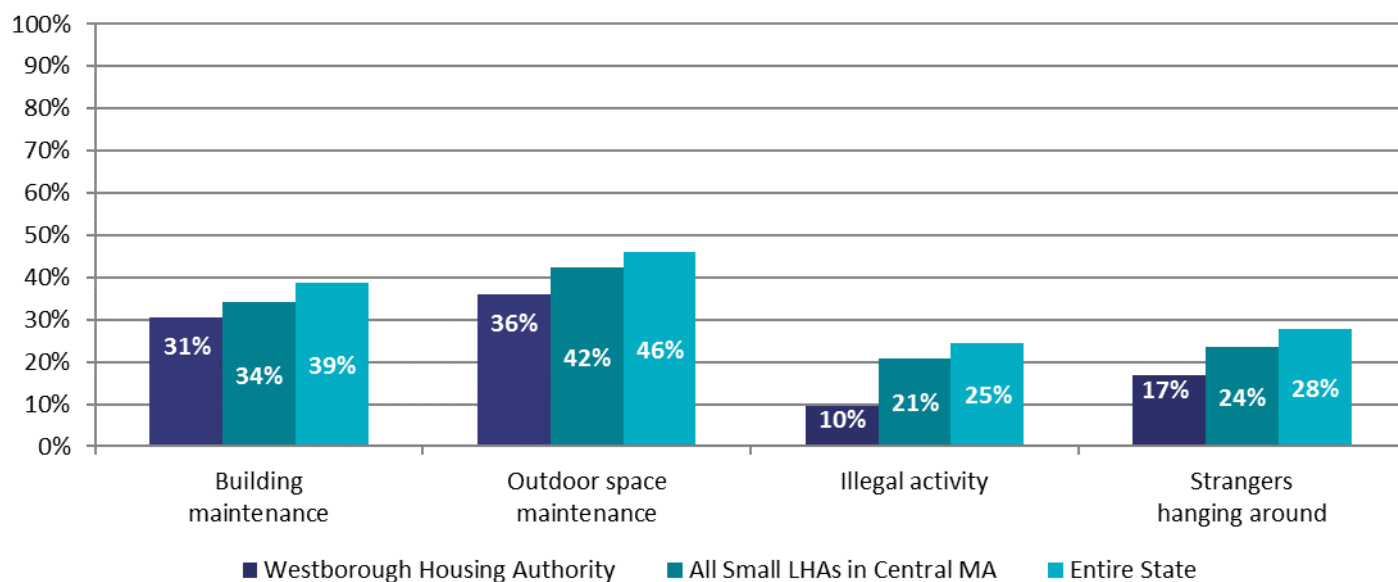


How long did it take to fix the water or plumbing problems? For those respondents who had problems, we asked how long it usually took for the problems to be fixed – less than 24 hours, 24 - 48 hours, more than 48 hours, or never fixed.



- **What other problems did respondents have?** Respondents were asked how often they had problems with: building maintenance (*such as clean halls and stairways and having lights and elevators that work*), outdoor space maintenance (*such as litter removal and clear walk ways*), illegal activity in the development, and strangers hanging around who should not be there. The chart below shows what percentage of respondents said that they “always” or “sometimes” had this problem in the last 12 months.

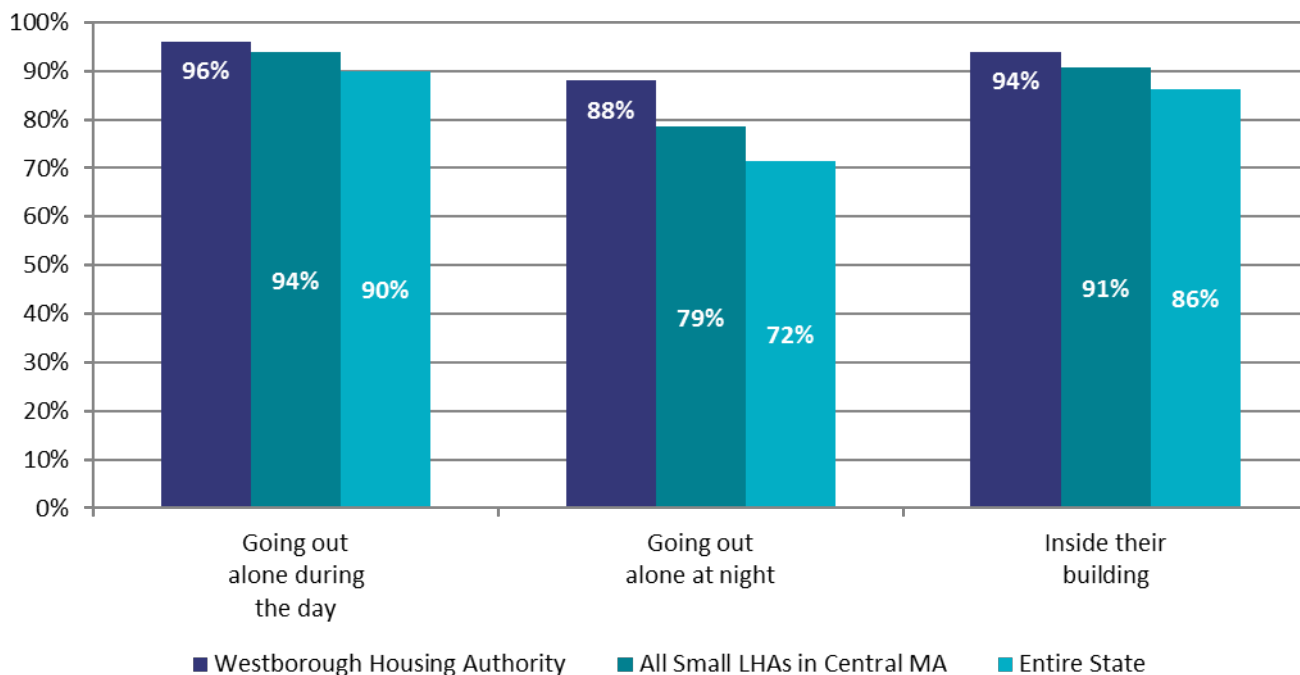
Respondents who “always” or “sometimes” had problems with....



Safety

Respondents were asked how safe they felt in their building and going outside alone. The chart below shows what percentage of people said they felt “very safe” or “mostly” safe.

Respondents who felt “very safe” or “mostly safe”



WESTBOROUGH HOUSING AUTHORITY

Performance Management Review
(PMR) Report

Fiscal Year End 9/30/2019

*For a detailed report of the Performance Management Review (PMR), please contact the Local Housing Authority

Performance Management Review

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)

PMR Desk Audit Ratings Summary

For a detailed report of the Performance Management Review (PMR), please contact the Local Housing Authority

| | |
|----------------------------------|-------------------------------|
| Housing Authority | Westborough Housing Authority |
| Fiscal Year Ending | 09/30/2019 |
| Housing Management Specialist | Lisa Taylor |
| Facilities Management Specialist | Wilzor Exantus |

| Criteria | Score/Rating | | | |
|--|----------------------|-------------------|-------------------|-------------------|
| | Management | | | |
| Occupancy Rate | c.667 | c.705 | c.200 | Cumulative |
| | No Findings | No Findings | No Findings | No Findings |
| Tenant Accounts Receivable (TAR) | c.667 | c.705 | c.200 | Cumulative |
| | Corrective Action | Corrective Action | Corrective Action | Corrective Action |
| Board Member Training | No Findings | | | |
| Certifications and Reporting Submissions | Operational Guidance | | | |
| | Financial | | | |
| Adjusted Net Income | Corrective Action | | | |
| Operating Reserves | Corrective Action | | | |

LHA Fill in name WESTBOROUGH HOUSING AUTHORITY

Occupancy

Rating All: No Findings
Rating 667: No Findings
Rating 200: No Findings
Rating 705: No Findings

- ☐ Enter vacancies into system at least monthly and ensure that there are no duplicates. Reach out to HMS if accidental duplicates occur.
- ☐ Use online vacancy system, see user guide if need help. All vacancies must be reported; and quarterly certifications must be completed certifying all data is in system. Request waivers when applicable.
- ☐ Follow tenant selection best practices to improve vacancy turnover (pulling lists in CHAMP as soon as vacancy occurs and previewing list to prescreen in advance of vacancies as needed).
- ☐ Include unit turnovers in capital improvement plan.
- ☐ Engage in a management agreement or contract with private firms to help with heavy unit turnover.
- ☐ Review turnovers with staff weekly or biweekly to monitor status of vacant units.
- ☐ Develop plan for updating units with long term occupancy to limit turn over time at vacancy; family units may need consistent attentions o when lease up, condition is not affecting vacancy turnover time.
- ☐ Ensure that yearly inspection findings are addressed and address tenant damage/lease violations.
- ☐ Other:

Tenant Accounts Receivable (TAR)

Rating All: Corrective Action
Rating 667: Corrective Action
Rating 200: Corrective Action
Rating 705: Corrective Action

- ☐ Create or update rent collection policy and procedures and submit to DHCD for review, with supporting Board vote.
- ☐ Adhere to your rent collection policy and lease, i.e. sending notices, reminder letters, 14 day notice to quit, 30 day notice etc. Send notices to tenants early and frequently.
- ☐ Increase ways to accept rent payment, i.e. check scanners, lock boxes, electronic debit, autopay, etc.
- ☐ Report to credit bureau when resident has vacated unit with past due rent balance.
- ☐ Consider using small claims court (<https://www.mass.gov/info-details/massachusetts-law-about-small-claims>)
- ☐ Create written repayment agreements, either in house or court ordered, and ensure they are adhered to.
- ☐ Evaluate vacated balances to better understand what is collectible and what is unlikely to be collected. Don't allow tenant balances to build-up before doing lease enforcement. Review aged receivables report regularly.
- ☐ Set reasonable thresholds for commencing legal action.
- ☐ Ensure proper documentation of past due balances and collection efforts with tenants.



Other: Ending Quarter 06/30/2019 and 09/30/2019 were not submitted. The ED has clarified the submissions of these reports with the Fee Accountant. This contributed to the Corrective Action for TAR. The WHA has also submitted several delinquent rent payment notices. WHA is working with the regional attorney

Certifications and Reporting Submissions

Rating: Operational Guidance

- ☒ Submit all four quarterly vacancy certifications by the end of the month following the quarter end.
- ☒ Submit all four quarters of Tenants Accounts Receivables (TAR) application within 60 days of quarter end.
- ☒ Submit all four quarterly operating statements within 60 days of the quarter end.
- ☐ Schedule board meetings well in advance. Consider scheduling a backup date to ensure you are able to have your board vote/approval in time to meet reporting deadlines.
- ☐ Set a recurring appointment in your email calendar for help remembering reporting dates and deadlines.
- ☒ **Other: The ED has clarified the submissions of these reports with the Fee Accountant**

Adjusted Net Income/Revenue

Rating: Corrective Action

Revenue:

- ☐ Update and adhere to rent collection policy
- ☐ Update marketing plan
- ☐ Update internal policies related to vacant unit turnover
- ☐ Review rent roll to identify outstanding rents and/or patterns of rent delinquency.
- ☐ Review operating statements to identify trends in revenue collection such as LHA-wide or development-centered rent issues.
- ☐ Follow tenant selection best practices to improve vacancy turnover (pulling lists in CHAMP as soon as vacancy occurs and previewing list to prescreen in advance of vacancies as needed)
- ☒ Set up repayment agreements with tenants as soon as tenant becomes in arrears; do not let large balances accrue.
- ☐ Make it easier for tenants to pay rent. For example, consider online payments, lockboxes for night time drop-off or extended office hours
- ☐ Review budget reports with both fee accountant/financial staff and your board to stay on top of revenue trends.
- ☐ Ensure rent determinations are completed regularly and are in adherence with DHCD policy

Expense:*Salaries*

- ☐ Monitor expenses throughout the year; over or underspending in certain budget lines, can be fixed by reducing or increasing other lines to ensure you stay within your ANUEL.
- ☐ Consider a reorganization of staff time/roles and improve processes.
- ☐ Hire temporary workers or offer overtime to current employees to pick up the workload of staff out on leave.
- ☐ Ensure your budget is in compliance with state and federal requirements regarding allocations.

Legal

- ☐ Review and if needed revise tenant selection process, rent collection process and notice to quit process to reduce evictions/legal costs.
- ☐ Start tracking or better estimate eviction costs based on historical averages throughout the year. If legal costs for evictions are running higher than expected, reduce other budget lines to ensure you stay within your ANUEL.
- ☐ If you qualify, use DHCD's regional attorney program.

Utilities

- ☐ Use online resources such as WegoWise, MassEnergyInsight or software provided by your utility company to track and monitor utility usage. Review the usage monthly to look for unusual expenditures.
- ☐ Weatherize units to improve insulation. Reach out to maintenance director or DHCD staff for more information.
- ☐ Request a referral from your HMS to DHCD's sustainability coordinator if you are interested in saving money through the installation of low-flow toilets, showerheads, LED lights or other cost-savings, energy-efficient measures. DHCD frequently has incentive programs that pay for the procurement and installation of energy and water saving appliances and tools at your LHA.
- ☐ Ensure that you have an air conditioner policy that precludes a/c being in windows out of season/enforce policy if already in place.

Maintenance

- ☐ Develop or update your preventive maintenance, deferred maintenance and routine maintenance plans and review monthly with maintenance staff.
- ☐ Develop or update your procurement and purchasing policies and review with staff.
- ☐ Develop a system to schedule and track preventive maintenance, reach out to your facilities management specialist for assistance.
- ☐ If contractor costs are high, see if your current maintenance team can complete the work or if it is possible to contract with a tradesman.
- ☐ Consider bulk purchasing for supplies and shop around for the best deals.
- ☐ Consider investing (through purchase or maintenance) in equipment that may reduce hours spent on maintenance (such as a snow blower to reduce time shoveling).

- ☒ **Other: Submit all quarterly Operating statements 60 days after the quarter ends.**

Operating Reserve

Rating: Corrective Action

- ☐ Please refer to PHN 2018-04 and current budget guidelines for information on operating reserve
- ☐ An LHA may spend down to 35% of maximum reserve level without consulting DHCD, but the LHA must budget these expenses in the correct line items of their annual operating budget. If the expense occurred after DHCD approval of the annual operating budget, the LHA should submit a budget revision with these expenditures.
- ☐ Any expenditures from the operating reserve that will result in a projected operating reserve of less than 35% of maximum reserve level, requires *prior written approval* from DHCD, *unless the expenses are to resolve health and safety issues*.
- ☒ Each LHA must maintain a projected operating reserve of 20% of maximum reserve level, which *remains the minimum operating reserve level for all LHAs*.
- ☒ **Submit all quarterly Operating statements 60 days after the quarter ends.**

Board Member Training

Rating: No Findings

- ☐ Ensure you update the board attendance application with the most recent board members, and their term dates.
- ☐ Ensure each board member has a unique email for the board member training.
- ☐ Provide computer guidance as needed to help board members complete the training.
- ☐ **Other:**

PMR Capital Benchmarks for LHA Fiscal Year 2019

| DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD) PMR Fiscal Year 2019 | |
|--|----------------------|
| For a detailed report of the Performance Management Review (PMR), please contact the Local Housing Authority | |
| Criteria | Score/Rating |
| | Capital |
| Capital Improvement Plan (CIP) Submitted | No Findings |
| Capital Spending | Operational Guidance |

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)
PMR Physical Condition Ratings**

| | |
|---|--------------------------------------|
| Housing Authority | Westborough Housing Authority |
| Fiscal Year Ending | 9/30/2019 |
| Housing Management Specialist | Lisa Taylor |
| Facilities Management Specialist | Wilzor Exantus |

| Inspection and Work Order System Criteria | Rating |
|---|--------------------|
| Inspections | |
| LHA conducted 100% of the unit inspections. | No Findings |
| Inspections report noted 100% of the necessary repairs in each unit. | No Findings |
| 100% of inspection-related work orders were generated. | No Findings |
| Work order system identifies, tracks, and can produce reports for inspection work orders. | No Findings |
| Inspection work orders were completed within 30 calendar days from the date of inspection, OR if cannot be completed within 30 calendar days, are added to the Deferred Maintenance Plan or included in the Capital Improvement Plan in the case of qualifying capital repairs (unless health/safety issue). | No Findings |
| Work Order System | |
| Emergency work orders defined per PMG, identified, tracked, reportable. | No Findings |
| Emergency work orders initiated within 24 to 48 hours. | No Findings |
| Vacancy work orders identified, tracked and reportable. | No Findings |
| Vacancy work orders were completed within 30 calendar days or if not completed within that timeframe, LHA has a waiver. | No Findings |
| Comprehensive Preventive Maintenance Program exists & preventive work orders identified, tracked, and reportable. | No Findings |
| Routine work orders identified, tracked, reportable and completed regularly. | No Findings |
| Requested work orders are identified, tracked and reportable. | No Findings |
| Requested work orders were completed in 14 calendar days from the date of tenant request or if not completed within that timeframe (and not a health or safety issue), the task was added and completed in a timely manner as a part of the Deferred Maintenance Plan and/or CIP. | No Findings |
| LHAs have a 24 hour system for responding to emergencies and have distributed definition of emergency to residents, staff and answering service (if applicable). | No Findings |

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)
PMR Physical Condition Report

For a detailed report of the Performance Management Review (PMR), please contact the Local Housing Authority

| | |
|----------------------------------|-------------------------------|
| Housing Authority | Westborough Housing Authority |
| Fiscal Year Ending | 9/30/2019 |
| Housing Management Specialist | Lisa Taylor |
| Facilities Management Specialist | Wilzor Exantus |

Health and Safety Violations. Must be initiated within 24 to 48 hours. If the box below is not checked, you did not have any health and safety violations.

☒ DHCD will provide a list of health and safety violations found. Inspection reports will be provided by your HMS. The health and safety items have an 'X' in the HS column of the inspection report. Actions to correct these violations must be initiated within 24 to 48 hours. When you have completed work orders for these items send documentation to dhcd-phinspectionviolations@massmail.state.ma.us. In the subject line please indicate the LHAName and the PMR Year. If health and safety violations are not resolved within 60 days, DHCD will follow-up with a second site visit.

Criteria A: LHA conducted 100% of the unit inspections - No Findings

- ☐ Look to a nearby LHA for help with inspections (formulate a management agreement)
- ☐ Attend a Regional DHCD-led Inspection Training (in person)
- ☐ Refer to Property Maintenance Guide - Chapter 3 on Inspections See Handout B
- ☐ Consider Organization of Staff (see Chapter 4 of PMG) See Handout B
- ☐ Develop/Improve internal organizational processes and procedures to ensure you are properly scheduling, tracking, and documenting inspections throughout the year.
- ☐ Consider software (web-based applications) or Excel/Access to help you conduct/track/document inspections See Handout H
- ☐ Schedule your inspections throughout the year (by development or by anniversary date), rather than once a year
- ☐ Hire a qualified contractor (contact the DHCD Compliance Specialist (#617-573-1100 or dhcd-publichousingprocurement@massmail.state.ma.us) for procurement information)

Additional Notes:

Criteria B: Inspection report noted 100% of the necessary repairs in each unit - No Findings

- ☐ Unable to make recommendations as did not notify tenants of possible inspections
- ☐ Attend a Regional DHCD-led Inspection Training (in person)
- ☐ Look into maintenance trainings offered by MAHAMS See Handout L
- ☐ Include tenant violations in inspection reports
- ☐ Review state sanitary code (https://www.mass.gov/files/documents/2016/07/pv/105cmr410_0.pdf)

Additional Notes:

Criteria C: 100% of inspection-related work orders were generated - No Findings

- ☐ Attend a Regional DHCD-led Inspection Training (in person)
- ☐ Refer to Property Maintenance Guide - Chapter 3 on Inspections See Handout B
- ☐ Ensure all tenant violations are included in the inspection report and that these violations are followed-up on by administrative staff with the tenant.
- ☐ Develop internal organizational processes and procedures to ensure you are properly generating and tracking inspection work orders throughout the year
- ☐ Improve internal organizational processes and procedures to ensure you are properly generating and tracking inspection work orders throughout the year
- ☐ Consider software (web-based applications) or Excel/Access to help you conduct/generate/track inspections See Handout H

Additional Notes:

Work Order System Identifies, Tracks, and Can Produce Reports for the Following

Criteria D: Inspection - No Findings

Criteria F: Emergency (defined per PMG) - No Findings

Criteria H: Vacancy - No Findings

Criteria K: Routine - No Findings

Criteria L: Requested - No Findings

- ☐ Consider software (web-based applications) or Excel/Access to help you generate/track/close out work orders See Handout H
- ☐ Refer to Property Maintenance Guide - Chapters 1 to 3 on Work Order Systems See Handout B
- ☐ Refer to PHN 2016-16 and 2016-36 and 2018-8 on Maintenance Aspects of Performance Management Review See Handout C+D
- ☐ Train staff on work order types and how to input them into your work order system/If you use web-based software, reach out to your vendor for training/training materials/changes to the software See Handout K + Software Handouts (M, N, or O) If Applicable
- ☐ LHA should align work order types, their priorities and a definition of what is considered an emergency with the Property Maintenance Guide (Pages I-5 to I-10) See Handout B + K
- ☐ Look to other LHAs with strong work order systems/processes and procedures around work orders and ask for their assistance
- ☐ Definition of Emergency Work Orders Should Be Conditions (no matter the time of day) which are immediately threatening to the life or safety of your residents, staff, or structures. LHA should create emergency list and distribute to staff and tenants. Produce emergency work orders for any work that is on list and initiate work within 24 to 48 hours. See Handout J
- ☐ LHA should establish a system of move out inspections for all vacant units. Produce work orders from those move out inspection reports, and list on work order time spent working on turnover, date turnover was started and date finished, list of work done, and material used.

Additional Notes:

Timely Completion of Work Order Types

Criteria E: Inspection - No Findings

Criteria G: Emergency - No Findings

Criteria I: Vacancy - No Findings

Criteria M: Requested - No Findings

- ☐ Consult DHCD's list of work order types, their priorities and a definition of what is considered an emergency See Handout J + K
- ☐ Refer to Property Maintenance Guide - Chapters 1 to 3 on Work Order Systems See Handout B
- ☐ Refer to PHNs 2016-16 and 2016-36 and 2018-8 on Maintenance Aspects of Performance Management Review See Handout C + D
- ☐ Vacancy turnovers should be completed within 30 calendar days or less. If cannot complete work within 30 days, LHA should contact Housing Management Specialist for a waiver. Use Online Vacancy System to Apply for Waivers (see PHN 2013 - 07) for Waiver Types (if waiver-eligible) See Handout G
- ☐ Consider Use of Capital Improvement Plan (CIP) for Capital Projects (see PHN 2012-22 for Capital vs. Operating funds; Contact Your Project Manager or RCAT for More Information) See Handout I
- ☐ Hire a qualified contractor (if plan to procure, contact DHCD Compliance Specialist (#617-573-1100 or dhcd-publichousingprocurement@massmail.state.ma.us) for procurement information
- ☐ Schedule your inspections throughout the year (by development or by anniversary date), rather than once a year
- ☐ Train staff on work order types and how to input them into your work order system/If you use web-based software, reach out to your vendor for training/training materials/changes to the software See Handout K + Software Handouts (M, N or O) If Applicable
- ☐ Consider software (web-based applications) or Excel/Access to help you generate/track/close out work orders See Handout H
- ☐ Consider Use of a Deferred Maintenance Plan/Operating Funds (Talk to Facilities Management Specialist and/or Housing Management Specialist)
- ☐ Look into Maintenance trainings offered by MAHAMS See Handout L
- ☐ Look into Dwelling Unit Inspection trainings offered by DHCD
- ☐ Look to other LHAs with strong work order systems/processes around work orders and ask for their assistance (possibly formulate a management agreement)
- ☐ Request Vacant Unit Funds (see PHN 2016-34 for more information) See Handout F
- ☐ Look for other external funding sources
- ☐ Build a broader vendor network (to ensure timely delivery of parts/materials)
- ☐ Consider Organization of Staff (see Chapter 4 of PMG) See Handout B

Additional Notes:

Emergency Work Order:

Vacancy Work Order:

Timeliness Requested Work Order:

Timeliness of Inspection Work Order:

Criteria J: Comprehensive Preventive Maintenance Program Exists + Preventive Work Orders Identified, Tracked, Reportable - No Findings

- ☐ Refer to the Property Maintenance Guide (Pages I-23 to I-32 and Pages 8-7 to 8-26) See Handout B
- ☐ Refer to Annual PHNs on this topic, latest of which was PHN 2016-18 "Preventive Maintenance Monthly Reminders" See Handout E
- ☐ Process to schedule, generate, prioritize, and track work orders as a part of the Preventive Maintenance Program (consider using software to automate processes where possible) See Handout H
- ☐ Designate one person with the responsibility of reviewing/updating the Preventive Maintenance Program on a regular basis, as well as in real-time as new equipment is purchased
- ☐ Create a Preventive Maintenance Program/Plan that helps in the upkeep of all buildings and equipment. Work orders should be created and closed for all items on Preventive Maintenance Plan; Consult the Property Maintenance Guide (Pages I-23 to I-32) and Public Housing Notices 2016 - 18 "Preventive Maintenance Reminders" for how to develop a Preventive Maintenance Program See Handout B
- ☐ Consider software (web-based applications) or Excel/Access to help you generate/track/close out work orders See Handout H
- ☐ Refer to Property Maintenance Guide - Chapters 1 to 3 on Work Order Systems See Handout B
- ☐ Refer to PHN 2016-16 and 2016-36 and 2018-8 on Maintenance Aspects of Performance Management Review See Handout C+D
- ☐ Train staff on work order types and how to input them into your work order system/If you use web-based software, reach out to your vendor for training/training materials/changes to the software See Handout K + Software Handouts (M, N, or O) If Applicable
- ☐ Look to other LHAs with strong work order systems/processes and procedures around work orders and ask for their assistance

Additional Notes:

Criteria N: 24 Emergency Response System, Distributed Emergency Definition to Residents, Staff, and Answering Service (if applicable) - No Findings

- ☐ Create an Emergency System that Is Available 24 Hours a Day (if plan to procure, contact DHCD Compliance Specialist (#617-573-1100 or dhcd-publichousingprocurement@massmail.state.ma.us))
- ☐ Refer to Property Maintenance Guide (Pages I-5 to I-10) on Emergencies and System Setup See Handout B
- ☐ LHA should create a list of emergency items and distribute to all staff, tenants and answering service if have one. Produce emergency work orders for any work that is on your emergency list and initiate work within 24 to 48 hours. See Handout J

Additional Notes:

Westborough HA Maintenance Plan

1. Introduction

This document outlines the Westborough Housing Authority's (WHA) maintenance program and procedures.

Located on scattered sites throughout Westborough, there are 110 units total. 76 elderly units are located on Rogers Road and Mayberry Drive. There are 26 family units located on Forrest Lane, Myrtle Street, School Street and Forbes Street. There is a group home housing 8 tenants at 83 East Main Street. The elderly units are all in two story buildings. The family units are all in duplexes that have 2 floors; 12 are on slabs, 14 have basements. The elderly complexes includes a community room with laundry facilities, bathrooms, kitchen, and offices. There is also a maintenance garage at our Rogers Road site.

2. Staffing

The Housing Authority has 2 maintenance staff.

3. Tracking of Maintenance Work

All maintenance work performed by the WHA staff is tracked through a work order system. Work orders are generated by routine scheduled work, on demand routine and emergency requests from the residents and staff, the results of unit a building inspections and the preventive maintenance program.

Work orders are prepared and tracked by computer from the Administrative Office. Work orders are entered into the system by the Administrative staff based on maintenance requests received from residents as well as from all other sources. Resident requests are received by telephone calls and walk-in requests at the Administrative Office. For after hours, holiday and weekend emergency problems, the tenants call the office phone number. The answering service will take the call and pass it on to the on-call staff member who will handle the issue.

The maintenance person completing a work order is responsible for passing the work order back into the Office. The Administrative Assistant will log out the work order from the computerized work order system.

4. Routine Maintenance

The primary routine maintenance tasks at this site are custodial in nature and related to the general cleanliness and appearance of the property.

a) Interior of the Community Building

At least three times a week, the Maintenance Director or his designee will conduct a visual inspection of the community room, laundry room and public bathrooms. Based on this visual inspection, these areas will receive the custodial attention needed to keep these areas clean, attractive and hazard free. These tasks will include but not be limited to: sweeping, dry mopping and washing the lobby floors, sweeping and washing the laundry room floor, washing down the laundry areas sink, washing machines and dryers and emptying the waste baskets, washing all glass and door surfaces, cleaning the public bathrooms and restocking toilet paper, paper towels and soap and emptying the waste baskets, dry mopping and washing the community room floor, emptying the waste baskets and cleaning all surfaces, appliances, floors and emptying wastebaskets in kitchen.

All surfaces in the laundry and public bathrooms will be thoroughly washed and disinfected. As necessary these floors will be washed and buffed to keep their appearance neat and clean.

b) Exterior

On a daily basis, the Maintenance Director should inspect the sites walkways and parking areas. As necessary, these areas should be broom cleaned and free of any visible trash or tripping hazards. The lawns will be mowed as necessary. All grass clippings and leaves should be picked up with the mower/bagger each mowing. The plantings around the site should be kept neatly trimmed and free of trash and debris.

During the winter months, all walkways and parking areas will be kept free and clear of snow and ice. If snow and ice conditions occur outside of the normal workday and workweek, the maintenance staff, and or contractors, will report for snow and ice removal purposes when dispatched by the Maintenance Director. The walkways will be handled using the tractor and snow blower. Other WHA maintenance staff will handle the areas of the site that can be cleaned by a plow. Prior to the start of each winter season the Maintenance Director and Executive Director will meet and walk the site to determine if any adjustments are needed to the snow removal plan for the site. All stakes will be placed strategically before the snow season.

Trash removal at the site is provided by an outside contractor hired by the Authority. Residents are responsible for placing their household trash in trash dumpsters and recycling dumpster provided by the Authority. The dumpsters will be emptied on Tuesday mornings.

5) Annual Unit Inspections

The Executive Director or designee and the Maintenance Director will perform an annual inspection of each unit in the property using an inspection form provided by the authority. All items found during the inspection considered immediate threats to

life and property (emergencies) must be repaired within 24 hours. All other items should be corrected as soon as possible, but in no more than 30 business days. During these inspections, the inspectors may identify trends in the condition of certain building components. Any housekeeping concerns observed by maintenance during the annual inspection or any other unit entry should be promptly reported to the administrative staff.

6) Preventive Maintenance

Because of the complexity of the mechanical systems at the elderly sites preventive maintenance is provided through a combination of outside contractors and HHA staff.

a) Fire Protection

An outside firm under contract to the Authority maintains the building's fire protection system. This firm will test the operation of the system on a semi-annual basis in accordance with the guidelines provided by the National Fire Protections Association. If any maintenance person detects a problem with the system, typically limited to hearing the audible trouble alarm, they should immediately contact the Authority's alarm contractor.

Maintenance of this system by the WHA maintenance staff is limited to assisting the contractor in performing their inspections and responding to assist the Fire Department when an alarm is triggered. At no time should a WHA employee silence or turn off a fire protection system without the express authorization of the Hopkinton Fire Department.

b) Roof

Each building is equipped with shingle roofs. In the fall and spring of each year, the maintenance staff should conduct a visual inspection of the roofs. During the inspection, the staff person is looking for any lifting shingles or loose flashing. The maintenance person will make certain all of the roof drains and gutters appear to be free and clear of any obstructions. Any problems observed during this inspection should be brought to the immediate attention of the Maintenance Director.

c) Exterior Masonry

In the spring and fall, the maintenance staff will conduct a visual inspection, of the building's masonry and concrete. Look for gaps in the mortar and spalling in the concrete vertical and horizontal surfaces.

d) Space Heating

The heat in both the public and resident space of the buildings are provided by a gas fired, forced hot water system. There is one boiler gas fired forced hot water furnace that service 4 units. Prior to the start of each heating season, the furnaces will be serviced by an outside contractor to make certain they are in proper working condition. During unit inspections and the inspection of the common

areas, the building maintenance person should make certain the heating elements and thermostats in all units are operating correctly.

e) Domestic Hot Water

This site's domestic hot water is heated by natural gas in 30 boiler rooms. On a daily basis, a maintenance person should conduct a visual inspection to spot any obvious leaks and to detect any abnormal sounds. On an annual basis, the boilers should be inspected by the authority's HVAC contractor to make certain the equipment is operating within the appropriate operating parameters.

f) Plumbing & Electrical Repairs

The WHA maintenance staff is expected to have the skills necessary to perform most minor plumbing and electrical repairs such as repairing a leaking faucet or changing a defective light switch. When the maintenance staff encounter a plumbing or electrical problem they are not trained to handle or are uncomfortable with they are to contact the Maintenance Director. Based on the nature of the problem, the Maintenance Director will authorize calling in an outside plumber or electrician.

g) Extermination/Pest Control

Because of liability issues, the authority no longer performs any of its own pest control services. This includes spraying for bees, hornets, wasps or any other flying insects. All resident complaints concerning cockroaches, flying insects, mice or other pests are handled by the authority's pest control contractor.

Pest control problems are addressed through an integrated pest management approach. This approach is designed to minimize the amount of chemicals used to treat a problem. The contractor will work to identify the harborage point of the infestation and treat it at its source. The contractor may require the assistance of Authority maintenance staff to make any necessary repairs to assist in the control of the problem.

When the maintenance staff becomes aware of a pest problem either through resident or other reports or through their own observation, they should inform the Maintenance Director. The Administrative Staff will assist in the preparation of notices to insure full access for treatment of the problem.

7) Deferred Maintenance

Deferred Maintenance is maintenance, upgrades, or repairs that are deferred to a future budget cycle or postponed for some other reason. The purpose of a Deferred Maintenance Plan is to ensure that an identified deficiency is not overlooked when that deficiency cannot be addressed immediately.

Deferred Maintenance should not be confused with Capital Improvement Projects (CIP). Large projects that will fall under our “Formula Funding” are still added to our CIP project list.

Items are added to our Deferred Maintenance List when an existing work order needs to be deferred.

Some of the reasons we defer a Work Order are:

1. **Items Best Completed When Unit is Vacant**
 - Anything noticed during an inspection that can and should wait until the unit is vacant would be added to our Deferred Maintenance Plan and then completed when the unit becomes vacant.
2. **Items that cannot be completed because of the season.**
 - Example: Landscaping, Exterior painting. These would be added to our Deferred Maintenance Plan and completed when the season permits.
3. **Lack of Funding**
 - During annual inspection, it was noticed that the common areas needed to be repainted. Because of a severe winter, the operating budget does not have sufficient funds to complete all the necessary painting at this time. The work order is moved to the “Deferred Maintenance Plan”. It will be completed as the operating budget permits.
4. **Efficiency – Items can be grouped together by location, task or trade**
 - Example: A contractor is required for several work orders, they are deferred and scheduled to be completed all at once.
5. **Vacancy Crisis**
 - When the housing authority experiences an unusually high vacancy count, low priority work orders will be moved to the deferred list to allow vacancies to be turned over.
6. **Organizational and Upkeep Tasks**
 - Any tasks that occur infrequently enough that they don’t fall under the category of routine work orders. Painting offices or common areas, etc. Any tasks that occur infrequently enough that they don’t fall under the category of routine work orders.

Deferred Maintenance plan will include the following information for each item: Work Order Number, Date Added, Item Description, Site location or Unit Number, Reason Deferred, Materials needed, Target Completion Date, Closed date, and Other Comments.

The Deferred Maintenance List will be reviewed and prioritized weekly.

8) Vacancy Turnaround

The Maintenance Director has primary responsibility for coordinating the maintenance turnaround of units at this site. All efforts will be made to re-occupy a unit within 20 business days of the unit becoming vacant.

The terms of the lease require each resident to give the authority 30 days written notice of their intent to vacate a unit. Residents are directed to provide written notice to the administrative staff. If the administrative staff receives written notice of intent to vacate, they will promptly notify the Maintenance Director of the planned move out date.

Experience has shown not all residents provide proper written notice. It is not unheard of for residents to move out without any notice. Maintenance staff should promptly investigate any information concerning someone vacating. If an investigation finds that someone has moved without notice, maintenance should immediately notify the administrative staff.

Once a unit is vacant, the Maintenance Director should conduct a move out inspection. The unit will be inspected to determine if there is any damage to the unit beyond normal wear and tear that should be repaired at the expense of the former occupant. In addition, the inspection should identify what repairs will be needed to prepare the unit for re-occupancy. Depending on the workload, the maintenance staff may be expected to paint and clean the apartment or the work may be contracted out. The Maintenance Director should work with the Executive Director who will make the determination and coordinate any other outside contractor work needed to complete this turnaround.

The timely re-occupancy of its units is a core part of the authority's operations. Because of this importance, senior Authority staff will meet on a weekly basis to review occupancy issues in a staff meeting.

Once a new tenant has taken possession of a unit, the administrative staff will conduct a move in inspection. The purpose of this inspection is to take a written snapshot of the condition of the unit at move in. This record will be used to determine if the resident will be held responsible for any excess wear and tear or damage to the unit identified during annual or move out inspections.

9) Maintenance Charges

The Authority does not use a Schedule of Standard Maintenance Charges to assess a resident for maintenance related work. When maintenance repairs are determined to be required because of resident/guest abuse or misuse, the resident is charged the actual Authority costs to make the repair. The charges will vary due to the amount of time of the repair (regular or after hours), the hourly rate of the person making the repairs and the materials involved. The maintenance person who completed the work will indicate whether they feel an item should be a resident charge on the work order. A copy of this

work order will be forwarded to the administrative office for a final calculation of charge for the repair.

A written itemized bill will be sent to resident. Failure to promptly pay a maintenance charge or enter into and keep a repayment agreement for said charge is grounds for eviction. A resident may appeal the assessment of a maintenance charge to the Executive Director and may also appeal this charge through the grievance process.

10) Definition of Maintenance Emergencies

The definition of a maintenance emergency is as follows: A condition that is immediately threatening to the life and safety of residents, staff or structures. A condition that will result in serious structural or systems damage if it is not repaired immediately.

The Authority considers the following items maintenance emergencies: Fires of any kind (call 911), gas leaks or gas odor (call 911), electric power failures, broken water pipes or flooding, no water or unsafe water, sewer or toilet blockage, roof leaks, door or window lock failure, no heat, no hot water, dangerous structural conditions, inoperable smoke or CO detectors, beeping or chirping detectors, and lock outs. All emergency items will be repaired or stabilized within 24 hours.

The Board of Commissioners, Staff, and Residents would like to recognize and give special thanks to the following:

The Clergy for their continuous support and comfort, especially in the time of need.

The Council on Aging, Veteran's Agent, SHINE Program, and Food Pantry for assisting the residents with health care concerns, and for working with the Housing Authority to recognize the needs and provide activities, nourishment, and individualized services.

Police Chief Lourie and the entire Westborough Police Department for continuous concern, attention, and response to the needs of the Housing Authority and its residents.

Fire Chief Purcell and the entire Westborough Fire Department for the professional and respectful manner they exhibit when assisting our residents during a medical time of need.

Governor Baker for his continued support of Massachusetts Public Housing.

Senator Eldridge, Representative Dykema, Representative Gregoire, and Representative Kane for their support of the Housing Programs and Bills with the best interest of our residents in mind.

Selectman Ian Johnson, Shelby Marshall, Leigh Emery, Allen Edinberg, and Syed Hashmi for their support of the Housing Authority and its residents.

Steve Baccari and the Board of Health for their continued help and support.

Throughout the years, the Housing Authority has endeavored to improve the quality of life our seniors, disabled persons and low-income families. With the support of the Commissioners and the community, the Westborough Housing Authority continues to provide safe, decent, and affordable housing opportunities.