

Overview and Certification

Dudley 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\(4\)\(a\)\(4\)](#).

Overview and Certification

The Dudley 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. Dudley Housing Tenants Association letter
 - b. Public Comments and LHA Responses
 - c. Cover sheet for tenant satisfaction surveys
 - d. Tenant Satisfaction Survey - 667only
 - e. Performance Management Review.
 - f. 2019 Dudley Housing PMR Responses
 - g. Dudley Maintenance Plan Document

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
667-01	Elderly	JOSHUA PLACE 667-01	8	1980	80
	Other	Special Occupancy units	1		8
Total			9		88

LHA Central Office

Dudley Housing Authority

Joshua Place Apts, West Main Street, Dudley, MA, 01571

Lucille Allard, Executive Director

Phone: 508-949-0522

Email: dudleyhousing@gmail.com

LHA Board of Commissioners

	<u>Role</u>	<u>Category</u>	<u>From</u>	<u>To</u>
Donald Cristina	Member		09/15/2020	06/12/2020
Pellegrino DAuria	Member	State Tenant Rep	06/10/2019	06/10/2024
Edward Mickelson	Chair	State Tenant Rep	06/15/2020	06/16/2025
Lynn Millette		State Appointee	11/15/2016	06/14/2021

Local Tenant Organizations and Resident Advisory Board

	<u>Date of Recognition by LHA</u>	<u>Date LHA Reviewed Draft AP with LTO</u>
Dudley Housing Tenants Association	06/18/2015	08/10/2020

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.	07/23/2020
B.	Advertise the public hearing in public postings.	07/23/2020
C.	Notify all LTO's of the hearing and provide access to the Proposed Annual Plan.	07/23/2020
D.	Post draft AP for tenant and public viewing.	07/22/2020
E.	Hold quarterly meeting with LTO to review the draft AP. (Must occur before the LHA Board reviews the Annual Plan.)	08/10/2020
F.	Annual Plan Hearing. Hosted by the LHA Board, with a quorum of members present.	09/22/2020
G.	Executive Director presents the Annual Plan to the Board.	09/22/2020
H.	Board votes to approve the AP.	09/22/2020

Certification

CERTIFICATION FOR SUBMISSION OF THE ANNUAL PLAN

I, Lucille Allard, Executive Director of the Dudley 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: 10/09/2020

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.

Additional Remarks by Dudley Housing Authority

The Dudley Housing Authority completed the first phase of the kitchen improvement project. Kitchen cabinets were aged and damaged. Kitchen cabinets were replaced with new faucets as needed. The completed project brought the kitchens up-to-date.

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)	\$243,567.47		Total of all FF awards minus prior FF spending
LHA Emergency Reserve	\$24,356.75		Amount to reserve for emergencies
Net FF Funds (First 3 Years of the CIP)	\$219,210.72		Funds to plan & amount actually planned in the first 3 years of the CIP
ADA Set-aside	\$2,707.23	\$1,748.65	Accessibility projects
DMH Set-aside	\$0.00	\$0.00	Dept. of Mental Health facility
DDS Set-aside	\$19,379.26	\$19,379.26	Dept. of Developmental Services facility
Unrestricted Formula Funding (FF)	\$197,124.24	\$197,126.04	Funds awarded by DHCD to be used on projects selected by the LHA and approved by DHCD.
Special DHCD Funding	\$8,800.00	\$8,800.00	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	\$78,000.00	\$78,000.00	Funds other than those in the above categories. See explanation below.
Total funds and planned spending	\$306,010.72	\$305,053.95	Total of all anticipated funding available for planned projects and the total of planned spending.

Additional notes about funding:

The Dudley Housing Authority is coordinating with the Director of the Council of Aging to procure state funding for two 12'x24' vinyl clad gazebos.

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**

Dudley 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	fy2021 Spent	fy2021 Planned	fy2022	fy2023	fy2024	fy2025
080009	2008 FF Master CFA	JOSHUA PLACE 667-01	\$7,150	\$7,150	\$0	\$0	\$0	\$0	\$0	\$0
080028	FF: Kitchen improvements (on unit turnover) Phase 2	JOSHUA PLACE 667-01	\$27,968	\$27,943	\$25	\$25	\$0	\$0	\$0	\$0
080030	FF: Sewer Line Replacement Buildings 3,4,15 and 19	JOSHUA PLACE 667-01	\$78,426	\$63,385	\$813	\$15,042	\$0	\$0	\$0	\$0
080035	Entry door accessibility improvements	JOSHUA PLACE 667-01	\$9,278	\$0	\$0	\$9,278	\$0	\$0	\$0	\$0
080036	Replace emergency lights (and emerg. battery backup)	JOSHUA PLACE 667-01	\$30,000	\$0	\$0	\$30,000	\$0	\$0	\$0	\$0
080037	New Kitchen Cabinets at "B" Side	CRAWFORD HOUSE 689-01	\$9,710	\$0	\$0	\$9,710	\$0	\$0	\$0	\$0
080038	H&S FY20: bathroom tub/shower tile wall repairs	JOSHUA PLACE 667-01	\$8,800	\$0	\$0	\$8,800	\$0	\$0	\$0	\$0
080039	EMERG. Waterline Repair	JOSHUA PLACE 667-01	\$4,488	\$4,488	\$0	\$0	\$0	\$0	\$0	\$0
080040	EMERGENCY Ejection Pump and Sewer Line Repair	JOSHUA PLACE 667-01	\$20,603	\$19,667	\$937	\$937	\$0	\$0	\$0	\$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	fy2021 Spent	fy2021 Planned	fy2022	fy2023	fy2024	fy2025
•	Kitchen Counters & Sinks	JOSHUA PLACE 667-01	\$111,850	\$0	\$0	\$0	\$0	\$0	\$0	\$99,264
•	Video Security Surveillance Camera System	JOSHUA PLACE 667-01	\$9,500	\$0	\$0	\$4,117	\$5,384	\$0	\$0	\$0
•	Replacement of AEG heaters with Heat Pumps	JOSHUA PLACE 667-01	\$600,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
•	Replacement of Bench footings and pads	JOSHUA PLACE 667-01	\$9,680	\$0	\$0	\$0	\$0	\$0	\$9,680	\$0
•	Replacement of Entry Doors and Closers	JOSHUA PLACE 667-01	\$63,016	\$0	\$0	\$0	\$63,016	\$0	\$0	\$0
•	Replacement windows in common hallways	JOSHUA PLACE 667-01	\$15,433	\$0	\$0	\$0	\$0	\$0	\$15,433	\$0
•	Replacement of Hot water Heaters (phase II)	JOSHUA PLACE 667-01	\$7,478	\$0	\$0	\$0	\$0	\$7,478	\$0	\$0
•	Power Wash Buildings	JOSHUA PLACE 667-01	\$9,500	\$0	\$0	\$9,500	\$0	\$0	\$0	\$0
•	Insulation and Weatherization Initiative	JOSHUA PLACE 667-01	\$78,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
•	Replace one 6 lite Casement window	JOSHUA PLACE 667-01	\$6,000	\$0	\$0	\$0	\$0	\$6,000	\$0	\$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	fy2021 Spent	fy2021 Planned	fy2022	fy2023	fy2024	fy2025
•	Repaving of Parking Areas	JOSHUA PLACE 667-01	\$74,025	\$0	\$0	\$0	\$0	\$26,351	\$47,675	\$0
•	Repave driveways	CRAWFORD HOUSE 689-01	\$31,418	\$0	\$0	\$0	\$0	\$31,418	\$0	\$0
TOTALS			\$1,212,323	\$122,632	\$1,775	\$87,408	\$68,400	\$71,247	\$72,788	\$99,264

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
080009	2008 FF Master CFA		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,200
080038	H&S FY20: bathroom tub/shower tile wall repairs	H&S FY20: bathroom tub/shower tile wall repairs	\$0	\$0	\$0	\$8,800	\$0	\$0	\$0	\$0
•	Replacement of AEG heaters with Heat Pumps		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$600,000
•	Insulation and Weatherization Initiative		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$78,000
TOTALS			\$0	\$0	\$0	\$8,800	\$0	\$0	\$0	\$679,200

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.

Dudley Housing Authority has not submitted an Alternate CIP.

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.

Dudley Housing Authority has requested \$20,603.00 in LHA Emergency Reserve release for project #080-667-01-S01-20-498, EMERGENCY Ejection Pump and Sewer Line Repair.
Reason: Emergency Pump Replacement

3. Overall goals of the Housing Authority's CIP

The goals of this years Dudley CIP would be to start FISH #080036 and Project #080-667-01-0-15-1233 if approved

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:

No significant differences from last years CIP

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 08/17/2020.

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 07/20/2020.

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

Dudley 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 12/31/2019.

12. Energy and water consumption

Our 12 most recent monthly energy reports are for months 4/2019 to 3/2020.

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

The new heat pumps should've shown a marked reduction in electricity

13. Energy or water saving initiatives

Dudley Housing Authority is not currently pursuing any energy or water-saving audits or grants that could affect CIP project scope, costs or timing of projects.

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.)

6% c. 667 (DHCD Goal 2%)

0% c. 200 (DHCD Goal 2%)

0% c. 705 (DHCD Goal 2%)

Dudley Housing Authority will address the excess vacancies in the following manner:

Currently we only have 2 Vacancies which is less than 6%

15. Vacancies

Dudley 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 LHA at Phone Number	508-949-0522	24 Hrs. If office is closed, the answer
Other	774-452-6906	Emergency maintenance number

Medical emergencies call 911.

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 Dudley Housing Authority main office.

QUALIFYING EMERGENCY WORK REQUESTS
Fires of any kind (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
Refrigerator failure

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	508-949-0522	24 Hrs.
Submit Online at Website		
Email to Following Email		
Other		

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:

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.	☒
2	Maintenance Requests logged into the work system	☒
3	Work Orders generated	☒
4	Work Orders assigned	☒
5	Work Orders tracked	☒
6	Work Orders completed/closed out	☒
7	Maintenance Reports or Lists generated	☒

D. Additional comments by the LHA regarding work order management:

We use PHA Network for Work Order management.

Maintenance Plan Narrative

Following are Dudley 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 staff has a excellent record of responding to maintenance requests and completing most of them within a few days. They are also vigilant in looking for small maintenance projects that could, if ignored, cause major repairs. They are also helpful during the CIP planning process by suggesting projects that will address the deficiencies of our inventory. We often receive accolades from our tenants about the quality of maintenance staff.

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

We have made the transition from a paper work order system to using the tablet with PHA Web. Our maintenance staff is able to record the work orders as they are discovered using that tablet, which is a huge help for the office staff.

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

Continue the efficient completion of maintenance requests.

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	\$102,634.00	\$23,450.00
Last Fiscal Year Actual Spending	\$104,901.00	\$9,565.00
Current Fiscal Year Budget	\$106,079.00	\$26,000.00

E. Unit Turnover Summary

# Turnovers Last Fiscal Year	12
Average time from date vacated to make Unit "Maintenance Ready"	36 days
Average time from date vacated to lease up of unit	50 days

Attachments

These items have been prepared by the Dudley 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 Schedule and Checklist

Preventive Maintenance Schedule and Checklist

LHA NAME:

DEVELOPMENT:

Buildings & Grounds Preventive Maintenance

Building Envelope

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
SLOPED ROOF - Remove moss, clear debris from gutters / downspouts	Bi-Annually	Staff / Vendor				X						X		
WINDOWS - Wash, re-caulk if needed	As needed	Staff				X								
DOORS - Wash, check weather stripping, re-paint as needed	Annually	Staff				X								
EXTERIOR SURFACES, FIXTURES - Refinish	Every 10yrs	Staff / Vendor												

Preventive Maintenance Schedule and Checklist

LHA NAME:

DEVELOPMENT:

Buildings & Grounds Preventive Maintenance

Building Interior

[illegible]

Trash / Recycling Room														
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Clean, mop floor, wash out containers	monthly	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Cans (Trash / Recycle) - Regular pickup	Bi-Weekly / Weekly	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Landscaping														
Mulch landscape beds	Annually	Staff				X								
Shrubs, Trees (remove broken, dead, deformed branches)	Weekly / Seasonal	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Remove weeds (don't let weeds go to seed)	As needed	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Pest / Disease - Monitor, Integrated Pest Mgmt & Natural Gardening. DON'T use products harmful to environment	As needed	Staff												
Grounds														
Signage - inspect, clean, repair as needed	Annually	Staff									x			
Walks, Paving, Curbs - monitor, clean, repair as needed	Seasonally	Staff	x			x			x			x		
Parking Lot - Monitor condition, clean and reseal as needed	As Needed	Staff												

Mechanical, Electrical Systems Preventive Maintenance															
HVAC (Heating, Ventilation, Air Conditioning)															
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Air Source Heat Pumps - Maintenance	Quarterly	Staff	x			x			x			x			
Water system															
Test / Check Water Temperatures	Annually	Staff												x	
Test pressure	Annually	Staff												X	
Plumbing															
Toilets - check for leaks, running water	Annually	Staff												x	
Faucets and shut-offs - check for leaks, drips	Annually	Staff												x	
Boilers/HW Tanks - Inspect, service	Annually	Staff / Vendor												X	
Fire Sprinklers															
Inspect, Test Backflow	Annually	Vendor						X							
Sanitary system															
							X					X			
Replace toilet mechanism	As needed	Staff / Vendor													
Test system integrity	Annually	Staff / Vendor											x		

[illegible]

Dwelling Unit Preventive Maintenance														
Heat and smoke detectors														
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Battery Heat / Smoke Detectors - Test, Change batteries	Annually	Vendor									X			
Test hardwired detectors (with System)	Annually	Vendor									X			
Pest control														
Notify Residents, Install Chemicals	As Needed	Vendor												
Floors														
Refinish floors	At Turnover / As Needed	Vendor												
Ceilings														
Refinish	At Turnover / As Needed	Staff												
Walls														
Refinish	At Turnover / As Needed	Staff												
Recaulk (kitchen and bath)	At Turnover / As Needed	Staff												
Kitchen fixtures														
UNIT APPLIANCES - clean interior and exterior, vacuum under and behind	Annually	Resident Staff						X						
HVAC fixtures														
Air Source Central Air	Annually	Staff										X		
Unit Forced Hot Water - Check for Air locks, Bleed	Annually	Vendor										X		

Machine Preventive Maintenance														
Automobile														
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Lubricate, Change Filters	As needed	Vendor												
Change tires	Rotate Annually	Vendor												
Replace brakes, other fixed life parts	As needed	Vendor												
Annual Sticker (Vehicles, Trailers)	Annually (Varies)	Vendor												x
Small Engines														
ALL WORK by Service Contract	Per Manufacturers Recommendations	Staff										X		
OIL - Check Level, Change, Replace Filter	Per Manufacturers Recommendations	Staff										X		
Air Filter - Replace Foam/Paper Air cleaner	Per Manufacturers Recommendations (OR Every Season)	Staff										X		
Replace Spark Plug, In-line Fuel Filter	Per Manufacturers Recommendations (OR Every 100 Hrs)	Staff										X		
Prep Work Season Start, Season End)	Bi-Annually	Staff			X							X		
Snow Removal and Sanding Equipment	Annually											X		

For LHA Use (Input to Maintenance Schedules and Checklists)

Deferred Maintenance Plan

[illegible]

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 12/31/2019. 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 Dudley Housing Authority is very mindful of the budgeting expenses while also carefully reviewing any needed improvements that may need additional funds.

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 Dudley Housing Authority operating reserve at the end of fiscal year 2019 was \$326,645.00, which is 153.6% 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 Dudley 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	\$375,511.00	\$396,730.00	\$383,131.00	-3.4%	\$399.09
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	\$1,875.00	\$4,545.00	\$1,875.00	-58.7%	\$1.95
3611	Interest on Investments - Restricted	\$0.00	\$0.00	\$0.00	0%	\$0.00
3690	Other Revenue	\$3,580.00	\$3,635.00	\$3,580.00	-1.5%	\$3.73
3691	Other Revenue - Retained	\$0.00	\$8,868.00	\$0.00	-100%	\$0.00
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)	\$47,612.00	\$0.00	\$100,211.00	100%	\$104.39
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	\$428,578.00	\$413,778.00	\$488,797.00	18.1%	\$509.16

Annual Plan 2021
Annual Operating Budget

Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by Dudley 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	\$57,657.00	\$57,656.00	\$59,255.00	2.8%	\$61.72
4120	Compensated Absences	\$0.00	\$3,962.00	\$0.00	-100%	\$0.00
4130	Legal	\$600.00	\$0.00	\$600.00	100%	\$0.63
4140	Members Compensation	\$0.00	\$0.00	\$0.00	0%	\$0.00
4150	Travel & Related Expenses	\$1,182.00	\$41.00	\$1,182.00	2782.9%	\$1.23
4170	Accounting Services	\$6,108.00	\$6,108.00	\$6,480.00	6.1%	\$6.75
4171	Audit Costs	\$3,780.00	\$3,150.00	\$3,780.00	20%	\$3.94
4180	Penalties & Interest	\$0.00	\$0.00	\$0.00	0%	\$0.00
4190	Administrative Other	\$12,227.00	\$10,032.00	\$14,409.00	43.6%	\$15.01
4191	Tenant Organization	\$500.00	\$0.00	\$500.00	100%	\$0.52
4100	TOTAL ADMINISTRATION	\$82,054.00	\$80,949.00	\$86,206.00	6.5%	\$89.80
4310	Water	\$14,813.00	\$13,613.00	\$14,813.00	8.8%	\$15.43
4320	Electricity	\$159,975.00	\$140,312.00	\$174,195.00	24.1%	\$181.45
4330	Gas	\$0.00	\$0.00	\$0.00	0%	\$0.00
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	\$1,800.00	\$0.00	\$0.00	0%	\$0.00
4391	Solar Operator Costs	\$0.00	\$0.00	\$0.00	0%	\$0.00
4392	Net Meter Utility Credit (Negative Amount)	\$0.00	\$0.00	\$0.00	0%	\$0.00
4300	TOTAL UTILITIES	\$176,588.00	\$153,925.00	\$189,008.00	22.8%	\$196.88

Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by Dudley 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	\$67,954.00	\$64,223.00	\$68,669.00	6.9%	\$71.53
4420	Materials & Supplies	\$12,009.00	\$13,143.00	\$12,010.00	-8.6%	\$12.51
4430	Contract Costs	\$22,671.00	\$27,535.00	\$25,400.00	-7.8%	\$26.46
4400	TOTAL MAINTENANCE	\$102,634.00	\$104,901.00	\$106,079.00	1.1%	\$110.50
4510	Insurance	\$14,509.00	\$15,091.00	\$16,272.00	7.8%	\$16.95
4520	Payment in Lieu of Taxes	\$0.00	\$0.00	\$0.00	0%	\$0.00
4540	Employee Benefits	\$52,793.00	\$58,665.00	\$54,922.00	-6.4%	\$57.21
4541	Employee Benefits - GASB 45	\$0.00	\$-32,193.00	\$0.00	-100%	\$0.00
4542	Pension Expense - GASB 68	\$0.00	\$-19,520.00	\$0.00	-100%	\$0.00
4570	Collection Loss	\$0.00	\$0.00	\$0.00	0%	\$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	\$67,302.00	\$22,043.00	\$71,194.00	223%	\$74.16
4610	Extraordinary Maintenance	\$23,450.00	\$9,565.00	\$26,000.00	171.8%	\$27.08
4611	Equipment Purchases - Non Capitalized	\$8,600.00	\$2,251.00	\$9,500.00	322%	\$9.90
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	\$133,669.00	\$0.00	-100%	\$0.00
4600	TOTAL OTHER EXPENSES	\$32,050.00	\$145,485.00	\$35,500.00	-75.6%	\$36.98
4000	TOTAL EXPENSES	\$460,628.00	\$507,303.00	\$487,987.00	-3.8%	\$508.32

Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by Dudley 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	\$428,578.00	\$413,778.00	\$488,797.00	18.1%	\$509.16
4000	TOTAL EXPENSES	\$460,628.00	\$507,303.00	\$487,987.00	-3.8%	\$508.32
2700	NET INCOME (DEFICIT)	\$-32,050.00	\$-93,525.00	\$810.00	-100.9%	\$0.84
7520	Replacements of Equip. - Capitalized	\$0.00	\$0.00	\$0.00	0%	\$0.00
7540	Betterments & Additions - Capitalized	\$0.00	\$0.00	\$0.00	0%	\$0.00
7500	TOTAL NONOPERATING EXPENDITURES	\$0.00	\$0.00	\$0.00	0%	\$0.00
7600	EXCESS REVENUE OVER EXPENSES	\$-32,050.00	\$-93,525.00	\$810.00	-100.9%	\$0.84

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 Dudley 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.

Due to the COVID-19 emergency, on-site assessments by the Facilities Management Specialists were cancelled for the December fiscal year end housing authorities. Therefore, there are no ratings for the Facility Management categories.

Category: Management

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

Rating:

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:

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

Rating:

Criterion: Completion of mandatory online board member training

Rating:

Category: Financial

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

Rating:

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

Rating:

Category: Capital Planning

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

Rating:

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

Rating:

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	
Tenant related violations	0	

Since not all the violations have been corrected, the LHA has provided the following explanation:

Category: Facility Management - Inspections

Criterion: LHA Conducted 100% of the Unit Inspections.

Rating:

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

Rating:

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

Rating:

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

Rating:

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:

Category: Facility Management - Work Order System

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

Rating:

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

Rating:

Criterion: Vacancy work orders identified, tracked and reportable.

Rating:

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

Rating:

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

Rating:

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

Rating:

Criterion: Requested work orders identified, tracked and reportable.

Rating:

Criterion: 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.

Rating:

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:

Explanation of PMR Criteria Ratings

CRITERION	DESCRIPTION
Management	
Occupancy Rate	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) • “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)	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) • “No Findings” : At or below 2% • “Operational Guidance”: More than 2% , but less than 5% • “Corrective Action”: 5% or more
Certifications and Reporting Submissions	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. • “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	Percentage of board members that have completed the mandatory online board member training. • “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	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. Underspending Rating: • "No Findings" : 0 to 9.9% • "Operational Guidance": 10 to 14.9% • "Corrective Action": 15% or higher Overspending Rating: • "No Findings" : 0 to -4.9% • "Operational Guidance": -5% to -9.9% • "Corrective Action": -10% or below
Operating Reserves	Current Operating Reserve as a percentage of total maximum reserve level. Appropriate reserve level is buffer against any unforeseen events or expenditures. • "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	Housing authorities are required to submit a five-year capital plan every year. • "No Findings" =Submitted on time and no modifications required or modifications made within 45 days. • "Operational Guidance" =Up to 45 days late and no modifications required or modifications made within 45 days. • "Corrective Action" =More than 45 days late or modifications required and not completed within 45 days.
Capital Spending	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 • "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 • "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 • "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 • "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. • "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). • "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	Emergency work orders should be defined per <u>Property Management Guide</u>, identified, tracked, reportable. • “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	Emergency work orders should be initiated within 24 to 48 hours. • “No Findings”: Emergency work orders initiated within 24-48 hours • “Corrective Action”: Emergency work orders not initiated within 24-48 hours
Vacancy Work Orders	Vacancy work orders should be identified, tracked and reportable. • “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	Vacancy work orders should be completed within 30 calendar days or if not completed within that timeframe, LHA has a waiver. • “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	Housing authorities are required to maintain a comprehensive preventive maintenance program in which preventive work orders are identified, tracked, and reportable. • “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	Routine work orders should be identified, tracked, reportable and completed regularly. • “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	Requested work orders should be identified, tracked and reportable. • “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	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. • “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	Housing authorities should have a 24 Hour Emergency Response System and distribute Emergency Definition to Residents, Staff, and Answering Service (if applicable). • “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 Dudley Housing Authority:

Policy	Last Ratified by Board Vote	Notes
*Rent Collection Policy	04/12/2016	
*Personnel Policy	11/19/2019	
*Capitalization Policy	04/12/2016	
*Procurement Policy	09/12/2017	
*Grievance Policy	07/14/2020	
Credit/Debit Card Policy	04/12/2016	
Investment Policy	06/17/2016	
Pet Policy	01/18/2019	
Travel Policy	04/12/2016	
Other – Define in the ‘Notes’ column	04/19/2019	Appliance Policy
Other – Define in the ‘Notes’ column	06/10/2013	Medical Oxygen Policy

* 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-Dudley Housing Authority-00099 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.

- Dudley Housing Tenants Association letter
- Public Comments and LHA Responses
- Cover sheet for tenant satisfaction surveys
- Tenant Satisfaction Survey - 667only
- Performance Management Review.
- 2019 Dudley Housing PMR Responses
- Dudley Maintenance Plan Document

Dudley Housing Authority

22 Joshua Place Apartments
Dudley, Massachusetts 01571
(508) 949-0522

August 11, 2020

RE: Dudley Housing Authority Annual Plan

The Joshua Place Tenant's Organization met on Monday, August 10, 2020. Our Executive Director introduced the Annual Plan including the future projects to be included in The Dudley Housing Authority Capital Plan and all the residents are very pleased.

Future Projects discussed:

Replace Emergency Lights (and emergency battery backup) in hallways
Entry door Accessibility Improvements
Power Wash Buildings
Video Security Surveillance Camera System
Replacement of Entry Doors and Closers
Repave Driveways
Repaving of Parking Areas
Replacement of Bench Footings and Pads
Replacement windows in common hallways

We appreciate all that is being planned and the opportunity to give our input.

Respectfully submitted,

A handwritten signature in cursive script that reads "Debra Johnson".

Debra Johnson
President
Joshua Place Tenants Organization

Dudley Housing Authority

22 Joshua Place Apartments
Dudley, Massachusetts 01571
(508) 949-0522

The Dudley Housing Authority held its Board Meeting and Public Hearing for the Annual Plan on September 22, 2020. No comments were made, and the Annual Plan was approved accordingly.

Lucille Allard, MPHA
Executive Director

Resident Surveys – Background:

Since 2016 DHCD has been working with the Center for Survey Research at the University of Massachusetts Boston to survey residents in the state public housing units it oversees. The surveys are confidential, mailed directly to the residents and returned to the Center by mail (or, starting in 2019, completed on-line). In Round One of the surveys, conducted over the period 2016-2018, residents of elderly/disabled developments (also known as c. 667 developments) and family units (also known as c. 705 and c. 200 developments) were surveyed in four groups as described below. (Note: there are many more c. 667 units, so they were broken down into three groups).

ROUND ONE SURVEYS

Spring 2016: (c. 200 and c. 705)

Fall 2016: (667 - Group 1)

Fall 2017: (667 - Group 2)

Fall 2018: (667 - Group 3)

By the end of 2018, all residents were surveyed in Round One with one exception: in the case of the twelve housing authorities with **more than** 225 c. 200 family units, a randomly selected group of 225 c. 200 residents were surveyed. This group was determined to be large enough to generate statistically useful results.

Round Two of the surveys began in 2019. The current plan is to complete all Round Two surveys in four groups as follows:

ROUND TWO SURVEYS

Fall 2019 (667 - Group 1) - COMPLETED

Fall 2020 (200s and 705s)

Fall 2021 (667 - Group 2)

Fall 2022 (667 - Group 3)

Please Note:

1. If there were at least twenty responses from residents of BOTH an authority's c.667 units AND from their c.200/705 units, then there is a separate report for each program.
2. If there were fewer than twenty responses in EITHER program, but at least twenty responses combined, then the elderly and family results were combined into a single report.
3. To protect resident confidentiality, survey results are generally reported ONLY for authorities that had at least twenty total resident responses from their combined c.667/200/705 residents. Therefore, a few smaller authorities that didn't have twenty responses do not have a published survey report.
4. Because the 2019-2022 surveys ask some different questions than the 2016-2018 survey, the results can't be combined (i.e., 2019 c.667 results can't be combined with 2016 c.200/705 results, as described in #2 above).
5. Responses from family residents in c.200 and c.705 housing are always combined together.

DUDLEY HOUSING AUTHORITY

Chapter 667 Housing 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.

Fall 2016:

- Surveys were sent to 9624 housing units (Chapter 667). 5511 surveys were filled out and returned.

Fall 2017:

- Surveys were sent to 6024 housing units (Chapter 667). 3391 surveys were filled out and returned.

Fall 2018:

- Surveys were sent to 13,304 housing units (Chapter 667). 6717 surveys were filled out and returned.
- In the **Dudley Housing Authority**, surveys were sent to a total of **80** housing units (Chapter 667); **50** surveys were completed.

This report provides some information about how the residents from the **Dudley Housing Authority** who answered the survey responded. It compares their answers to those from residents in the entire state and to those from small LHAs in Central Massachusetts. These small LHAs in Central Massachusetts include: Acton, 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 in Ch. 667 housing were asked about how they interacted with the Dudley Housing Authority in the last 12 months. The table below shows what percentage of residents said they did each of the following:

	Dudley Housing Authority	Small LHAs in Central MA*	Entire State
Contacted management about a problem or concern.....	66%	77%	78%
Felt they were usually or always treated with courtesy and respect when they contacted management.....	70%	89%	87%
Saw the Capital Improvement Plan.....	40%	32%	30%
Saw the Operating Budget.....	20%	18%	17%
Knew the Executive Director held a meeting with residents...	69%	53%	53%

* Small LHAs in Central Massachusetts include: Acton, 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

38% of the Dudley Housing Authority residents in Ch. 667 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:

	Dudley Housing Authority	Small LHAs in Central MA	Entire State
Job training programs.....	4%	4%	6%
Money management programs (<i>budgeting, taxes, income building</i>).....	10%	9%	10%
Children's programs (<i>tutoring, childcare, afterschool programs</i>).....	0%	1%	2%
Health and Medical Services (<i>visiting nurse, meal programs</i>).....	28%	34%	35%
Adult Education (<i>GED, ESL, educational counseling</i>)	4%	7%	10%

Maintenance and Repair

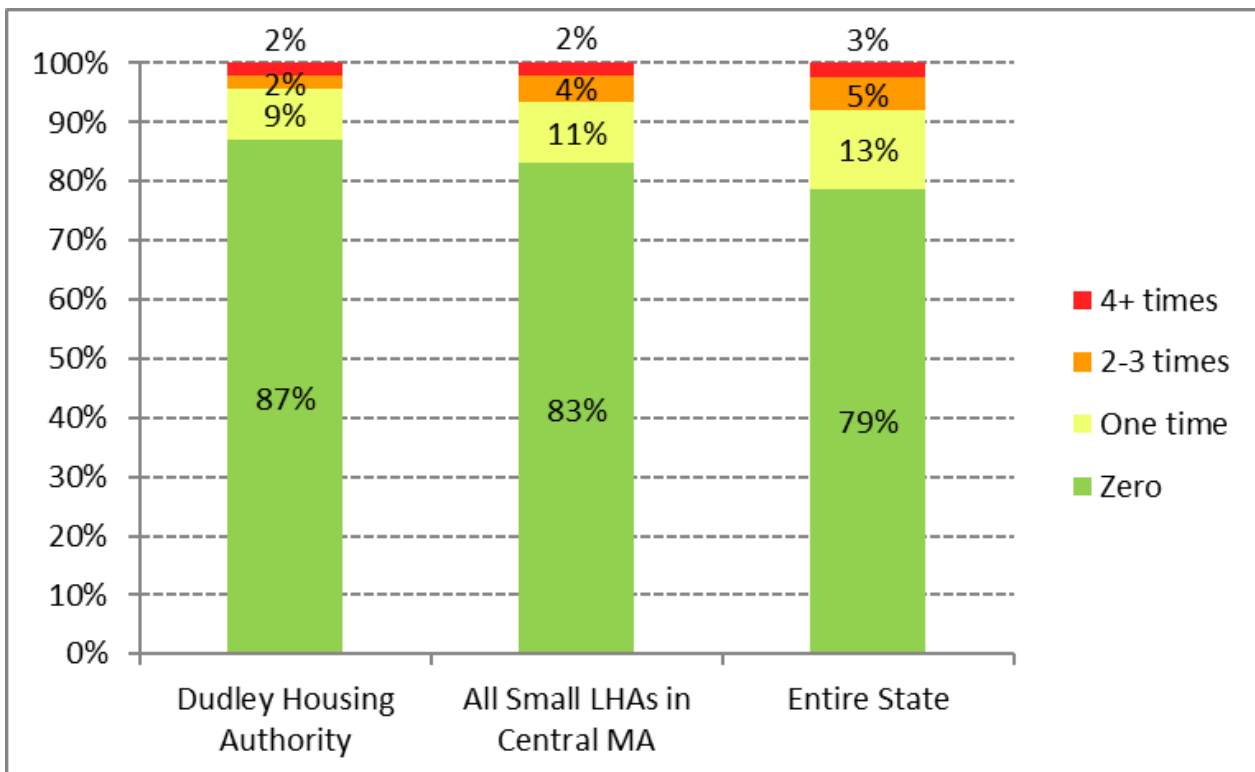
Who had problems? Less than one fifth of respondents had a problem with their heating and less than half had a plumbing problem in the last 12 months.

	Dudley Housing Authority	Small LHAs in Central MA	Entire State
Had a heating problem.....	12%	17%	21%
Had a problem with water or plumbing.....	46%	47%	49%

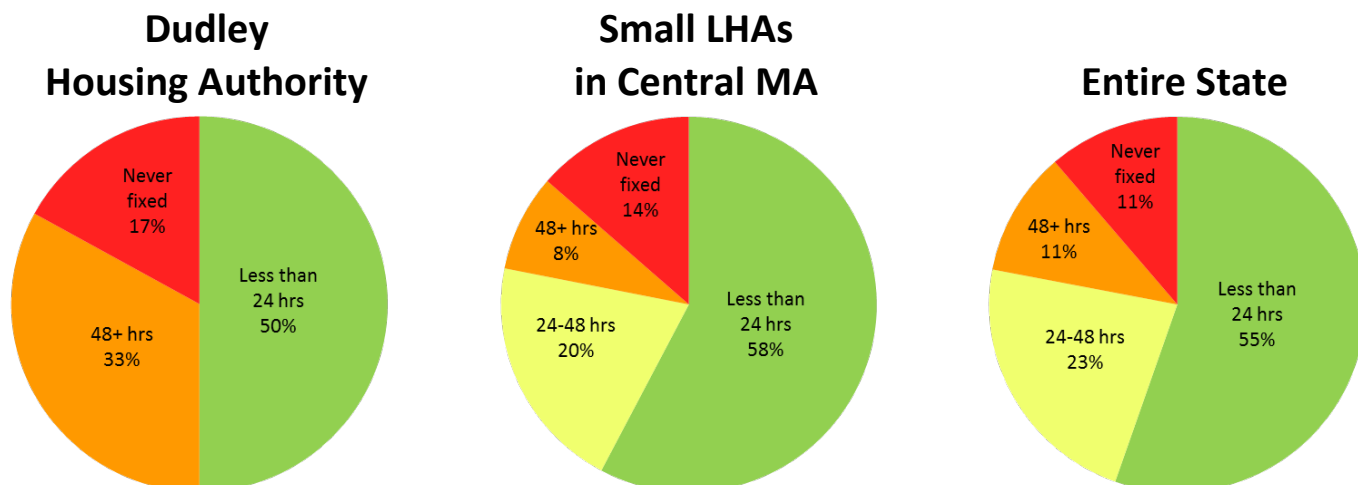
- **Heating Problems**

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.



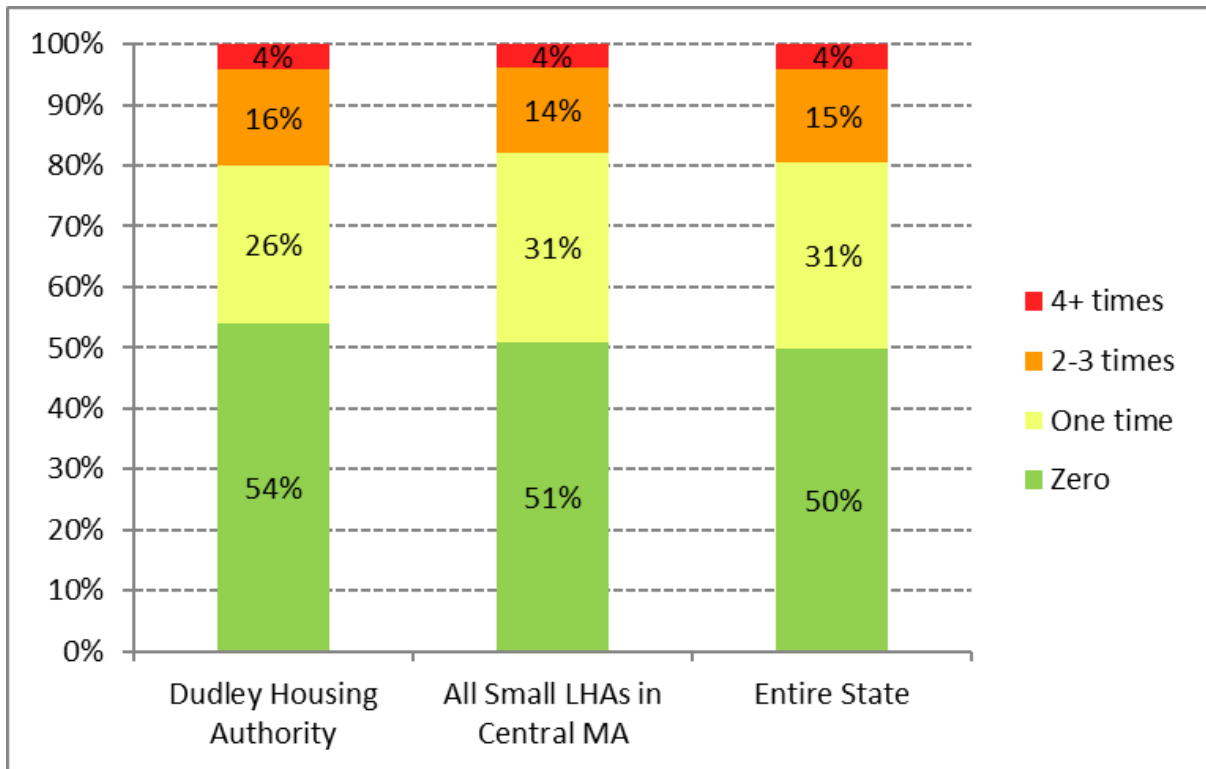
How long did it take to fix the heating problems? For those respondents who had problems, we asked how long it usually took for the problems to be fixed – less than 24 hours, 24 - 48 hours, more than 48 hours, or never fixed.



- **Water or Plumbing Problems**

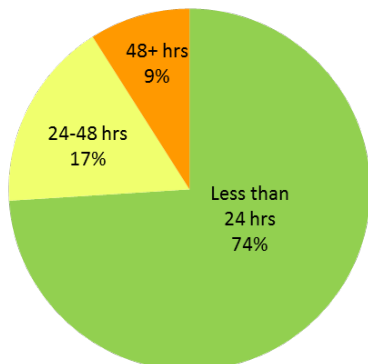
How many times did residents have problems with their water or plumbing?

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.

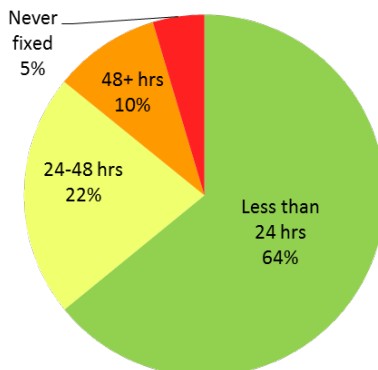


How long did it take to fix the water or plumbing problems? For those respondents who had problems, we asked how long it usually took for the problems to be fixed – less than 24 hours, 24 - 48 hours, more than 48 hours, or never fixed.

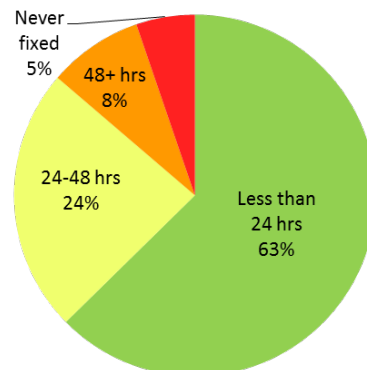
Dudley Housing Authority



Small LHAs in Central MA

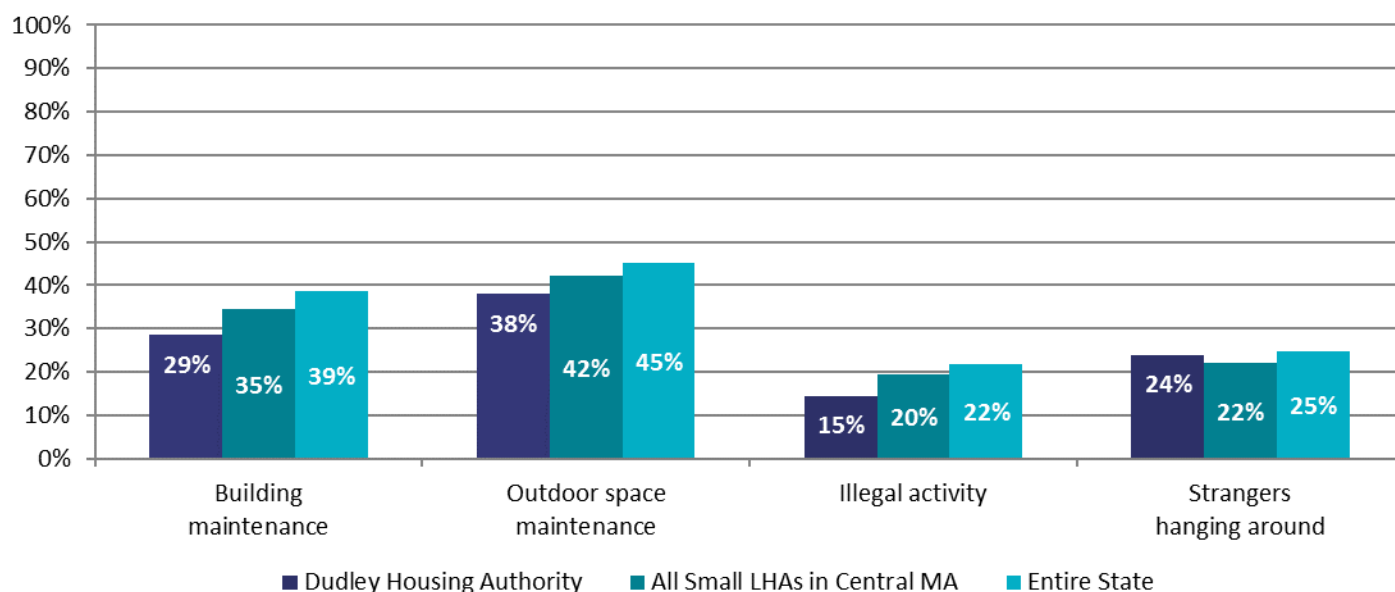


Entire State



- **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.

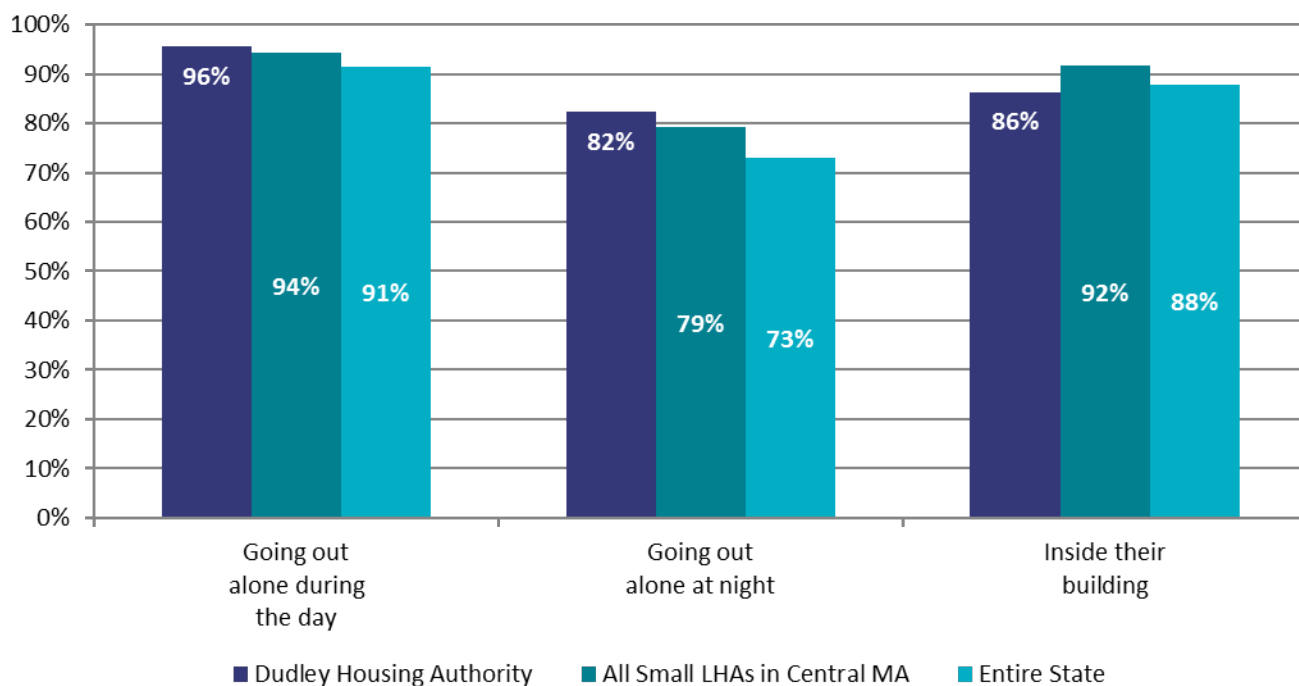
Respondents who “always” or “sometimes” had problems with....



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”



DUDLEY HOUSING AUTHORITY

Performance Management Review (PMR) Report

Fiscal Year End 12/31/2019

*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	Dudley Housing Authority
Fiscal Year Ending	12/31/2019
Housing Management Specialist	Evelyn Muasya
Facilities Management Specialist	Wilzor Exantus

Criteria	Score/Rating			
	Management			
	c.667	c.705	c.200	Cumulative
Occupancy Rate	No Findings	Not Applicable	Not Applicable	No Findings
	c.667	c.705	c.200	Cumulative
Tenant Accounts Receivable (TAR)	Corrective Action	Not Applicable	Not Applicable	Corrective Action
Board Member Training	Corrective Action			
Certifications and Reporting Submissions	Operational Guidance			
	Financial			
Adjusted Net Income	Corrective Action			
Operating Reserves	Corrective Action			

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	No Findings

LHA Dudley Housing Authority

Occupancy

Rating All: No Findings
 Rating 667: No Findings
 Rating 200: Not Applicable
 Rating 705: Not Applicable

- ☐ 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: Not Applicable
 Rating 705: Not Applicable

- ☐ 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: Unable to evaluate the Tenants Accounts Receivable because the 4th quarter report was not submitted by the deadline. For further guidance, review PHN 2019-01, PHN 2018-08: PMR Second Year Clarifications and PHN 2017-13: Clarification on Tenants Accounts Receivable.**

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:**

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: Unable to evaluate the variance for Adjusted Net Income because the 4th quarter operating statements were not submitted by the deadline. Review PHN 2019-01 "Revisions to PMR Criteria for 1st Publishing Year for additional guidance.**

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*.
- ☒ **Other: Unable to calculate the Operating Reserve rating because the 4th quarter operating statements were not Submitted by the deadline. Review PHN 2019-01 "Revisions to PMR Criteria for 1st Publishing Year for additional guidance.**

Board Member Training

Rating: Corrective Action

- ☐ 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: Two out of four Board members have not completed the Board member online training. Review PHN 2019-01: Revisions to PMR Criteria for 1st Publishing Year, for additional guidance on this criteria.**

2019 Dudley Housing PMR responses:

The Dudley Housing Authority has always strived for excellence and 2019 was no different.

The rating of the 2019 Performance Management Review does not reflect the accomplishments and excellent work of the housing authority.

Tenant Account Receivable – Corrective Action

At the end of each quarter, the Dudley Housing Authority has an excellent history of collecting all rents. All rents are collected on a timely basis.

Certifications and Reporting Submissions – Operational Guidance

The fourth quarter had a few steps to the process. All steps were accomplished - holding a special board meeting, presenting the quarterly financials, Board approval, uploading all certification pages, etc. except the Submit option was missed at that time. It would be great if the HAFIS System had a safeguard at the end of the process to forward the process to the "Submit" page to complete accordingly.

Adjusted Net Income – Corrective Action

Requirement for no findings is 0% up to 9.9%. At end of the 4th Qtr. The Dudley Housing Authority was at 0.06%.

Operating Reserve – Corrective Action

The Dudley Housing has an excellent Operating Reserve. The Department of Housing and Community Development require 35%, the Dudley Housing Authority is at 133%. This is way above the requirement.

Board member Training – Corrective Action:

At the time of the PMR, the Dudley Housing Authority had four members of the Board of Directors. Only two members have taken the training. We will continue to strongly encourage the training process as a helpful and necessary tool for the Board members.

Please note:

The Dudley Housing Authority is extremely proud of its 2019 accomplishments and will strive to continue achieving our goals in 2020.

Dudley Housing Authority

Maintenance Plan Program

1. Introduction

This document outlines the Dudley Housing Authority maintenance program and procedures.

Located at 22 Joshua Place, Dudley, MA, 667-1 this development has 80 one-bedroom apartments. These units are in six two-story buildings. This site also includes a stand-alone community building, with laundry facilities, public bathrooms and a small kitchen, and maintenance garage. There are also two free-standing sheds for trash area and one with maintenance storage as well.

2. Staffing

This site has One full time maintenance staff.

3. Tracking of Maintenance Work

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

Work orders are prepared and tracked by tablet by the Maintenance Manager. Work orders are entered into the system by the maintenance Mgr. based on maintenance requests received from residents as well as from the Executive Director. Resident requests are received by telephone calls/walk-in requests at the Administrative Office. For after hours, holiday and weekend emergency problems, the tenants call an emergency number for on-call Maintenance Mgr. to be notified.

The maintenance person completing a work order is responsible for updating/completing 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

On a daily basis, the Maintenance Mgr. 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: vacuuming, sweeping, dry moping and washing the kitchen/laundry/bathroom floors, 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 moping and washing the community room floor, emptying the waste baskets and cleaning the 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 Mgr. 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 to keep the grass height below 3 inches. In the spring and fall all grass area should be thoroughly raked and cleaned to remove the accumulation of dead grass, leaves and other debris. 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. The walkways will be handled using the snow blower assigned to the site and hand tools. The Maintenance Mgr. will handle the areas of the site that can be cleaned by a plow. Prior to the start of each winter season the Maintenance Mgr. and Executive Director will meet and walk the site to determine if any adjustments are needed to the snow removal plan for the site.

Trash removal at the site is provided by an outside contractor hired by the Authority. Residents are responsible for placing their household trash in barrels provided by the Authority and stored at designated sites throughout property. The barrels will be emptied bi-weekly at the designated pick-up area, by the contracted trash removal company. As needed the barrels will be cleaned and disinfected by the Authority's maintenance staff.

5) Annual Unit Inspections

The Maintenance Mgr. and Executive 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, these observations should be brought to the attention of Maintenance Mgr. The Maintenance Mgr. will also review these inspection forms to make a separate assessment of any unit condition that should be addressed. 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 DHA mechanical systems at this site preventive maintenance is provided through a combination of outside contractors and DHA 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 an annual basis. 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 DHA 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 DHA employee silence or turn off a fire protection system without the express authorization of the Dudley Fire Department.

b) Roof

Each building is equipped with shingle roofs. Once a 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. At the same time, 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 Mgr.

c) Space Heating

The heat at the Joshua Place Apartments is provided by a heat pump system. The heat at Crawford House is forced hot water system. There are 2 gas furnaces serving the Crawford House. The heating pump systems at Joshua Place filters will be cleaned 2x yearly by Maintenance staff. 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. On a daily basis, during the heating season, a maintenance staff member should conduct a visual inspection of these DHA mechanical areas to spot any obvious leaks and to detect any abnormal sounds in the circulator motors associated with this system.

d) Domestic Hot Water

At Joshua Place hot water is heated by electric hot water heaters located in each block which services four apartments (20 hot water heaters). On an annual basis, the hot water tanks should be inspected by the authority's staff to ensure the equipment is operating within the appropriate operating parameters. At Crawford House, the domestic hot water is provided by electric hot water heaters, on an annual basis, a maintenance person should conduct a visual inspection of this DHA mechanical area to spot any obvious leaks and to detect any abnormal sounds in the circulator motors associated with this system. On an annual basis, the furnaces should be inspected by the authority's staff to make certain the equipment is operating within the appropriate operating parameters.

e) Plumbing & Electrical Repairs

The DHA maintenance staff is expected to have the skills necessary to perform most minor plumbing and electrical repairs such as repairing a leaking faucet or a defective light switch. When the maintenance staff encounters a plumbing or electrical problem they are not trained to handle or are comfortable with, the Maintenance Mgr. will contact an electrician or plumber to resolve the problem.

f) 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 Mgr. The Administrative Staff will assist in the preparation of notices to insure full access for treatment of the problem.

7) Vacancy Turnaround

The Maintenance Mgr. 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 Executive Director receives written notice of intent to vacate, he/she will promptly notify the Maintenance Mgr. 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. As the primary regular site presence, 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 Mgr. should conduct a move out inspection. The former resident of the unit should be invited to participate in this 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 Mgr. 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, the Executive Director and Maintenance Mgr. will meet on a weekly basis to review occupancy issues in a staff meeting.

The administrative or maintenance staff will show prospective residents available units. During the presentations, the staff person will make certain to present all of the positive aspects of the site and the unit that is being shown.

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.

8) Maintenance Charges

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 any may also appeal this charge through the grievance process.

9) Definition of Maintenance Emergencies

A maintenance emergency is when a building's residents or Authority staff is faced with a health or life-threatening situation or if there is a building condition that will result in serious structural or systems damage if it is not repaired immediately.

The Authority considers the following items maintenance emergencies: exposed electrical wires, broken water lines. Broken/clogged sewer lines, major roof or other building envelope leaks, security lock failure (unit or building), no electricity/heat, inoperable refrigerator (DHA owned), fire and any other natural disasters. All emergency items will be repaired or stabilized within 24 hours.

Housing Authority General Maintenance & Repair Statement of Priorities

- 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 constraint. Programmed maintenance is grouped and scheduled to make their completion as efficient as possible. Sources of programmed maintenance include:
 1. **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.)
 2. **Inspections** are the other source of programmed maintenance.
 - Inspections are visual and operational examinations of parts of our property to determine their condition.
 - All dwelling units, buildings and properties **must be inspected at least annually.**
 - **Goal: Inspection 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.**

Additional LHA comments/content:

Light bulb out in stairway: Maintenance will change light bulb same day.

Dripping faucet: Maintenance fix same day.

Tub draining slowly: Maintenance fix same day

Broken drawer in Kitchen: Maintenance inspects and may need new parts and if not be completed in 14 calendar days, then workorder put on deferred maintenance

Emergency Response System-Standard Operating Procedure (SOP) (2 pages)

Emergency Response System – Two Key Parts:

- 1) System for responding to Emergencies: There exists an after-hours on call system to respond to emergency maintenance requests 24 hours a day and the system documents the results of that response.
- 2) Distributed Definition of What an Emergency is: LHA maintains a list (see list below) of items that are considered an emergency. Residents, staff and call service should have a clear definition of what an emergency is.

System for Responding to Emergencies:

1. Does your LHA have a 24-hour system for responding to emergencies?

YES	NO
X	

2. List of Emergencies.

The following is a list of matters that DHCD and the State Sanitary Code the Dudley Housing Authority deems an Emergency. If you have any questions regarding this list or other matters that may constitute an Emergency, please contact the Dudley Housing Authority main office.

EMERGENCY
Fires of any kind
Electric power failures
Broken water pipes
Sewer blockage
Roof drain blockage
Roof leak
Security lock failure
Lock outs
Heat/AC Unit Issues
Inoperative refrigerator
Snow or ice storm

NOT CONSIDERED EMERGENCIES	
Faucet Dripping	A Hole in the Wall
Closet Door off Track	The Door Squeaks
Screen Has Hole in it	There are Cobwebs in the Corner
Stove Burner is not Working	The Paint is Peeling

3. How can tenants get in contact with the LHA if they have an **Emergency** at any time day or night?
(Complete all that apply and fill in the accompanying details)

METHOD	CONTACT INFO.	TIMES
Can Call Maintenance Mgr. at Phone Number	774-452-6906	7 days a week, 24 hours a day
Can Call LHA at Phone Number	508-949-0522	8:30 AM to 2:30PM

4. Has LHA distributed this Emergency Contact procedure to:

	YES	NO
Tenants	x	
Staff	x	

Normal Maintenance Response System-Standard Operating Procedure (SOP)

Non-Emergency Response System:

- 1) System for Responding to **Non-Emergencies**: There exists a contact system to respond to **Non-Emergency** maintenance requests the system documents the results of that response.

System for Responding to Non-Emergencies:

1. Does your LHA have a system for responding to normal maintenance (**Non-emergencies**)?

YES	NO
x	

2. How can tenants get in contact with the LHA if they have a **Non-emergency** at any time day or night?
(check all that apply and fill in the accompanying details)

METHOD	CONTACT INFO.	TIMES
Can Call Maintenance Mgr. at Phone Number	774-452-6906	24 hrs. daily, 7 days a week
Can Call Dudley Housing Authority at Phone Number	508-949-0522	8:30 AM to 2:30 PM

3. Has LHA distributed this Contact procedure to:

	YES	NO
Tenants	x	
Staff	x	
Answering Service (if applicable)		

Maintenance Plan Narrative

Narrative Question # 1	How would you assess your Maintenance Operations based on feedback your received from staff, tenants, DHCD (PMR & AUP), and any other sources?
Quick to respond and satisfactory result.	

Narrative Question # 2	What changes have you made to maintenance operations since your last Annual Plan submission?
N/A	

Narrative Question # 3	What are your maintenance goals for this coming year?
Ensure all emergencies are done asap, work with Capital Plan, and complete projects in a timely manner.	

<u>Maintenance Budget Summary</u>			
	Overall Budget	Extraordinary Maintenance	Date
Current Fiscal Year Budget	114,343.00	42,300	2020
Current Fiscal Year Spent to date	39,047.00	13,548	4/30/2020
This upcoming Fiscal year Budget			

<u>Unit Turnover Summary</u>	
# Turnovers last Fiscal year	14
Average time to make Unit "Maintenance Ready"	14 days
Average time to Lease –up unit	30 days

<u>Additional LHA comments/content:</u>
Unusual number of turnovers for 2019 fiscal year with excellent turnaround time.

Work Order Management

LHA Uses the following type of Work Order System to record and track all work completed.

Type of Work Order System	Check One	Comments
Computer Software System-Web Based (e.g. PHA Network, HAB, PHA-Web, etc.)	x	PHA
Computer Software System-Non-Web based (e.g. SHARP (MS Access), MS Excel, MS Word, etc.)		
Manual System—Please specify in Comments section		
Other-Please Specify in Comments section		

Work orders are created using the following types/categories: (check all that apply)

Emergency	x
Vacancy	x
Preventive Maintenance	x
Inspections	x
Routine	x
Tenant Requests	x
Other-Please specify	

Work Order Process:

Step	Step Description	YES/NO
1	Maintenance Request taken/submitted per the Standard Operating procedures above	yes
2	Maintenance Requests logged into a computerized system or manual log	Yes
3	Maintenance Report(s) or List(s) generated	Yes
4	Work Orders Generated	Yes
5	Work Orders Assigned	yes
6	Work Orders Tracked	yes
7	Work Orders Completed/Closed Out	yes

If the above process differs for any of the categories of Work Orders, please describe how the process differs:

N/A

SECTION 2 – MAINTENANCE SCHEDULES AND CHECKLISTS

Routine Maintenance Schedule and Checklist

Routine Maintenance Schedule and Checklist

LHA NAME:**DEVELOPMENT:**

Landscaping and Grounds Routine Maintenance

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Walk property-pick up trash	Daily	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Mow lawn (Mulching lawnmower); edge if needed	Weekly / Seasonal	Staff				X	X	X	X	X	X	X		
Rake leaves (Fall, Spring)	Bi-Annually	Staff			X	X					X	X		
Snow (Shovel, Plow), Treat (Walkways)	Daily / Seasonal	Staff	X	X	X							x	X	X
Seasonal cleaning (Spring and Fall)	Start & End of Season				X							X		

Building Routine Maintenance															
Building Interior															
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
,Community Rm/ - Vacuum carpet, mop floors, sweep and Vacuum public spaces	daily	Staff	X	X	X	X	X	X	X	X	X	X	X	X	
Wash windows in public areas	monthly	Staff	X	X	X	X	X	X	X	X	X	X	X	X	
Toilets - Clean public toilets/restrooms	Daily / Weekly	Staff	X	X	X	X	X	X	X	X	X	X	X	X	
Clean Staff toilets/restrooms	N/A	Staff	X	X	X	X	X	X	X	X	X	X	X	X	
Offices- Sweep / Vacuum offices	Daily	Staff	X	X	X	X	X	X	X	X	X	X	X	X	
Light Bulbs - Replace if burnt out in common areas and offices	As needed	Staff	X	X	X	X	X	X	X	X	X	X	X	X	
Elevators- Clean cab walls and doors	N/A	Staff													
Sweep / Mop / Vacuum elevator floors	N/A	Staff													
Trash Barrels, Dumpsters-	Twice Weekly	Staff	X	X	X	X	X	X	X	X	X	X	X	X	
Clean dumpster areas	Twice a week	Staff	X	X	X	X	X	X	X	X	X	X	X	X	
Other Routine Maintenance															
Inventory, Meeting, Training, Tools															
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Maintain Authority inventory	Quarterly	Staff			X			X			X			X	
Attend Staff meetings	Quarterly	Staff			X			X			X			X	
Attend Training sessions	Annual	Staff				X									
Clean and sharpen tools	Seasonally	Staff			x	X					X	X			
Sharpen mower blades (after each Mowing)	Seasonally	Staff			x	X					X	x			
NOTE: Routine (and Emergency) Work Orders will be created due to results from Inspections Maintenance Tasks.															

Preventive Maintenance Schedule and Checklist

Preventive Maintenance Schedule and Checklist

LHA NAME:**DEVELOPMENT:**

Buildings & Grounds Preventive Maintenance

Building Envelope

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
SLOPED ROOF - Remove moss, clear debris from gutters / downspouts	Bi-Annually	Staff / Vendor				X						X		
WINDOWS - Wash, re-caulk if needed	As needed	Staff				X								
DOORS - Wash, check weather stripping, re-paint as needed	Annually	Staff				X								
EXTERIOR SURFACES, FIXTURES - Refinish	Every 10yrs	Staff / Vendor												

Preventive Maintenance Schedule and Checklist

LHA NAME:

DEVELOPMENT:

Buildings & Grounds Preventive Maintenance

Building Interior

[illegible]

Maintenance Schedules and Checklists

Trash / Recycling Room														
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Clean, mop floor, wash out containers	monthly	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Cans (Trash / Recycle) - Regular pickup	Bi-Weekly / Weekly	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Landscaping														
Mulch landscape beds	Annually	Staff				X								
Shrubs, Trees (remove broken, dead, deformed branches)	Weekly / Seasonal	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Remove weeds (don't let weeds go to seed)	As needed	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Pest / Disease - Monitor, Integrated Pest Mgmt. & Natural Gardening. DON'T use products harmful to environment	As needed	Staff												
Grounds														
Signage - inspect, clean, repair as needed	Annually	Staff									x			
Walks, Paving, Curbs - monitor, clean, repair as needed	Seasonally	Staff	x			x			x			x		
Parking Lot - Monitor condition, clean and reseal as needed	As Needed	Staff												

Mechanical, Electrical Systems Preventive Maintenance															
HVAC (Heating, Ventilation, Air Conditioning)															
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Air Source Heat Pumps - Maintenance	Quarterly	Staff	x			x			x			x			
Water system															
Test / Check Water Temperatures	Annually	Staff													x
Test pressure	Annually	Staff													X
Plumbing															
Toilets - check for leaks, running water	Annually	Staff													x
Faucets and shut-offs - check for leaks, drips	Annually	Staff													x
Boilers/HW Tanks - Inspect, service	Annually	Staff / Vendor													X
Fire Sprinklers															
Inspect, Test Backflow	Annually	Vendor						X							
Sanitary system															
							X					X			
Replace toilet mechanism	As needed	Staff / Vendor													
Test system integrity	Annually	Staff / Vendor											x		

Maintenance Schedules and Checklists

[illegible]

Dwelling Unit Preventive Maintenance														
Heat and smoke detectors														
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Battery Heat / Smoke Detectors - Test, Change batteries	Annually	Vendor									X			
Test hardwired detectors (with System)	Annually	Vendor									X			
Pest control														
Notify Residents, Install Chemicals	As Needed	Vendor												
Floors														
Refinish floors	At Turnover / As Needed	Vendor												
Ceilings														
Refinish	At Turnover / As Needed	Staff												
Walls														
Refinish	At Turnover / As Needed	Staff												
Recaulk (kitchen and bath)	At Turnover / As Needed	Staff												
Kitchen fixtures														
UNIT APPLIANCES - clean interior and exterior, vacuum under and behind	Annually	Resident Staff						X						
HVAC fixtures														
Air Source Central Air	Annually	Staff										X		
Unit Forced Hot Water - Check for Air locks, Bleed	Annually	Vendor										X		

Machine Preventive Maintenance														
Automobile														
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Lubricate, Change Filters	As needed	Vendor												
Change tires	Rotate Annually	Vendor												
Replace brakes, other fixed life parts	As needed	Vendor												
Annual Sticker (Vehicles, Trailers)	Annually (Varies)	Vendor												x
Small Engines														
ALL WORK by Service Contract	Per Manufacturers Recommendations	Staff										X		
OIL - Check Level, Change, Replace Filter	Per Manufacturers Recommendations	Staff										X		
Air Filter - Replace Foam/Paper Air cleaner	Per Manufacturers Recommendations (OR Every Season)	Staff										X		
Replace Spark Plug, In-line Fuel Filter	Per Manufacturers Recommendations (OR Every 100 Hrs)	Staff										X		
Prep Work Season Start, Season End)	Bi-Annually	Staff			X							X		
Snow Removal and Sanding Equipment	Annually											X		

Inspection Schedule - Buildings, Grounds and Units

Inspections Schedule and Checklist														
LHA NAME:			DEVELOPMENT:											
Buildings & Grounds Inspections														
Building Envelope														
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ROOFS - Sloped/Flat and EPDM/Shingle/Metal	Annually	Staff										X		
WALLS -, Vinyl,	Annually	Staff												x
WINDOWS, DOORS - Seals, Operators	Annually	Staff												x
Balconies, handrails	Annually	Staff												x
Building Interior														
FLOORS - Vinyl, Carpet	Annually	Staff												x
CEILINGS	Annually	Staff												x
WALLS	Annually	Staff												x
Pest Control														
PEST CONTROL - Pests	Annually As Needed	Vendor												X
Common Kitchen, Laundry														
KITCHEN - Inspect Appliances	Annually	Staff												x
Kitchen, Bath - Cabinets, fixtures	Annually	Staff												x
LAUNDRY - Machines operational	Bi-Annually	vendor				X								x
Trash / Recycling Room														
Trash Container leaks	Monthly	Staff	X	X	X	X	X	X	X	X	X	X	X	X

Maintenance Schedules and Checklists

Landscaping															
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Lawn, Shrubs, Landscape Beds	Annually	Staff				X									
Pest / Disease - Monitor, Integrated Pest Mgmt.	As Needed	Vendor													
Irrigation System															
Heads, Controls - Check	N/A	Staff													
Grounds															
Signage - Inspect	Monthly	Staff	X	X	X	X	X	X	X	X	X	X	X	X	
Walks, Paving, Curbs - Cracks, broken curbs	Monthly	Staff	X	X	X	X	X	X	X	X	X	X	X	X	
Parking Lot - Cracks, and Water Ponding	Bi-Annually	Staff			X						X				
Fence - Holes, Falling over	Bi-Annually	Staff			X						X				
Mechanical, Electrical Systems Inspections															
HVAC (Heating, Ventilation, Air Conditioning)															
FURNACE, AHU - Condenser clear of leaves and other debris	Bi-Annually	Staff / Vendor				X						X			
FCU, Window AC Filters - Inspect for season	Bi-Annually	Staff				X						X			
Air source Heat Pumps - Check Coil	Monthly	Staff	X	X	X	X	X	X	X	X	X	X	X	X	
Co-Gen System - Inspect	Bi-Annually	Vendor				X						X			
Water system															
Inspect - Valves, Pumps	Bi-Annually	Staff					X					X			
Test pressure	Annually	Staff												x	
Plumbing															
Toilets - Leaks	Annually	Staff						X							
Faucets and shut-offs - Leaks	Annually	Staff						X							
Boilers/HW Tanks - Leaks	Quarterly	Staff			X			X			X			X	
Pumps - Operating	Monthly	Staff	X	X	X	X	X	X	X	X	X	X	X	X	
Fire Sprinklers															
Inspect, Test Backflow	Annually	Vendor				X									
Sanitary system															
Inspect - Valves, Pumps	Bi-Annually	Vendor					X					X			
Test system integrity	Annually	Staff / Vendor									X				

Maintenance Schedules and Checklists

Storm drain system														
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Inspect - Valves, Pumps	Bi-Annually	Vendor				X						X		
Test system integrity	Annually	Staff / Vendor									X			
Electrical system														
Inspect connections in panels	As needed	Vendor												
Fire Alarms														
System (Hardwired) - Inspect Common / Public Areas	Bi-Annually	Staff / Vendor				X						X		
System (Hardwired) - FA Panel for Trouble	Annually	Staff / Vendor									X			
Fire Extinguishers - Check Gauge for Replacement need	Annually	Vendor									X			
Generator														
Test	Annually	Automatic										x		
Emergency Lighting (Not on Generator)														
Inspect and Test	Annually	Staff												x
ALL Light Fixtures														
Lighting - Lights working	Annually	Staff												X
Security systems														
System working	N/A													
Elevator system														
Elevator Equipment	N/A													
Test lights														
Solid waste disposal system														
Compactor machinery, trash Chute	N/A													

Machine Inspections														
Automobile														
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Check Oil	Weekly	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Check tires	Monthly	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Check Brakes	Weekly	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Inspection Sticker	Annually (Varies)	Staff												
Small Engines														
Check Oil Level	As needed	Staff			X	X	X	X	X	X				
Check Fuel (in Tank and Stored)	After Use, Season End/Start	Staff		X	X	X	X	X	X	X	X			
Inspect Machine / Equipment	Before and after Use	Staff			X	X	X	X	X	X				

NOTE: Inspections will generate additional Routine (and Emergency) Work Orders.

Dwelling Unit Inspections Schedule and Checklist														
LHA NAME:			DEVELOPMENT:											
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
All Buildings 1 thru 20			I	I	I	I	I	I	I	I	I	I	I	X
Buildings 1 - 20	Annually	Staff												
Scattered Sites														
107 Schofield	Annually	Staff												x
Heat and smoke detectors														
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Battery Heat / Smoke Detectors - Inspect Condition	Annually	Staff		xx		X						X		
Inspect System Heat detectors (in Units)	Annually	Vendor				X						X		
Pest control														
Inspect Unit	As needed	Vendor												
Floors, Ceilings, Walls														
Floors (Wood, Vinyl, Tile)	Annually													x
Kitchen fixtures														
KITCHEN - Inspect Appliances	/ Annually	Staff												x
GAS STOVE - Inspect	NA													
Kitchen, Bath - Cabinets, fixtures	Annually	Staff												x
HVAC fixtures														
(Heat Pumps, Bath Fans, Forced Hot Air, Baseboard)														
Fans, Baseboard, Vents - Inspect (dust, debris)	Annually	Staff												X

