

Overview and Certification

Chicopee Housing Authority Annual Plan for Fiscal Year 2023 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 LHA Board of Commissioners; 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 Board will read, offer recommendations, and approve the Annual Plan in advance of its submission to DHCD.

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

The Chicopee Housing Authority's Annual Plan for their 2023 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. Public Comments and LHA Responses
 - b. Cover sheet for tenant satisfaction surveys
 - c. Tenant Satisfaction Survey 667 Program
 - d. Tenant Satisfaction Survey 200 and 705 Program
 - e. Performance Management Review

Overview and Certification**State-Aided Public Housing Developments**

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

Dev No	Type	Development Name	Num Bldgs	Year Built	Dwelling Units
667-02	Elderly	667-02 Pelouquin Apartments 667-02	6	1961	40
667-2A	Elderly	667-2A-Pelouquin Apartments 667-2A	2	1961	26
667-08	Elderly	BIRCH BARK PLACE 667-08	1	1982	72
667-04	Elderly	Cpl. Edmund Kida Apts. 667-04	5	1967	92
667-03	Elderly	EDWARD J. BURY APARTMENTS 667-03	7	1963	68
667-06	Elderly	FAIRHAVEN 667-06	1	1971	96
667-01	Elderly	GOVERNOR GEORGE ROBINSON 667-1 667	3	1956	35
667-1A	Elderly	GROCKI DRIVE 667-1A 667-1A	6	1959	40
200-01	Family	LEO P. SENEAL APARTMENTS 200-01	63	1949	226
667-07	Elderly	VALLEY VIEW 667-07	6	1973	40
705-01	Family	Volpe 705-01	4	1969	80
Total			104		815

Federally Assisted Developments

Chicopee Housing Authority also manages Federally-assisted public housing developments and/or federal rental subsidy vouchers serving 952 households.

LHA Central Office

Chicopee Housing Authority

128 Meetinghouse Road, Chicopee, MA, 01013

Monica Blazic, Executive Director

Phone: 413-592-6132

Email: mpblazic@chicopeehousing.org

LHA Board of Commissioners

	<u>Role</u>	<u>Category</u>	<u>From</u>	<u>To</u>
Brian M. Hickey	Member	Labor Appointee	02/04/2019	02/01/2024
James P. Lynch	Chair	State Appointee	04/12/2017	03/07/2021
Jeanette Montanez	Vice-Chair	Federal Tenant Rep	07/15/2013	02/01/2020
Bruce E. Socha	Treasurer		04/10/2019	02/01/2025
Chester J. Szetela	Member		02/04/2019	02/01/2023

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.	01/27/2022
B. Advertise the public hearing in public postings.	01/28/2022
C. Notify all LTO's and RAB, if there is one, of the hearing and provide access to the Proposed Annual Plan.	N/A
D. Post draft AP for tenant and public viewing.	01/28/2022
E. Hold quarterly meeting with LTO or RAB to review the draft AP. (Must occur before the LHA Board reviews the Annual Plan.)	N/A
F. Annual Plan Hearing. Hosted by the LHA Board, with a quorum of members present. (For Boston, the Administrator will host the hearing.)	04/13/2022
G. Executive Director presents the Annual Plan to the Board.	04/13/2022
H. Board votes to approve the AP. (For Boston Housing Authority, the Administrator approves and submits the AP.)	04/13/2022

Certification

CERTIFICATION OF LHA USER AUTHORIZATION FOR DHCD CAPITAL SOFTWARE AND HOUSING APPLICATIONS

I, Monica Blazic, Executive Director of the Chicopee Housing Authority, certify on behalf of the Housing Authority that I have conducted an annual review of all Chicopee Housing Authority users of DHCD Capital Software applications and Housing Applications and that all current LHA users are authorized to use the systems and have the appropriate level of user access based on their job responsibility. I approve all system access and access levels for all Chicopee Housing Authority users.

This certification applies to the following applications:

- Capital Planning System (CPS)
- Consolidated Information Management System (CIMS)
- Cap Hub
- DHCD Housing Management Systems

CERTIFICATION FOR SUBMISSION OF THE ANNUAL PLAN

I, Monica Blazic, Executive Director of the Chicopee 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: 04/14/2022

CERTIFICATION FOR SUBMISSION OF THE ANNUAL PLAN

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The Board and Executive Director further certify that LHA operations and all LHA Board-adopted policies are in accordance with M.G.L. c. 121B and all Massachusetts state-aided public housing regulations, including, but not limited to 760 CMR 4.00; 5.00; 6.00; 8.00; and 11:00, as well as adhere to Department-promulgated guidance.

Date of certification: 04/14/2022

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 approval.

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

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

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

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

The CIP includes the following parts:

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

Capital Improvement Plan (CIP)**Additional Remarks by Chicopee Housing Authority**

The aluminum siding at Senecal Apartments was installed in the 1970s. It has outlived its useful life and looked very dated and unattractive. We have started to replace it with heavy duty vinyl siding, dramatically improving its curb appeal. We are on Phase 2, with 3 more phases planned for the next 4 years.

In an effort to increase the safety of our tenants at night, we have been adding site lighting (on buildings, and street pole lighting) to the majority of our state developments. The tenants, after the initial shock and awe, have been enthusiastic and thankful for the increased safety.

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)	\$3,907,936.88		Total of all FF awards minus prior FF spending
LHA Emergency Reserve	\$586,190.53		Amount to reserve for emergencies
Net FF Funds (First 3 Years of the CIP)	\$3,321,746.35	\$3,353,472.41	Funds to plan & amount actually planned in the first 3 years of the CIP
ADA Set-aside	\$29,686.85	\$30,000.00	Accessibility projects
DMH Set-aside	\$0.00	\$0.00	Dept. of Mental Health facility
DDS Set-aside	\$0.00	\$0.00	Dept. of Developmental Services facility
Unrestricted Formula Funding (FF)	\$3,292,059.50	\$3,323,472.41	Funds awarded by DHCD to be used on projects selected by the LHA and approved by DHCD.
Special DHCD Funding	\$88,211.77	\$88,211.77	Targeted awards from DHCD
Community Development Block Grant (CDBG) Funds	\$0.00	\$0.00	Federal funds awarded by a city or town for specific projects.
Community Preservation Act (CPA) Funds	\$0.00	\$0.00	Community Preservation Act funds awarded by a city or town for specific projects.
Operating Reserve(OR) Funds	\$0.00	\$0.00	Funds from the LHA's operating budget.
Other Funds	\$0.00	\$0.00	Funds other than those in the above categories. See explanation below.
Total funds and planned spending	\$3,409,958.12	\$3,441,684.18	Total of all anticipated funding available for planned projects and the total of planned spending.

Additional notes about funding:

The CHA was fortunate to qualify for a \$356,000 rebate from Columbia Gas which will offset almost half the construction cost to replace six heating boilers at our Senecal Apartments, which should be completed by Spring 2022.

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)

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

Cap Hub Project Number	Project Name	Development(s)	Total Cost	Amount Spent Prior to Plan	Remaining Planned for 2022	fy2023 Planned	fy2024	fy2025	fy2026	fy2027
061085	FY16 Accessible Unit Award to Convert 2 Units to Accessible	New ADA unit 667-7	\$324,761	\$280,560	\$1,755	\$0	\$0	\$0	\$0	\$0
061088	FF: FY17 - Sustainability - Energy - Comm Rm and 336-339 boilers (2) and DHW	EDWARD J. BURY APARTMENTS 667-03	\$97,781	\$75,455	\$291	\$0	\$0	\$0	\$0	\$0
061100	FF: Balcony repairs	FAIRHAVEN 667-06	\$344,794	\$319,000	\$235,323	\$0	\$0	\$0	\$0	\$0
061101	FF: Fairhaven elevator upgrades	FAIRHAVEN 667-06	\$764,071	\$451,008	\$13,300	\$0	\$0	\$0	\$0	\$0
061106	FF: Kitchen and bath GFCIs	BIRCH BARK PLACE 667-08	\$144,772	\$119,023	\$700	\$0	\$0	\$0	\$0	\$0
061107	FF: Senecal Siding Replacement and Deleading	LEO P. SENEAL APARTMENTS 200-01	\$691,974	\$469,056	\$0	\$0	\$0	\$0	\$0	\$0
061108	FF: Common Bathroom Renovations	FAIRHAVEN 667-06	\$109,507	\$101,481	\$426	\$0	\$0	\$0	\$0	\$0
061110	FF: Valley View New LED Street Lights	VALLEY VIEW 667-07	\$79,169	\$69,763	\$1,000	\$0	\$0	\$0	\$0	\$0
061112	FF: Ramp Sidewalks 667-1A, 705-1	GROCKI DRIVE 667-1A 667-1A	\$543,369	\$505,745	\$15,738	\$0	\$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	Remaining Planned for 2022	fy2023 Planned	fy2024	fy2025	fy2026	fy2027
061113	FF: Metal railing repair	EDWARD J. BURY APARTMENTS 667-03	\$15,639	\$14,682	\$958	\$0	\$0	\$0	\$0	\$0
061114	FF: Stairwell/hallway lighting upgrade	Cpl. Edmund Kida Apts. 667-04	\$169,980	\$133,898	\$0	\$0	\$0	\$0	\$0	\$0
061117	Roof replacement	667-02 Pelouquin Apartments 667-02	\$600,994	\$18,861	\$130,478	\$448,153	\$0	\$0	\$0	\$0
061118	New heating boilers	LEO P. SENEAL APARTMENTS 200-01	\$863,418	\$448,277	\$59,142	\$0	\$0	\$0	\$0	\$0
061119	Senecal Siding Replacement and Deleading Phase 2	LEO P. SENEAL APARTMENTS 200-01	\$471,951	\$10,800	\$80,707	\$385,845	\$0	\$0	\$0	\$0
061120	Walkway repaving	EDWARD J. BURY APARTMENTS 667-03	\$160,000	\$0	\$9,750	\$150,250	\$0	\$0	\$0	\$0
061122	Design only for kitchen remodel at the Bury Apartment Complex	EDWARD J. BURY APARTMENTS 667-03	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
061123	Basement ventilation	Cpl. Edmund Kida Apts. 667-04	\$36,850	\$3,775	\$31,905	\$1,170	\$0	\$0	\$0	\$0
061124	Kida p-traps	Cpl. Edmund Kida Apts. 667-04	\$96,600	\$0	\$0	\$92,552	\$4,048	\$0	\$0	\$0
061125	Reconstruct handicap accessible ramp enclosure	FAIRHAVEN 667-06	\$126,166	\$13,661	\$63,830	\$56,096	\$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	Remaining Planned for 2022	fy2023 Planned	fy2024	fy2025	fy2026	fy2027
061127	Valley View Roofing Replacement	VALLEY VIEW 667-07	\$131,537	\$113,651	\$0	\$0	\$0	\$0	\$0	\$0
061128	Birch bark apt. entry mortise locks	BIRCH BARK PLACE 667-08	\$77,408	\$3,600	\$38,379	\$34,937	\$0	\$0	\$0	\$0
061129	Fire Alarm Upgrade	BIRCH BARK PLACE 667-08	\$137,456	\$0	\$0	\$132,618	\$4,839	\$0	\$0	\$0
061131	Gutter Gaurd Installation on Elmer, Marshall, Meetinghouse & Chicopee St.	LEO P. SENECA APARTMENTS 200-01	\$29,392	\$29,392	\$0	\$0	\$0	\$0	\$0	\$0
061132	Peloquin Exterior Lighting	667-02 Peloquin Apartments 667-02	\$22,000	\$17,430	\$1,311	\$0	\$0	\$0	\$0	\$0
061133	Bury Chimney repairs/repainting	EDWARD J. BURY APARTMENTS 667-03	\$39,739	\$0	\$0	\$39,739	\$0	\$0	\$0	\$0
061134	Fairhaven First Floor Rubber Flooring	FAIRHAVEN 667-06	\$80,673	\$848	\$30,124	\$47,294	\$2,408	\$0	\$0	\$0
061135	Valley View Bathroom Venting Repairs	VALLEY VIEW 667-07	\$56,900	\$56,801	\$0	\$100	\$0	\$0	\$0	\$0
061136	Surveillance system installation	GOVERNOR GEORGE ROBINSON 667-1 667-01	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
061137	Surveillance system installation	GROCKI DRIVE 667-1A 667-1A	\$0	\$0	\$0	\$0	\$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	Remaining Planned for 2022	fy2023 Planned	fy2024	fy2025	fy2026	fy2027
061139	Balcony, rail repair	Cpl. Edmund Kida Apts. 667-04	\$33,401	\$33,401	\$0	\$0	\$0	\$0	\$0	\$0
061140	Volpe New PRV and Mixing Valves	Volpe 705-01	\$71,039	\$55,001	\$0	\$50,215	\$0	\$0	\$0	\$0
061141	Volpe Drive parking lot	Volpe 705-01	\$108,379	\$0	\$3,315	\$105,064	\$0	\$0	\$0	\$0
•	Thermostat and control valve upgrades	LEO P. SENEAL APARTMENTS 200-01	\$221,214	\$0	\$0	\$0	\$0	\$221,214	\$0	\$0
•	Elcon Drive Surveillance Cameras	LEO P. SENEAL APARTMENTS 200-01	\$151,250	\$0	\$0	\$0	\$0	\$151,250	\$0	\$0
•	Senecal Entry Door Replacement	LEO P. SENEAL APARTMENTS 200-01	\$271,876	\$0	\$0	\$0	\$0	\$0	\$0	\$129,648
•	Senecal Siding Replacement and Deleading Phase 3	LEO P. SENEAL APARTMENTS 200-01	\$622,545	\$0	\$0	\$0	\$64,674	\$557,872	\$0	\$0
•	Gutter guards on Elcon, Meadow and Meetinghouse Road	LEO P. SENEAL APARTMENTS 200-01	\$21,733	\$0	\$0	\$21,733	\$0	\$0	\$0	\$0
•	Senecal Siding Replacement and Deleading Phase 4	LEO P. SENEAL APARTMENTS 200-01	\$437,415	\$0	\$0	\$0	\$0	\$156,355	\$281,061	\$0

Capital Improvement Plan (CIP)

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

Cap Hub Project Number	Project Name	Development(s)	Total Cost	Amount Spent Prior to Plan	Remaining Planned for 2022	fy2023 Planned	fy2024	fy2025	fy2026	fy2027
•	Senecal Siding Replacement and Deleading Phase 5	LEO P. SENEAL APARTMENTS 200-01	\$437,415	\$0	\$0	\$0	\$0	\$0	\$0	\$76,763
•	Elmer Drive Site and yard lighting	LEO P. SENEAL APARTMENTS 200-01	\$49,088	\$0	\$0	\$49,088	\$0	\$0	\$0	\$0
•	Elmer Drive cameras	LEO P. SENEAL APARTMENTS 200-01	\$151,250	\$0	\$0	\$0	\$0	\$151,250	\$0	\$0
•	Bathroom Rehab (Bldg 1)	GOVERNOR GEORGE ROBINSON 667-1 667-01	\$156,466	\$0	\$0	\$0	\$0	\$0	\$156,466	\$0
•	Relocate htg. zone valves	GOVERNOR GEORGE ROBINSON 667-1 667-01	\$100,800	\$0	\$0	\$50,381	\$50,420	\$0	\$0	\$0
•	Foundation parge coat repairs	Cpl. Edmund Kida Apts. 667-04	\$49,828	\$0	\$0	\$0	\$0	\$49,828	\$0	\$0
•	New vinyl replacement windows.	BIRCH BARK PLACE 667-08	\$482,911	\$0	\$0	\$0	\$0	\$0	\$0	\$230,283
•	First floor corridor rubberized flooring	BIRCH BARK PLACE 667-08	\$24,200	\$0	\$0	\$24,200	\$0	\$0	\$0	\$0
•	Grocki Roof Replacement	GROCKI DRIVE 667-1A 667-1A	\$407,644	\$0	\$0	\$0	\$0	\$143,395	\$264,250	\$0
•	Door sill replacement	Peloquin & GROCKI	\$73,327	\$0	\$0	\$0	\$0	\$0	\$73,327	\$0

Capital Improvement Plan (CIP)

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

Cap Hub Project Number	Project Name	Development(s)	Total Cost	Amount Spent Prior to Plan	Remaining Planned for 2022	fy2023 Planned	fy2024	fy2025	fy2026	fy2027
•	Peloquin Fire alarm upgrade	667-2A-Peloquin Apartments 667-2A	\$90,750	\$0	\$0	\$90,750	\$0	\$0	\$0	\$0
•	Painting of metal stairs and railings at the Volpe Apartments	Volpe 705-01	\$27,478	\$0	\$0	\$0	\$0	\$0	\$27,478	\$0
•	Concrete deck/balcony repairs at the Volpe Dr. Apartments.	Volpe 705-01	\$95,931	\$0	\$0	\$0	\$0	\$0	\$0	\$95,931
•	Volpe Apartment Heater Replacement	Volpe 705-01	\$277,994	\$0	\$0	\$0	\$0	\$0	\$132,565	\$145,430
•	Volpe flooring replacement phase 1	Volpe 705-01	\$150,275	\$0	\$0	\$0	\$0	\$0	\$150,275	\$0
•	Paint fire escapes	Volpe 705-01	\$37,813	\$0	\$0	\$37,813	\$0	\$0	\$0	\$0
•	Replace VAT in Common Areas	Volpe 705-01	\$138,404	\$0	\$0	\$0	\$0	\$0	\$0	\$138,404

Capital Improvement Plan (CIP)

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	Sustainability	Special Awards	CDBG	CPA	Operating Reserve	Other Funds
061085	FY16 Accessible Unit Award to Convert 2 Units to Accessible	Create One (1) Fully Accessible Unit	\$0	\$0	\$0	\$324,761	\$0	\$0	\$0	\$0
061088	FF: FY17 - Sustainability - Energy - Comm Rm and 336-339 boilers (2) and DHW	HVAC - six boilers & DHW	\$0	\$10,000	\$74,626	\$0	\$0	\$0	\$0	\$13,155
061100	FF: Balcony repairs		\$0	\$0	\$0	\$0	\$0	\$0	\$25,794	\$0
061101	FF: Fairhaven elevator upgrades		\$0	\$0	\$0	\$0	\$0	\$0	\$260,398	\$0
061107	FF: Senecal Siding Replacement and Deleading		\$0	\$0	\$0	\$0	\$0	\$0	\$191,404	\$0
061112	FF: Ramp Sidewalks 667-1A, 705-1	Trees	\$0	\$0	\$3,000	\$0	\$0	\$0	\$0	\$-3,000
061118	New heating boilers		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$356,000
061134	Fairhaven First Floor Rubber Flooring	asbestos removal	\$0	\$35,825	\$0	\$0	\$0	\$0	\$0	\$0

Capital Improvement Plan (CIP) Narrative **Including Requests to DHCD & Supporting Statements**

1. Request for increased spending flexibility.

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

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

- Other

The CAP Share distribution makes it difficult to place our larger projects with the parameters. Year 1 has \$1.3M, Year 2 is \$185K, and Year 3 is \$1.7M. We need to forecast \$270K against Year 2 in order to spend the correct amounts in Year 1 and 3.

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.

Chicopee Housing Authority has not requested additional funding.

3. Overall goals of the Housing Authority's CIP

The Chicopee 2023 CIP is still more concentrated on projects that address building envelope and common areas while Covid continues to linger. There are no shortages of "outside" projects that are very important to maintaining the CHA developments. Until the pandemic becomes less of a concern and residents are more comfortable with activities in their units, site and building envelope projects will remain the priority.

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.

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 11/19/2021.

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 01/24/2022.

8. Project priorities

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

9. High priority deficiencies

We have not been able to include all of our high priority (CPS priority 1 and 2) projects in our CIP:

See attached.

10. Accessibility

We have identified the following accessibility deficiencies in our portfolio:

Reconstruct handicap accessible ramp enclosure

We have incorporated the following projects in our CIP to address accessibility deficiencies:

Project 061125 - Reconstruct handicap accessible ramp enclosure

11. Special needs development

Chicopee Housing Authority does not have a special needs (167 or 689 programs) development.

12. Energy and water consumption

Our 12 most recent monthly energy reports are for months 10/2020 to 9/2021.

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

200-01

Our 667-01 and 200-01 developments have been fitted with low flow showerheads and toilets. We will continue to encourage water conservation.

13. Energy or water saving initiatives

Chicopee 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.)

- 2% c. 667 (DHCD Goal 2%)
- 4% c. 200 (DHCD Goal 2%)
- 5% c. 705 (DHCD Goal 2%)

Chicopee Housing Authority will address the excess vacancies in the following manner:
High vacancy rate is not due to capital projects. We have had higher than normal turnover, and they are filling them as quickly as possible through CHAMP.

Maintenance and Repair Plan

Maintenance Objective

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

About This Maintenance and Repair Plan

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

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

Classification and Prioritization of Maintenance Tasks

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

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

Emergency Request System

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

METHOD	CONTACT INFO.	TIMES
Call Answering Service	413-592-6132	After business hours.
Call LHA at Phone Number	413-592-6132	M-F 8:30AM - 4:30PM

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 Chicopee Housing Authority main office.

QUALIFYING EMERGENCY WORK REQUESTS
Fires of any kind (Call 911)
Gas leaks/ Gas odor (Call 911)
No electric power in unit
Electrical hazards, sparking outlets
Broken water pipes, flood
No water/ unsafe water
Sewer or toilet blockage
Roof leak
Lock outs
Door or window lock failure
No heat
No hot water
Snow or ice hazard condition
Dangerous structural defects
Inoperable smoke/CO detectors, beeping or chirping
Elevator stoppage or entrapment
Stove failure
Lack of electricity in community areas (tripping hazard)
Exterior door fob system 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	413-592-6132	Non-business hours
Call Housing Authority Office	413-592-6132	M-F 8:30AM - 4:30PM
Submit Online at Website		
Email to Following Email		
Other	413-592-6132 x110	Work Order Clerk

Work Order Management

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

Type of work order system: PHAWeb

Work order classification used:

Emergency	✓
Vacancy	✓
Preventative Maintenance	✓
Routine	
Inspections	
Tenant Requests	

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

C. Our work order process includes the following steps:

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

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

We use PHA Web for work orders, all types.

Maintenance Plan Narrative

Following are Chicopee 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?

The Maintenance Staff is diversified and well trained and handles a multitude of work orders on any given day. The CHA receives positive feedback from the residents for the majority of work performed in units. In an average year the CHA completes approximately 6000 work orders and prepares approximately 175 apartments for new residents. During the past year during the COVID pandemic, the staff has been assigned the additional task of wiping down all common areas in each property once a day in order to keep our residents safe and healthy.

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

We have had staff turnover, and we hired a new supervisor and new staff members. Staff assignments were revised. The iPads we purchased in 2019 continue to be used, with additional training with PHA Web. They have addressed the backlog of work orders. Staff training in COVID and EEO/Fair Housing, along with the state-mandated Conflict of Interest training.

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

We have had an unusually high number of unit turnovers, and we've had to hire outside contractors to help with the turnover to reoccupy. We hope to have our maintenance roles at full capacity (and completely trained) in 2022.

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	\$1,598,391.00	\$313,500.00
Last Fiscal Year Actual Spending	\$1,398,748.00	\$479,591.00
Current Fiscal Year Budget	\$1,563,783.00	\$370,740.00

E. Unit Turnover Summary

# Turnovers Last Fiscal Year	76
Average time from date vacated to make Unit "Maintenance Ready"	35 days
Average time from date vacated to lease up of unit	81 days

Attachments

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

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

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

Preventive Maintenance Tasks

Building Components (Senecal)	Frequency	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Hot Water Tanks/drain residue & deposits	Quarterly	X						X			X		
Electrical Panels(basement)/visible defects	Bi-Annual		X						X				
Fire Extinguishers/outside contractor	Annual						X						
Roofs/from ground level	bi-Annual						X						
Gutters/clean & check structural condition	Bi-Annual			X						X			
Pest Control/spray for ants and bee hives	As Necessary					X	X	X	X	X	X		
Termite Inspection (outside contractor)	Annual							X	X				
Replace flags/order flags/as needed	Quarterly	X			X		X						
Emergency lights/Test	Quarterly		X			X			X				
Unit inspection (modernization)	Annual	X	X	X	X	X	X	X	X	X	X	X	X
Landscaping	Seasonal												
Prune trees/Trim bushes	Monthly			X	X	X	X	X	X	X			
Cut Grass	Weekly			X	X	X	X	X	X	X			
Lawn equipment/tune-up & storage	Bi-Annual			X	X							X	
Winter equipment/tune-up & storage	Bi-Annual			X	X							X	X
Grounds													
Walkways and landings clear of debris and trip hazards	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Exterior lighting	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Leaf removal	As Necessary										X		
Grounds & Dumpster area clean and safe	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Vehicles													
VAN #3													
Tune-Up	Bi-Annual					X						X	
Check Tire Pressure	As Necessary												
Check Oil	Quarterly					X			X				
Lights and Turn Signals	Weekly												
Oil Change	Bi-Annual				X				X				X
MA Inspection Sticker X2	Annual					X					X		
Van #7													
Tune-Up	Bi-Annual					X						X	
Check Tire Pressure	As Necessary												
Check Oil	Quarterly					X			X				
Lights and Turn Signals	Weekly												
Oil Change	Bi-Annual				X				X				X

Preventive Maintenance Tasks

Senecal Rack										
Tune-Up								X		
Check Tire Pressure										X
Check Oil								X		
Lights and Turn Signals										X
Oil Change									X	
MA Inspection Sticker X2								X		X
Black Rack										
Tune-Up								X		
Check Tire Pressure										X
Check Oil								X		
Lights and Turn Signals										X
Oil Change									X	
MA Inspection Sticker X2								X		X

Building Components (Valley View)		Frequency	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Hot Water Tanks/drain residue & deposits	Quarterly	X							X			X		
Sump Pump/check for proper operation	Quarterly				X						X			
Electrical Panels / visible defects	Bi-Annual		X							X				
Inspect Building Common Areas/Windows	Quarterly	X				X			X			X		
Fire Extinguishers/outside contractor	Annual										X			
Roofs/from ground level	Annual							X						
Gutters/clean & check structural condition	Bi-Annual				X							X		
Pest Control/spray for ants and bee hives	As Necessary					X			X	X	X	X		
Termite Inspection (outside contractor)	Annual								X	X				
Replace flags/order flags/as needed	Quarterly	X				X			X			X		
Emergency lights/Test	Quarterly			X			X			X			X	
Unit inspection (modernization)	Annual	X	X	X	X	X	X	X	X	X	X	X	X	X
Landscaping	Seasonal													
Leaf removal	As Necessary											X		
Hot Water Tanks/drain residue & deposits	Quarterly	X				X			X			X		
Electrical Panels / visible defects	Bi-Annual							X		X				
Inspect Building Common Areas/Windows	Quarterly	X				X			X			X		
Fire Extinguishers/outside contractor	Annual										X			
Roofs/from ground level	Annual							X						
Gutters/clean & check structural condition	Bi-Annual											X		
Pest Control/spray for ants and bee hives	As Necessary					X			X	X	X	X		
Termite Inspection (outside contractor)	Annual								X	X				
Replace flags/order flags/as needed	Quarterly	X				X			X			X		
Emergency lights/Test	Quarterly			X			X			X			X	
Unit inspection (modernization)	Annual	X	X	X	X	X	X	X	X	X	X	X	X	X
Landscaping	Seasonal													
Prune trees/Trim bushes	Monthly					X	X	X	X	X	X			
Cut Grass	Weekly					X	X	X	X	X	X	X		
Grounds														
Walkways and landings clear of debris and trip hazards	Daily	X	X	X	X	X	X	X	X	X	X	X	X	X
Exterior lighting	Monthly	X	X	X	X	X	X	X	X	X	X	X	X	X
Grounds & Dumpster area clean and safe	Daily	X	X	X	X	X	X	X	X	X	X	X	X	X
Seal parking lot cracks and restripe	As Necessary									X	X			

B.F. Felt

Also conducted after significant rain fall

Building Components (Fairhaven)	Frequency	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Hot Water Tanks/drain residue & deposits	Quarterly	X			X			X			X		
Sump Pump/check for proper operation	Quarterly			X			X			X			X
Electrical Panels / visible defects	Bi-Annual		X						X				
Inspect Building Common Areas/Windows	Quarterly	X			X			X			X		
Fire Extinguishers/outside contractor	Annual									X			
Roofs/from ground level	Annual						X						
Pest Control/spray for ants and bee hives	As Necessary					X	X	X	X	X	X		
Termite Inspection (outside contractor)	Annual							X	X	X			
Replace flags/order flags/as needed	Quarterly	X			X			X			X		
Elevator	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Emergency lights/Test	Quarterly		X			X			X			X	
Stand pipe inspection	5 YR			X					X				
Service Generator	Bi-Annual												
Laundry Room inspection	Weekly	X	X	X	X	X	X	X	X	X	X	X	X
Fire alarm inspection	Annual										X		
Inspect stairwells	Weekly	X	X	X	X	X	X	X	X	X	X	X	X
Inspect exterior doors	Weekly	X	X	X	X	X	X	X	X	X	X	X	X
Leaf removal	As Necessary										X	X	X
Unit inspection (modernization)	Annual	X	X	X	X	X	X	X	X	X	X	X	X
Landscaping	Seasonal												
Prune trees/Trim bushes	Monthly				X	X	X	X	X	X			
Cut Grass	Weekly				X	X	X	X	X	X	X		
Grounds													
Walkways and landings clear of debris and trip hazards	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Exterior lighting	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Grounds & Dumpster area clean and safe	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Seal parking lot cracks and restrripe	As Necessary								X	X			

DeLank

Also conducted after significant rain fall

Building Components (Bury)	Frequency	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Hot Water Tanks/drain residue & deposits	Quarterly	X			X			X			X		
Sump Pump/check for proper operation	Quarterly			X			X			X			
Electrical Panels / visible defects	Bi-Annual		X						X				
Inspect Building Common Areas/Windows	Quarterly	X			X			X			X		
Fire Extinguishers/outside contractor	Annual									X			
Roofs/from ground level	Annual						X						
Gutters/clean & check structural condition	Bi-Annual			X							X		
Pest Control/spray for ants and bee hives	As Necessary					X	X	X	X				
Termite Inspection (outside contractor)	Annual							X	X				
Emergency lights/Test	Quarterly		X			X			X			X	
Unit inspection (modernization)	Annual	X	X	X	X	X	X	X	X	X	X	X	X
Landscaping	Seasonal												
Prune trees/Trim bushes	Monthly				X	X	X	X	X	X			
Leaf removal	As Necessary										X		
Cut Grass	Weekly				X	X	X	X	X	X	X		
Grounds													
Walkways and landings clear of debris and trip hazards	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Exterior lighting	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Grounds & Dumpster area clean and safe	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Seal parking lot cracks and restrripe	As Necessary							x	x	x			

REPAID

Also conducted after significant rain fall

Building Components (Kida)	Frequency	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Hot Water Tanks/drain residue & deposits	Quarterly	X			X			X			X		
Sump Pump/check for proper operation	Quarterly			X			X			X			X
Electrical Panels / visible defects	Bi-Annual		X						X				
Inspect Building Common Areas/Windows	Quarterly	X			X			X			X		
Fire Extinguishers/outside contractor	Annual									X			
Roofs/from ground level	Annual						X						
Gutters/clean & check structural condition	Bi-Annual				X						X		
Pest Control/spray for ants and bee hives	As Necessary					X	X	X	X	X	X		
Termite Inspection (outside contractor)	Annual							X	X				
Replace flags/order flags/as needed	Quarterly	X			X			X					
Emergency lights/Test	Quarterly		X			X			X			X	
Unit inspection (modernization)	Annual	X	X	X	X	X	X	X	X	X	X	X	X
Landscaping	Seasonal												
Leaf removal	As Necessary										X	X	
Prune trees/Trim bushes	Monthly				X	X	X	X	X	X			
Cut Grass	Weekly				X	X	X	X	X	X	X		
Grounds													
Walkways and landings clear of debris and trip hazards	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Exterior lighting	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Grounds & Dumpster area clean and safe	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Seal parking lot cracks and restrripe	As Necessary								X	X			

Also conducted after significant rain fall

Building Components (Birch Bark)	Frequency	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Hot Water Tanks/drain residue & deposits	Quarterly	X			X			X			X		
Hot water boiler service	Annual									X			
Sump Pump/check for proper operation	Quarterly			X			X			X			
Electrical Panels / visible defects	Bi-Annual		X						X				
Inspect Building Common Areas/Windows	Quarterly	X			X			X		X			
Fire Extinguishers/outside contractor	Annual						X						
Roofs/from ground level	Annual				X					X			
Gutters/clean & check structural condition	Bi-Annual				X			X	X	X			
Pest Control/spray for ants and bee hives	As Necessary					X	X	X	X	X			
Termite inspection (outside contractor)	Annual				X			X					
Replace flags/order flags/as needed	Quarterly	X									X		
Emergency lights/Test	Quarterly		X			X			X			X	
Stand pipe inspection	5 YR			X					X				
Service Generator	Bi-Annual												
Laundry Room inspection	Weekly	X	X	X	X	X	X	X	X	X	X	X	X
Fire alarm inspection	Annual										X		
Inspect stairwells	Weekly	X	X	X	X	X	X	X	X	X	X	X	X
Inspect exterior doors	Weekly	X	X	X	X	X	X	X	X	X	X	X	X
Unit inspection (modernization)	Annual	X	X	X	X	X	X	X	X	X	X	X	X
Landscaping	Seasonal												
Prune trees/Trim bushes	Monthly				X	X	X	X	X	X	X	X	X
Leaf removal	As Necessary										X		
Cut Grass	Weekly				X	X	X	X	X	X	X	X	X
Grounds													
Walkways and landings clear of debris and trip hazards	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Exterior lighting	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
Grounds & Dumpster area clean and safe	Daily	X	X	X	X	X	X	X	X	X	X	X	X
Turn off/on all exterior water spickets	Annual					X					X		
Clean catch basins	Annual										X		
Seal parking lot cracks and restripe	As Necessary								X	X			



Chicopee Housing Authority - Project: 003 - Edward J. Bury Apts.

Scheduled Date and Time	Taken By	Assigned To	Priority	Action Initiated By
	Galarza, Angelina	Kachinski, Robert	Inspection Other	Housing Authority

Created Date and Time	Permission To Enter	Charge Tenant	Charge Amount
01/07/2021 10:49 AM	Yes	YES NO (Circle One)	

Comments

Bury bldg# 17-25: Repair concrete stairs to basement

Date and time Started	Apartment Condition:	Good	Fair	Poor
** HSG Auth Req **				

Task

Bury bldg# 17-25:
 Repair concrete stairs to Mason, Richard
 bsment Date 1/27/2022

Description	Completed	Signature or Initials
Are there signs of a pet?	YES NO N/A (Circle One)	

Date and Time Completed	Employee Signature	Reviewed	Tenant Signature

Work Order #89466



Chicopee Housing Authority - Project: 003 - Edward J. Bury Apts.

Scheduled Date and Time	Taken By	Assigned To	Priority	Action Initiated By
	Galarza, Angelina	Kachinski, Robert	Inspection Other	Housing Authority

Created Date and Time	Permission To Enter	Charge Tenant	Charge Amount
01/07/2021 11:35 AM	Yes	YES NO (Circle One)	

Comments

Bury bldg# 41-49: Caulking joints on overhang need repair

Date and time Started
* HSG Auth Request **

Apartment Condition: Good Fair Poor

Task

Bury bldg# 41-49:
Caulking joints on
overhang need Mason, Richard
Date 1/27/2022

repair Mason, Richard
Date 1/27/2022

Description	Completed	Signature or Initials
Are there signs of a pet?	YES NO N/A (Circle One)	_____

Date and Time Completed	Employee Signature	Reviewed	Tenant Signature

Scheduled Date and Time	Taken By	Assigned To	Priority	Action Initiated By
	Galarza, Angelina	Kachinski, Robert	Inspection Other	Housing Authority

Created Date and Time	Permission To Enter	Charge Tenant	Charge Amount
01/07/2021 11:37 AM	Yes	YES NO (Circle One)	

Comments

Bury bldg# 41-49: Paint peeling on overhangs

Date and time Started _____ Apartment Condition: Good Fair Poor
 ** HSG Auth Request **

Task

Bury bldg# 41-49: Paint peeling on overhangs Mason, Richard
 Date 1/27/2022

Description	Completed	Signature or Initials
Are there signs of a pet?	YES NO N/A (Circle One)	_____

Date and Time Completed Employee Signature Reviewed Tenant Signature

Scheduled Date and Time	Taken By	Assigned To	Priority	Action Initiated By
	Galarza, Angelina	Kachinski, Robert	Inspection Other	Housing Authority

Created Date and Time	Permission To Enter	Charge Tenant	Charge Amount
01/07/2021 10:18 AM	Yes	YES NO (Circle One)	

Comments

Bury bldg# 12-52: Chimney needs to be repointed at top

Date and time Started
** HSG Auth Req **

Apartment Condition: Good Fair Poor

Task

Bury bldg# 12-52:
Chimney needs to be repointed at
top

Mason, Richard
Date 1/27/2022

Mason, Richard
Date 1/27/2022

Description	Completed	Signature or Initials
Are there signs of a pet?	YES NO N/A (Circle One)	

Date and Time Completed	Employee Signature	Reviewed	Tenant Signature

Chicopee Housing Authority - Project: 003 - Edward J. Bury Apts.

Scheduled Date and Time	Taken By	Assigned To	Priority	Action Initiated By
	Galarza, Angelina	Kachinski, Robert	Inspection Other	Housing Authority

Created Date and Time	Permission To Enter	Charge Tenant	Charge Amount
01/07/2021 09:50 AM	Yes	YES NO (Circle One)	

Comments

Bury bldg# 4-335 & 339: Chimney needs repair

Date and time Started
 ** HSG Auth Req **

Apartment Condition: Good Fair Poor

Task

Bury bldg# 4-335 & 339: Mason, Richard
 Chimney needs repair Date 1/27/2022

Description	Completed	Signature or Initials
Are there signs of a pet?	YES NO N/A (Circle One)	_____

Date and Time Completed	Employee Signature	Reviewed	Tenant Signature
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Scheduled Date and Time	Taken By	Assigned To	Priority	Action Initiated By
	Galarza, Angelina	Mason, Richard	Inspection Other	Housing Authority

Created Date and Time	Permission To Enter	Charge Tenant	Charge Amount
01/07/2021 11:30 AM	Yes	YES NO (Circle One)	

Comments

Bury bldg# 27-37: Repair concrete on porch ceiling at entry to #33

Date and time Started _____ Apartment Condition: Good Fair Poor
 * HSG auth Request **

Task

Bury bldg# 27-37:
 Repair concrete on Mason, Richard
 porch ceiling Date 1/26/2021

at entry to #33 Mason, Richard
 Date 1/26/2021

Description	Completed	Signature or Initials
Are there signs of a pet?	YES NO N/A (Circle One)	_____

Date and Time Completed	Employee Signature	Reviewed	Tenant Signature
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Work Order #89452 
Chicopee Housing Authority - Project: 003 - Edward J. Bury Apts.

Scheduled Date and Time	Taken By	Assigned To	Priority	Action Initiated By
	Galarza, Angelina	Mason, Richard	Inspection Other	Housing Authority

Created Date and Time	Permission To Enter	Charge Tenant	Charge Amount
01/07/2021 10:20 AM	Yes	YES NO (Circle One)	

Comments

Bury bldg# 17-25: Caulking joints on overhang need repair

Date and time Started: _____ Apartment Condition: Good Fair Poor
 ** HSG Auth Req **

Task

Bury bldg# 17-25: Caulking joints on overhang need	Mason, Richard Date 1/26/2021
repair	Mason, Richard Date 1/26/2021

Description	Completed	Signature or Initials
Are there signs of a pet?	YES NO N/A (Circle One)	_____

Date and Time Completed	Employee Signature	Reviewed	Tenant Signature
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Chicopee Housing Authority - Project: 001 - Leo P. Senecal Apts

Address	Family	Primary Phone	Reference#	Pets	Beds	Handicap	
92 1/2 Meetinghouse Road Chicopee, MA 01013	Rosado, Luis	(413) 627-0305	0113		2	No	
<i>Asset Description (Item Number)</i>	<i>Serial Number</i>	<i>Brand Name</i>					
RANGE (AB)							

Scheduled Date and Time	Taken By	Assigned To	Priority	Action Initiated By
	Galarza, Angelina	Galiatsos, Curtis	Routine	Housing Authority

Created Date and Time	Permission To Enter	Charge Tenant	Charge Amount
04/21/2021 10:38 AM	No	YES NO (Circle One)	

Comments

Repair the missing roof shingles above the post; water is getting in there and causing the post to rot

Date and time Started _____ Apartment Condition: Good Fair Poor

Task

Repair the missing roof shingles above the post Date 1/27/2022

wtr is getting in there & causing the post to rot Date 1/27/2022

Description	Completed	Signature or Initials
Are there signs of a pet?	YES NO N/A (Circle One)	_____

Lead Based Paint

Is there lead-based paint on the work surface? (If Yes, complete the next question)	YES NO N/A (Circle One)
Will 6 square feet or less of the interior paint per room or 20 square feet or less of exterior paint be disturbed?	YES NO N/A (Circle One)

_____ Date and Time Completed _____ Employee Signature _____ Reviewed _____ Tenant Signature

Chicopee Housing Authority - Project: 001 - Leo P. Senecal Apts

Address	Family	Primary Phone	Reference#	Pets	Beds	Handicap	
92 1/2 Meetinghouse Road Chicopee, MA 01013	Rosado, Luis	(413) 627-0305	0113		2	No	
<i>Asset Description (Item Number)</i> RANGE (AB)	<i>Serial Number</i>	<i>Brand Name</i>					

Scheduled Date and Time	Taken By	Assigned To	Priority	Action Initiated By
	Galarza, Angelina	Galiatsos, Curtis	Routine	Housing Authority

Created Date and Time	Permission To Enter	Charge Tenant	Charge Amount
04/21/2021 10:24 AM	No	YES NO (Circle One)	

Comments

Replace the support post on right side of front porch; it is rotten at the base

Date and time Started _____ Apartment Condition: Good Fair Poor

Task

Replace the support post on right side of front _____
Date 1/27/2022

porch; it is rotten at the base _____
Date 1/27/2022

Description	Completed	Signature or Initials
Are there signs of a pet?	YES NO N/A (Circle One)	_____

Lead Based Paint

Is there lead-based paint on the work surface? (If Yes, complete the next question) YES NO N/A (Circle One)
Will 6 square feet or less of the interior paint per room or 20 square feet or less of exterior paint be disturbed? YES NO N/A (Circle One)

_____ Date and Time Completed Employee Signature Reviewed Tenant Signature

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 06/30/2021. It also shows the approved budget for the current year (2022) 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.

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 Chicopee Housing Authority operating reserve at the end of fiscal year 2021 was \$2,735,622.00, which is 102.3% 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 Chicopee Housing Authority.						
REVENUE						
Account Number	Account Class	2021 Approved Revenue Budget	2021 Actual Amounts Received	2022 Approved Revenue Budget	% Change from 2021 Actual to 2022 Budget	2022 Dollars Budgeted per Unit per Month
3110	Shelter Rent - Tenants	\$3,461,284.00	\$3,568,871.00	\$3,619,216.00	1.4%	\$369.61
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	\$17,000.00	\$18,102.00	\$16,000.00	-11.6%	\$1.63
3611	Interest on Investments - Restricted	\$0.00	\$0.00	\$0.00	0%	\$0.00
3690	Other Revenue	\$191,700.00	\$179,062.00	\$152,680.00	-14.7%	\$15.59
3691	Other Revenue - Retained	\$0.00	\$7,286.00	\$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)	\$2,164,704.00	\$1,693,865.00	\$1,896,349.00	12%	\$193.66
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	\$5,834,688.00	\$5,467,186.00	\$5,684,245.00	4%	\$580.50

Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by Chicopee Housing Authority.						
EXPENSES						
Account Number	Account Class	2021 Approved Expense Budget	2021 Actual Amounts Spent	2022 Approved Expense Budget	% Change from 2021 Actual to 2022 Budget.	2022 Dollars Budgeted per Unit per Month
4110	Administrative Salaries	\$293,799.00	\$288,188.00	\$299,715.00	4%	\$30.61
4120	Compensated Absences	\$0.00	\$0.00	\$0.00	0%	\$0.00
4130	Legal	\$40,000.00	\$25,122.00	\$40,000.00	59.2%	\$4.08
4140	Members Compensation	\$25,000.00	\$24,379.00	\$25,000.00	2.5%	\$2.55
4150	Travel & Related Expenses	\$1,500.00	\$1,499.00	\$1,500.00	0.1%	\$0.15
4170	Accounting Services	\$0.00	\$0.00	\$0.00	0%	\$0.00
4171	Audit Costs	\$10,000.00	\$10,145.00	\$10,000.00	-1.4%	\$1.02
4180	Penalties & Interest	\$0.00	\$0.00	\$0.00	0%	\$0.00
4190	Administrative Other	\$537,030.00	\$521,956.00	\$577,260.00	10.6%	\$58.95
4191	Tenant Organization	\$0.00	\$0.00	\$0.00	0%	\$0.00
4100	TOTAL ADMINISTRATION	\$907,329.00	\$871,289.00	\$953,475.00	9.4%	\$97.37
4310	Water	\$667,303.00	\$615,975.00	\$641,326.00	4.1%	\$65.49
4320	Electricity	\$861,473.00	\$777,277.00	\$805,023.00	3.6%	\$82.21
4330	Gas	\$296,113.00	\$271,115.00	\$282,141.00	4.1%	\$28.81
4340	Fuel	\$0.00	\$0.00	\$0.00	0%	\$0.00
4360	Net Meter Utility Debit/Energy Conservation	\$0.00	\$0.00	\$0.00	0%	\$0.00
4390	Other	\$0.00	\$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	\$1,824,889.0	\$1,664,367.0	\$1,728,490.	3.9%	\$176.52

Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by Chicopee Housing Authority.						
EXPENSES						
Account Number	Account Class	2021 Approved Expense Budget	2021 Actual Amounts Spent	2022 Approved Expense Budget	% Change from 2021 Actual to 2022 Budget	2022 Dollars Budgeted per Unit per Month
4410	Maintenance Labor	\$751,599.00	\$639,365.00	\$738,063.00	15.4%	\$75.37
4420	Materials & Supplies	\$259,792.00	\$237,932.00	\$229,720.00	-3.5%	\$23.46
4430	Contract Costs	\$587,000.00	\$521,451.00	\$596,000.00	14.3%	\$60.87
4400	TOTAL MAINTENANCE	\$1,598,391.00	\$1,398,748.00	\$1,563,783.00	11.8%	\$159.70
4510	Insurance	\$147,876.00	\$156,307.00	\$176,379.00	12.8%	\$18.01
4520	Payment in Lieu of Taxes	\$18,000.00	\$16,784.00	\$18,000.00	7.2%	\$1.84
4540	Employee Benefits	\$577,365.00	\$606,760.00	\$639,196.00	5.3%	\$65.28
4541	Employee Benefits - GASB 45	\$0.00	\$-66,247.00	\$0.00	-100%	\$0.00
4542	Pension Expense - GASB 68	\$0.00	\$0.00	\$0.00	0%	\$0.00
4570	Collection Loss	\$60,000.00	\$74,945.00	\$50,000.00	-33.3%	\$5.11
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	\$15,457.00	\$0.00	-100%	\$0.00
4500	TOTAL GENERAL EXPENSES	\$803,241.00	\$804,006.00	\$883,575.00	9.9%	\$90.23
4610	Extraordinary Maintenance	\$313,500.00	\$479,591.00	\$370,740.00	-22.7%	\$37.86
4611	Equipment Purchases - Non Capitalized	\$55,000.00	\$61,766.00	\$43,000.00	-30.4%	\$4.39
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	\$1,069,415.00	\$0.00	-100%	\$0.00
4600	TOTAL OTHER EXPENSES	\$368,500.00	\$1,610,772.00	\$413,740.00	-74.3%	\$42.25
4000	TOTAL EXPENSES	\$5,502,350.00	\$6,349,182.00	\$5,543,063.00	-12.7%	\$566.08

Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by Chicopee Housing Authority.						
SUMMARY						
Account Number	Account Class	2021 Approved Budget	2021 Actual Amounts	2022 Approved Budget	% Change from 2021 Actual to 2022 Budget	2022 Dollars Budgeted per Unit per Month
3000	TOTAL REVENUE	\$5,834,688.00	\$5,467,186.00	\$5,684,245.00	4%	\$580.50
4000	TOTAL EXPENSES	\$5,502,350.00	\$6,349,182.00	\$5,543,063.00	-12.7%	\$566.08
2700	NET INCOME (DEFICIT)	\$332,338.00	\$-881,996.00	\$141,182.00	-116%	\$14.42
7520	Replacements of Equip. - Capitalized	\$5,000.00	\$0.00	\$55,000.00	100%	\$5.62
7540	Betterments & Additions - Capitalized	\$569,000.00	\$184,404.00	\$760,760.00	312.6%	\$77.69
7500	TOTAL NONOPERATING EXPENDITURES	\$574,000.00	\$184,404.00	\$815,760.00	342.4%	\$83.31
7600	EXCESS REVENUE OVER EXPENSES	\$-241,662.00	\$-1,066,400.00	\$-674,578.00	-36.7%	\$-68.89

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 \$50.00 per unit per month, as of July 1, 2020.

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 6/30/20, all deficit LHAs may keep 100% of the net meter credit savings, while they can keep 50% effective 7/1/2020.

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 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 6/30/20 all LHAs may retain 100% of their total net meter credit savings, and should report those savings as Other Revenue – Retained on line #3691. LHAs can keep 50% of savings effective 7/1/2020.

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: Net Meter Utility Debit/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. In addition, for all quarterly or year-end operating statements 9/30/20 or later, and all budgets 6/30/21 or later, please use this line to record the total net meter credits earned as reported in Line 4392, MINUS the Solar Operator Costs reported in Line 4391, with the result expressed as a positive number. For example, if you reported -\$20,000 in Net Meter Utility Credits in Line 4392 and \$15,000 in Solar Operator Costs in Line 4391, you would subtract the \$15,000 reported on Line 4391 from the -\$20,000 reported on Line 4392, and post the remainder of \$5,000 on Line 4360, as a positive number. This number essentially represents the "net" savings the LHA earned from its net meter credit contract.

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 2021 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 Chicopee Housing Authority's understanding of why they received the rating, while the responses describe their goals and the means by which they will meet or improve upon the performance-based assessment standards established by DHCD in the PMR. When the PMR rating is 'Operational Guidance', the LHA may have responded, but was not required to.

Category: Management

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

Rating: No Findings

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

Rating: Paused due to COVID-19

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

Rating: No Findings

Criterion: Completion of mandatory online board member training

Rating: No Findings

Criterion: Annual Plan Submitted - Annual Plan (AP) submitted on time

Rating: No Findings

Category: Financial

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

Rating: Paused due to COVID-19

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

Rating: No Findings

Category: Capital Planning

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

Rating: Paused due to COVID-19

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	1	1
Tenant related violations	5	5

Category: Facility Management - Inspections

Criterion: LHA Conducted 100% of the Unit Inspections.

Rating: Paused due to COVID-19

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

Rating: Paused due to COVID-19

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

Rating: Paused due to COVID-19

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

Rating: Paused due to COVID-19

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: Paused due to COVID-19

Category: Facility Management - Work Order System

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

Rating: No Findings

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

Rating: No Findings

Criterion: Vacancy work orders identified, tracked and reportable.

Rating: No Findings

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

Rating: Operational Guidance

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

Rating: No Findings

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

Rating: Operational Guidance

Criterion: Requested work orders identified, tracked and reportable.

Rating: Operational Guidance

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

Rating: Paused due to COVID-19

Category: Facility Management - Emergency Response System:

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

Rating: No Findings

Explanation of PMR Criteria Ratings

CRITERION	DESCRIPTION
Management	
Occupancy Rate	<p>The rating is calculated using the following formula: (Total Number of Occupied units on Monthly Report divided by (Total Number of Units Minus Units that Received a Waiver Minus Number of Units Vacant less than 30 days on Monthly Report)</p> <ul style="list-style-type: none"> • “No Findings” : Occupancy Rate is at or above 98% • Operational Guidance: Occupancy rate is at 95% up to 97.9% • Corrective Action: Adjusted occupancy rate is less than 95%
Tenant Accounts Receivable (TAR)	<p>This criterion calculates the percentage of uncollected rent and related charges owed by starting with the amount reported by the LHA, as uncollected balances for the TAR (Account 1122 from the Balance Sheet) minus Normal Repayment Agreements* divided by Shelter (Tenant) Rent (account 3110 from the Operating Statement)</p> <ul style="list-style-type: none"> • “No Findings” : At or below 2% • “Operational Guidance” : More than 2% , but less than 5% • “Corrective Action” : 5% or more
Certifications and Reporting Submissions	<p>Housing authorities are required to submit 4 quarterly vacancy certifications by end of the month following quarter end; 4 quarterly operating statements and 4 Tenant Accounts Receivable (TAR) reports within 60 days of quarter end.</p> <ul style="list-style-type: none"> • “No Findings” : At least 11 of the required 12 reports were submitted and at least 9 were submitted on time. • “Operational Guidance” : Less than 11 of the required 12 reports were submitted and/or less than 9 were submitted on time.
Board Member Training	<p>Percentage of board members that have completed the mandatory online board member training.</p> <ul style="list-style-type: none"> • “No Findings” : 80% or more completed training • “Operational Guidance” : 60-79.9% completed training • “Corrective Action” : <60 % completed training
Annual Plan (AP) Submitted	<p>Housing authorities are required to submit an annual plan every year.</p> <ul style="list-style-type: none"> • “No Findings” =Submitted on time • “Operational Guidance” =Up to 45 days late • “Corrective Action” =More than 45 days late

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

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

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

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

Policies

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

Policy	Last Ratified by Board Vote	Notes
*Rent Collection Policy	01/13/2021	
*Personnel Policy	10/09/2019	
*Capitalization Policy	06/08/2016	
*Procurement Policy	04/11/2018	
*Grievance Policy	01/13/2021	
Credit/Debit Card Policy	02/10/2016	
Criminal Offender Records Information (CORI) Policy	01/13/2021	
Investment Policy	10/11/2017	
Language Access Plan	04/11/2018	
Parking	01/13/2021	
Pet Policy	04/11/2018	
Reasonable Accommodations Policy	04/11/2018	
Smoking Policy	06/13/2018	
Travel Policy	09/06/2005	

* 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

Chicopee Housing Authority has received the following waivers from DHCD's regulations. This list does not include vacancy waivers, pet waivers, or any waivers that would release personally identifiable tenant or applicant data.

Description	Reason	Date Waiver Approved by DHCD	Date Expired
Biennial recertification of c.667 rents	Approved due to manpower and consideration of administrative time.	11/09/2011	

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

- Public Comments and LHA Responses
- Cover sheet for tenant satisfaction surveys
- Tenant Satisfaction Survey 667 Program
- Tenant Satisfaction Survey 200 and 705 Program
- Performance Management Review

CHICOPEE HOUSING AUTHORITY
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THIS IS AN IMPORTANT NOTICE. PLEASE HAVE IT TRANSLATED.

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DHCD ANNUAL PLAN PUBLIC COMMENTS HEARING
April 13, 2022

On April 13, 2022, the Chicopee Housing Authority conducted a public hearing to receive comments regarding the DHCD Annual Plan. No comments were received during the hearing.

Therefore, the Board of Commissioners approved the DHCD Annual Plan at the regular Board meeting on April 13, 2022.

Resident Surveys – Background

Since 2016 DHCD has been working with the Center for Survey Research (CSR) 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). CSR surveys residents of elderly/disabled units (also known as c. 667 developments) and family units (also known as c. 705 and c. 200 developments).

During each round, all individual residents are mailed surveys, 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 residents was surveyed at each housing authority. This group was determined to be large enough to generate statistically useful results. In both rounds, responses from c.200 and c.705 residents are always combined.

Round One Surveys (2016 – 2018)

In Round One of the surveys, CSR surveyed residents of elderly/disabled developments (c. 667) in three groups in the Fall of 2016, 2017 and 2018. CSR surveyed residents of family units (c. 705 and c. 200 developments) in the Spring of 2016. (Note: there are many more c. 667 units, so they were broken down into three groups).

Notes: Round One Surveys

1. In previous publications of this survey data, if there were at least twenty responses from residents of an authority's c.667 units or from their c.200/705 units, then there is a separate report for that program.
2. However, to be consistent with the new Round Two methodology described below, we recalculated the Round One data using the new methodology. Since we no longer combine c.667 results with c.200/705 results, several LHAs no longer have a report for their c.200/705 units, given the small data set for those units.

Round Two Surveys (2019 – 2022)

Round Two of the surveys began in 2019. CSR surveyed about one-third of the elderly/disabled residents in Fall 2019 and all of the family residents in Fall 2020. We expect the remaining elderly/disabled residents to be surveyed in Fall 2021 and Fall 2022.

Notes: Round Two Surveys

1. We refined our reporting methodology and will issue survey results for any program (c. 667 or c. 200/705) meeting these requirements:
 - 8-19 completed surveys received, if the response rate is at least 40%
 - 20-29 completed surveys received, if the response rate is at least 20%
 - 30+ completed surveys received, if the response rate is at least 15%
2. Responses from the family units will not be combined with responses from elderly/disabled units as they originally were in Round One. Since the variance between the results of the elderly/disabled and family programs was sometimes significant, combining the two was determined to yield less accurate results.

CHICOPEE HOUSING AUTHORITY

Chapter 667 Housing Summary 2016 - 2017

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.
- In the **Chicopee Housing Authority**, surveys were sent to a total of **483** housing units (Chapter 667); **281** surveys were completed.

This report provides some information about how the residents from the **Chicopee Housing Authority** who answered the survey responded. It compares their answers to those from residents in the entire state and to those from large LHAs in Western Massachusetts. These large LHAs in Western Massachusetts include: Chicopee, Pittsfield, and Springfield.

Communication

Residents in Ch. 667 housing were asked about how they interacted with the Chicopee Housing Authority in the last 12 months. The table below shows what percentage of residents said they did each of the following:

	Chicopee Housing Authority	Large LHAs in Western MA*	Entire State
Contacted management about a problem or concern.....	71%	74%	77%
Felt they were usually or always treated with courtesy and respect when they contacted management.....	80%	84%	88%
Saw the Capital Improvement Plan.....	39%	26%	31%
Saw the Operating Budget.....	22%	16%	17%
Knew the Executive Director held a meeting with residents...	53%	50%	54%

* Large LHAs in Western Massachusetts include: Chicopee, Pittsfield, and Springfield.

Services and Programs

54% of the Chicopee 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:

	Chicopee Housing Authority	Large LHAs in Western MA	Entire State
Job training programs.....	9%	8%	6%
Money management programs (<i>budgeting, taxes, income building</i>).....	7%	8%	9%
Children's programs (<i>tutoring, childcare, afterschool programs</i>).....	3%	3%	2%
Health and Medical Services (<i>visiting nurse, meal programs</i>).....	34%	39%	36%
Adult Education (<i>GED, ESL, educational counseling</i>)	12%	14%	10%

Maintenance and Repair

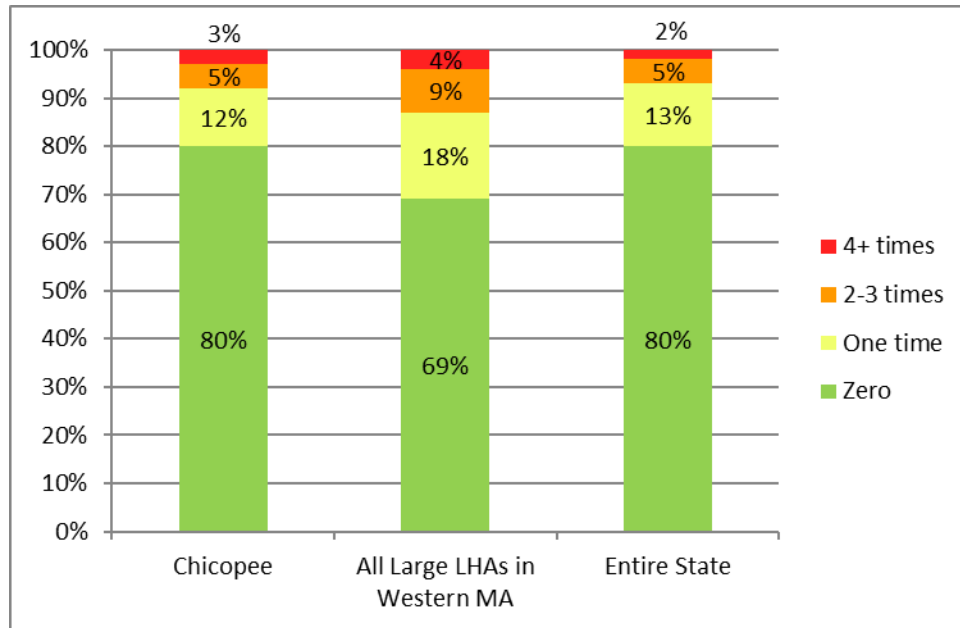
- **Who had problems?** One-fifth of respondents had a problem with their heating and just under half had a plumbing problem in the last 12 months.

	Chicopee Housing Authority	Large LHAs in Western MA	Entire State
Had a heating problem.....	19%	30%	20%
Had a problem with water or plumbing.....	44%	47%	48%

- **Heating Problems**

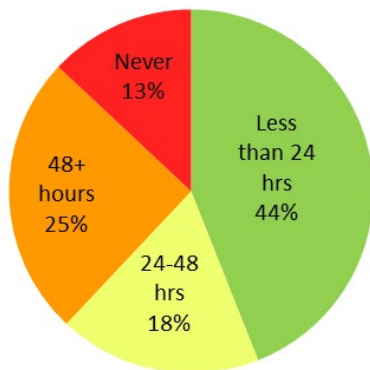
How many times did residents have heating problems?

The charts 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.

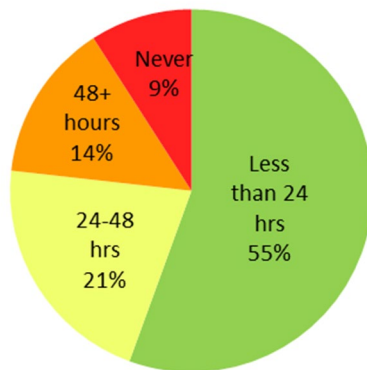


How long did it take to fix the heating problems? For those respondents who had problems, we asked how long it usually took for the problems to be fixed – less than 24 hours, 24 - 48 hours, more than 48 hours, or never fixed.

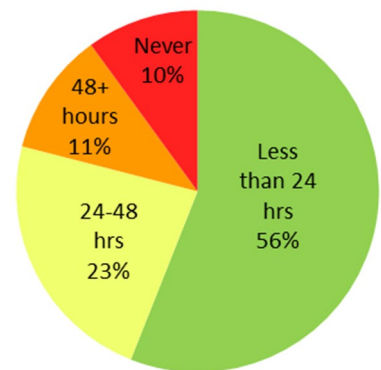
Chicopee Housing Authority



Large LHAs in Western MA



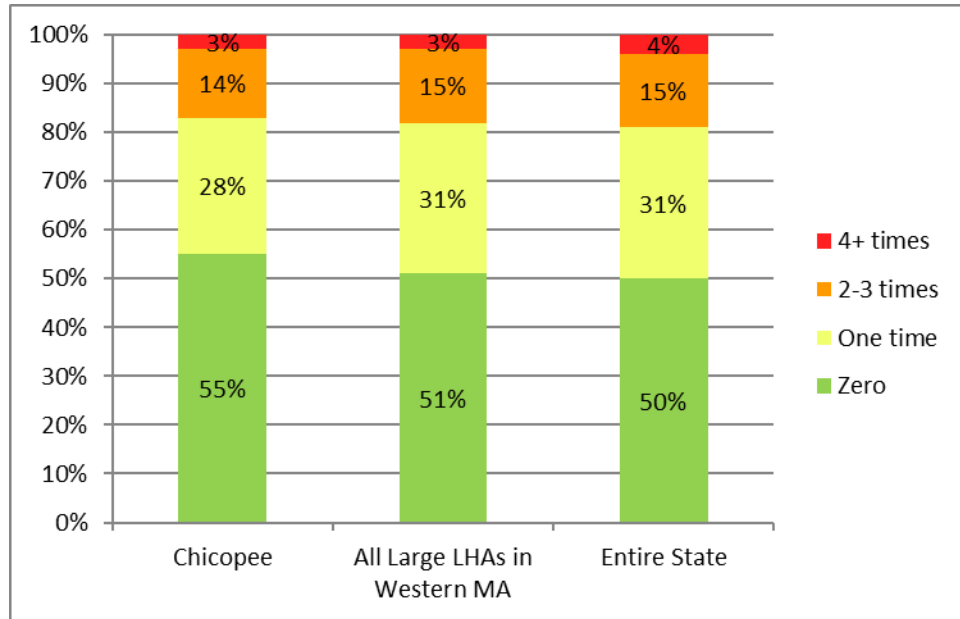
Entire State



- Water or Plumbing Problems**

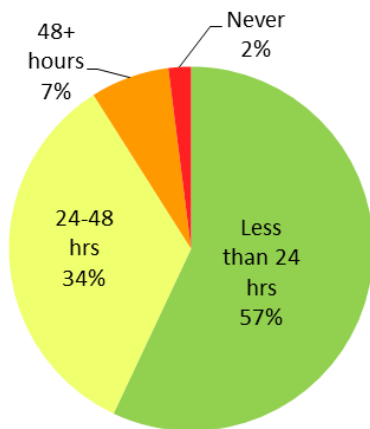
How many times did residents have problems with their water or plumbing?

The charts 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.

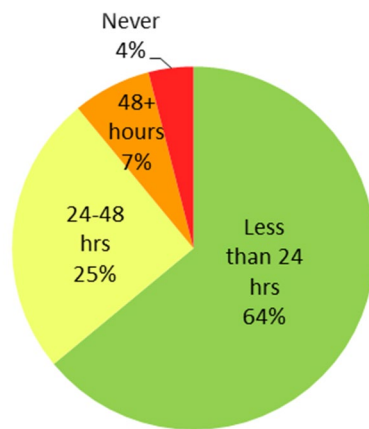


How long did it take to fix the water or plumbing problems? For those respondents who had problems, we asked how long it usually took for the problems to be fixed – less than 24 hours, 24 - 48 hours, more than 48 hours, or never fixed.

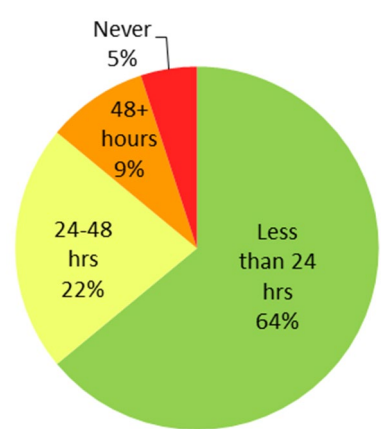
Chicopee Housing Authority



Large LHAs in Western MA

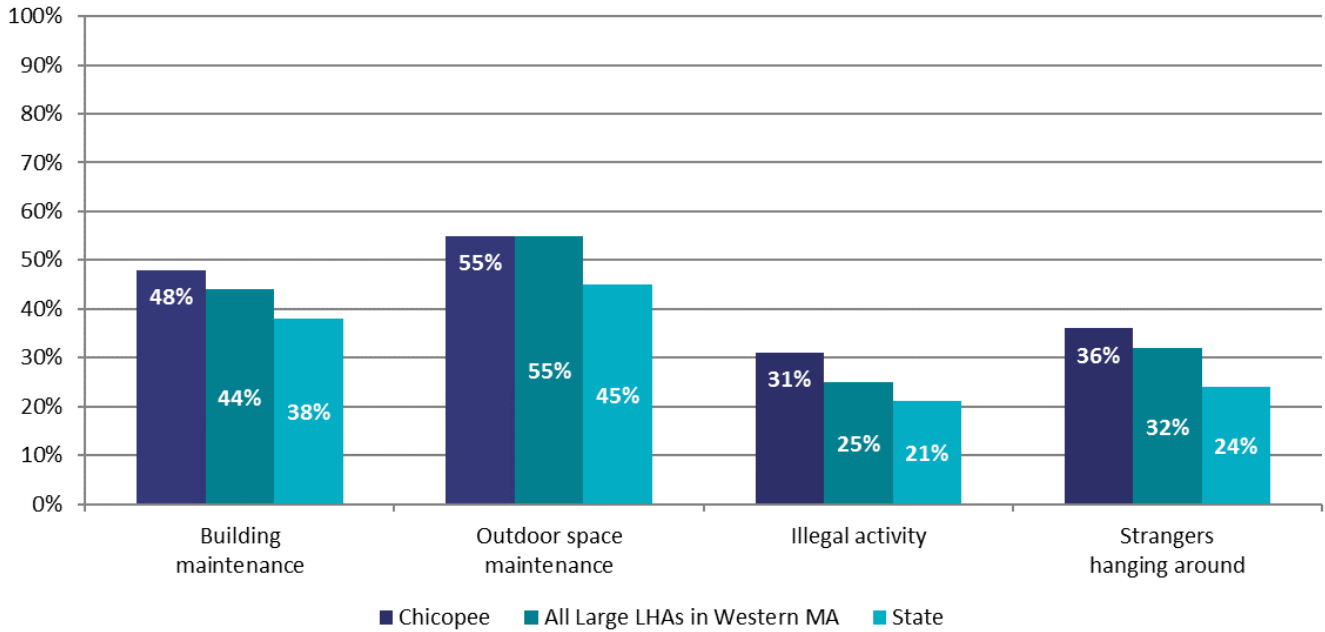


Entire State



- 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.

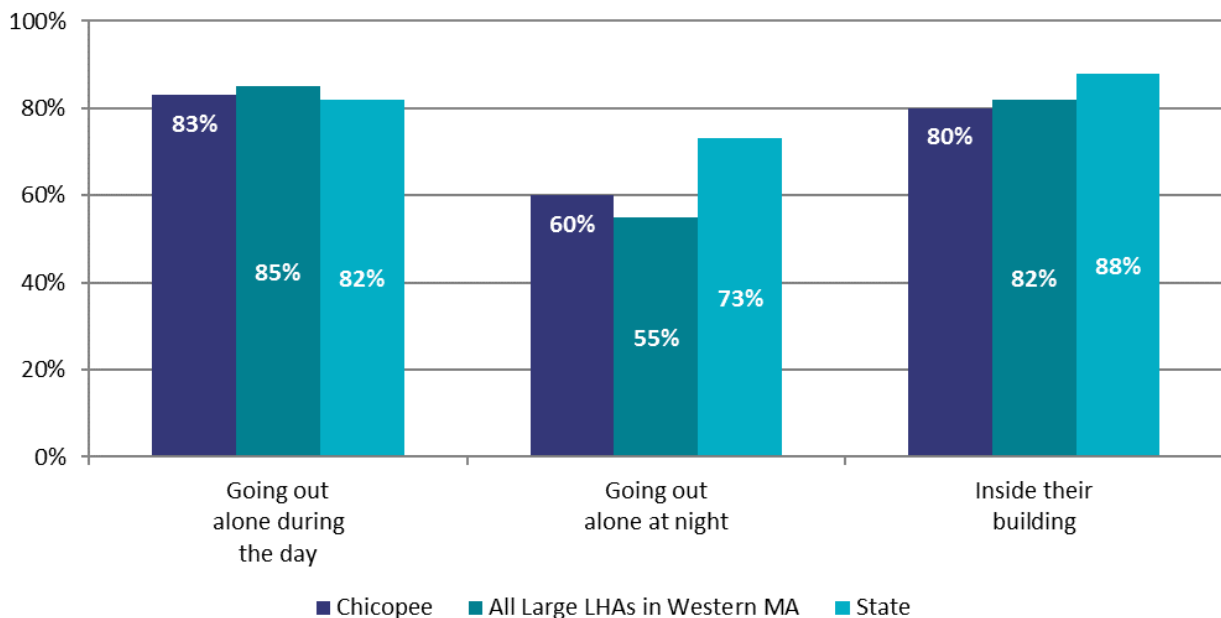
Respondents who “always” or “sometimes” had problems with...



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”



Chicopee Housing Authority

Chapter 200 & Chapter 705 Family Housing

Fall 2020

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

In the Fall of 2020, surveys were sent to 10,163 family housing units (Chapters 200 and 705). 2,124 surveys were filled out and returned.

In the **Chicopee Housing Authority**, surveys were sent to a total of **306** Chicopee housing units, **57** surveys were completed.

This report provides some information about how the residents from the **Chicopee Housing Authority** answered the survey. It compares their answers to those from residents in the entire state and to those from large LHAs in Western Massachusetts. These large LHAs in Western Massachusetts include: Northampton, Pittsfield, and Springfield. (Please note that survey data may not have been received from each one of these nearby LHAs.)

Communication

- Communication with management:** Residents were asked about how they interacted with their Housing Authorities in the last 12 months. The table below shows what percentage of residents said they did each of the following:

	Chicopee Housing Authority	Large LHAs in Western MA*	Entire State
Felt they were usually or always treated with courtesy and respect when they contacted management.....	58%	61%	71%
Knew the Executive Director held a meeting with residents.....	26%	15%	15%

* Large LHAs in Western Massachusetts include: Chicopee, Northampton, Pittsfield, and Springfield. (Please note that survey data may not have been received from each one of these nearby LHAs.)

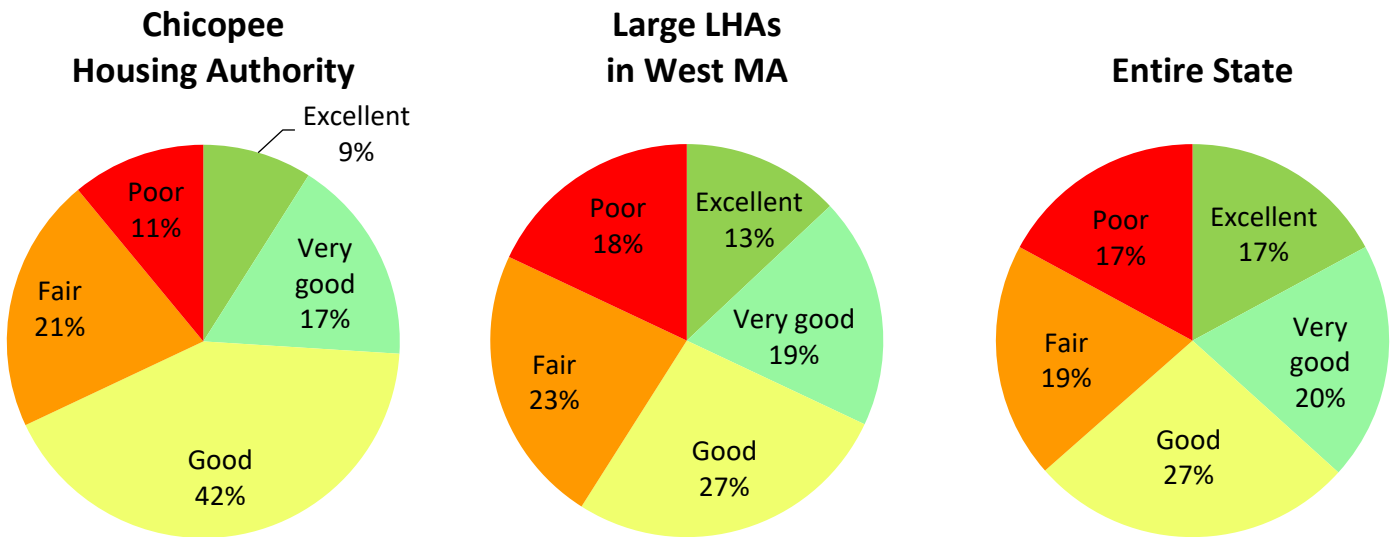
Maintenance and Repair

- Communication with maintenance staff:** Residents were asked about their interactions with the Chicopee Housing Authority maintenance staff in the last 12 months.

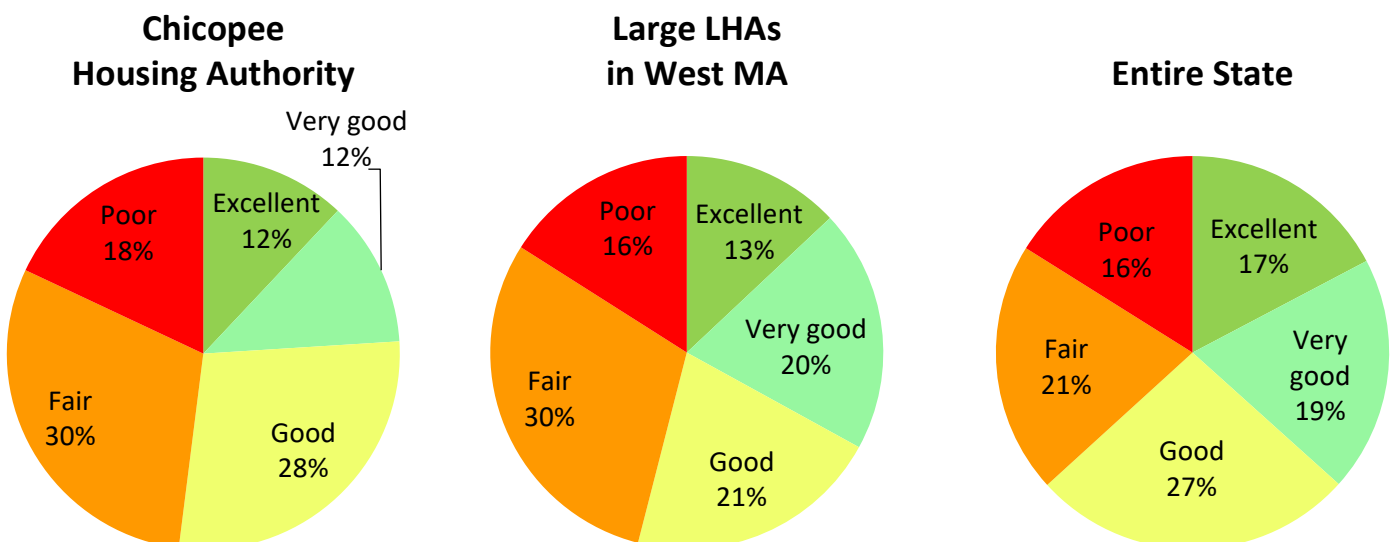
	Chicopee Housing Authority	Large LHAs in Western MA	Entire State
Felt they were usually or always treated with courtesy and respect when they contacted maintenance.....	70%	67%	75%
Were contacted by the Housing Authority before staff entered their apartment.....	91%	84%	86%

- Overall maintenance:** Respondents were asked how they would rate overall building maintenance (such as clean halls and stairways and having lights and elevators that work) and outdoor space maintenance (such as litter removal and clear walkways) in the last 12 months.

Building maintenance:



Outdoor maintenance:



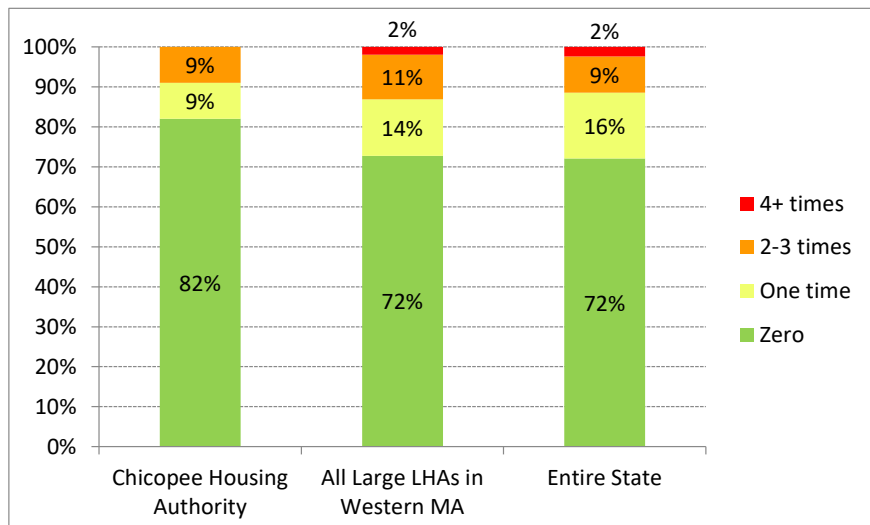
- **Heating and Water Problems:** Almost one half of respondents had a problem with their heating and about three-fourths had a plumbing problem in the last 12 months.

	Chicopee Housing Authority	Large LHAs in Western MA	Entire State
Had any heating problem.....	49%	60%	56%
Had any water problem.....	77%	81%	74%

- **Heating Problems**

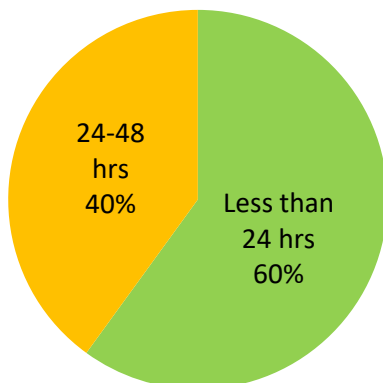
How many times did residents completely lose heat?

The chart below shows how many times respondents had completely lost heat in the last 12 months. The green part of the bars shows what percentage of residents never completely lost heat. The yellow shows who lost heat one time. The orange shows those who lost heat 2-3 times. And the red shows those who lost heat 4 or more times in the last 12 months.

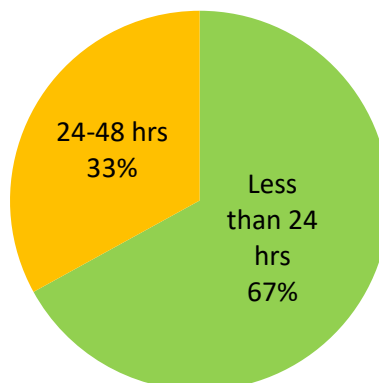


How long did it usually take for heat to come back on? For those respondents who reported completely losing heat, we asked how long it usually took for the heat to come back on – less than 24 hours, 24 - 48 hours, or more than 48 hours.

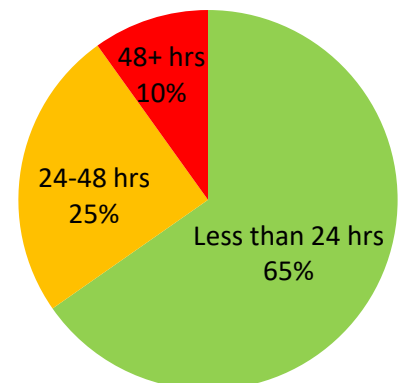
Chicopee Housing Authority



Large LHAs in West MA



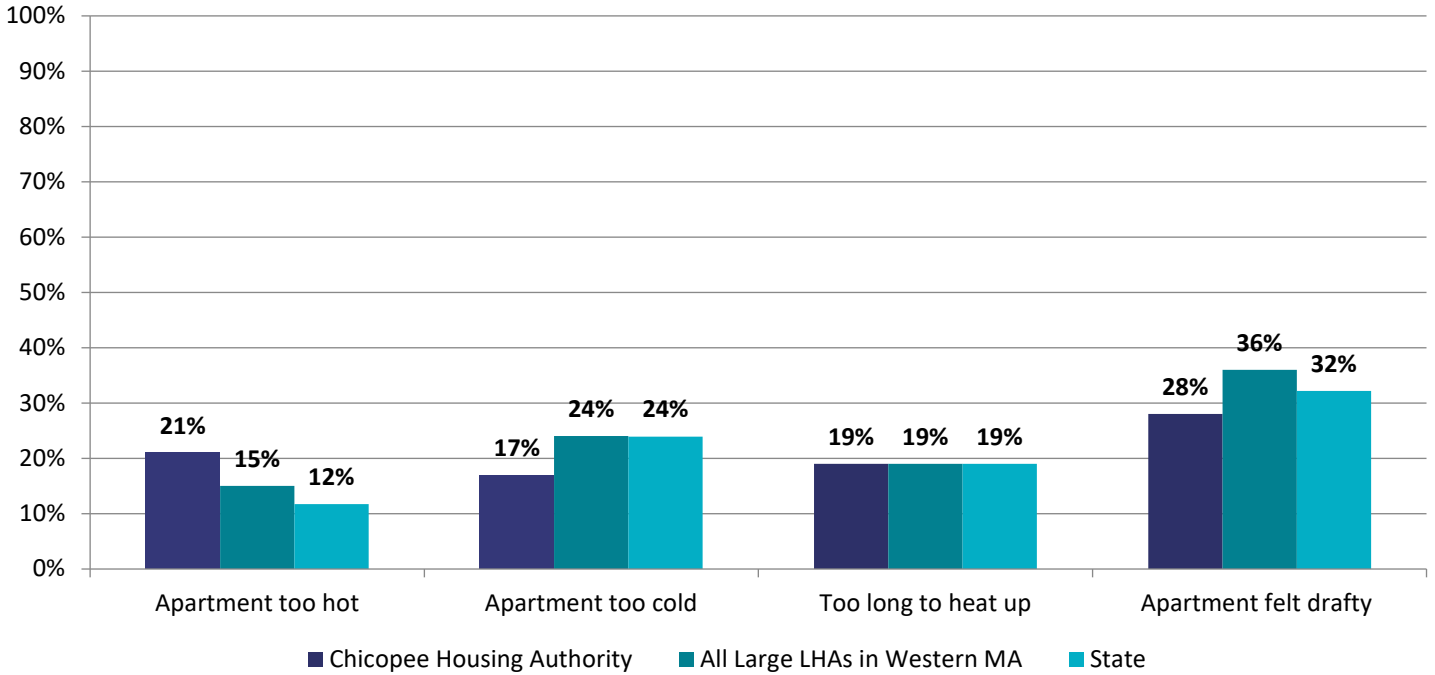
Entire State



- **Other Heating Problems**

In the last 12 months did residents have other heating problems?

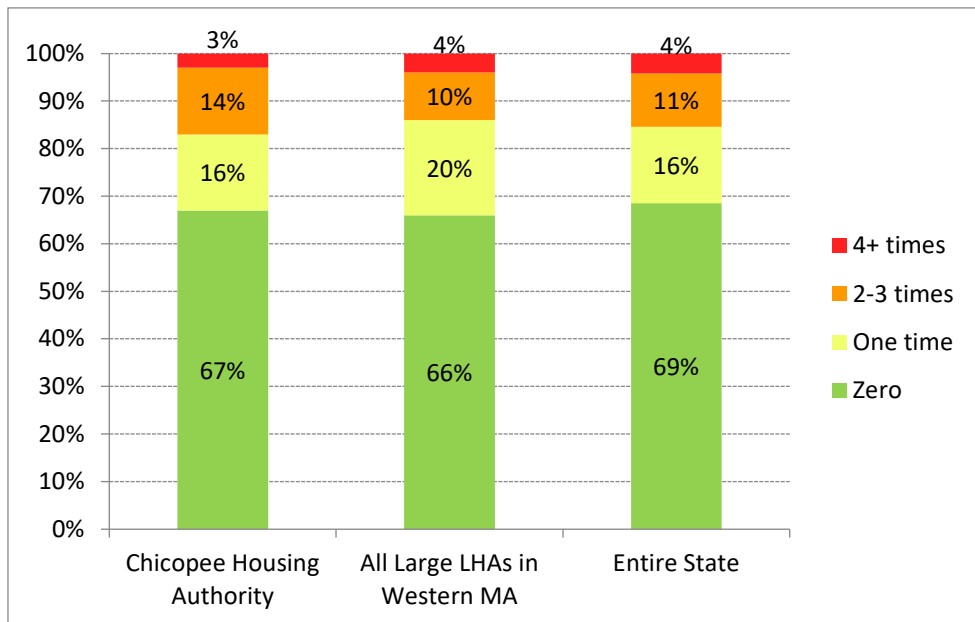
The chart below shows what percentage of residents experienced other heating problems in the last 12 months.



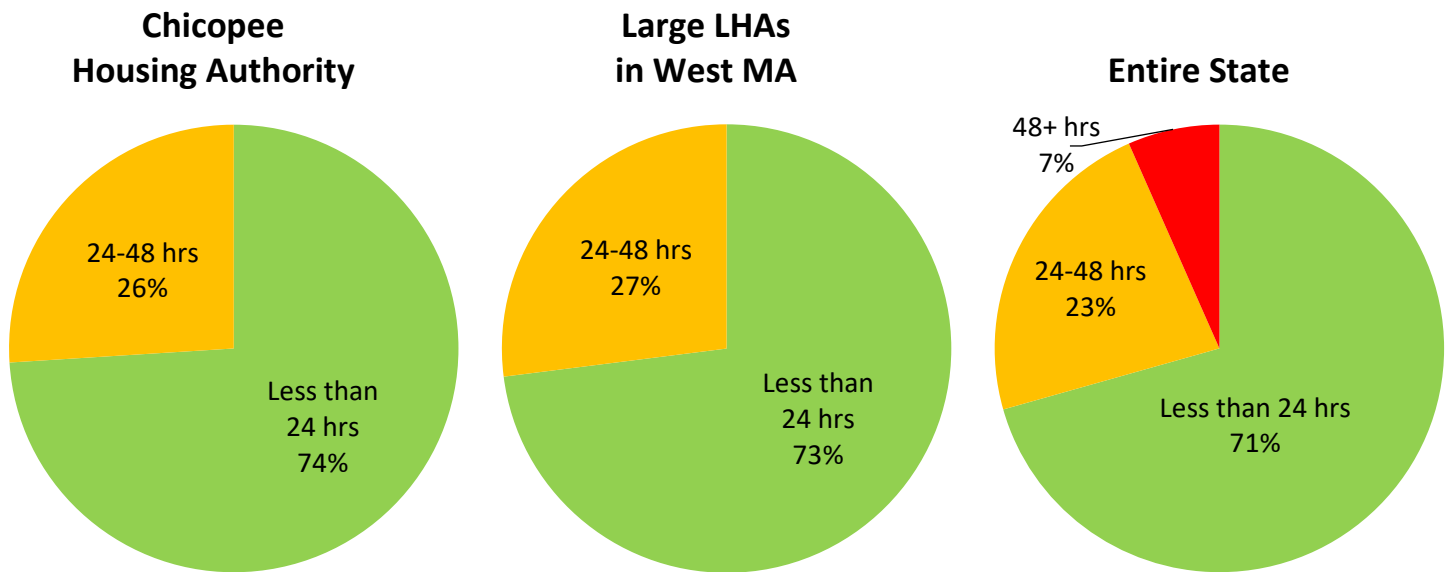
- **Water or Plumbing Problems**

How many times did residents have no hot water in their apartment?

The chart below shows how many times respondents did not have hot water in their apartment in the last 12 months. The green part of the bars shows what percentage of residents never had this problem. The yellow shows who lost hot water one time. The orange shows those who lost hot water 2-3 times. And the red shows those who lost hot water 4 or more times in the last 12 months.



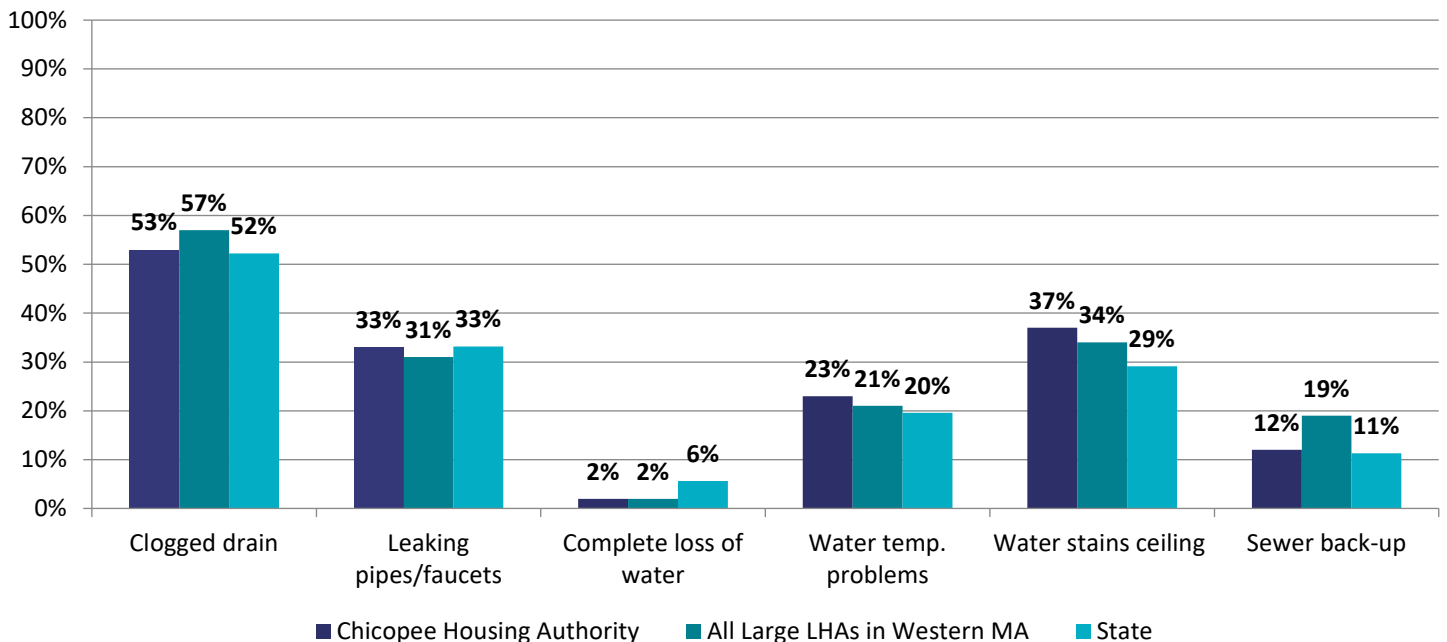
How long did it usually take for hot water to come back on? For those respondents who reported not having hot water in their apartment, we asked how long it usually took for hot water to come back on – less than 24 hours, 24 - 48 hours, or more than 48 hours.



• **Other Water or Plumbing Problems**

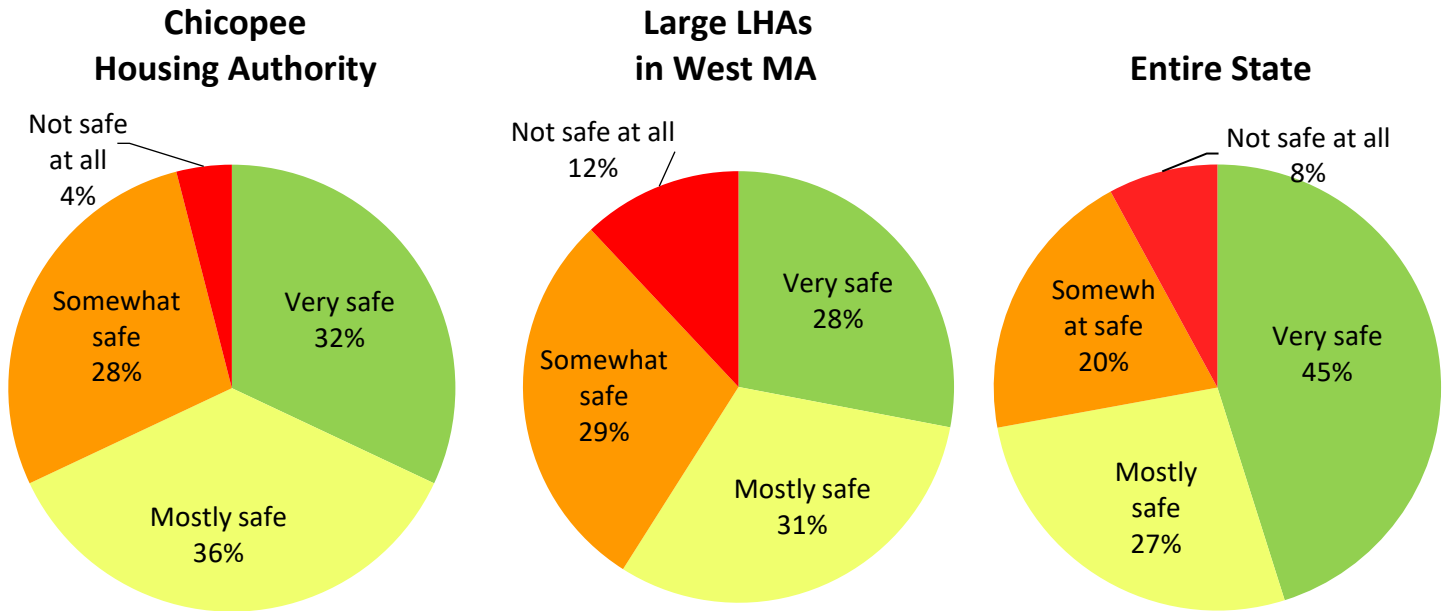
In the last 12 months did residents have other water or plumbing problems?

The chart below shows what percentage of residents experienced other water or plumbing problems in the last 12 months.

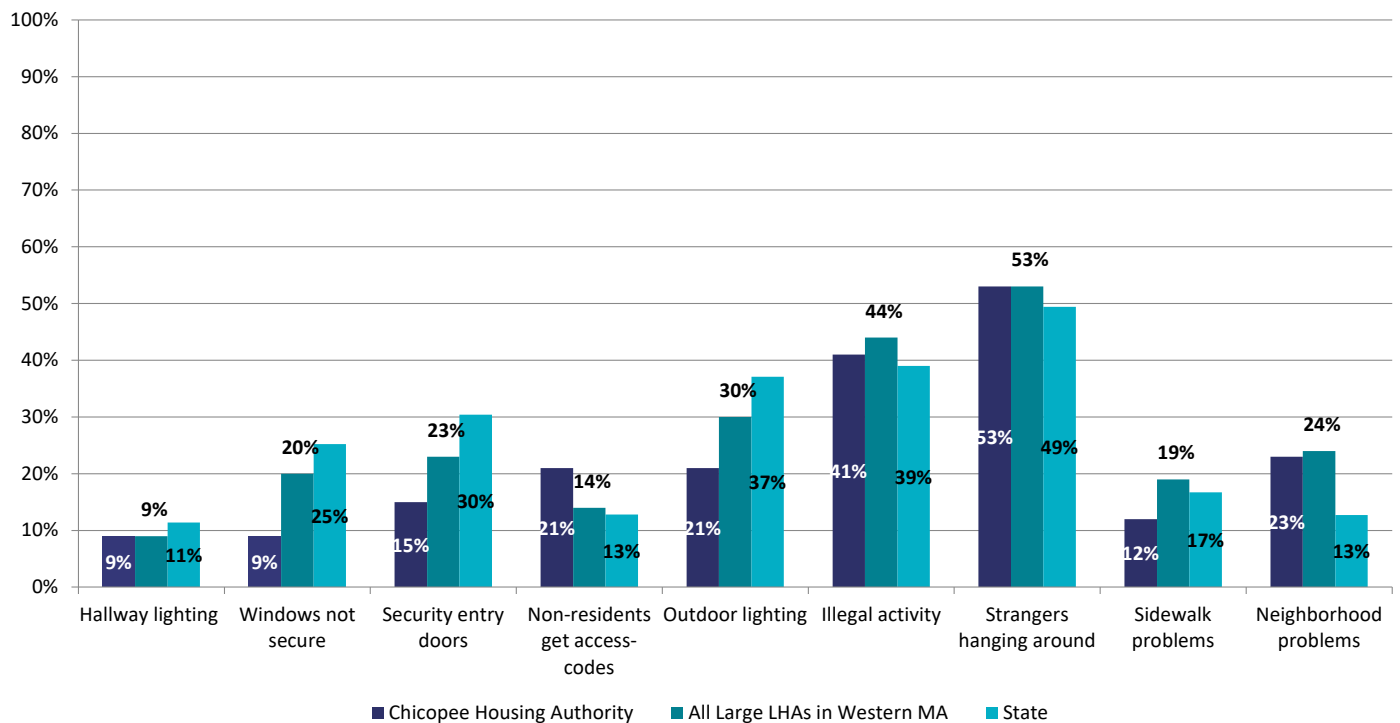


Safety

Respondents were asked how safe they felt in their development. The charts below show what percentage of residents said they felt *very safe*, *mostly safe*, *somewhat safe*, or *not safe at all* in their development in the last 12 months.



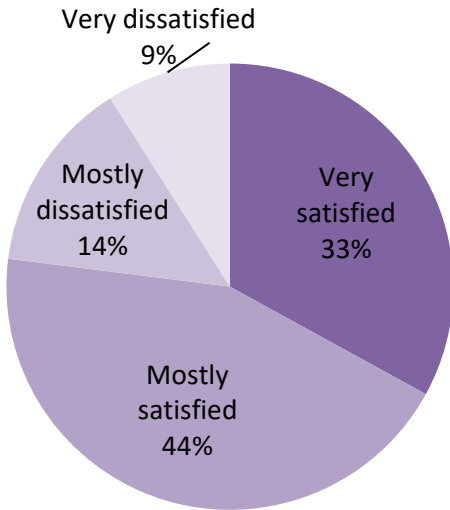
Reasons why respondents felt unsafe in their development: Respondents were asked why they felt unsafe in their development. This chart shows what specific concerns respondents mentioned.



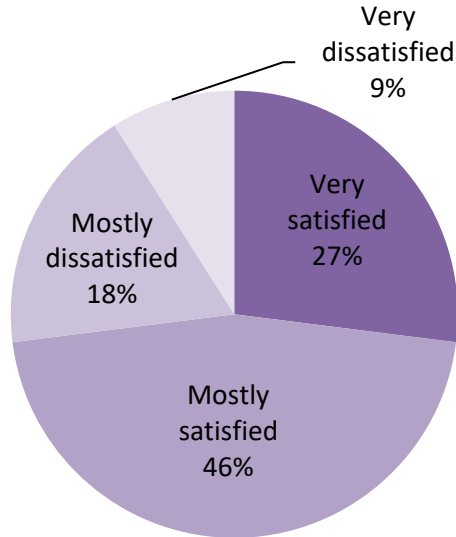
Overall Satisfaction

Respondents were asked about their overall satisfaction living in their development. The chart below shows what percentage of people said they were *very satisfied*, *mostly satisfied*, *mostly dissatisfied*, or *very dissatisfied*.

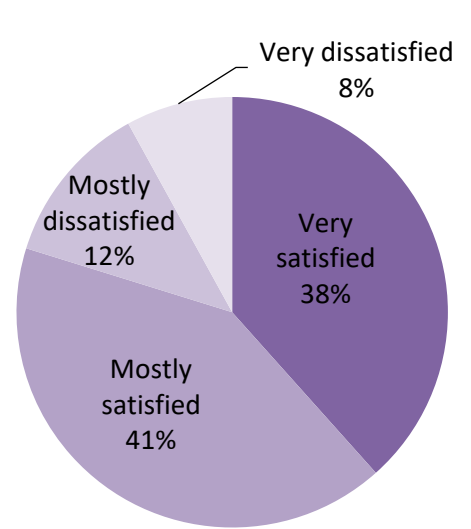
**Chicopee
Housing Authority**



**Large LHAs
in West MA**



Entire State



CHICOPEE HOUSING AUTHORITY

Performance Management Review (PMR) Report

Fiscal Year End 06/30/2021

*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 Official Published PMR Record For a detailed report of the Performance Management Review (PMR), please contact the Local Housing Authority				
Housing Authority	Chicopee Housing Authority			
Fiscal Year Ending	06/30/2021			
Housing Management Specialist	Evelyn Muasya			
Facilities Management Specialist	Bruce Budrick			
Criteria	Score/Rating			
	Management			
Occupancy Rate	c.667	c.705	c.200	Cumulative
	No Findings	No Findings	No Findings	No Findings
Tenant Accounts Receivable (TAR)	c.667	c.705	c.200	Cumulative
	Paused due to COVID-19	Paused due to COVID-19	Paused due to COVID-19	Paused due to COVID-19
Board Member Training	No Findings			
Certifications and Reporting Submissions	No Findings			
Annual Plan	No Findings			
	Financial			
Adjusted Net Income	Paused due to COVID-19			
Operating Reserves	No Findings			
	Capital			
Capital Spending	Paused due to COVID-19			

LHA Chicopee Housing Authority

Occupancy

Rating All: No Findings

Rating 667: No Findings

Rating 200: No Findings

Rating 705: No Findings

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

Certifications and Reporting Submissions

Rating: No Findings

- 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:

Operating Reserve

Rating: No Findings

- 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:**

Board Member Training

Rating: No Findings

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

Annual Plan Submission

Rating: No Findings

- Ensure you submit the Annual Plan on time.
- Other:**

Performance Management Review



DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD) PMR Physical Condition Ratings	
Housing Authority	Chicopee Housing Authority
Fiscal Year Ending	06/30/2021
Housing Management Specialist	Evelyn Muasya
Facilities Management Specialist	Bruce Budrick

Inspection and Work Order System Criteria	Rating
Inspections	
LHA conducted 100% of the unit inspections.	Paused due to COVID-19
Inspections report noted 100% of the necessary repairs in each unit.	Paused due to COVID-19
100% of inspection-related work orders were generated.	Paused due to COVID-19
Work order system identifies, tracks, and can produce reports for inspection work orders.	Paused due to COVID-19
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).	Paused due to COVID-19
Work Order System	
Emergency work orders defined per PMG, identified, tracked, reportable.	No Findings
Emergency work orders initiated within 24 to 48 hours.	No Findings
Vacancy work orders identified, tracked and reportable.	No Findings
Vacancy work orders were completed within 30 calendar days or if not completed within that timeframe, LHA has a waiver.	Operational Guidance
Comprehensive Preventive Maintenance Program exists & preventive work orders identified, tracked, and reportable.	No Findings
Routine work orders identified, tracked, reportable and completed regularly.	Operational Guidance
Requested work orders are identified, tracked and reportable.	Operational Guidance
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.	Paused due to COVID-19
LHAs have a 24 hour system for responding to emergencies and have distributed definition of emergency to residents, staff and answering service (if applicable).	No Findings

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

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

Housing Authority	Chicopee Housing Authority
Fiscal Year Ending	6/30/2021
Housing Management Specialist	Evelyn Muasya
Facilities Management Specialist	Bruce Budrick

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

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

Criteria A: LHA conducted 100% of the unit inspections - Corrective Action

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

Additional Notes:

Paused due to COVID-19

Criteria B: Inspection report noted 100% of the necessary repairs in each unit - Corrective Action

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

Additional Notes:

Paused for COVID-19

Criteria C: 100% of inspection-related work orders were generated - Corrective Action

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

Additional Notes:

Paused due to COVID-19

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

Criteria D: Inspection - Operational Guidance

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

Criteria H: Vacancy - No Findings

Criteria K: Routine - Operational Guidance

Criteria L: Requested - Operational Guidance

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

Additional Notes:

Paused for COVID-19

Timely Completion of Work Order Types

Criteria E: Inspection - Corrective Action

Criteria G: Emergency - No Findings

Criteria I: Vacancy - Operational Guidance

Criteria M: Requested - Corrective Action

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

Additional Notes:

Emergency Work Order:

Meets DHCD guidelines

Vacancy Work Order:

Vacancy turnovers should be completed within 30 calendar days or less. If cannot complete work within 30 days, LHA should contact Housing Management Specialist for a waiver. A waiver was eventually applied for but it was about 5 months after the unit was vacant.

Timeliness Requested Work Order:

Paused for COVID-19

Timeliness of Inspection Work Order:

Paused for COVID-19

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

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

Additional Notes:

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

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

Additional Notes: