

Overview and Certification

Lynnfield Housing Authority

Annual Plan for Fiscal Year 2024

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 Lynnfield Housing Authority's Annual Plan for their 2024 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. AP LTO Letter 12192022
 - b. Public Comments and LHA Responses
 - c. Cover sheet for tenant satisfaction surveys
 - d. Tenant Satisfaction Survey 667 Program

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
667-01	Elderly	COLONIAL GARDENS 667-01	6	1976	64
	Other	Special Occupancy units	2		8
Total			8		72

LHA Central Office

Lynnfield Housing Authority
 600 Ross Drive, Lynnfield, MA, 01940
 Daniel MacIntyre, Executive Director
 Phone: 781-581-5783
 Email: LYNFLDHA@COMCAST.NET

LHA Board of Commissioners

	<u>Role</u>	<u>Category</u>	<u>From</u>	<u>To</u>
Susan Morgese	Member	Tenant	08/05/2019	04/26/2026
John Nunziato	Member		06/13/2020	04/01/2025
Stephanie Petty	Treasurer		02/24/2020	04/01/2022
Jennifer Welter	Vice-Chair	State Appointee	12/01/2016	02/02/2021
James Wilkie	Chair		04/01/2018	04/01/2023

Local Tenant Organizations

	<u>Date of Recognition by LHA</u>	<u>Date LHA Reviewed Draft AP with LTO</u>
Colonial Gardens Tenants' Associatio	01/07/2019	11/04/2022

Overview and CertificationPlan History

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

	REQUIREMENT	DATE COMPLETED
A.	Advertise the public hearing on the LHA website.	10/19/2022
B.	Advertise the public hearing in public postings.	10/19/2022
C.	Notify all LTO's and RAB, if there is one, of the hearing and provide access to the Proposed Annual Plan.	10/14/2022
D.	Post draft AP for tenant and public viewing.	10/21/2022
E.	Hold quarterly meeting with LTO or RAB to review the draft AP. (Must occur before the LHA Board reviews the Annual Plan.)	11/03/2022
F.	Annual Plan Hearing. Hosted by the LHA Board, with a quorum of members present. (For Boston, the Administrator will host the hearing.)	12/19/2022
G.	Executive Director presents the Annual Plan to the Board.	12/19/2022
H.	Board votes to approve the AP. (For Boston Housing Authority, the Administrator approves and submits the AP.)	12/19/2022

Certification

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

I, Daniel Macintyre, Executive Director of the Lynnfield Housing Authority, certify on behalf of the Housing Authority that I have conducted an annual review of all Lynnfield 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 Lynnfield 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, Daniel Macintyre, Executive Director of the Lynnfield 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.

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: 01/31/2023

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.

Additional Remarks by Lynnfield Housing Authority

We are pleased to conclude the project that installed a Generator at Colonial Gardens Community Room. In the unfortunate event of a power loss, we will be able to provide shelter, and a place to charge cell phones and refrigeration of medications. We should also be able to provide warm meals for residents during the power outage.

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)	\$406,956.46		Total of all FF awards minus prior FF spending
LHA Emergency Reserve	\$40,695.65		Amount to reserve for emergencies
Net FF Funds (First 3 Years of the CIP)	\$366,260.81	\$349,204.45	Funds to plan & amount actually planned in the first 3 years of the CIP
ADA Set-aside	\$3,550.72	\$3,254.00	Accessibility projects
DMH Set-aside	\$0.00	\$0.00	Dept. of Mental Health facility
DDS Set-aside	\$16,726.67	\$17,260.80	Dept. of Developmental Services facility
Unrestricted Formula Funding (FF)	\$345,983.43	\$328,689.65	Funds awarded by DHCD to be used on projects selected by the LHA and approved by DHCD.
Special DHCD Funding	\$916,625.09	\$916,625.09	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	\$98,313.00	\$98,313.00	Funds other than those in the above categories. See explanation below.
Total funds and planned spending	\$1,381,198.90	\$1,364,142.54	Total of all anticipated funding available for planned projects and the total of planned spending.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- o For projects with construction cost under \$10,000, the LHA has the sole responsibility to initiate, implement and manage the project. RCAT offers technical assistance upon request.

- o For projects with construction cost between \$10,000 and \$100,000 the RCAT will have lead responsibility to initiate, implement and manage the project with both DHCD and LHA involvement and oversight throughout the process. For projects in this range, the LHA will work with the RCAT Project Manager who will contact the LHA to initiate projects.

- o For projects with construction cost over \$100,000, or projects below that threshold that are complex or have a subsequent phase that exceeds \$100,000 construction cost, DHCD will take the lead and draft a WO or RFS to hire a designer to prepare plans and specs. RCAT will not be involved in the implementation of projects in this range and the LHA will continue to work directly with the DHCD Project Manager and DHCD design staff.

Capital Improvement Plan (CIP)

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

Cap Hub Project Number	Project Name	Development(s)	Total Cost	Amount Spent Prior to Plan	Remaining Planned for 2022	fy2023 Planned	fy2024	fy2025	fy2026	fy2027
164006	2008 Master CFA	COLONIAL GARDENS 667-01	\$7,300	\$7,300	\$0	\$0	\$0	\$0	\$0	\$0
164025	Window Replacement	COLONIAL GARDENS 667-01	\$98,542	\$73,850	\$0	\$4,350	\$0	\$0	\$0	\$0
164026	Exterior Door Replacement	COLONIAL GARDENS 667-01	\$351,286	\$29,244	\$0	\$322,042	\$0	\$0	\$0	\$0
164027	Sump Pump Upgrade	MAIN STREET 689-01	\$9,842	\$0	\$0	\$9,842	\$0	\$0	\$0	\$0
164028	Asphalt Walkway Replacement	MAIN STREET 689-01	\$7,419	\$0	\$0	\$7,419	\$0	\$0	\$0	\$0
164029	Tree Trimming and Removal	MAIN STREET 689-01	\$12,375	\$0	\$0	\$12,375	\$0	\$0	\$0	\$0
164030	New Generator	COLONIAL GARDENS 667-01	\$131,000	\$10,960	\$0	\$0	\$0	\$0	\$0	\$0
164031	CR Request - Barrier Free Unit Upgrade (Units 200 & 500)	COLONIAL GARDENS 667-01	\$278,208	\$259,354	\$0	\$250	\$0	\$0	\$0	\$0
164034	Insulation -SUST	COLONIAL GARDENS 667-01	\$94,770	\$3,600	\$0	\$91,170	\$0	\$0	\$0	\$0
164036	ER Septic Replacement	COLONIAL GARDENS 667-01	\$806,601	\$0	\$0	\$298,498	\$508,103	\$0	\$0	\$0
164037	ARPA Targeted Award: Lynnfield Fire Alarm Addressable Upgrade	MAIN STREET 689-01	\$98,313	\$0	\$0	\$0	\$0	\$0	\$0	\$0
•	CCTV Video System	COLONIAL GARDENS 667-01	\$54,369	\$0	\$0	\$0	\$0	\$0	\$0	\$26,112

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
•	Window Trim Replacement	COLONIAL GARDENS 667-01	\$15,813	\$0	\$0	\$0	\$0	\$0	\$0	\$15,355
•	Office reconfiguration	COLONIAL GARDENS 667-01	\$80,191	\$0	\$0	\$0	\$0	\$0	\$80,191	\$0
•	Flooring Replacement	MAIN STREET 689-01	\$45,375	\$0	\$0	\$0	\$0	\$0	\$45,375	\$0
•	New Shed	MAIN STREET 689-01	\$13,613	\$0	\$13,613	\$0	\$0	\$0	\$0	\$0

FUNDS IN ADDITION TO ANNUAL FORMULA FUNDING AWARD

Cap Hub Project Number	Project Name	DHCD Special Award Comment	Special DHCD Awards				Other Funding			
			Emergency Reserve	Compliance Reserve	Sustain-ability	Special Awards	CDBG	CPA	Operating Reserve	Other Funds
164030	New Generator	ARPA Formula Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$131,000	\$0
164031	CR Request - Barrier Free Unit Upgrade (Units 200 & 500)	reasonable acc. for 2 barrier free units	\$0	\$278,208	\$0	\$0	\$0	\$0	\$0	\$0
164034	Insulation -SUST	Insulation	\$0	\$0	\$94,770	\$0	\$0	\$0	\$0	\$0
164036	ER Septic Replacement	septic system replacement	\$813,424	\$0	\$0	\$0	\$0	\$0	\$0	\$0
164037	ARPA Targeted Award: Lynnfield Fire Alarm Addressable Upgrade	ARPA Formula Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$98,313

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.

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

- We have urgent projects that require excess spending in year 1 or 2.

There is a large door project in FY 23 and will exceed normal cap share.

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.

Lynnfield Housing Authority has not requested additional funding.

3. Overall goals of the Housing Authority's CIP

The overall goals of the LHA is to increase our focus on emergency preparedness and continue to provide safe affordable housing to our residents. To become more energy efficient and continue our preventative maintenance program. Continuing of our current door and septic projects.

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:

Removal of a CCTV and Building renovation due to being under funded.

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 06/28/2022.

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 09/01/2022.

8. Project priorities

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

9. High priority deficiencies

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

10. Accessibility

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

11. Special needs development

Lynnfield Housing Authority has one or more special needs (167 or 689 programs) development. We have completed the service provider input process according to the required procedures detailed in the lease agreement and held an annual meeting with the service provider staff at all special needs developments as of 07/14/2022.

12. Energy and water consumption

Our 12 most recent monthly energy reports are for months 7/2021 to 6/2022.

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

No developments exceed threshold values.

13. Energy or water saving initiatives

Lynnfield 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.)

3% c. 667 (DHCD Goal 2%)

0% c. 200 (DHCD Goal 2%)

0% c. 705 (DHCD Goal 2%)

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

The vacancy rate is due to units off-line to renovate the bungalows to be ADA compliant.

15. Other comments

N/A

Maintenance and Repair Plan

Maintenance Objective

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

About This Maintenance and Repair Plan

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

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

Classification and Prioritization of Maintenance Tasks

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

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

Emergency Request System

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

METHOD	CONTACT INFO.	TIMES
Call LHA at Phone Number	781-581-5783	T-Th 8:00AM - 4:00PM
Other	781-258-8023	24 hr. Maintenance number

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 Lynnfield 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
Inoperable refrigerator

Normal Maintenance Request Process

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

METHOD	CONTACT INFO.	TIMES
Text Phone Number		
Call Answering Service		
Call Housing Authority Office	781-581-5783	T-Th 8:00AM - 4:00PM
Submit Online at Website		
Email to Following Email	lynfldha@comcast.net	
Other	781-258-8023	24 hr. Maintenance number

Work Order Management

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

Type of work order system:

Work order classification used:

Emergency	
Vacancy	
Preventative Maintenance	
Routine	
Inspections	
Tenant Requests	

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

C. Our work order process includes the following steps:

Step	Description	Checked steps are used by LHA
1	Maintenance Request taken/submitted per the standard procedures listed above for the Emergency Request System and the Normal Maintenance Request Process.	<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. We also track deferred work orders in binder.

Maintenance Plan Narrative

Following are Lynnfield Housing Authority’s answers to questions posed by DHCD.

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

Our PMR(s) continue to demonstrate performance at the highest levels. "Top tier" and "Exemplary", exact descriptions listed on reviews in the past continues to apply. Covid-19, now in its third year has helped to reveal the extraordinary job our maintenance staff does consistently. Our tenants and their families praise our personnel regularly amid a work order completion volume in the middle two thousand plus average range annually.

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

Our former Maintenance Supervisor retired in early December ’21. We were able to recruit, higher, and train a successor without a break in service coverage. Further, the new employee was able to train and become a certified MAHAMS maintenance supervisor in a very few months to a greater degree than the departments predecessor. This while adhering to all DHCD, Mass.gov protocols and COVID-19 guidance, we made adjustments due to material shortages, supply chain issues, and price increases. To date, we have had success overcoming these serious challenges both with daily operations and capital projects.

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

Our maintenance goals involve being able to get back to our regular cycle of maintenance pre COVID-19 for our 689-1 building and 667 campus.

We are also hopeful that shortages and inflationary prices will ease allowing for a smoother service delivery for our residents.

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	\$0.00	\$0.00
Last Fiscal Year Actual Spending	\$0.00	\$0.00
Current Fiscal Year Budget	\$0.00	\$0.00

E. Unit Turnover Summary

# Turnovers Last Fiscal Year	7
Average time from date vacated to make Unit "Maintenance Ready"	46 days
Average time from date vacated to lease up of unit	73 days

Attachments

These items have been prepared by the Lynnfield 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.



LYNNFIELD HOUSING AUTHORITY
600 ROSS DRIVE LYNNFIELD, MA 01940

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1. MAINTENANCE POLICY MISSION STATEMENT:

The Maintenance Department of the Lynnfield Housing Authority is responsible for managing the maintenance function in the most cost effective manner possible while maximizing the useful life of Authority units and properties while striving to provide the best service to our residents. The following policy statements are designed to establish the structure of an effective and efficient maintenance system.

By developing a maintenance system, the authority will have the tools it needs to control the performance of maintenance work at the Lynnfield Housing Authority. The Lynnfield Housing Authority maintenance system shall include the following components:

- A. Prioritization of work
- B. Performance standards and goals
- C. Work order system.
- D. Deferred Maintenance
- E. Skills Updates and Training program

A. PRIORITIZATION OF WORK

The work priorities adopted by the Lynnfield Housing Authority deliver effective maintenance services for our improvements, residents & equipment. This priority system ensures that the most important maintenance work is done at a time it can be performed most cost-effectively. Minimizing vacancy loss is part of the cost-effectiveness calculation. The maintenance priorities of the Lynnfield Housing Authority are the following:

- 1. Emergencies
- 2. Vacancies
- 3. Preventative Maintenance
- 4. Programmed Maintenance
- 5. Requested Maintenance

Placing Programmed maintenance and vacancy preparation work ahead of resident work requests does not indicate that resident requests are unimportant. It emphasizes the importance of maintaining control of the maintenance work by performing scheduled routine and preventive work first. By doing so the Authority will decrease on-demand work and maintain the property in a manner that will keep and attract good tenants.

B. PERFORMANCE STANDARDS AND GOALS

The Executive Director establishes measures that will allow the efficiency of maintenance systems and activities to be evaluated. In establishing these standards, the Housing Authority will take into consideration certain factors:

1. Local/State Building and Fire Safety.
2. Lynnfield Housing Authority job descriptions; and
3. Safety Measures.

Notwithstanding this will not prevent the Housing Authority from setting a standard that is higher than that contained in the documents. These standards will be used to evaluate current operations and performance, to develop strategies to improve performance and meet the standards that have been set.

C. WORK ORDER SYSTEM

The Lynnfield Housing Authority shall have a comprehensive work order system that requires all resident work orders to be called into the office. To obtain the greatest effectiveness from the work order system, all work requests and activities performed by maintenance staff must be recorded on paperwork order and uploaded to PHA network. Work orders will contain, at a minimum, the following information: See Attachment 3

1. Chronological number
2. Source of request (planned, inspection, resident, etc.)
3. Priority assigned
4. Location of work
5. Date and time received
6. Date and time assigned
7. Description of work requested
8. Description of work performed
9. Materials used to complete work
10. Resident charge if applicable

D. DEFERRED MAINTENANCE PLAN

Deferred maintenance could be upgrades or repairs that are deferred to a future budget cycle or postponed for some other reason. Sometimes, it is referred to as extraordinary maintenance. Deferred Maintenance should not be confused with capital projects that would be included in the Capital Improvement Plan (CIP).

No emergency work order should be categorized as deferred maintenance. Any work order that meets the definition of deferred must be categorized as such within 45 days of issuance of the work order. Life and Safety items, work order backlog and small/minor items will not be categorized as deferred in the Deferred Maintenance Plan.

Deferred work orders will be closed out and moved to the Deferred Maintenance Module. When our budget permits the necessary work will be completed. Deferred Maintenance would be used in the following situations:

1. Inspections
Anything noticed during inspection that can wait until unit is vacant. Example: Carpet replacement and countertop replacement.
Seasonal
Such as Landscaping.
2. Funding
During a yearly inspection it was reported that common areas need to be repainted. Due to the severity of the winter our budget did not allow us to complete the necessary painting at this time.
3. Preventative Maintenance
Painting, strip & wax floors, shampoo carpets, etc.

Items to be included in the Deferred Maintenance Plan:

- Description of task
- Date Added to Deferred Maintenance Module
- Site or Unit Number
- Reason Deferred
- Estimated Cost
- Materials Needed
- Original Work Order Number
- Target Completion Date
- Actual Completion Date
- Other Comments

E. SKILLS UPDATES AND TRAINING

In order to allow its staff members to perform to the best of their abilities, the Lynnfield Housing Authority recognizes the importance of providing the staff with opportunities to refine technical skills, increase and expand craft skills, and learn new procedures. Suggested training venues may include (but not limited to)

- MassNAHRO
- MAHAMS
- Building Code updates/UPCS standard

2. MAINTAINING THE PROPERTY

A. RESPONDING TO EMERGENCIES

Emergencies are the highest priority source of work. The Lynnfield Housing Authority will consider a work item to be an emergency if the following occur:

1. The situation constitutes a serious threat to the life, safety or health of residents or staff; or
2. The situation will cause serious damage to the property structure or systems if not repaired within twenty-four (24) hours.

If a staff member is unsure whether or not a situation is an emergency, he or she will consult with another staff member for clarification. If this is not possible, the employee will use his/her best judgment to make the decision.

For emergencies that occur after regular working hours, the Lynnfield Housing Authority shall have a twenty-four (24) emergency response system in place. The employee receiving the emergency request shall make arrangements for repair. If an outside contractor is required staff shall utilize contractors we typically use for such repairs, retrieve materials from the maintenance supplies or purchase materials needed. Purchase orders must be completed for both contractor services & material purchases, as well as a work order input into our software system. See Attachment #1 for a list of emergencies.

PREPARE VACANT UNITS FOR REOCCUPANCY

It is the policy of the Lynnfield Housing Authority to reoccupy vacant units as soon as possible. This policy allows the Authority to maximize the income produced by its properties and operate attractive and safe properties.

The Executive Director is responsible for developing and implementing a system that insures an average turn-around time of thirty (30) calendar days. In order to do so, he or she must have a system that can perform the following tasks:

1. Forecast unit preparation needs based on annual & move-out inspection.
2. Estimate both the number of units to be prepared and the number of hours it will take to prepare them; and
3. Control work assignments to ensure prompt completion.

The maintenance procedure for reoccupying vacant units relies on the prompt notification by management of the vacancy, fast and accurate inspection of the unit, ready availability of workers and materials, and good communication with those responsible for leasing the unit. The Maintenance Department will have the ability to create special teams for vacancy turnaround or to hire contractors when that is required to maintain Authority goals.

B. PREVENTIVE MAINTENANCE PROGRAM

Preventive maintenance is part of the planned or scheduled maintenance program of the Lynnfield Housing Authority. The purpose of the scheduled maintenance program is to allow the Authority to anticipate maintenance requirements and make sure the Authority can address them in the most cost-effective manner. The preventive maintenance program focuses on the major systems that keep the properties operating. These systems include heating & air conditioning systems, vehicle/equipment, and life safety systems.

The heart of any preventive maintenance program is a schedule that calls for the regular servicing of all systems & equipment. The development of this schedule begins with the identification of each system or item that must be checked and serviced, the date it must be serviced, and the individual responsible for the work. The servicing intervals and tasks for each system must be included in the schedule. The completion of all required tasks is considered a high priority for the Lynnfield Housing Authority. See Attachment #2 for Preventative Maintenance Task and Schedule.

A specific program will be developed for each system. This program shall include a list of the scheduled service maintenance for each system and the frequency and interval at which that service must be performed. The equipment and materials required to perform the service will be listed as well so that they will be on hand when needed. As assessment of the skills or licensing needed to perform the tasks will also be made to determine if an outside contractor must be used to perform the work. The preventive maintenance schedule must be updated each time a system is added, updated, or replaced.

i. Vehicle/Equipment Maintenance

The Lynnfield Housing Authority will protect the investment it has made in motorized equipment by putting in place a comprehensive maintenance program. The equipment to be covered include (but not limited to):

- John Deere Tractor
- Simplicity Snow Throwers (2)
- Leaf blowers (2)
- Weed cutters(1)
- Chain saw (1)
- Hedge trimmer (1)
- Power tools Various

The Maintenance Department is responsible for the development of this plan which shall contain components for minimal routine service as well as servicing for seasonal use. Serviceable components for each vehicle or piece of motorized equipment will be listed in the plan along with the type and frequency of service required. The Executive Director shall also maintain a system to ensure that any employee that operates a vehicle or piece of motorized equipment has the required license or certification.

ii. Life Safety Systems

The Lynnfield Housing Authority shall have a comprehensive program for maintenance of life safety systems to ensure that they will be fully functional in the case of an emergency. The Administrative Department shall be responsible for the development and implementation of a schedule that includes the inspection, servicing and testing of this equipment. The equipment to be included in the plan includes the following:

- Fire alarms and fire alarm systems – Signet Electronics AUTO quarterly
- Fire extinguishers AUTO annually
- Emergency lighting SCHEDULED
- Smoke detectors – Signet Electronics AUTO quarterly

3. INSPECTION PROGRAM

The Lynnfield Housing Authority's goals of efficiency and cost-effectiveness are achieved through insuring that our stock is maintained in a manner that is decent, safe, sanitary and in good repair. This program calls for the utilization of the Uniform Physical Condition Standard (UPCS) in the Public Housing Program. Inspections will include the following areas:

- A. Dwelling Units
- B. Site Inspections

A. Dwelling Units

The maintenance & administration staff are responsible for developing an annual unit inspection program for State-Aided Public Housing units. The maintenance & administrative staff shall perform the unit inspection program of the Lynnfield Housing Authority unless it is determined that the inspection program is contracted to an outside source. For all non-emergency inspections, the Resident shall be given at least 48 hours' notice of the inspection.

During each inspection, the staff shall target specific preventive and routine maintenance tasks in accordance with work orders or other factors that contribute to knowledge of necessary maintenance. Any other work items noted at the time of the inspection will be documented on the Lynnfield Housing Authority inspection form. All uncompleted work items shall be converted to a work order within 48 hours of the completion of the inspection. The maintenance staff shall endeavor to complete all inspection-generated work items within 60 days of the inspection, unless the item is of an emergent nature.

Nothing in this policy shall prevent any Lynnfield Housing Authority staff member from reporting any needed work that they see in the regular course of their daily activities. Such work items shall be reported to the administrative office to initiate a work order.

B. Site Inspection

On a regular basis maintenance staff is required to walk the perimeter of the property. During this inspection maintenance will take note of building exteriors, windows, topography for water retention, sump pumps in basements in (Main St) building, septic system components, insect infestations on buildings, trees or grounds, fencing, asphalt, cement walkways, and other maintenance related items necessary to keep this property in a safe & sanitary condition. Areas that require maintenance will be recorded as a work order or brought to the attention of the Director.

4. SCHEDULED ROUTINE MAINTENANCE

The Lynnfield Housing Authority includes in this work category all tasks that can be anticipated and put on a regular timetable for completion. Most of these routine tasks are those that contribute to the curb appeal and marketability of the property.

A. Pest Control/Extermination

The Lynnfield Housing Authority will make all efforts to provide a healthy and pest-free environment for its residents. The Authority will determine which, if any, pests infest its properties and will then provide the best possible treatment for the eradication of those pests.

The extermination plan will begin with an analysis of the current condition at each property. The Maintenance Department and site manager shall make sure that an adequate schedule for treatment is developed to address any existing infestation. Special attention shall be paid to cockroaches & bed bugs. The schedule will include frequency and locations of treatment. Different schedules may be required for each property.

Resident cooperation with the extermination plan is essential. All apartments in a building must be treated for the plan to be effective. All residents will be informed at least one week and again twenty-four hours before treatment. The notification will be in writing and will include instructions that describe how to prepare the unit for treatment.

B. Landscaping and Grounds

The Lynnfield Housing Authority will prepare a routine maintenance schedule for the maintenance of the landscaping and grounds of its properties that will ensure their continuing attractiveness and marketability. Routine grounds maintenance includes numerous activities:

- Litter control
- Lawn care
- Maintenance of driveways, sidewalks and parking lots
- Care of flower and shrubbery beds and trees
- Maintenance of benches and fences

The Maintenance Department shall be responsible for the development of a routine maintenance schedule that shall include:

- A list of tasks that are required to maintain the property in a safety & sanitary condition
- The frequency with which the tasks must be performed.
- The equipment, materials, and supplies required to perform the tasks; and
- A schedule for their procurement.

C. Building Exteriors & Interior Common Areas

The appearance of the outside of Authority buildings as well as their interior common areas is important to their marketability. Therefore, the Lynnfield Housing Authority has established a routine maintenance schedule to ensure that they are always maintained in good condition. The components to be maintained include, public restrooms, lighting fixtures, common rooms and community spaces, exterior porches and railings, exterior siding and windows

The Maintenance Department is responsible for the development of a routine maintenance schedule for building exterior and interior common areas. The schedule shall be based on the following:

- A list of tasks required to maintain a safe & sanitary condition.
- The frequency with which the tasks must be performed; and
- A list of materials, equipment and supplies required to perform the tasks.

D. Resident request Service

This category of work refers to all resident generated work requests that fall into no other category. These are non-emergency calls made by residents seeking maintenance service. These requests for service cannot be planned in advance or responded to before the resident calls.

It is the policy of the Lynnfield Housing Authority to complete these work requests within seven (7) workdays. However, unless the request is an emergency or entails work that compromises the habitability of the unit, these requests will not be given a priority above vacancies, scheduled routine and preventive maintenance. By following this procedure, the Lynnfield Housing Authority believes it can achieve both good resident service and a maintenance system that completes the most important work first and in the most cost effective manner.

5. CONTRACTING FOR SERVICES

The Lynnfield Housing Authority will contract for maintenance services when it is in the best interests of the Authority to do so. When the employees of the Authority have the time and skills to perform the work at hand, they will be the first choice to perform a given task. When the employees of the Authority have the skills to do the work required, but there is more work than there is time available to complete it, the Housing Authority will determine whether it is more cost effective to use a contractor to complete the work. If the Authority staff does not have the skills to complete the work, a contractor will be chosen. In the last instance, the Authority will decide whether it will be cost effective to train a staff member to complete the work.

Once the decision has been made to hire a contractor, the process set out in the Lynnfield Housing Authority Procurement Policy will be used. These procedures vary depending on the expected dollar amount of the contract. The Maintenance Department will work with the Executive Director to facilitate the contract award. The Executive Director will be responsible for the contribution of the Maintenance Department to this process. The most important aspect of the bid documents will be the specifications or statement of work. The clearer the specifications the easier it will be for the Authority to get the work product it requires.

6. ATTACHMENTS

1. Emergency List
2. Preventative Maintenance Task Schedule
3. Sample Work Order

Attachment 1

Maintenance Emergencies

The following are Maintenance Emergencies that must be addressed ASAP:

- Roof Leak
- Water Leak
- Fire
- Refrigerator not working – if it will be for more than 24 hours
- Toilet, kitchen or bathroom sink with a major leak
- Toilet, kitchen or bathroom sink/tub clog
- Toilet not flushing
- No hot water –if it will be for more than 24 hours
- Window broken
- Door lock
- No heat
- No Electricity
- Lockout- tenant's emergency contact is first call if they hold 2nd set of keys

Attachment 2

PREVENTIVE MAINTENANCE (667-1 PROPERTY)

DAILY:

1. Unlock main building and lock up before leaving.
2. Take out trash from main building, kitchen, and offices.
3. Address any and all work orders received from office.
4. Prepare apartments using DHCD recommended unit turn over check list guide.

WEEKLY:

1. Meet with Director to review time sheets and work report from prior week.
2. Address any concerns with Director during meeting.
3. Make sure all work orders are completed and update PHA web system.
4. Vacuum hall, offices, community room and wash windows as needed.
5. Wash floors in community building as needed.
6. Clean/disinfect common bathrooms.
7. Keep records of gasoline, motor oil, grease use, etc.
8. Tidy and clean maintenance work area/shop.
9. Deal with Fire Alarm Test, Plumbing and electrical vendors as needed.

MONTHLY:

1. Record purchases and update inventory as needed.
2. Order light bulbs, paint, paper products, etc. as needed: keep records.
3. Check emergency backup lighting and replace batteries as needed.
4. Check/clean heat/air filters in community hall and common areas.
5. Check one building and clean front and back halls.
6. Check exterior of one building for needed repairs.
7. Check dryer vents in laundry room for lint build up.
8. Apply touch up paint to common areas such as hallways and stairways.
9. Attend continuing education training required to maintain credentials.

PREVENTIVE MAINTENANCE (667-1 PROPERTY) cont.

JANUARY:

- 1. Keep roadway, walks, doorways and ramps clear of snow and ice. Use sand/ice melt as needed and plow/snow throw/shovel as needed. Assist with clearing tenant parking spots. Last step of policy procedure is to clear all common backdoor areas.**
- 2. Maintain snow removal equipment. Stockpile ice melt and sand/salt mix.**
- 3. Set up schedule for annual inspections of apartments.**

FEBRUARY:

- 1. Address snow procedures keeping roadways, walkways, ramps clear and open.**
- 2. Continue safe operation and service of snow removal equipment.**

MARCH:

- 1. Address snow procedures keeping roadways, walkways, ramps clear and open.**
- 2. Continue safe operation and service of snow removal equipment.**
- 3. Make plans for vacation days prior to end of year.**

APRIL:

- 1. Finish with snow equipment. Perform “summarizing” service for tractor.**
- 2. Make sure cutting equipment/tools are ready for season.**
- 3. Tidy Maintenance work areas.**
- 4. Take inventory on needed supplies.**
- 5. Determine whether parking lines need to be re-painted.**
- 6. Remove sand from roadways, walkways and ramps.**
- 7. Maintenance should begin weeding and cleaning up property from winter.**
- 8. Remove brush and downed trees as needed.**

PREVENTIVE MAINTENANCE (667-1 PROPERTY) cont.

MAY:

1. Check grounds for winter damage and fill any potholes with cold patch.
2. Fertilize/loam/seed bare spots as approved by Director.
3. Mulch beds as approved by Director.
4. Trim and prune trees and bush shrubs.
5. Mow and trim lawns as needed.
6. Arrange window cleaning vendor as approved by Director.
7. Install resident window A/Cs.

JUNE:

1. Mow and trim lawns as needed.
2. Check lawn equipment and service as needed.
3. Repair any areas of asphalt that needed attention.
4. Replace bushes/shrubs as approved by Director.
5. Clean and disinfect trash carts and trash houses as needed.

JULY:

1. Mow/weed/trim as needed.
2. Wash community building windows inside.
3. Trim all bushes keeping a minimum of 24" between them and the buildings.
4. Arrange for cleaning of six catch basins by vendor as approved by Director.
5. Maintain grass and plants as needed.

AUGUST:

1. Work on grounds; mow as needed: clip/trim bushes and weed as needed.
2. Clean and disinfect trash carts and trash houses as needed.
3. Scrape and wash with bleach and paint the front, side and rear of buildings.

PREVENTIVE MAINTENANCE (667-1 PROPERTY) cont.

SEPTEMBER:

- 1. Finish up on mowing for the season.**
- 2. Lime and fertilize the grounds.**
- 3. "Winterize" lawn equipment.**

OCTOBER:

- 1. Sweep parking lot areas.**
- 2. Clean maintenance shop/work area.**
- 3. Clean all lawn equipment.**
- 4. Service all snow removal equipment.**
- 5. Purchase and stockpile ice melt and sand/salt**
- 6. Clean and disinfect trash carts and trash houses as needed.**
- 7. Make sure all resident A/Cs are removed from windows by month end October.**

NOVEMBER:

- 1. Schedule Fall clean up with vendor as approved by Director.**
- 2. Store outdoor furniture such as LHA owned chairs/tables in basement bldg. 4.**
- 3. Deploy sand/salt buckets and scoops at min of 2 per resident building.**

DECEMBER:

- 1. Compose a list of maintenance tools/supplies for budget consideration.**
- 2. Make sure all snow removal equipment is ready for season.**
- 3. Plow, sand, spread ice melt as needed.**
- 4. Clear all roadways and walkways.**

PREVENTIVE MAINTENANCE (689-1 PROPERTY)

WEEKLY:

- 1. Conduct walk thru, talk with Tenant staff re: any LHA responsible concerns.**
- 2. Address any concerns with LHA Director during weekly meeting.**
- 3. Make sure all work orders are completed and update PHA web system.**

PREVENTIVE MAINTENANCE:

- Regular painting of exterior walls, trim and decks.**
- Painting of interior walls and trim as needed.**
- Regular service of mechanical systems.**
- Repair driveways and walkways as needed.**
- Clear gutters/downspouts as needed semi-annually and repair roof leaks.**
- Inspect/test two sump pumps and alarm as needed to ensure proper operation.**
- LHA Director and Maintenance to conduct semi-annual inspections to evaluate all building system components.**

MINOR SYSTEM REPAIRS:

- Facilitate minor building repairs as needed.**
- Arrange for cleaning of catch basin by vendor as approved by Director.**
-
- Replace damaged siding and trim.**
- Repair leaky plumbing fixtures or malfunctioning electrical outlets/switches.**
- Patch holes in paving.**

PREVENTIVE MAINTENANCE (689-1 PROPERTY) cont.

MAJOR SYSTEM REPAIRS:

- **Scheduled replacement of major appliances.**
- **Rehabilitation of bathrooms, kitchens, floor coverings, decks, roofs and siding.**
- **Upgrade to plumbing, HVAC and fire safety systems to comply with State Code where applicable.**

EMERGENCY REPAIRS:

- **Replacement of failed boilers, hot water heaters, central air conditioners.**
- **Replacement of toilets, tubs, plumbing, and wiring.**
- **Replacement of life safety systems and major appliances.**

Note: The Parties acknowledge that in the pre- July 2009 lease/contract the Provider/Agency was responsible for the first \$2000/year in repairs the Premises, in addition to the routine care and preventative maintenance responsibilities under the lease/contract. The Parties acknowledge that the Housing Authority has agreed to assume responsibility under the current lease for the cost of those repairs, and the Payment has been increased by \$2000/year to compensate it for this additional responsibility. – verbiage from lease agreement document, DHM State operated pg. 10, 7/22/09.

LYNNFIELD HOUSING AUTHORITY WORK ORDER REQUEST FORM
(781) 581 – 5783

Requestor	Urgency Normal	Permission to Enter Yes	Status	
				↑ Incomplete
Name				↑ Will Return
Unit Number	Building Number	<input checked="" type="checkbox"/> 600 Ross Dr (667-1) <input type="checkbox"/> 680 Main St (689-1)	↑ Outside Vendor	
			↑ New Work Order	
			↑ Void	
			↑ Complete	
Maintenance Worker				
<input checked="" type="checkbox"/> Ben Tropeano		Request Date / / 2020	Completion Date / /	
<input type="checkbox"/> Ron Cataldo		Request Date / / 2020	Completion Date / /	
Request Description				
Notes				
Description of Parts / Materials Used			Qty	Part #
Tenant Charge			↑ Yes	↑ No
Total Cost to be Billed to Resident			\$.
Tenant Signature			Date	
X			/ /	

Work Orders

Outstanding Orders by Status

Between 11/1/2021 and 10/31/2022

Status	Dev ID	Bldg ID	Unit ID	W.O. #	Requested	Type	Category	Description
Deferred	667-1	1		3347	11/23/2021	Scheduled	Deferred Maintenance	Deferred project: Hallway Flooring. Replace VCT w/plank flooring & recessed mat.
1 work orders listed under status Deferred								

1 Work Order(s) listed on report.

Operating Budget

The tables on the following pages show the approved budget and actual income and spending per budget account (row) for the fiscal year ending 03/31/2022. It also shows the approved budget for the current year (2023) 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.

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 Lynnfield Housing Authority operating reserve at the end of fiscal year 2022 was \$0.00, which is 0% of the full reserve amount defined above.

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.

PMR Narrative Responses

Narrative Responses to the Performance Management Review (PMR) Findings

PMRs are conducted for most LHAs on a biennial basis. This year there is no PMR record for this Housing Authority.

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 Lynnfield Housing Authority:

Policy	Last Ratified by Board Vote	Notes
*Rent Collection Policy	03/26/2019	
*Personnel Policy	09/19/2022	
*Capitalization Policy	11/18/2019	
*Procurement Policy	04/03/2020	Reaffirmed, PHN 2020-14-PHN 2020-30
*Grievance Policy	02/11/2019	
Affirmative Action Policy	02/11/2019	
Anti-Discriminatory Harassment Policy	02/11/2019	
Community Room Use	03/12/2019	
Credit/Debit Card Policy	02/11/2019	
Criminal Offender Records Information (CORI) Policy	02/11/2019	
Emergency Response Plan	10/23/2019	Meeting with Fire Chief Davis to review plan, Davis requested Back up generator be accelerated. Plan approved
Equal Employment Opportunity Policy and Affirmative Action Plan	02/11/2019	
Maintenance and Other Charges	09/24/2019	
Parking	07/15/2020	
Pet Policy	07/01/2020	
Reasonable Accommodations Policy	07/01/2020	

Policy	Last Ratified by Board Vote	Notes
Records Conservation and Disposal Policy	04/06/2020	Massachusetts Records Retention Schedule
Sexual Harassment Policy	02/11/2019	
Smoking Policy	06/30/2020	
Travel Policy	02/11/2019	
Other – Define in the ‘Notes’ column	10/28/2020	Reporting Procedure policy
Other – Define in the ‘Notes’ column	10/28/2020	Use of Personal Property in Common areas policy
Other – Define in the ‘Notes’ column	09/19/2022	Tenant's Personal Property Policy
Language Access Plan		In process
Fair Housing Marketing Plan		In process

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

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

Waivers

AP-2024-Lynnfield Housing Authori-00706 has no current waivers from the regulations of the Department of Housing and Community Development (DHCD).

Attachments

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

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

- AP LTO Letter 12192022
- Public Comments and LHA Responses
- Cover sheet for tenant satisfaction surveys
- Tenant Satisfaction Survey 667 Program

**DISCUSSION BETWEEN, LTO PRESIDENT, SUSAN BRODER AND LYNNFIELD
HOUSING AUTHORITY DIRECTOR DANIEL MACINTYRE ON
THURSDAY, NOVEMBER 3, 2022, AT 11:00 a.m.
REGARDING ANNUAL PLAN**

The director, Daniel Macintyre (“Mr. Macintyre”) explains the document, given to Susan Broder (Ms. Broder”), President of the Lynnfield Tenant Organization (“LTO”) entitled Proposed Annual Plan for Fiscal Year 2024 for State-aided Housing (“AP”), stating this is an opportunity for Ms. Broder to give input concerning the proposed annual plan. Mr. Macintyre reminds that it is mandatory that Ms. Broder receive a copy of the AP and have the opportunity to submit input, if any. (<https://tinyurl.com/LHA-MA-AnnualPlan>)

Ms. Broder states she has reviewed the draft AP and does not have any input concerning the AP. She then stated that she approves the 2024 plan.

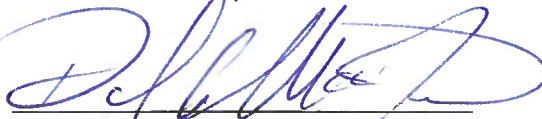
Mr. Macintyre reminds Ms. Broder that there will be a zoom.us meeting on Monday December 19, 2022, and if Ms. Broder has any concerns/questions between now and then, please ask him.

The discussion concludes at 11:15 a.m.

SIGNED AND AGREED TO BY:



Susan Broder, LTO President



Daniel Macintyre, Director

DEC 19 2022

Dated: _____



LYNNFIELD HOUSING AUTHORITY

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Equal Housing Opportunity

Extract of the minutes of the regular meeting of the Lynnfield Housing Authority held on December 19, 2022.

*Item 2) Proposed Annual Plan for Fiscal Year 2024: Public Hearing @ 2:10 PM,
Review and Vote.*

*Upon a motion made by Susan Morgese to accept the Annual Plan for Fiscal Year 2024, as
presented. without objection(s), John Nunziato seconds and the motion was passed by a five (5)
to zero (0) vote in favor.*

The Chair requests a rollcall vote:

Jennifer Welter : Yes

James Wilkie : Yes

Stephanie Petty : Yes

Susan Morgese : Yes

John Nunziato : Yes


Public Comment. No Public Comments

Chair Jennifer Welter thereupon declared the motion carried.

Item 3) Public Comment.

None.

True extracts of the minutes of the regular meeting held on December 19, 2022.


Attest: Daniel Macintyre, Ex. Director

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 residents, and returned to CSR by mail (or, starting in 2019, completed on-line). CSR surveys residents of elderly/disabled units (also known as Chapter 667) and family units (also known as Chapter 200 and Chapter 705).

During each round all units 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 units 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 units (c.667) in three groups in the Fall of 2016, 2017 and 2018. CSR surveyed residents of family units (c.705 and c.200) in the Spring of 2016. (Note: there are many more c.667 units, so they were broken down into three groups).

Notes on 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. We originally combined data from c.667 and c.200/705 units for some LHAs with limited family data. 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 results from the different programs 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 units in Fall 2019 and in Fall 2021 and all of the family units in Fall 2020. We expect the remaining elderly/disabled units to be surveyed in Fall 2022.

Notes on 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, we determined that combining the two yielded less accurate results.

LYNNFIELD HOUSING AUTHORITY

Chapter 667 Housing Summary 2016 - 2018

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

Fall 2016:

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

Fall 2017:

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

Fall 2018:

- Surveys were sent to 13,304 housing units (Chapter 667). 6717 surveys were filled out and returned.
- In the **Lynnfield Housing Authority**, surveys were sent to a total of **64** housing units (Chapter 667); **32** surveys were completed.

This report provides some information about how the residents from the **Lynnfield Housing Authority** who answered the survey responded. It compares their answers to those from residents in the entire state and to those from small LHAs in Northeastern Massachusetts. These small LHAs in Northeastern Massachusetts include: Bedford, Burlington, Chelmsford, Danvers, Dracut, Essex, Georgetown, Hamilton, Haverhill, Lexington, Lowell, Lynnfield, Manchester, Merrimac, Middleton, Nahant, Newburyport, North Andover, North Reading, Reading, Rockport, Rowley, Salisbury, Swampscott, Tewksbury, Topsfield, Tyngsborough, Wakefield, Wenham, West Newbury, and Wilmington.

Communication

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

	Lynnfield Housing Authority	Small LHAs in Northeastern MA*	Entire State
Contacted management about a problem or concern.....	75%	78%	78%
Felt they were usually or always treated with courtesy and respect when they contacted management.....	96%	87%	87%
Saw the Capital Improvement Plan.....	34%	33%	30%
Saw the Operating Budget.....	22%	18%	17%
Knew the Executive Director held a meeting with residents...	94%	58%	53%

* Small LHAs in Northeastern Massachusetts include: Bedford, Burlington, Chelmsford, Danvers, Dracut, Essex, Georgetown, Hamilton, Haverhill, Lexington, Lowell, Lynnfield, Manchester, Merrimac, Middleton, Nahant, Newburyport, North Andover, North Reading, Reading, Rockport, Rowley, Salisbury, Swampscott, Tewksbury, Topsfield, Tyngsborough, Wakefield, Wenham, West Newbury, and Wilmington.

Services and Programs

50% of the Lynnfield 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:

	Lynnfield Housing Authority	Small LHAs in Northeastern MA	Entire State
Job training programs.....	3%	5%	6%
Money management programs (<i>budgeting, taxes, income building</i>).....	3%	10%	10%
Children's programs (<i>tutoring, childcare, afterschool programs</i>).....	0%	1%	2%
Health and Medical Services (<i>visiting nurse, meal programs</i>).....	34%	33%	35%
Adult Education (<i>GED, ESL, educational counseling</i>)	0%	8%	10%

Maintenance and Repair

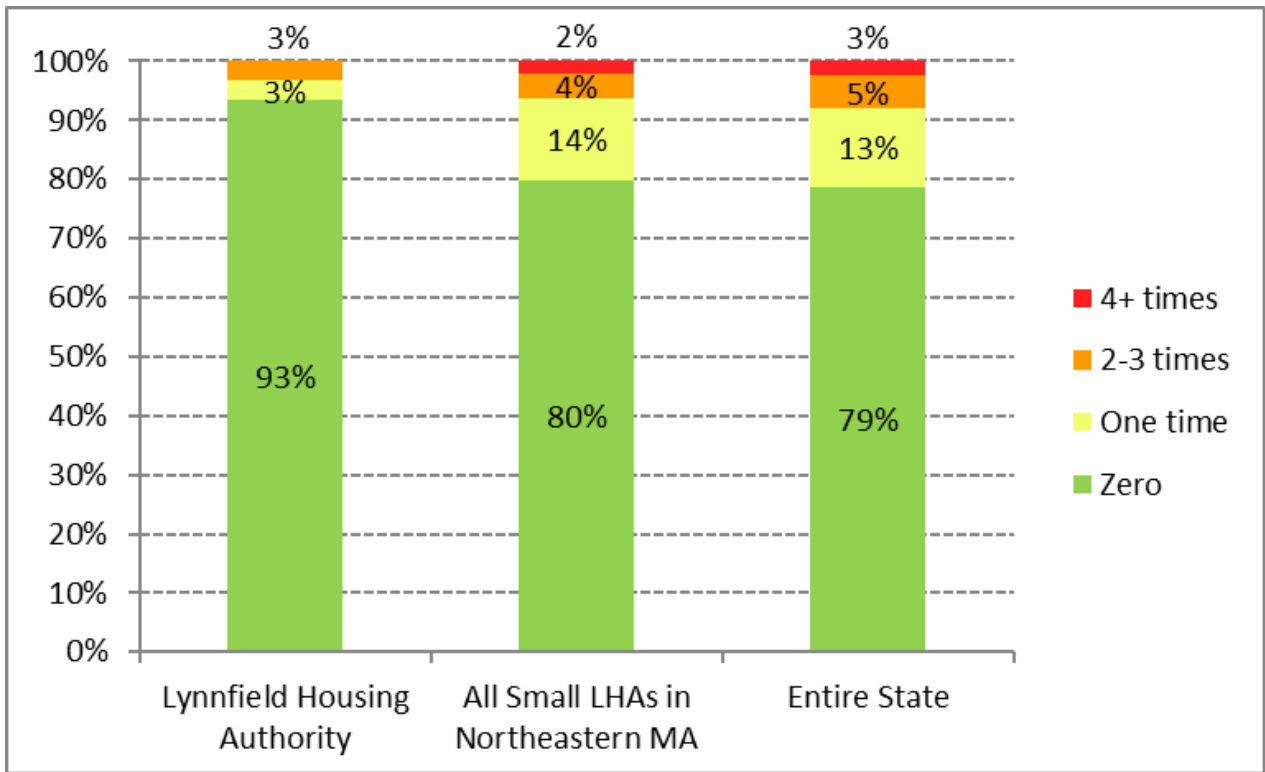
Who had problems? Less than one tenth of respondents had a problem with their heating and more than one third had a plumbing problem in the last 12 months.

	Lynnfield Housing Authority	Small LHAs in Northeastern MA	Entire State
Had a heating problem.....	9%	20%	21%
Had a problem with water or plumbing.....	37%	51%	49%

- **Heating Problems**

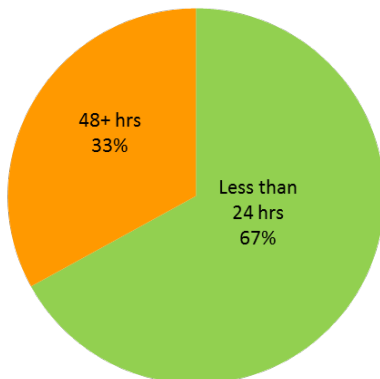
How many times did residents have heating problems?

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

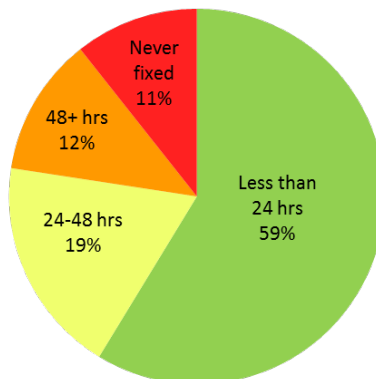


How long did it take to fix the heating problems? For those respondents who had problems, we asked how long it usually took for the problems to be fixed – less than 24 hours, 24 - 48 hours, more than 48 hours, or never fixed.

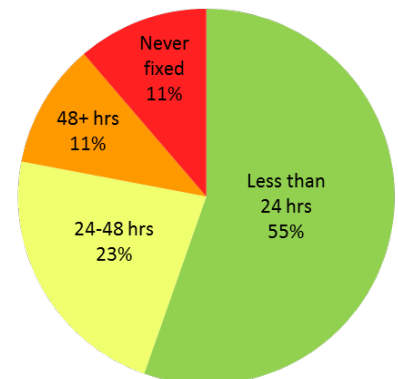
Lynnfield Housing Authority



Small LHAs in Northeastern MA



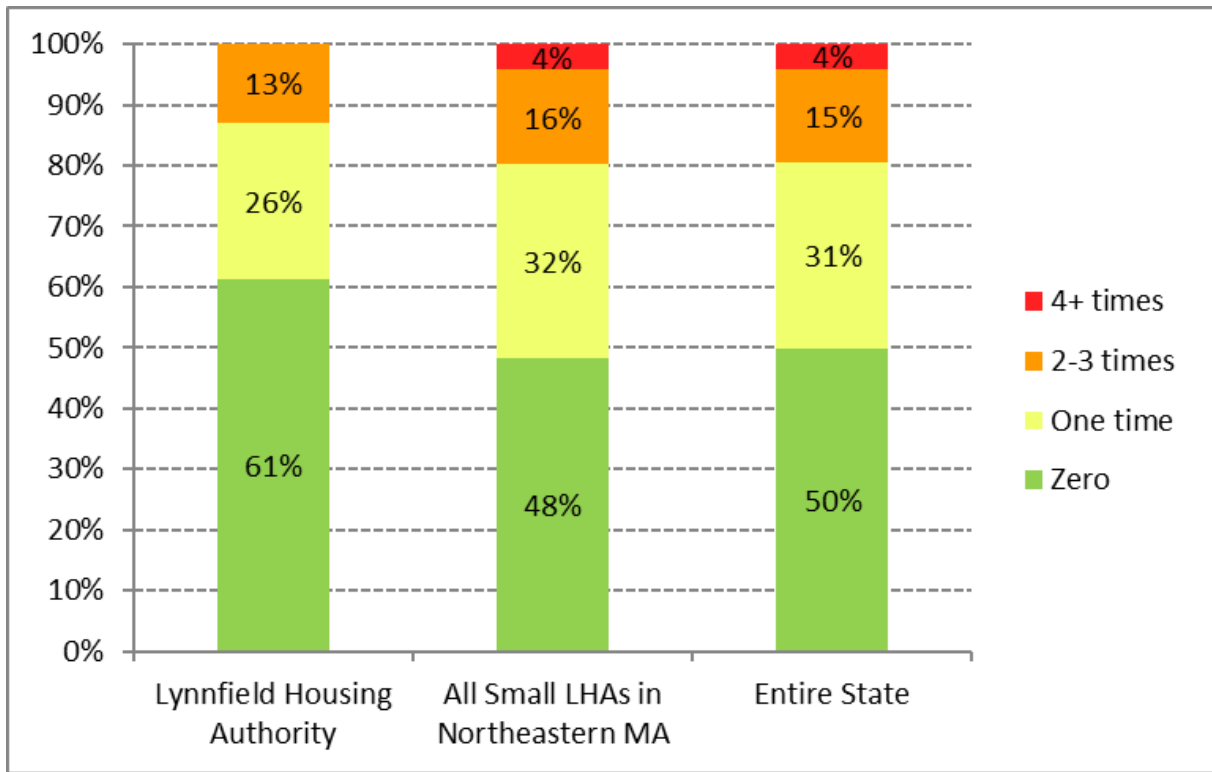
Entire State



- **Water or Plumbing Problems**

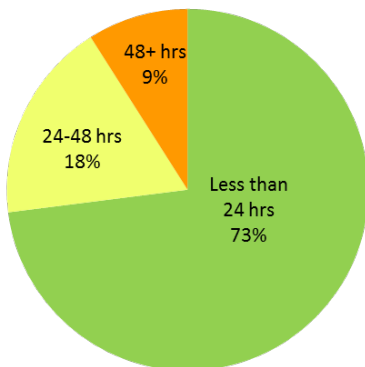
How many times did residents have problems with their water or plumbing?

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

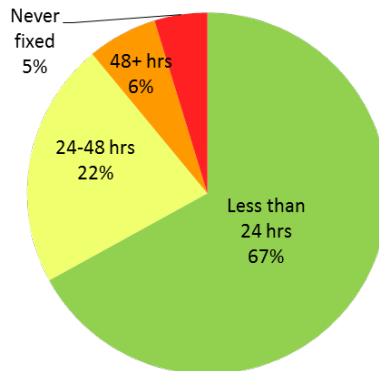


How long did it take to fix the water or plumbing problems? For those respondents who had problems, we asked how long it usually took for the problems to be fixed – less than 24 hours, 24 - 48 hours, more than 48 hours, or never fixed.

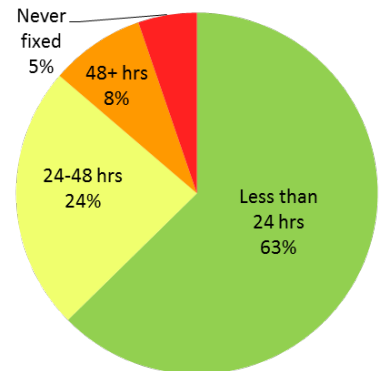
Lynnfield Housing Authority



Small LHAs in Northeastern MA

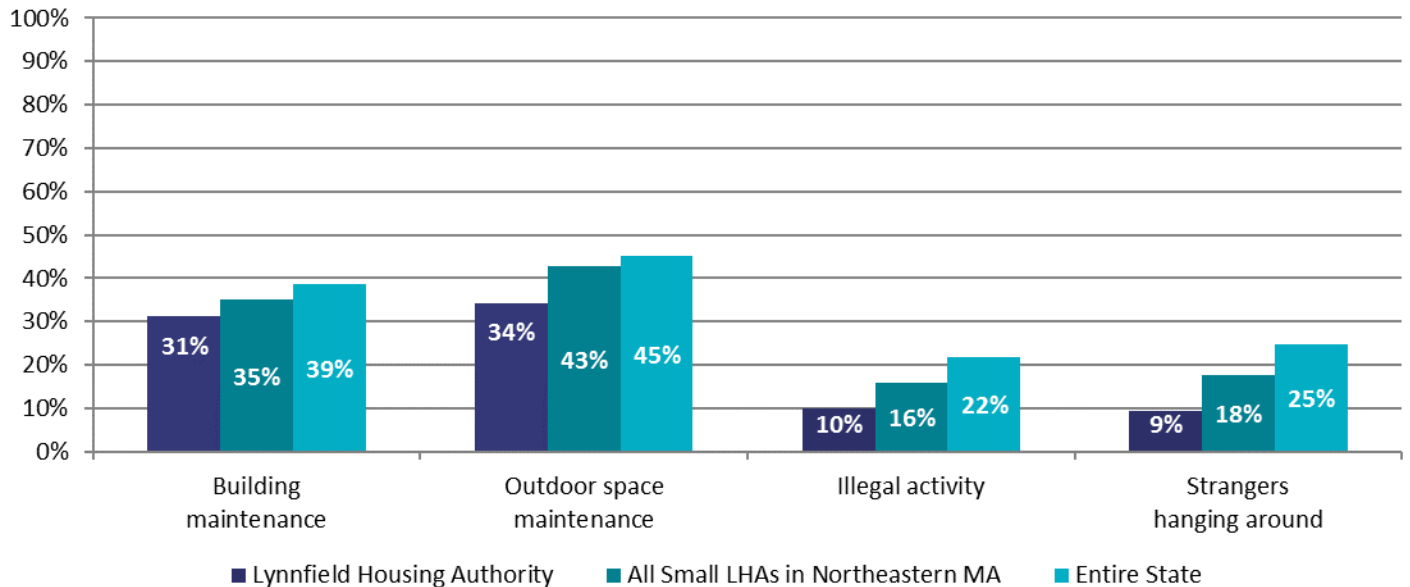


Entire State



- 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”

