

Overview and Certification

Revere 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 Revere 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. Public Comments and LHA Responses
 - b. Cover sheet for tenant satisfaction surveys
 - c. Tenant Satisfaction Survey 667 Program
 - d. Tenant Satisfaction Survey 200 and 705 Program
 - e. Performance Management Review

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
667-03	Elderly	ADAMS COURT 667-03	6	1968	60
667-1B	Elderly	CUSHMAN AVENUE 667-1B	4	1956	16
667-02	Elderly	GARFIELD and ELIOT 667-02	3	1961	46
667-04	Elderly	LISTON TOWERS 667-04	1	1969	103
667-1A	Elderly	PROCTOR AVENUE 667-1A	7	1956	20
705-G	Family	SCATTERED SITE- NAHANT 705-G	1	1920	16
200-01	Family	STATE VETERANS 200-01	80	1950	286
	Family	Family units in smaller developments	14		53
Total			116		600

The following development(s) operate under a combination of state and federal requirements, including HUD's Section 8 New Construction and Substantial Rehabilitation Program (see the Glossary for a program description).

Dev No	Type	Development Name	Num Bldgs	Year Built	Dwelling Units
667-06	Elderly	HYMAN TOWERS 667-06	1	1976	106

Massachusetts Rental Voucher Program (MRVP)

The Massachusetts Rental Voucher Program (MRVP) is a state-funded program that provides rental subsidies to low-income families and individuals. In most cases, a “mobile” voucher is issued to the household, which is valid for any market-rate housing unit that meets the standards of the state sanitary code and program rent limitations. In some cases, vouchers are “project-based” into a specific housing development; such vouchers remain at the development if the tenant decides to move out.

Revere Housing Authority manages 108 MRVP vouchers.

Federally Assisted Developments

Revere Housing Authority also manages Federally-assisted public housing developments and/or federal rental subsidy vouchers serving 659 households.

LHA Central Office

Revere Housing Authority
70 Cooledge St., Revere, MA, 02151
Dean Harris, Executive Director
Phone: 781-284-4394
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LHA Board of Commissioners

	<u>Role</u>	<u>Category</u>	<u>From</u>	<u>To</u>
George Anzuoni	Vice-Chair	State Appointee	02/18/2020	03/18/2024
Fatou Drammeh	Member		03/13/2017	03/13/2022
Anthony Perrone	Chair	Labor Appointee	11/13/2017	11/12/2022
Richard Viscay	Treasurer		03/16/2020	03/31/2025

Plan History

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

REQUIREMENT		DATE COMPLETED
A.	Advertise the public hearing on the LHA website.	11/07/2022
B.	Advertise the public hearing in public postings.	11/07/2022
C.	Notify all LTO's and RAB, if there is one, of the hearing and provide access to the Proposed Annual Plan.	N/A
D.	Post draft AP for tenant and public viewing.	11/07/2022
E.	Hold quarterly meeting with LTO or RAB to review the draft AP. (Must occur before the LHA Board reviews the Annual Plan.)	N/A
F.	Annual Plan Hearing. Hosted by the LHA Board, with a quorum of members present. (For Boston, the Administrator will host the hearing.)	12/21/2022
G.	Executive Director presents the Annual Plan to the Board.	01/11/2023
H.	Board votes to approve the AP. (For Boston Housing Authority, the Administrator approves and submits the AP.)	01/11/2023

Certification

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

I, Dean Harris, Executive Director of the Revere Housing Authority, certify on behalf of the Housing Authority that I have conducted an annual review of all Revere 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 Revere 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, Dean Harris, Executive Director of the Revere 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: 01/12/2023

The Department of Housing and Community Development (DHCD) completed its review of this Annual Plan (AP) on August 24, 2023. Review comments have been inserted into the plan.

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 Revere Housing Authority

Significant improvements of the next 5 years include the 2nd phase of siding and roof replacements at State Family Housing Development (200-1) and start the 3rd phase. We expect to find functional improvements to the heating and energy usage, along with aesthetic improvements for the whole neighborhood. Our other focus is making our elderly housing development safe by removing asbestos tile.

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)	\$4,862,586.64		Total of all FF awards minus prior FF spending
LHA Emergency Reserve	\$729,388.00		Amount to reserve for emergencies
Net FF Funds (First 3 Years of the CIP)	\$4,133,198.64	\$3,916,655.44	Funds to plan & amount actually planned in the first 3 years of the CIP
ADA Set-aside	\$35,592.25	\$35,940.00	Accessibility projects
DMH Set-aside	\$0.00	\$0.00	Dept. of Mental Health facility
DDS Set-aside	\$0.00	\$0.00	Dept. of Developmental Services facility
Unrestricted Formula Funding (FF)	\$4,097,606.40	\$3,880,715.44	Funds awarded by DHCD to be used on projects selected by the LHA and approved by DHCD.
Special DHCD Funding	\$150,927.59	\$150,927.59	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	\$1,655,856.17	\$1,655,856.17	Funds other than those in the above categories. See explanation below.
Total funds and planned spending	\$5,939,982.40	\$5,723,439.20	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)

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
248060	2008 FF Master CFA	STATE VETERANS 200-01	\$3,500	\$3,500	\$0	\$0	\$0	\$0	\$0	\$0
248102	FF: 20-22 Thornton Common Interior OR & Insurance	SCATTERED SITE- THORNTON ST 705-L	\$336,245	\$29,116	\$0	\$0	\$0	\$0	\$0	\$0
248105	FY17 - Sustainability - Water - toilets (286)	STATE VETERANS 200-01	\$130,000	\$0	\$0	\$130,000	\$0	\$0	\$0	\$0
248109	FF: 22-26 Raymd,150 Cooledge, 16-18 Raymd Roof Rplcmnt	STATE VETERANS 200-01	\$971,427	\$1,045,042	\$0	\$890	\$0	\$0	\$0	\$0
248112	FF: Fuse box replacement	CUSHMAN AVENUE 667-1B	\$513,247	\$435,006	\$0	\$75,857	\$0	\$0	\$0	\$0
248114	ARPA FF: 200-1 Siding, Roofing, & Window Replmt Phase 2	STATE VETERANS 200-01	\$1,216,553	\$51,426	\$0	\$193,484	\$0	\$0	\$0	\$0
248118	Repair spalling concrete walkways	GARFIELD and ELIOT 667-02	\$35,940	\$0	\$0	\$35,940	\$0	\$0	\$0	\$0
248119	Adams Court Water Main Replacement	Adams Court 667-01	\$294,091	\$237,236	\$0	\$1,040	\$0	\$0	\$0	\$0
248121	SUST-R: SHMCAP Flood Elevation Survey	LISTON TOWERS 667-04	\$124,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Capital Improvement Plan (CIP)

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

Cap Hub Project Number	Project Name	Development(s)	Total Cost	Amount Spent Prior to Plan	Remaining Planned for 2022	fy2023 Planned	fy2024	fy2025	fy2026	fy2027
248122	Asbestos Removal in Common areas Elderly Housing	GARFIELD and ELIOT 667-02 \ ADAMS COURT 667-03	\$293,107	\$0	\$0	\$0	\$0	\$0	\$0	\$0
248123	200-1 Siding/Bulkhead Replacement Phase IV & V	STATE VETERANS 200-01	\$929,138	\$0	\$0	\$81,704	\$847,435	\$0	\$0	\$0
248124	200-1 Siding/Bulkhead Replacement Phase VI	STATE VETERANS 200-01	\$484,000	\$0	\$0	\$0	\$466,964	\$17,037	\$0	\$0
248125	Garfield Eliot Roof Replacement	GARFIELD and ELIOT 667-02	\$322,400	\$0	\$0	\$60,328	\$262,073	\$0	\$0	\$0
248126	ARPA Targeted Award: Revere Fire Alarm and Fed Pac Panel Upgrade	667-02, 667-03, 667-04, 705-A, 705-B, 705-C, 705-H, 705-I, 705-L	\$691,495	\$0	\$0	\$0	\$0	\$0	\$0	\$0
•	200-1 Roof, Siding, Windows (4 bldgs)	STATE VETERANS 200-01	\$484,000	\$0	\$0	\$230,802	\$253,199	\$0	\$0	\$0
•	200-1 Roof, Siding, Windows (4 bldgs)	STATE VETERANS 200-01	\$484,000	\$0	\$0	\$230,802	\$253,199	\$0	\$0	\$0
•	200-1 Roof, Siding, Windows (4 bldgs)	STATE VETERANS 200-01	\$484,000	\$0	\$0	\$0	\$230,802	\$253,199	\$0	\$0
•	200-1 Roof, Siding, Windows (4 bldgs)	STATE VETERANS 200-01	\$484,000	\$0	\$0	\$0	\$0	\$230,802	\$253,199	\$0

Capital Improvement Plan (CIP)

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

Cap Hub Project Number	Project Name	Development(s)	Total Cost	Amount Spent Prior to Plan	Remaining Planned for 2022	fy2023 Planned	fy2024	fy2025	fy2026	fy2027
•	200-1 Roof, Siding, Windows (4 bldgs)	STATE VETERANS 200-01	\$484,000	\$0	\$0	\$0	\$0	\$0	\$230,802	\$253,199
•	200-1 Roof, Siding, Windows (4 bldgs)	STATE VETERANS 200-01	\$484,000	\$0	\$0	\$0	\$0	\$0	\$230,802	\$253,199
•	200-1 Roof, Siding, Windows (4 bldgs)	STATE VETERANS 200-01	\$484,000	\$0	\$0	\$0	\$0	\$0	\$230,802	\$253,199
•	Maintenance Shop Bathroom and Office Upgrade	STATE VETERANS 200-01	\$15,125	\$0	\$0	\$15,125	\$0	\$0	\$0	\$0
•	Exterior/Interior rehab - 20-22 Thornton	SCATTERED SITE-THORNTON ST 705-L	\$195,973	\$0	\$0	\$0	\$195,973	\$0	\$0	\$0

Capital Improvement Plan (CIP)**FUNDS IN ADDITION TO ANNUAL FORMULA FUNDING AWARD**

Cap Hub Project Number	Project Name	DHCD Special Award Comment	Special DHCD Awards				Other Funding			
			Emergency Reserve	Compliance Reserve	Sustain- ability	Special Awards	CDBG	CPA	Operating Reserve	Other Funds
248105	FY17 - Sustainability - Water - toilets (286)	Toilets & showerheads (286)	\$0	\$0	\$130,000	\$0	\$0	\$0	\$0	\$0
248112	FF: Fuse box replacement	asbestos abatement fuse box and electric circuit panel replacement	\$0	\$135,267	\$0	\$0	\$0	\$0	\$0	\$0
248114	ARPA FF: 200-1 Siding, Roofing, & Window Replmt Phase 2	ARPA Formula Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$964,419
248121	SUST-R: SHMCAP Flood Elevation Survey	SHMCAP Flooding Survey	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$124,100
248126	ARPA Targeted Award: Revere Fire Alarm and Fed Pac Panel Upgrade	ARPA Formula Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$691,495

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.

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

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

The appearance of the ARPA funds has changed the timing of projects.

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.

Revere Housing Authority has not requested additional funding.

3. Overall goals of the Housing Authority's CIP

The overall goal of the Revere Housing Authority is to provide good, clean, safe and affordable housing to our residents. Under the direction of the Board of Commissioners, our dedicated staff works with resources both from the capital improvement program and operating budgets to provide quality housing units and services to our residents. The Revere Housing Authority strives to turn over vacant units in an efficient, effective manner to improve access to housing. Our 2023 CIP is a continuation of our 2022CIP, focusing on the building envelope of State Veterans buildings and the health and safety issues at our Elderly sites. This ongoing project covers all 5 years of our plan.

4. Changes from the Housing Authority's previous CIP

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

No significant differences.

5. Requirements of previous CIP approval

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

6. Quarterly capital reports

Our most recent quarterly capital report (form 80 and 90) was submitted on 08/26/2022.

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 10/12/2022.

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 have identified the following accessibility deficiencies in our portfolio:

We are replacing spalling sidewalks at Garfield/Elliott (667-02) to address safety issues.

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

Project 248118 will correct the spalling sidewalks.

11. Special needs development

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

12. Energy and water consumption

Our 12 most recent monthly energy reports are for months 4/2021 to 3/2022.

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
	667-03			705--G
	667-04			705--B
	667-06			667-03
				705--L
				667-02
				705--I
				667-04
				200-01
				705--D
				705--N
				705--H
				705--M
				705--K
				705--A
				705--F
				667-06
				705--J
				705--E
				705--O
				705--C

The water and sewerage rates of Revere exceed state averages. And the high-rise buildings (667-4 and 667-6) are electric heat and hot water, without any options to convert it to anything else.

13. Energy or water saving initiatives

Revere Housing Authority is currently pursuing energy or water-saving audits or grants as noted below. We continually participate in the LEAN program, and welcome any other audits or grants.

14. Vacancy rate

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

6.9% c. 667 (DHCD Goal 2%)

7% c. 200 (DHCD Goal 2%)

7.2% c. 705 (DHCD Goal 2%)

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

The vacancy rate is not due to capital improvement projects.

CIP Approval For Revere Housing Authority for FY 2023

Formula Funding Capital Improvement Plan (CIP), WorkPlan 5001

8/24/2023

Congratulations! The CIP-2023 submitted by Revere Housing Authority is approved, subject to the following conditions:

- Let's take a close look at the siding, roof, and window projects. There is huge opportunity here to make major improvements to the envelope of the building, reduce utility consumption, and improve comfort for residents. Sustainability funding may be able to help

Revere Housing Authority is authorized to proceed on the following projects, which are to be managed with the LHA or RCAT as the Primary PM**:

CPS Number	FISH #	Project Name	TDC Amount	Primary PM	Project Year
248-200-01-080-22-1980	248128	Maintenance Shop Bathroom and Office Upgrade	\$15,125.00	LHA	2024

Construction cost for FY 2023 projects is to be incurred by June 30, 2023. Construction cost for FY 2024 projects is to be incurred between July 1, 2023 and June 30, 2024. Pre-construction costs may be incurred in FY 2023.

Projects for which the Primary PM is DHCD or RCAT - Large**

CPS Number	FISH #	Project Name	TDC Amount *	Other Funding	DHCD Staff Arch/ Eng	WO/RFS Date
248-200-01-0-18-1463\ 248-200-01-0-18-1464	248127	200-1 Roof, Siding, Windows (8 bldgs.)	\$968,000.00	\$0.00	Sli	09/26/2023

Going forward, if you need to add a project that is not in your approved CIP you will need to submit a revision through CIMS. Instructions for revising your CIP can be found on the CIMS Forms menu.

Details of the Approved CIP can be found at the link to 'Approved & Active CIP Reports' on the CIMS forms page in the CIP Reports section. Projects may utilize funding from multiple sources. The 'Original Approved' report details the proposed funding as submitted by the LHA. Please feel free to call DHCD Project Manager Cynthia Barney at (617) 573-1179 with any questions.

* Where the TDC is followed by an asterisk the project has been indicated as 'Complex' by DHCD.

**Primary PM' is used to identify the agency responsible for updating a project's budget and schedule.

This document was created on 8/24/2023 by Cynthia Barney, Project Manager

Maintenance and Repair Plan**Maintenance Objective**

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

About This Maintenance and Repair Plan

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

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

Classification and Prioritization of Maintenance Tasks

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

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

Emergency Request System

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

METHOD	CONTACT INFO.	TIMES
Call Answering Service	781-284-7079	24 hr. Maintenance line answering se
Call LHA at Phone Number	781-284-4394	Prefer tenants to use the emergency

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 Revere Housing Authority main office.

QUALIFYING EMERGENCY WORK REQUESTS
Fires of any kind (Call 911)
Gas leaks/ Gas odor (Call 911)
No electric power in unit
Electrical hazards, sparking outlets
Broken water pipes, flood
No water/ unsafe water
Sewer or toilet blockage
Roof leak
Lock outs
Door or window lock failure
No heat
No hot water
Snow or ice hazard condition
Dangerous structural defects
Inoperable smoke/CO detectors, beeping or chirping
Elevator stoppage or entrapment
Inoperable refrigerator (667 properties)

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		
Submit Online at Website		
Email to Following Email		
Other	781-284-7079	24 hr. Maintenance line

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: HAB

Work order classification used:

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

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

C. Our work order process includes the following steps:

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

Maintenance Plan Narrative

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

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

The RHA excels in our response to emergency issues, specifically those pertaining to electrical or plumbing problems.

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

With new foremen in place the RHA has emphasized the importance of work orders and the tracking of completed work

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

The RHA strives to improve in the areas of customer service and the quality of our work.

D. Maintenance Budget Summary

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

	Total Regular Maintenance Budget	Extraordinary Maintenance Budget
Last Fiscal Year Budget	\$1,309,626.00	\$165,000.00
Last Fiscal Year Actual Spending	\$1,355,334.00	\$148,978.00
Current Fiscal Year Budget	\$1,334,106.00	\$128,910.00

E. Unit Turnover Summary

# Turnovers Last Fiscal Year	48
Average time from date vacated to make Unit "Maintenance Ready"	83 days
Average time from date vacated to lease up of unit	153 days

F. Anything else to say regarding the Maintenance Plan Narrative?

The maintenance team continues to work together to train and improve operations in accordance with changing service trends. In addition, maintenance team will continue to implement the most up-to-date safety protocols and best practices as part of the developing continuing education risk management programs.

Attachments

These items have been prepared by the Revere 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.

Revere Housing Authority

PREVENTIVE MAINTENANCE POLICY

March 28, 2018

Preventive maintenance is work undertaken according to a schedule to prevent breakdown of major mechanical systems and equipment, and to prevent the deterioration of apartments and equipment. The RHA Preventive Maintenance Program will include regular comprehensive inspections and repairs of all units, equipment, buildings, and common areas. Identifying these maintenance needs will help the authority reduce the frequency and severity of breakdowns and service interruptions. These inspections will include checking, measuring, observing, and correcting deficiencies found in the units, major mechanical systems, equipment/vehicles, exterior of units, and grounds.

The RHA Preventive Maintenance Program will be the key to achieving control of maintenance. It will reduce resident-generated work orders to a manageable level, speed up vacancy turnaround since units will be generally in better condition upon a vacate, and provide information to management for follow-up with regard to care of the unit by the occupant.

The Maintenance Department will have more control over the scheduling of Preventive maintenance than it has over routine corrective or emergency maintenance. Repair needs caught early will prevent emergencies, save dollars later, and substantially reduce resident generated work-orders. The Preventive maintenance inspections and work also will help establish a record of deterioration which may signal modernization needs that can be systematically planned and scheduled. This maintenance will avoid waiting for a major crisis to occur before addressing a predictable problem.

The RHA Preventive Maintenance Schedule will identify when tasks need to be completed. The system in place will record the date each inspection was conducted; who did it, and a process for ensuring that needed work is completed. This process will assign accountability to inspectors, and provides a sense of responsibility for their work.

When the Preventive maintenance program requires work that is predictable and repetitive (such as cleaning burners or replacing filters), maintenance staff will tend to work from a schedule. If inspections identify a need for unanticipated repairs, or replacements, the staff will generate work orders. If work orders are written, they will be identified as routine or emergency and will follow the work assignment process. A schedule of unit inspections will be prepared at the beginning of each calendar year and monitored each month to ensure that all units are inspected at least annually.

1.0 PREVENTIVE MAINTENANCE PROGRAM

Preventive maintenance is part of the planned or scheduled maintenance program of the 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 and air conditioning, electrical, life safety and plumbing.

A. General Operating Systems

The heart of any Preventive maintenance program is a schedule that calls for the regular servicing of all systems. 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 Housing Authority.

The systems covered by the Preventive maintenance program include but are not limited to:

1. HVAC SYSTEMS

- A. boilers
- B. circulators
- C. domestic hw tanks
- D. air conditioning units

2. SECURITY SYSTEMS

- A. exterior lighting
- B. public hallway lighting
- C. building doors and locks

3. FIRE AND LIFE SAFETY SYSTEMS

- A. emergency generators
- B. fire extinguishers
- C. emergency lighting
- D. exit lights
- E. sprinkler systems
- F. fire alarm systems

4. ROOFS

- A. roof inspection
- B. gutter cleaning

5. ELEVATORS

- A. elevator inspection

6. PLUMBING

- A. catch basins
- B. sanitary drains

7. VEHICLES

- A. safety inspection
- B. tune up
- C. fluid check

8. ELECTRICAL HEAT

- A. common area electric heaters

9. LARGE EXHAUST FANS

- A. roof top units

10. ANNUAL INSPECTIONS

- A. dwelling units
- B. site
- C. building systems
- D. common areas

11. MECHANICAL EQUIPMENT

- A. sump pumps

12. COMMON AREAS

- A. grounds
- B. hallways and stairwells
- C. community rooms and rest rooms

D. elevators

13. PLAYGROUND

A. Inspection

14. PEST CONTROL A.

Extermination

2.0 PREVENTIVE MAINTENANCE PROCEDURE

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.

1. HVAC Systems

The Housing Authority will have a program for maintenance of the mechanical systems to ensure that the proper amount of heat and hot water is readily available and maintained at the proper temperature and that all circulator pumps are serviced and air filters Changed.

A. Check all units including controls.

B. Inspect unit and piping for leaks, holes, or loose connections.

C. Natural Gas Units: inspect and clean burners if needed;

check pilot operation;

inspect flue and clean if needed;

check firebox for soot buildup

check temperature settings-hot water tanks should not be more than 130*

check pressure relief valve for proper operation and check that drain pipe length satisfies code requirements;

remove any combustible materials;

D. Check circulator pumps for proper operation and leaks. Oil if required.

E. Check A.C. units for proper operation: listen for short cycling

check for refrigerant and oil leaks

inspect wiring and controls

check for corrosion

replace air filters bi annually

2. Security Systems

The Housing Authority will have a program for maintenance of security systems to ensure they will perform as needed to maintain a well-lit and secure environment. A. Check that all exterior and hallway lights are in place, undamaged and working;

Replace bulbs as needed.

B Check operation of time clocks and or sensors;

C. Check door closers to insure doors close and latch;

D. Make sure doorknobs and panic bars are not loose;

E. Inspect door frame and glass.

3. Life Safety Systems

The 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 Implementation of a schedule that includes the inspection, servicing and testing of this equipment to be included in the plan includes the following:

A. Exercise the emergency generator every week

Inspect generator battery for corrosion

Check generator for oil leaks

B. Have all fire extinguishers inspected and certified annually

C. Inspect all emergency lights annually

Test each light with test switch

Replace bulbs or batteries as needed

D. Inspect all exit lights

Replace bulbs as needed

E. Check sprinkler system for signs of corrosion and leaks

Have system inspected by a certified sprinkler engineering firm annually

D. Inspect and test every smoke alarm, heat detector and carbon monoxide detector in every unit; hallway; common area; boiler room; basement and attic to insure that each device works and rings out to the fire alarm panel annually.

Inspect and test all fire alarm panels to insure that all signals will report to central fire alarm monitoring system annually.

4 Roof Repairs/ Replacement

The plan will include the required testing and servicing as required by manufacturer's recommendations. It will also include a determination of the most reliable and cost effective way to perform the work including the decision to hire a contractor.

Maintenance of roofs requires regular inspections by knowledgeable personnel to ensure that there is no unauthorized access to roof surfaces and that there is good drainage, clear gutters and prompt discovery of any deficiencies.

- A. Remove any trash and debris from roof.
- B. Inspect roof for damage and deterioration; punctures; missing shingles; loose flashing.
- C. Inspect gutters and downspouts for obstructions (clean as necessary).
- D. Inspect stack vents for obstruction and security covers.

The authority maintenance staff will usually undertake only minor roof repairs. Therefore there should be a list of approved roofing contractors to take on more serious problems for roofs no longer under warranty.

5. The Housing Authority will have a program that ensures that the elevators are Inspected annually by The Commonwealth of Massachusetts Department of Public Safety elevator inspection division. The elevators will be properly maintained by a reputable elevator service company.

- A. Check elevator signal lights for proper operation
- B. Inspect elevators for graffiti and damage clean as needed.

6. The Housing Authority will have a program in which will ensure that the storm drains, catch basins and sanitary drain lines are maintained and remain flowing at all times.

- A. Storm drains and catch basins should be inspected as needed.
- B. Storm drains and catch basins should be cleaned annually.

7. Vehicle/Equipment Maintenance

The Housing Authority will protect the investment it has made in vehicles and other motorized equipment by putting in place a comprehensive maintenance program. The vehicles and equipment to be covered include:

- A. See Appendix B.

8. Electrical Heat

The Housing Authority will have a program that inspects all common area electric heaters to ensure that the public areas of all buildings are adequately heated and that all building systems in these areas are protected.

- A. Check electric heating units for proper operation, including any thermostats.
- B. Check that fan motors are operating properly if applicable.

9. Large Exhaust Fans

The Housing Authority will have a program that inspects all rooftop exhaust fans for operation. Motors will be checked and belts adjusted to ensure the longest life possible for all mechanical parts.

- A. Listen for unusual noises or vibrations
- B. Inspect belt condition and alignment; adjust tension as required.
- C. check motor and fan bearings.
- D. Inspect general condition of exterior and interior of unit.
- E. Check operation of controls.

10 Annual Inspections

The Housing Authority's goals of efficiency and cost-effectiveness are achieved through a carefully designed and rigorously implemented inspection program. This program calls for the inspection of all areas of the Authority's property including;

- A. Dwelling Units
- B. Site
- C. Common areas
- D. Building exterior
- E. Building Systems

Each area is to be inspected annually and documented with inspection forms and work orders as backup and will ensure that all areas comply with standards set by HUD and local codes.

11 Mechanical Equipment

Sump pumps are to be inspected and tested for proper operation to provide protection against flooding and subsequently damage to boilers; hot water tanks, basements and crawl spaces.

- A. Manually test all flotation devices to ensure proper function.
- B. Visually inspect each sump pump and its associated wires and switches for wear and proper connections.

12 Common Areas

Regular inspections of the property grounds and building exteriors as well as building interiors are required to maintain the curb appeal and marketability of the property.

- A. Ground will be policed daily and any trash or debris will be disposed of from the site as well as around any and all dumpster enclosures.

- B. Grounds and buildings will be policed daily for any graffiti. Graffiti will be removed within twenty four hours whenever possible.
- C. Common hallways and stairs will be swept and mopped on a regular schedule. Each hallway should be done at least once per week.
- D. Community rooms, kitchens and rest rooms will be cleaned and vacuumed daily. All trash barrels will be emptied and any paper supplies will be restocked as needed.

13. Playgrounds

- A. Playgrounds will be policed daily for graffiti and trash and all shall be removed immediately.
- B. Check all apparatus daily for any damage.
- C. Tighten any and all nuts and bolts bi-annually.

14. Pest Control

The 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. All residents will be informed at least forty eight hours before treatment. The notification will be in writing and will include instructions that describe how to prepare the unit for treatment. If necessary, the instructions shall be bi-lingual to properly notify the resident population. Resident requests for extermination will be done routinely at least once per week or as often as needed. Annual flush out of buildings will be completed on an as needed basis and determined by funding.

APPENDIX A Scheduled Checklist

Liston Towers

Task	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Generator Test	Weekly	Vendor	X	X	X	X	X	X	X	X	X	X	X	X
Fire Alarm Test	Bi-Annual	Vendor		X						X				
Elevator	Monthly	Vendor												
Grounds	Weekly	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Backflow Check	Annual	Vendor		X										
Fire Extinguisher Check	Annual	Vendor					X							
Exhaust Fan Check	Monthly	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Sprinkler System Test	Annual	Vendor				X								

The Carl Hyman Tower

Task	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Generator Test	Weekly	Vendor	X	X	X	X	X	X	X	X	X	X	X	X
Fire Alarm Test	Bi-Annual	Vendor		X						X				
Elevator	Monthly	Vendor												
Grounds	Weekly	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Backflow Check	Annual	Vendor		X										
Fire Extinguisher Check	Annual	Vendor					X							
Exhaust Fan Check	Monthly	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Common Drain	Bi-Annual	Staff			X						X			
Sprinkler System Test	Annual	Vendor				X								
AC Filters	Annual	Staff					X							

Adams Court

Task	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Fire Alarm Test	Bi-Annual	Vendor		X						X				
Grounds	Weekly	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Fire Extinguisher Check	Annual	Vendor					X							

Scheduled Checklist

Garfield/Eliot

Task	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Fire Alarm Test	Annual	Vendor								X				
Grounds	Weekly	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Fire Extinguisher Check	Annual	Vendor					X							
Emergency Lights	Bi-Annual	Staff					X							X
Boiler Maintenance	Annual	Vendor									X			

Proctor/Cushman

Task	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Grounds	Weekly	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Boiler Maintenance	Annual	Vendor									X			

14-3, Petrilli Gardens

Task	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Grounds	Weekly	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Fire Alarm	Annual	Vendor									X			
Emergency Lights	Bi-Annual	Staff					X							X
Unit Heating	Annual	Staff									X			

14-1, 14-2

Task	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Grounds	Weekly	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Fire Alarm	Annual	Vendor									X			
Emergency Lights, HC Units	Bi-Annual	Staff					X							X
Boiler Service	Annual	Vendor									X			
Playground Bolts	Bi-Annual	Staff				X						X		
Playground Mulch	Annual	Staff				X								

Scheduled Checklist

705's Scattered Sites

Task	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Fire Alarm Test	Annual	Vendor								X				
Grounds	Weekly	Staff	X	X	X	X	X	X	X	X	X	X	X	
Fire Extinguisher Check	Annual	Vendor					X							
Sump Pump Checks	Bi-Annual	Staff			X						X			

Equipment

[illegible]

APPENDIX B

Vehicles Equipment

	Year	Make	Model	Body	Vin#	Registration #
1	2008	FORD	ECONOLINE E250	CARGO VAN	1 FTNE24LX8DB25101	M26323
2	1998	FORD	ECONOLINE E150	CARGO VAN	1FTRE1462WHC15967	M34014
3	2002	FORD	ECONOLINE E150	CARGO VAN	1 FTRE14L82HA59482	M43581
4	2008	USCA	UTILITY TRAIL	OTHER	5NHUAS21381033576	M53258
5	2003	FORD	F250	SUPER DUTY PICKUP	3FTNF21L83MB28318	M70512
6	2008	FORD	F350	SUPER DUTY PICKUP	1FTWF31518EE11667	M79945
7	2008	FORD	F450	SUPER DUTY CAB AND	1FDXF47Y68EE11669	M77414
8	2008	FORD	ESCAPE XLT	WAGON 4 DR,	1FMCU93148KE68951	M76382
9	2000	CHEVROLET	EXPRESS 62500	CARGO VAN	1GCGG25R6Y1188932	M82402
10	2010	FORD	ECONOLINE E250	CARGO VAN	1 FTNE2EL3ADA67045	M83646
11	2011	FORD	ECONOLINE E250	CARGO VAN	1FTNE2EL2BDA98918	M87745
12	2011	FORD	RANGER	CLUB CAB PICKUP	1FTLR1FE8BPA51767	M87744
13	2015	FORD	F350	SUPER DUTY PICKUP	1FTRF3B69FEC37963	M93672
14	2016	FORD	TRANSIT T-150	CARGO VAN	1FTYE1ZMOGKA18481	M35531
15	2016	FORD	TRANSIT T-150	CARGO VAN	1FTYE1ZM2GKA18482	M55487
16	2016	FORD	F350	SUPER DUTY CAB AND	1FDRF3H6XGEA92856	M14849
17	2015	BOBCAT	LOADER	OTHER	ALJ814681	M87610
18	2016	KUBOTA	LOADER	OTHER	A5KC2GDBCFG024026	M96270
19	2016	CROSS	CONSTR	OTHER	431FS0813G1000124	M96271

45 DOLPHIN AVENUE	104	Living Room	Left Rear	Floors	5-10% of the floor covering has stains surface burns shallow cuts small holes teare loose areas or exposed seams. It is functional and poses no safety hazard.	threshokd missing
45 DOLPHIN AVENUE	107	Bathroom	Left Front	Plumbing	There are cracks or extensive discoloration in over 50% of the basin but the sink can be used.	rusted drain
45 DOLPHIN AVENUE	110	Bathroom	Center Center	Plumbing	There are cracks or extensive discoloration in over 50% of the basin but the sink can be used.	caulking needs attention
45 DOLPHIN AVENUE	111	Bathroom	Left Front	Ceiling	10-50% of the ceiling area area shows damage from stains mold or mildew.	poss water leak upstairs unit bathroom
45 DOLPHIN AVENUE	112	Bathroom	Right Front	Plumbing	There are cracks or extensive discoloration in over 50% of the basin but the sink can be used.	rust near drain
45 DOLPHIN AVENUE	201	Bathroom	Right Front	Plumbing	There are cracks or extensive discoloration in over 50% of the basin but the sink can be used.	rust near drain
45 DOLPHIN AVENUE	204	Kitchen		Interior W	There is a hole or missing tile/panel or other damage that is between 1 square inch and 8.5 inches by 11 inches. The hole does not penetrate the adjoining room.	rt of stove bubbling paint
45 DOLPHIN AVENUE	211	Kitchen		Interior W	There is a hole or missing tile/panel or other damage that is between 1 square inch and 8.5 inches by 11 inches. The hole does not penetrate the adjoining room.	grease left of stove
45 DOLPHIN AVENUE	214	Bathroom	Left Front	Plumbing	There are cracks or extensive discoloration in over 50% of the basin but the sink can be used.	rust near drain
45 DOLPHIN AVENUE	302	Living Room		Doors	At least one screen door or storm door is damaged or is missing screens or glass - shown by an empty frame or frames.	sliding screen damaged
45 DOLPHIN AVENUE	305	Kitchen		Lighting	20-50% of the light fixtures and bulbs surveyed are broken or missing but does not constitute a safety hazard.	auxillary lighting in hallway between 305 and 303 possibly needs battery
45 DOLPHIN AVENUE	305	Living Room		Floors	5-10% of the floor covering has stains surface burns shallow cuts small holes teare loose areas or exposed seams. It is functional and poses no safety hazard.	missing threshold between kitchen
45 DOLPHIN AVENUE	305	Bathroom	Left Front	Floors	5-10% of the floor covering has stains surface burns shallow cuts small holes teare loose areas or exposed seams. It is functional and poses no safety hazard.	unknown substance near tub
45 DOLPHIN AVENUE	305	Kitchen		Interior W	There is a hole or missing tile/panel or other damage that is between 1 square inch and 8.5 inches by 11 inches. The hole does not penetrate the adjoining room.	corner bead exposed left side pantry
45 DOLPHIN AVENUE	309	Kitchen		Doors	At least one screen door or storm door is damaged or is missing screens or glass - shown by an empty frame or frames.	pantry door inop
45 DOLPHIN AVENUE	315	Kitchen		Lighting	20-50% of the light fixtures and bulbs surveyed are broken or missing but does not constitute a safety hazard.	auxillary lighting in hallway between 313 and 315 possibly needs battery
45 DOLPHIN AVENUE	407	Bathroom	Left Front	Ceiling	10-50% of the ceiling area area shows damage from stains mold or mildew.	None
45 DOLPHIN AVENUE	416	Bathroom	Right Front	Ceiling	10-50% of the ceiling area area shows damage from stains mold or mildew.	above shwr head
45 DOLPHIN AVENUE	511	Bedroom	Center Rear	Ceiling	10-50% of the ceiling area area shows damage from stains mold or mildew.	above closet door
45 DOLPHIN AVENUE	511	Bathroom	Center Front	Ceiling	10-50% of the ceiling area area shows damage from stains mold or mildew.	above toilet and shwr head
45 DOLPHIN AVENUE	606	Kitchen		Lighting	20-50% of the light fixtures and bulbs surveyed are broken or missing but does not constitute a safety hazard.	foyer light inop
45 DOLPHIN AVENUE	610	Living Room		Ceiling	10-50% of the ceiling area area shows damage from stains mold or mildew.	above lamp next to couch
45 DOLPHIN AVENUE	614	Bathroom	Center Front	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	left side
45 DOLPHIN AVENUE	G2	Bathroom	Right Front	Plumbing	There are cracks or extensive discoloration in over 50% of the basin but the sink can be used.	rust near drain

1	1BLDG	1-3 ADAMS COURT	CA Hall/Corr/Stair	N/A	Left Front	Floors	5-10% of the floor covering has stains surface burns shallow cuts small holes teare loose areas or exposed seams. It is functional and poses no safety hazard.	near front door
1	43831	1-3 ADAMS COURT	N/A	Bathroom	Center Center	Ceiling	10-50% of the ceiling area area shows damage from stains mold or mildew.	unknown substance on ceiling
1	43892	1-3 ADAMS COURT	N/A	Living Room	Left Front	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint
2	43922	2-4 ADAMS COURT	N/A	Bathroom	Right Rear	Plumbing	The sink does not drain freely or drains slowly but the fixture can be used.	None
3	43952	5-7 ADAMS COURT	N/A	Kitchen		Stove	The stove or oven operation of doors and drawers is impeded but the stove is functioning.	oven dirty
3	43955	5-7 ADAMS COURT	N/A	Kitchen		Floors	5-10% of the floor covering has stains surface burns shallow cuts small holes teare loose areas or exposed seams. It is functional and poses no safety hazard.	missing piece
3	43955	5-7 ADAMS COURT	N/A	Bathroom	Left Rear	Floors	5-10% of the floor covering has stains surface burns shallow cuts small holes teare loose areas or exposed seams. It is functional and poses no safety hazard.	next to toilet
3	43955	5-7 ADAMS COURT	N/A	Bathroom	Left Rear	Plumbing	There are cracks or extensive discoloration in over 50% of the basin but the sink can be used.	rusted
3	44014	5-7 ADAMS COURT	N/A	Kitchen		Lighting	20-50% of the light fixtures and bulbs surveyed are broken or missing but does not constitute a safety hazard.	ceiling light inop
4	4BLDG	6-14 ADAMS COURT	CA Hall/Corr/Stair	N/A	Left Front	Floors	5-10% of the floor covering has stains surface burns shallow cuts small holes teare loose areas or exposed seams. It is functional and poses no safety hazard.	near front door and stair landing
4	44045	6-14 ADAMS COURT	N/A	Kitchen		Electrical Comp	An outlet or switch cover is damaged but does not result in exposed wiring.	breaker blank missing
4	44105	6-14 ADAMS COURT	N/A	Kitchen		Refrigerator	The refrigerator door seals are deteriorated.	tape holding together
4	44107	6-14 ADAMS COURT	N/A	Living Room		Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint
4	44167	6-14 ADAMS COURT	N/A	Bedroom	Left Front	Windows	At least one screen is missing or is punctured torn or otherwise damaged.	rt window screen
4	14-4	6-14 ADAMS COURT	N/A	Hall/Stairway	Center Center	Floors	5-10% of the flooring has small holes or is damaged but there are no safety issues.	flooring between unit 4 and 3 has loose moving tikes
5	44076	9-15 ADAMS COURT	N/A	Bathroom	Left Rear	Plumbing	The sink does not drain freely or drains slowly but the fixture can be used.	None

ABLDG	102-194 GARFIELD AVE AND ELIOT	Exterior Windows	N/A		Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
102-3	102-194 GARFIELD AVE AND ELIOT	N/A	Bedroom	Right Rear	Floors	5-10% of the flooring has small holes or is damaged but there are no safety issues.	damaged
102-3	102-194 GARFIELD AVE AND ELIOT	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	both right side
102-3	102-194 GARFIELD AVE AND ELIOT	N/A	Bathroom	Right Rear	Plumbing	There are cracks or extensive discoloration in over 50% of the basin but the sink can be used.	caulking
102-3	102-194 GARFIELD AVE AND ELIOT	N/A	Bedroom	Right Rear	Interior Walls	There is a crack in the wall greater than 1/8 inches wide and at least 11 inches long.	various areas
186-1	102-194 GARFIELD AVE AND ELIOT	N/A	Bathroom	Right Rear	Plumbing	A sink stopper is missing.	missing
186-4	102-194 GARFIELD AVE AND ELIOT	N/A	Kitchen		Stove	An accumulation of dirt/grease in the hood exhaust threatens the free passage of air.	fading paint stores bacteria
190-1	102-194 GARFIELD AVE AND ELIOT	N/A	Living Room		Interior Walls	There is a crack in the wall greater than 1/8 inches wide and at least 11 inches long.	various areas
190-4	102-194 GARFIELD AVE AND ELIOT	N/A	Bedroom	Right Rear	Ceiling	There is a crack in the ceiling more than 1/8 inches wide and 11 inches long.	cracked
190-4	102-194 GARFIELD AVE AND ELIOT	N/A	Living Room		Interior Walls	There is a crack in the wall greater than 1/8 inches wide and at least 11 inches long.	various areas
194-1	102-194 GARFIELD AVE AND ELIOT	N/A	Bathroom	Right Rear	Plumbing	There are cracks or extensive discoloration in over 50% of the basin but the sink can be used.	caulking
194-1	102-194 GARFIELD AVE AND ELIOT	N/A	Bathroom	Right Rear	Ceiling	There is evidence of a leak mold or mildew (more than 1 sq ft but less than 4 sq ft). Less than 10% of the ceiling surface area is affected.	possible mold mildew
194-1	102-194 GARFIELD AVE AND ELIOT	N/A	Bathroom	Right Rear	Plumbing	A sink stopper is missing.	missing sink and tub
194-2	102-194 GARFIELD AVE AND ELIOT	N/A	Bathroom	Right Rear	Floors	5-10% of the flooring has small holes or is damaged but there are no safety issues.	damaged
194-2	102-194 GARFIELD AVE AND ELIOT	N/A	Bathroom	Right Rear	Interior Walls	There is a hole or missing tile/panel or other damage that is between 1 square inch and 8.5 inches by 11 inches. The hole does not penetrate the adjoining room.	peeling paint minor
194-3	102-194 GARFIELD AVE AND ELIOT	N/A	Bathroom	Right Rear	Floors	5-10% of the flooring has small holes or is damaged but there are no safety issues.	damaged
194-3	102-194 GARFIELD AVE AND ELIOT	N/A	Living Room		Floors	5-10% of the flooring has small holes or is damaged but there are no safety issues.	damaged
194-3	102-194 GARFIELD AVE AND ELIOT	N/A	Bathroom	Right Rear	Interior Walls	There is a crack in the wall greater than 1/8 inches wide and at least 11 inches long.	by tub
194-3	102-194 GARFIELD AVE AND ELIOT	N/A	Living Room		Interior Walls	There is a crack in the wall greater than 1/8 inches wide and at least 11 inches long.	cracked
194-4	102-194 GARFIELD AVE AND ELIOT	N/A	Living Room		Interior Walls	There is a crack in the wall greater than 1/8 inches wide and at least 11 inches long.	various areas
194-4	102-194 GARFIELD AVE AND ELIOT	N/A	Bathroom	Right Rear	Interior Walls	There is 1 to 4 square feet of peeling or chipping paint on two or more walls.	peeling paint minor
BBLDG	106-122 ELIOT RD	Exterior Windows	N/A	Right Rear	Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
106-2	106-122 ELIOT RD	N/A	Bathroom	Right Rear	Floors	5-10% of the flooring has small holes or is damaged but there are no safety issues.	loose
106-2	106-122 ELIOT RD	N/A	Bedroom	Right Rear	Floors	5-10% of the flooring has small holes or is damaged but there are no safety issues.	loose
106-2	106-122 ELIOT RD	N/A	Kitchen		Floors	5-10% of the flooring has small holes or is damaged but there are no safety issues.	loose
106-3	106-122 ELIOT RD	N/A	Living Room		Interior Walls	There is a crack in the wall greater than 1/8 inches wide and at least 11 inches long.	by door
106-3	106-122 ELIOT RD	N/A	Bedroom	Right Front	Interior Walls	There is a crack in the wall greater than 1/8 inches wide and at least 11 inches long.	various areas
106-4	106-122 ELIOT RD	N/A	Bedroom	Right Rear	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	cracked
110-1	106-122 ELIOT RD	N/A	Bathroom	Right Rear	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
110-2	106-122 ELIOT RD	N/A	Bathroom	Right Rear	Plumbing	The sink does not drain freely or drains slowly but the fixture can be used.	tub
110-3	106-122 ELIOT RD	N/A	Bathroom	Right Rear	Floors	5-10% of the flooring has small holes or is damaged but there are no safety issues.	damaged
110-4	106-122 ELIOT RD	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	right rear
114-1	106-122 ELIOT RD	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	both left side
114-4	106-122 ELIOT RD	N/A	Kitchen		Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
114-4	106-122 ELIOT RD	N/A	Bathroom	Right Rear	Interior Walls	There is a crack in the wall greater than 1/8 inches wide and at least 11 inches long.	sink loose
118-2	106-122 ELIOT RD	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	front right
118-2	106-122 ELIOT RD	N/A	Bathroom	Right Rear	Plumbing	There are cracks or extensive discoloration in over 50% of the basin but the sink can be used.	caulking
118-2	106-122 ELIOT RD	N/A	Bathroom	Right Rear	Ceiling	10-50% of the ceiling area area shows damage from stains mold or mildew.	by window
118-4	106-122 ELIOT RD	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	front left
122-2	106-122 ELIOT RD	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	left front
122-3	106-122 ELIOT RD	N/A	Kitchen	Left Center	Stove	An accumulation of dirt/grease in the hood exhaust threatens the free passage of air.	fading paint stores bacteria and missing cover
122-3	106-122 ELIOT RD	N/A	Bathroom	Right Rear	Interior Walls	There is a hole or missing tile/panel or other damage that is between 1 square inch and 8.5 inches by 11 inches. The hole does not penetrate the adjoining room.	by tub
122-4	106-122 ELIOT RD	N/A	Bedroom	Right Rear	Ceiling	There is a crack in the ceiling more than 1/8 inches wide and 11 inches long.	by window
122-4	106-122 ELIOT RD	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	all except left front
CBLDG	126-134 ELIOT RD	Exterior Windows	N/A	Right Rear	Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
126-1	126-134 ELIOT RD	N/A	Bedroom	Right Rear	Ceiling	There is a crack in the ceiling more than 1/8 inches wide and 11 inches long.	None
126-2	126-134 ELIOT RD	N/A	Bathroom	Left Rear	Interior Walls	There is a hole or missing tile/panel or other damage that is between 1 square inch and 8.5 inches by 11 inches. The hole does not penetrate the adjoining room.	soap holder missing
130-1	126-134 ELIOT RD	N/A	Kitchen		Stove	An accumulation of dirt/grease in the hood exhaust threatens the free passage of air.	fading paint stores bacteria
130-1	126-134 ELIOT RD	N/A	Bathroom	Right Rear	Plumbing	A sink stopper is missing.	missing
130-3	126-134 ELIOT RD	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	left rear
130-4	126-134 ELIOT RD	N/A	Kitchen		Ceiling	10-50% of the ceiling area area shows damage from stains mold or mildew.	moisture
134-2	126-134 ELIOT RD	N/A	Bathroom	Right Rear	Ceiling	10-50% of the ceiling area area shows damage from stains mold or mildew.	None
134-3	126-134 ELIOT RD	N/A	Bathroom	Right Rear	Plumbing	There are cracks or extensive discoloration in over 50% of the basin but the sink can be used.	caulking
134-4	126-134 ELIOT RD	N/A	Bathroom	Right Rear	Interior Walls	There is a crack in the wall greater than 1/8 inches wide and at least 11 inches long.	tile loose
134-4	126-134 ELIOT RD	N/A	Bathroom	Right Rear	Plumbing	A sink stopper is missing.	missing

1BLDG	204-210 CUSHMAN AVE	Exterior Roof	N/A	Right Rear	All Roofs	There is damage to the soffits/fascia but no obvious opportunities for water penetration.	missing various areas
204	204-210 CUSHMAN AVE	N/A	Living Room		Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
206	204-210 CUSHMAN AVE	N/A	Living Room		Ceiling	There is a crack in the ceiling more than 1/8 inches wide and 11 inches long.	damaged
210	204-210 CUSHMAN AVE	N/A	Living Room		Floors	5-10% of the flooring has small holes or is damaged but there are no safety issues.	damaged
210	204-210 CUSHMAN AVE	N/A	Bathroom	Right Rear	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
210	204-210 CUSHMAN AVE	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	right front
2BLDG	212-218 CUSHMAN AVE	Exterior Roof	N/A		All Roofs	There is damage to the soffits/fascia but no obvious opportunities for water penetration.	missing soffits various area
2BLDG	212-218 CUSHMAN AVE	Exterior Windows	N/A		Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
212	212-218 CUSHMAN AVE	N/A	Bathroom	Right Rear	Floors	5-10% of the flooring has small holes or is damaged but there are no safety issues.	damaged
214	212-218 CUSHMAN AVE	N/A	Bathroom	Right Rear	Interior Walls	There is a crack in the wall greater than 1/8 inches wide and at least 11 inches long.	tile in tub
3BLDG	220-226 CUSHMAN AVE	Exterior Roof	N/A		All Roofs	There is damage to the soffits/fascia but no obvious opportunities for water penetration.	missing soffits various area
3BLDG	220-226 CUSHMAN AVE	Exterior Windows	N/A		Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
220	220-226 CUSHMAN AVE	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	right front
222	220-226 CUSHMAN AVE	N/A	Bathroom	Right Rear	Interior Walls	There is a hole or missing tile/panel or other damage that is between 1 square inch and 8.5 inches by 11 inches. The hole does not penetrate the adjoining room.	tile
222	220-226 CUSHMAN AVE	N/A	Bathroom	Right Rear	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
222	220-226 CUSHMAN AVE	N/A	Bathroom	Right Rear	Interior Walls	There is a hole or missing tile/panel or other damage that is between 1 square inch and 8.5 inches by 11 inches. The hole does not penetrate the adjoining room.	by sink
226	220-226 CUSHMAN AVE	N/A	Bedroom	Right Rear	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
4BLDG	228-234 CUSHMAN AVE	Exterior Windows	N/A		Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
228	228-234 CUSHMAN AVE	N/A	Bathroom	Right Rear	Plumbing	There are cracks or extensive discoloration in over 50% of the basin but the sink can be used.	caulking
230	228-234 CUSHMAN AVE	N/A	Bedroom	Right Rear	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
234	228-234 CUSHMAN AVE	N/A	Bathroom	Right Rear	Plumbing	There are cracks or extensive discoloration in over 50% of the basin but the sink can be used.	discoloration
5BLDG	169-175 PROCTOR AVE	Exterior Windows	N/A		Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
169	169-175 PROCTOR AVE	N/A	Bathroom	Right Rear	Plumbing	The sink does not drain freely or drains slowly but the fixture can be used.	tub
169	169-175 PROCTOR AVE	N/A	Bathroom	Right Rear	Plumbing	There are cracks or extensive discoloration in over 50% of the basin but the sink can be used.	caulking
171	169-175 PROCTOR AVE	N/A	Kitchen		Interior Walls	There is 1 to 4 square feet of peeling or chipping paint on two or more walls.	by refer
177	177-179 PROCTOR AVE	N/A	Bathroom	Right Rear	Floors	5-10% of the flooring has small holes or is damaged but there are no safety issues.	damaged
177	177-179 PROCTOR AVE	N/A	Bathroom	Right Rear	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
177	177-179 PROCTOR AVE	N/A	Living Room		Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor various areas
177	177-179 PROCTOR AVE	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	right front
177	177-179 PROCTOR AVE	N/A	Bathroom	Right Rear	Plumbing	A sink stopper is missing.	missing
179	177-179 PROCTOR AVE	N/A	Bathroom	Right Rear	Plumbing	There are cracks or extensive discoloration in over 50% of the basin but the sink can be used.	caulking
7BLDG	181-187 PROCTOR AVE	Exterior Windows	N/A		Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
181	181-187 PROCTOR AVE	N/A	Living Room		Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
187	181-187 PROCTOR AVE	N/A	Bathroom	Right Rear	Plumbing	A sink stopper is missing.	missing
171A	169A-171A PROCTOR AVE	N/A	Living Room		Doors	At least one screen door or storm door is damaged or is missing screens or glass - shown by an empty frame or frames.	damaged
177A	177A-179A PROCTOR AVE	N/A	Bathroom	Right Rear	Plumbing	A sink stopper is missing.	missing
179A	177A-179A PROCTOR AVE	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	right rear
181A	181A-187A PROCTOR AVE	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	all except left front
181A	181A-187A PROCTOR AVE	N/A	Kitchen		Refrigerator	The refrigerator door seals are deteriorated.	light damaged
181A	181A-187A PROCTOR AVE	N/A	Bathroom	Right Rear	Interior Walls	There is a crack in the wall greater than 1/8 inches wide and at least 11 inches long.	tile in tub
185A	181A-187A PROCTOR AVE	N/A	Living Room		Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor

1-1ST FL	1-3 DANA ST	N/A	Bathroom	Left Center	Cabinets/Ctrtop	There is damaged or missing shelves vanity tops drawers or doors that are not functioning properly for storage or their intended purpose.	damaged
2BLDG	168-170 HICHBORN ST	Exterior Windows	N/A		Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
2BLDG	168-170 HICHBORN ST	CA Hall/Corr/Stair	N/A		Floors	5-10% of the flooring has small holes or is damaged but there are no safety issues.	damaged various areas
168-1ST FL	168-170 HICHBORN ST	N/A	Bathroom	Left Rear	Plumbing	The sink does not drain freely or drains slowly but the fixture can be used.	sink
168-1ST FL	168-170 HICHBORN ST	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	right rear
170-1ST FL	168-170 HICHBORN ST	N/A	Bathroom	Right Rear	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
174-1ST FL	174-176 HICHBORN ST	N/A	Hall/Stairway	Center Center	Ceiling	There are small holes that are no larger than 8.5 inches by 11 inches.	by closet
174-3RD FL	174-176 HICHBORN ST	N/A	Kitchen		Interior Walls	There is a hole or missing tile/panel or other damage that is between 1 square inch and 8.5 inches by 11 inches. The hole does not penetrate the adjoining room.	holes various areas
176-1ST FL	174-176 HICHBORN ST	N/A	Bathroom	Center Rear	Cabinets/Ctrtop	There is damaged or missing shelves vanity tops drawers or doors that are not functioning properly for storage or their intended purpose.	doors
176-1ST FL	174-176 HICHBORN ST	N/A	Bathroom	Center Rear	Floors	5-10% of the flooring has small holes or is damaged but there are no safety issues.	damaged
176-1ST FL	174-176 HICHBORN ST	N/A	Hall/Stairway	Center Center	Ceiling	There are small holes that are no larger than 8.5 inches by 11 inches.	by living room
176-1ST FL	174-176 HICHBORN ST	N/A	Bathroom	Center Rear	Plumbing	The sink does not drain freely or drains slowly but the fixture can be used.	tub
4BLDG	39 HIGHLAND ST	Exterior Windows	N/A	Left Center	Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
4BLDG	39 HIGHLAND ST	CA Hall/Corr/Stair	N/A	Left Center	Floors	5-10% of the flooring has small holes or is damaged but there are no safety issues.	damaged various areas
39-2R	39 HIGHLAND ST	N/A	Bathroom	Right Rear	Floors	5-10% of the flooring has small holes or is damaged but there are no safety issues.	damaged
39-2R	39 HIGHLAND ST	N/A	Bathroom	Right Rear	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	2 different colors
39-2R	39 HIGHLAND ST	N/A	Kitchen		Interior Walls	There is 1 to 4 square feet of peeling or chipping paint on two or more walls.	peeling paint minor
39-6R	39 HIGHLAND ST	N/A	Bedroom	Right Rear	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
5BLDG	47 NAHANT AVE	Exterior Windows	N/A	Right Rear	Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
6BLDG	51-57 NAHANT AVE	CA Hall/Corr/Stair	N/A	Right Rear	Floors	5-10% of the flooring has small holes or is damaged but there are no safety issues.	damaged various areas
51-2	51-57 NAHANT AVE	N/A	Kitchen		Floors	5-10% of the flooring has small holes or is damaged but there are no safety issues.	discoloration
53-7	51-57 NAHANT AVE	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	right rear
53-8	51-57 NAHANT AVE	N/A	Bathroom	Right Front	Floors	5-10% of the flooring has small holes or is damaged but there are no safety issues.	damaged
53-8	51-57 NAHANT AVE	N/A	Bathroom	Right Front	Plumbing	The sink does not drain freely or drains slowly but the fixture can be used.	tub
53-8	51-57 NAHANT AVE	N/A	Kitchen		Stove	An accumulation of dirt/grease in the hood exhaust threatens the free passage of air.	peeling paint minor
53-8	51-57 NAHANT AVE	N/A	Bathroom	Right Front	Plumbing	There are cracks or extensive discoloration in over 50% of the basin but the sink can be used.	caulking
55-9	51-57 NAHANT AVE	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	left front
55-9	51-57 NAHANT AVE	N/A	Bathroom	Left Rear	Plumbing	A sink stopper is missing.	missing
55-10	51-57 NAHANT AVE	N/A	Kitchen		Floors	5-10% of the flooring has small holes or is damaged but there are no safety issues.	damaged
55-12	51-57 NAHANT AVE	N/A	Bedroom	Right Rear	Doors	A door is missing but it is not a restroom (bathroom) entry or fire door.	entry door
55-12	51-57 NAHANT AVE	N/A	Bathroom	Left Rear	Electrical Comp	An outlet or switch cover is damaged but does not result in exposed wiring.	damaged
55-12	51-57 NAHANT AVE	N/A	Bathroom	Left Rear	Plumbing	There are cracks or extensive discoloration in over 50% of the basin but the sink can be used.	damaged
57-14	51-57 NAHANT AVE	N/A	Kitchen		Ceiling	There is a crack in the ceiling more than 1/8 inches wide and 11 inches long.	by cabinet
57-17	51-57 NAHANT AVE	N/A	Bathroom	Right Rear	Plumbing	The sink does not drain freely or drains slowly but the fixture can be used.	tub
1513-1	1513 N SHORE RD	N/A	Living Room		Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
1513-1	1513 N SHORE RD	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	right rear
1513-2	1513 N SHORE RD	N/A	Kitchen		Floors	5-10% of the flooring has small holes or is damaged but there are no safety issues.	damaged
1513-2	1513 N SHORE RD	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	all except right front
1513-2	1513 N SHORE RD	N/A	Kitchen		Ceiling	10-50% of the ceiling area area shows damage from stains mold or mildew.	damaged
1513-2	1513 N SHORE RD	N/A	Bathroom	Right Rear	Plumbing	A sink stopper is missing.	missing
52-2	50-52 PLEASANT ST	N/A	Bedroom 2	Right Front	Electrical Comp	An outlet or switch cover is damaged but does not result in exposed wiring.	loose by windoww
9BLDG	110 SHIRLEY AVE	Exterior Windows	N/A		Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
110-1ST FL	110 SHIRLEY AVE	N/A	Bathroom	Left Center	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	damaged
110-1ST FL	110 SHIRLEY AVE	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	all
110-2ND FL	110 SHIRLEY AVE	N/A	Bedroom	Left Front	Interior Walls	There is a hole or missing tile/panel or other damage that is between 1 square inch and 8.5 inches by 11 inches. The hole does not penetrate the adjoining room.	peeling paint minor
110-3RD FL	110 SHIRLEY AVE	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	all
110-3RD FL	110 SHIRLEY AVE	N/A	Bedroom	Left Center	Interior Walls	There is a crack in the wall greater than 1/8 inches wide and at least 11 inches long.	cracked
112-1ST FL	112 SHIRLEY AVE	N/A	Bathroom	Right Center	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
112-1ST FL	112 SHIRLEY AVE	N/A	Bedroom	Right Rear	Interior Walls	There is 1 to 4 square feet of peeling or chipping paint on two or more walls.	peeling paint minor
112-2ND FL	112 SHIRLEY AVE	N/A	Bathroom	Right Center	Interior Walls	There is 1 to 4 square feet of peeling or chipping paint on two or more walls.	peeling paint minor
11BLDG	20-22 THORNTON ST	Exterior Windows	N/A		Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
11BLDG	20-22 THORNTON ST	CA Hall/Corr/Stair	N/A		Floors	5-10% of the flooring has small holes or is damaged but there are no safety issues.	missing
20-1ST FL	20-22 THORNTON ST	N/A	Kitchen		Floors	5-10% of the flooring has small holes or is damaged but there are no safety issues.	damaged
20-2ND FL	20-22 THORNTON ST	N/A	Kitchen		Stove	An accumulation of dirt/grease in the hood exhaust threatens the free passage of air.	fading paint stores bacteria
20-2ND FL	20-22 THORNTON ST	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	all
22-1ST FL	20-22 THORNTON ST	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	left rear
12BLDG	65 THORNTON ST	Exterior Windows	N/A		Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
65-3RD FL	65 THORNTON ST	N/A	Bathroom	Right Center	Plumbing	There are cracks or extensive discoloration in over 50% of the basin but the sink can be used.	caulking
84-1ST FL	84-86 WALNUT AVE	N/A	Bathroom	Right Center	Cabinets/Ctrtop	There is damaged or missing shelves vanity tops drawers or doors that are not functioning properly for storage or their intended purpose.	loose
84-1ST FL	84-86 WALNUT AVE	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	front left
84-2ND FL	84-86 WALNUT AVE	N/A	Kitchen		Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	damaged
86-2ND FL	84-86 WALNUT AVE	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	left rear
128-2ND FL	128-130 WALNUT AVE	N/A	Bathroom	Left Rear	Plumbing	There are cracks or extensive discoloration in over 50% of the basin but the sink can be used.	caulking

130-1ST FL	128-130 WALNUT AVE	N/A	Living Room		Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	
130-1ST FL	128-130 WALNUT AVE	N/A	Bathroom	Left Center	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	2 different colors
130-1ST FL	128-130 WALNUT AVE	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	peeling paint minor right rear

1BLDG	86-92 ADAMS ST	Exterior Roof	N/A		All Roofs	Up to 1 square of surface material or shingles are missing from surveyed roof areas.	looks like shingles are loose various areas
86	86-92 ADAMS ST	N/A	Bedroom	Left Rear	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
86	86-92 ADAMS ST	N/A	Kitchen		Interior Walls	There is 1 to 4 square feet of peeling or chipping paint on two or more walls.	peeling paint minor
88	86-92 ADAMS ST	N/A	Bathroom	Center Rear	Ceiling	There is a crack in the ceiling more than 1/8 inches wide and 11 inches long.	cracked
88	86-92 ADAMS ST	N/A	Bedroom	Right Rear	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
88	86-92 ADAMS ST	N/A	Bedroom	Right Rear	Interior Walls	There is a crack in the wall greater than 1/8 inches wide and at least 11 inches long.	by window
88	86-92 ADAMS ST	N/A	Hall/Stairway	Center Center	Interior Walls	There is 1 to 4 square feet of peeling or chipping paint on two or more walls.	peeling paint minor
90	86-92 ADAMS ST	N/A	Bedroom	Left Front	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
90	86-92 ADAMS ST	N/A	Hall/Stairway	Center Center	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
90	86-92 ADAMS ST	N/A	Living Room		Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
90	86-92 ADAMS ST	N/A	Hall/Stairway	Center Center	Interior Walls	There is a hole or missing tile/panel or other damage that is between 1 square inch and 8.5 inches by 11 inches. The hole does not penetrate the adjoining room.	damaged
90	86-92 ADAMS ST	N/A	Bathroom	Center Rear	Interior Walls	There is 1 to 4 square feet of peeling or chipping paint on two or more walls.	peeling paint minor and cracked
2BLDG	93-95 ADAMS ST	Exterior Roof	N/A		All Roofs	Up to 1 square of surface material or shingles are missing from surveyed roof areas.	looks like shingles are loose various areas
2BLDG	93-95 ADAMS ST	Exterior Windows	N/A		Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
93	93-95 ADAMS ST	N/A	Bedroom	Left Rear	Ceiling	There is a crack in the ceiling more than 1/8 inches wide and 11 inches long.	cracked
93	93-95 ADAMS ST	N/A	Bathroom	Center Rear	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	and damaged
93	93-95 ADAMS ST	N/A	Bedroom 2	Left Front	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
93	93-95 ADAMS ST	N/A	Hall/Stairway	Center Center	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
93	93-95 ADAMS ST	N/A	Living Room		Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor and wall
93	93-95 ADAMS ST	N/A	Bathroom	Center Rear	Plumbing	The sink does not drain freely or drains slowly but the fixture can be used.	sink and tub
93	93-95 ADAMS ST	N/A	Bathroom	Center Rear	Plumbing	There are cracks or extensive discoloration in over 50% of the basin but the sink can be used.	caulking
93	93-95 ADAMS ST	N/A	Bathroom	Center Rear	Interior Walls	There is 1 to 4 square feet of peeling or chipping paint on two or more walls.	peeling paint minor
93	93-95 ADAMS ST	N/A	Bathroom	Center Rear	Plumbing	There are cracks or extensive discoloration in over 50% of the basin but the sink can be used.	damaged and rust
95	93-95 ADAMS ST	N/A	Bathroom	Center Rear	Plumbing	Up to 1 square of surface material or shingles are missing from surveyed roof areas.	looks like shingles are loose various areas
3BLDG	104-110 ADAMS ST	Exterior Roof	N/A	Right Front	All Roofs	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
3BLDG	104-110 ADAMS ST	Exterior Windows	N/A	Right Front	Windows	5-10% of the flooring has small holes or is damaged but there are no safety issues.	damaged
108	104-110 ADAMS ST	N/A	Kitchen		Floors	Up to 1 square of surface material or shingles are missing from surveyed roof areas.	looks like shingles are loose various areas
4BLDG	107-109 ADAMS ST	Exterior Roof	N/A		All Roofs	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
4BLDG	107-109 ADAMS ST	Exterior Windows	N/A		Windows	At least one screen door or storm door is damaged or is missing screens or glass - shown by an empty frame or frames.	damaged
107	107-109 ADAMS ST	N/A	Kitchen		Doors	5-10% of the flooring has small holes or is damaged but there are no safety issues.	damaged
107	107-109 ADAMS ST	N/A	Bathroom	Center Rear	Floors	A door is missing but it is not a restroom (bathroom) entry or fire door.	closet door and peeling paint
107	107-109 ADAMS ST	N/A	Bedroom	Right Rear	Doors	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
107	107-109 ADAMS ST	N/A	Bathroom	Center Rear	Ceiling	The sink does not drain freely or drains slowly but the fixture can be used.	sink and tub
107	107-109 ADAMS ST	N/A	Bathroom	Center Rear	Plumbing	Up to 1 square of surface material or shingles are missing from surveyed roof areas.	looks like shingles are loose various areas
5BLDG	114-120 ADAMS ST	Exterior Roof	N/A	Center Center	All Roofs	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
114	114-120 ADAMS ST	N/A	Bathroom	Center Rear	Ceiling	A door is missing but it is not a restroom (bathroom) entry or fire door.	screen door
116	114-120 ADAMS ST	N/A	Kitchen		Doors	A sink stopper is missing.	missing
118	114-120 ADAMS ST	N/A	Bathroom	Center Rear	Plumbing	5-10% of the flooring has small holes or is damaged but there are no safety issues.	damaged
120	114-120 ADAMS ST	N/A	Kitchen		Floors	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
120	114-120 ADAMS ST	N/A	Bedroom	Right Front	Ceiling	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
6BLDG	117-119 ADAMS ST	Exterior Windows	N/A		Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
7BLDG	133-135 ADAMS ST	Exterior Windows	N/A		Windows	A door is missing but it is not a restroom (bathroom) entry or fire door.	various areas
133	133-135 ADAMS ST	N/A	Bedroom 2	Left Front	Doors	A door is missing but it is not a restroom (bathroom) entry or fire door.	closet
133	133-135 ADAMS ST	N/A	Hall/Stairway	Center Center	Doors	There is less than 4 sq ft of peeling paint on the ceiling.	closet
133	133-135 ADAMS ST	N/A	Bedroom	Right Rear	Ceiling	At least one screen door or storm door is damaged or is missing screens or glass - shown by an empty frame or frames.	peeling paint minor
135	133-135 ADAMS ST	N/A	Living Room		Doors	There is less than 4 sq ft of peeling paint on the ceiling.	damaged
135	133-135 ADAMS ST	N/A	Living Room		Ceiling	There are cracks or extensive discoloration in over 50% of the basin but the sink can be used.	peeling paint minor
135	133-135 ADAMS ST	N/A	Bathroom	Left Rear	Plumbing	There is 1 to 4 square feet of peeling or chipping paint on two or more walls.	rust need caulking
135	133-135 ADAMS ST	N/A	Kitchen		Interior Walls	There is 1 to 4 square feet of peeling or chipping paint on two or more walls.	2 different colors
8BLDG	134-140 ADAMS ST	Exterior Windows	N/A		Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
134	134-140 ADAMS ST	N/A	Hall/Stairway	Center Center	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
136	134-140 ADAMS ST	N/A	Bedroom 2	Right Rear	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
140	134-140 ADAMS ST	N/A	Kitchen		Doors	At least one screen door or storm door is damaged or is missing screens or glass - shown by an empty frame or frames.	weather strip damaged
140	134-140 ADAMS ST	N/A	Kitchen		Floors	5-10% of the flooring has small holes or is damaged but there are no safety issues.	damaged
140	134-140 ADAMS ST	N/A	Hall/Stairway	Center Center	Interior Walls	There is 1 to 4 square feet of peeling or chipping paint on two or more walls.	peeling paint minor
140	134-140 ADAMS ST	N/A	Bedroom	Right Rear	Interior Walls	There is 1 to 4 square feet of peeling or chipping paint on two or more walls.	peeling paint minor cracks
140	134-140 ADAMS ST	N/A	Bathroom	Center Rear	Plumbing	A sink stopper is missing.	missing
9BLDG	11-17 CONSTITUTION AVE	Exterior Roof	N/A		All Roofs	Up to 1 square of surface material or shingles are missing from surveyed roof areas.	various areas
9BLDG	11-17 CONSTITUTION AVE	Exterior Roof	N/A		All Roofs	Up to 1 square of surface material or shingles are missing from surveyed roof areas.	looks like shingles are loose various areas
9BLDG	11-17 CONSTITUTION AVE	Exterior Windows	N/A		Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
11	11-17 CONSTITUTION AVE	N/A	Bathroom	Center Rear	Plumbing	A sink stopper is missing.	missing
13	11-17 CONSTITUTION AVE	N/A	Hall/Stairway	Center Center	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
13	11-17 CONSTITUTION AVE	N/A	Bathroom	Center Rear	Interior Walls	There is a hole or missing tile/panel or other damage that is between 1 square inch and 8.5 inches by 11 inches. The hole does not penetrate the adjoining room.	toothbrush holder
13	11-17 CONSTITUTION AVE	N/A	Bathroom	Center Rear	Plumbing	A sink stopper is missing.	missing
17	11-17 CONSTITUTION AVE	N/A	Bedroom	Left Front	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
10BLDG	14-20 CONSTITUTION AVE	Exterior Roof	N/A		All Roofs	Up to 1 square of surface material or shingles are missing from surveyed roof areas.	looks like shingles are loose various areas
10BLDG	14-20 CONSTITUTION AVE	Exterior Windows	N/A		Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
16	14-20 CONSTITUTION AVE	N/A	Hall/Stairway	Center Center	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
16	14-20 CONSTITUTION AVE	N/A	Bathroom	Center Rear	Plumbing	The sink does not drain freely or drains slowly but the fixture can be used.	sink and tub
18	14-20 CONSTITUTION AVE	N/A	Bathroom	Center Rear	Plumbing	The tub stopper is missing.	missing and rust
20	14-20 CONSTITUTION AVE	N/A	Living Room		Doors	At least one screen door or storm door is damaged or is missing screens or glass - shown by an empty frame or frames.	damaged and will not lock back
20	14-20 CONSTITUTION AVE	N/A	Living Room		Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
11BLDG	35-31 CONSTITUTION AVE	Exterior Roof	N/A		All Roofs	Up to 1 square of surface material or shingles are missing from surveyed roof areas.	looks like shingles are loose various areas

11BLDG	35-31 CONSTITUTION AVE	Exterior Windows	N/A		Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
25	35-31 CONSTITUTION AVE	N/A	Living Room		Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
25	35-31 CONSTITUTION AVE	N/A	Bedroom	Left Rear	Interior Walls	There is 1 to 4 square feet of peeling or chipping paint on two or more walls.	peeling paint minor
27	35-31 CONSTITUTION AVE	N/A	Bathroom	Center Rear	Plumbing	The sink does not drain freely or drains slowly but the fixture can be used.	tub
12BLDG	28-34 CONSTITUTION AVE	Exterior Roof	N/A		All Roofs	Up to 1 square of surface material or shingles are missing from surveyed roof areas.	looks like shingles are loose various areas
12BLDG	28-34 CONSTITUTION AVE	Exterior Windows	N/A		Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
28	28-34 CONSTITUTION AVE	N/A	Living Room		Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
28	28-34 CONSTITUTION AVE	N/A	Bathroom	Center Rear	Plumbing	The sink does not drain freely or drains slowly but the fixture can be used.	tub
32	28-34 CONSTITUTION AVE	N/A	Living Room		Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
13BLDG	37-43 CONSTITUTION AVE	Exterior Roof	N/A		All Roofs	Up to 1 square of surface material or shingles are missing from surveyed roof areas.	looks like shingles are loose various areas
13BLDG	37-43 CONSTITUTION AVE	Exterior Windows	N/A		Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
37	37-43 CONSTITUTION AVE	N/A	HVAC		Heat & Cool	The HVAC sytem shows signs of abnormal vibrations other noise or leaks when engaged. It still provides enough heating or cooling to maintain a minimum temp range in the major living areas.	noise furnace basement
41	37-43 CONSTITUTION AVE	N/A	Bathroom	Right Rear	Interior Walls	There is a hole or missing tile/panel or other damage that is between 1 square inch and 8.5 inches by 11 inches. The hole does not penetrate the adjoining room.	tile
41	37-43 CONSTITUTION AVE	N/A	Bathroom	Right Rear	Plumbing	A sink stopper is missing.	missing
14BLDG	38-44 CONSTITUTION AVE	Exterior Roof	N/A	Center Center	All Roofs	Up to 1 square of surface material or shingles are missing from surveyed roof areas.	looks like shingles are loose various areas
14BLDG	38-44 CONSTITUTION AVE	Exterior Windows	N/A	Center Center	Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
42	38-44 CONSTITUTION AVE	N/A	Bathroom	Center Rear	Interior Walls	There is 1 to 4 square feet of peeling or chipping paint on two or more walls.	peeling paint minor
44	38-44 CONSTITUTION AVE	N/A	Bathroom	Center Rear	Interior Walls	There is 1 to 4 square feet of peeling or chipping paint on two or more walls.	peeling paint minor
15BLDG	49-51 CONSTITUTION AVE	Exterior Roof	N/A		All Roofs	Up to 1 square of surface material or shingles are missing from surveyed roof areas.	looks like shingles are loose various areas
15BLDG	49-51 CONSTITUTION AVE	Exterior Windows	N/A		Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
51	49-51 CONSTITUTION AVE	N/A	Bathroom	Left Rear	Plumbing	A sink stopper is missing.	missing
16BLDG	57-63 CONSTITUTION AVE	Exterior Roof	N/A		All Roofs	Up to 1 square of surface material or shingles are missing from surveyed roof areas.	looks like shingles are loose various areas
16BLDG	57-63 CONSTITUTION AVE	Exterior Windows	N/A		Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
57	57-63 CONSTITUTION AVE	N/A	Living Room	Right Front	Doors	At least one screen door or storm door is damaged or is missing screens or glass - shown by an empty frame or frames.	missing screen
57	57-63 CONSTITUTION AVE	N/A	Bathroom	Center Rear	Plumbing	The tub stopper is missing.	hardware damaged
57	57-63 CONSTITUTION AVE	N/A	Bathroom	Center Rear	Plumbing	A sink stopper is missing.	missing
61	57-63 CONSTITUTION AVE	N/A	Kitchen		Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
61	57-63 CONSTITUTION AVE	N/A	Living Room		Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
63	57-63 CONSTITUTION AVE	N/A	Living Room		Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
63	57-63 CONSTITUTION AVE	N/A	Kitchen		Interior Walls	There is 1 to 4 square feet of peeling or chipping paint on two or more walls.	peeling paint minor
63	57-63 CONSTITUTION AVE	N/A	Bathroom	Center Rear	Plumbing	A sink stopper is missing.	missing
17BLDG	70-76 CONSTITUTION AVE	Exterior Roof	N/A	Center Center	All Roofs	Up to 1 square of surface material or shingles are missing from surveyed roof areas.	looks like shingles are loose various areas
17BLDG	70-76 CONSTITUTION AVE	Exterior Windows	N/A	Center Center	Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
70	70-76 CONSTITUTION AVE	N/A	Living Room		Doors	At least one screen door or storm door is damaged or is missing screens or glass - shown by an empty frame or frames.	damaged
70	70-76 CONSTITUTION AVE	N/A	Kitchen		Doors	At least one screen door or storm door is damaged or is missing screens or glass - shown by an empty frame or frames.	missing
70	70-76 CONSTITUTION AVE	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	front left all drip pans damaged
74	70-76 CONSTITUTION AVE	N/A	Kitchen		Doors	At least one screen door or storm door is damaged or is missing screens or glass - shown by an empty frame or frames.	damaged and do not lock
74	70-76 CONSTITUTION AVE	N/A	Bathroom	Center Rear	Interior Walls	There is a hole or missing tile/panel or other damage that is between 1 square inch and 8.5 inches by 11 inches. The hole does not penetrate the adjoining room.	tile damaged by sink
74	70-76 CONSTITUTION AVE	N/A	Bedroom 2	Left Front	Interior Walls	There is 1 to 4 square feet of peeling or chipping paint on two or more walls.	peeling paint minor
76	70-76 CONSTITUTION AVE	N/A	Bathroom	Center Rear	Plumbing	The sink does not drain freely or drains slowly but the fixture can be used.	sink
18BLDG	80-86 CONSTITUTION AVE	Exterior Roof	N/A	Center Center	All Roofs	Up to 1 square of surface material or shingles are missing from surveyed roof areas.	looks like shingles are loose various areas
18BLDG	80-86 CONSTITUTION AVE	Exterior Windows	N/A	Center Center	Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
80	80-86 CONSTITUTION AVE	N/A	Bathroom	Left Center	Plumbing	A sink stopper is missing.	missing
82	80-86 CONSTITUTION AVE	N/A	Bathroom	Right Center	Floors	5-10% of the flooring has small holes or is damaged but there are no safety issues.	damaged
82	80-86 CONSTITUTION AVE	N/A	Living Room		Doors	At least one screen door or storm door is damaged or is missing screens or glass - shown by an empty frame or frames.	damaged
82	80-86 CONSTITUTION AVE	N/A	Bedroom	Right Rear	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
82	80-86 CONSTITUTION AVE	N/A	Bathroom	Right Center	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor possible mold
82	80-86 CONSTITUTION AVE	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	front right
82	80-86 CONSTITUTION AVE	N/A	Bedroom 2	Right Front	Interior Walls	There is 1 to 4 square feet of peeling or chipping paint on two or more walls.	peeling paint minor
82	80-86 CONSTITUTION AVE	N/A	Hall/Stairway	Center Center	Interior Walls	There is 1 to 4 square feet of peeling or chipping paint on two or more walls.	peeling paint minor
82	80-86 CONSTITUTION AVE	N/A	Bathroom	Right Center	Plumbing	A sink stopper is missing.	sink and tub
84	80-86 CONSTITUTION AVE	N/A	Bathroom	Left Center	Floors	5-10% of the flooring has small holes or is damaged but there are no safety issues.	damaged
84	80-86 CONSTITUTION AVE	N/A	Living Room		Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
84	80-86 CONSTITUTION AVE	N/A	Bathroom	Left Center	Plumbing	A sink stopper is missing.	sink and tub
19BLDG	90-96 CONSTITUTION AVE	Exterior Roof	N/A	Center Center	All Roofs	Up to 1 square of surface material or shingles are missing from surveyed roof areas.	loose
20BLDG	95-101 CONSTITUTION AVE	Exterior Roof	N/A		All Roofs	Up to 1 square of surface material or shingles are missing from surveyed roof areas.	looks like shingles are loose various areas
20BLDG	95-101 CONSTITUTION AVE	Exterior Windows	N/A		Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
97	95-101 CONSTITUTION AVE	N/A	Bedroom	Left Front	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
97	95-101 CONSTITUTION AVE	N/A	Bedroom 2	Left Rear	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
97	95-101 CONSTITUTION AVE	N/A	Hall/Stairway	Center Center	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
97	95-101 CONSTITUTION AVE	N/A	Living Room		Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
99	95-101 CONSTITUTION AVE	N/A	Bathroom	Center Rear	Plumbing	There are cracks or extensive discoloration in over 50% of the basin but the sink can be used.	cracked
21BLDG	100-106 CONSTITUTION AVE	Exterior Roof	N/A	Center Center	All Roofs	Up to 1 square of surface material or shingles are missing from surveyed roof areas.	looks like shingles are loose various areas
21BLDG	100-106 CONSTITUTION AVE	Exterior Windows	N/A	Center Center	Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	damaged various areas
102	100-106 CONSTITUTION AVE	N/A	Bedroom 2	Left Front	Doors	A door is missing but it is not a restroom (bathroom) entry or fire door.	missing
102	100-106 CONSTITUTION AVE	N/A	Hall/Stairway	Center Center	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
104	100-106 CONSTITUTION AVE	N/A	Hall/Stairway	Center Center	Interior Walls	There is 1 to 4 square feet of peeling or chipping paint on two or more walls.	peeling paint minor
106	100-106 CONSTITUTION AVE	N/A	Bedroom	Right Front	Lighting	20-50% of the light fixtures and bulbs surveyed are broken or missing but does not constitute a safety hazard.	missing globe
106	100-106 CONSTITUTION AVE	N/A	Living Room		Doors	At least one screen door or storm door is damaged or is missing screens or glass - shown by an empty frame or frames.	loose
22BLDG	105-111 CONSTITUTION AVE	Exterior Roof	N/A		All Roofs	Up to 1 square of surface material or shingles are missing from surveyed roof areas.	looks like shingles are loose various areas
105	105-111 CONSTITUTION AVE	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	left front
107	105-111 CONSTITUTION AVE	N/A	Kitchen		Doors	At least one screen door or storm door is damaged or is missing screens or glass - shown by an empty frame or frames.	pump missing

107	105-111 CONSTITUTION AVE	N/A	Bathroom	Left Rear	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	damaged
107	105-111 CONSTITUTION AVE	N/A	Bathroom	Left Rear	Plumbing	The sink does not drain freely or drains slowly but the fixture can be used.	tub
107	105-111 CONSTITUTION AVE	N/A	Bathroom	Left Rear	Plumbing	A sink stopper is missing.	missing
109	105-111 CONSTITUTION AVE	N/A	Bathroom	Right Center	Plumbing	The sink does not drain freely or drains slowly but the fixture can be used.	tub
109	105-111 CONSTITUTION AVE	N/A	Bedroom	Left Front	Interior Walls	There is 1 to 4 square feet of peeling or chipping paint on two or more walls.	peeling paint minor
111	105-111 CONSTITUTION AVE	N/A	Kitchen		Floors	5-10% of the flooring has small holes or is damaged but there are no safety issues.	damaged
111	105-111 CONSTITUTION AVE	N/A	Kitchen		Ceiling	There are small holes that are no larger than 8.5 inches by 11 inches.	damaged
111	105-111 CONSTITUTION AVE	N/A	Hall/Stairway	Center Center	Doors	A door is missing but it is not a restroom (bathroom) entry or fire door.	closet
111	105-111 CONSTITUTION AVE	N/A	Basement		Doors	A door is missing but it is not a restroom (bathroom) entry or fire door.	damaged
111	105-111 CONSTITUTION AVE	N/A	Bathroom	Left Rear	Interior Walls	There is a hole or missing tile/panel or other damage that is between 1 square inch and 8.5 inches by 11 inches. The hole does not penetrate the adjoining room.	damaged
238LDG	110-116 CONSTITUTION AVE	Exterior Roof	N/A	Center Center	All Roofs	Up to 1 square of surface material or shingles are missing from surveyed roof areas.	looks like shingles are loose various areas
238LDG	110-116 CONSTITUTION AVE	Exterior Windows	N/A	Center Center	Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
112	110-116 CONSTITUTION AVE	N/A	Bedroom 2	Right Front	Doors	A door is missing but it is not a restroom (bathroom) entry or fire door.	missing
112	110-116 CONSTITUTION AVE	N/A	Bathroom	Center Rear	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
112	110-116 CONSTITUTION AVE	N/A	Living Room		Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
114	110-116 CONSTITUTION AVE	N/A	Hall/Stairway	Center Center	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
248LDG	120-126 CONSTITUTION AVE	Exterior Roof	N/A	Center Center	All Roofs	Up to 1 square of surface material or shingles are missing from surveyed roof areas.	looks like shingles are loose various areas
248LDG	120-126 CONSTITUTION AVE	Exterior Windows	N/A	Center Center	Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
120	120-126 CONSTITUTION AVE	N/A	Bathroom	Center Rear	Ceiling	There is evidence of a leak mold or mildew (more than 1 sq ft but less than 4 sq ft). Less than 10% of the ceiling surface area is affected.	None
122	120-126 CONSTITUTION AVE	N/A	Kitchen		Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
258LDG	130-136 CONSTITUTION AVE	Exterior Roof	N/A	Center Center	All Roofs	Up to 1 square of surface material or shingles are missing from surveyed roof areas.	looks like shingles are loose various areas
258LDG	130-136 CONSTITUTION AVE	Exterior Windows	N/A	Center Center	Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
130	130-136 CONSTITUTION AVE	N/A	Bathroom	Center Rear	Plumbing	A sink stopper is missing.	and tub
132	130-136 CONSTITUTION AVE	N/A	Kitchen		Doors	At least one screen door or storm door is damaged or is missing screens or glass - shown by an empty frame or frames.	damaged
268LDG	131-137 CONSTITUTION AVE	Exterior Windows	N/A	Center Center	Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
137	131-137 CONSTITUTION AVE	N/A	Bathroom	Left Rear	Floors	5-10% of the flooring has small holes or is damaged but there are no safety issues.	damaged
278LDG	140-146 CONSTITUTION AVE	Exterior Roof	N/A	Center Center	All Roofs	Up to 1 square of surface material or shingles are missing from surveyed roof areas.	looks like shingles are loose various areas
140	140-146 CONSTITUTION AVE	N/A	Living Room		Lighting	20-50% of the light fixtures and bulbs surveyed are broken or missing but does not constitute a safety hazard.	ceiling fan missing blades
140	140-146 CONSTITUTION AVE	N/A	Kitchen		Doors	At least one screen door or storm door is damaged or is missing screens or glass - shown by an empty frame or frames.	screen door damaged
140	140-146 CONSTITUTION AVE	N/A	Kitchen		Stove	An accumulation of dirt/grease in the hood exhaust threatens the free passage of air.	missing cover
142	140-146 CONSTITUTION AVE	N/A	Bathroom	Right Center	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
142	140-146 CONSTITUTION AVE	N/A	Kitchen		Interior Walls	There is a hole or missing tile/panel or other damage that is between 1 square inch and 8.5 inches by 11 inches. The hole does not penetrate the adjoining room.	by sink
144	140-146 CONSTITUTION AVE	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	left front
146	140-146 CONSTITUTION AVE	N/A	Kitchen		Ceiling	There is a crack in the ceiling more than 1/8 inches wide and 11 inches long.	by door
146	140-146 CONSTITUTION AVE	N/A	Bathroom	Right Center	Plumbing	A sink stopper is missing.	and tub
288LDG	141-147 CONSTITUTION AVE	Exterior Windows	N/A	Left Rear	Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
141	141-147 CONSTITUTION AVE	N/A	Bathroom	Right Rear	Floors	5-10% of the flooring has small holes or is damaged but there are no safety issues.	damaged
141	141-147 CONSTITUTION AVE	N/A	Kitchen		Floors	5-10% of the flooring has small holes or is damaged but there are no safety issues.	damaged
141	141-147 CONSTITUTION AVE	N/A	Kitchen		Ceiling	10-50% of the ceiling area area shows damage from stains mold or mildew.	None
141	141-147 CONSTITUTION AVE	N/A	Bathroom	Right Rear	Plumbing	A sink stopper is missing.	missing
145	141-147 CONSTITUTION AVE	N/A	Bathroom	Right Rear	Interior Walls	There is a hole or missing tile/panel or other damage that is between 1 square inch and 8.5 inches by 11 inches. The hole does not penetrate the adjoining room.	soap and toothpaste holder damaged
298LDG	175-181 CONSTITUTION AVE	Exterior Windows	N/A	Left Rear	Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
175	175-181 CONSTITUTION AVE	N/A	Kitchen		Doors	At least one screen door or storm door is damaged or is missing screens or glass - shown by an empty frame or frames.	damaged
175	175-181 CONSTITUTION AVE	N/A	Living Room		Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
175	175-181 CONSTITUTION AVE	N/A	Bathroom	Right Rear	Plumbing	The sink does not drain freely or drains slowly but the fixture can be used.	tub
177	175-181 CONSTITUTION AVE	N/A	Bedroom	Right Rear	Doors	A door is missing but it is not a restroom (bathroom) entry or fire door.	closet
177	175-181 CONSTITUTION AVE	N/A	Bedroom 2	Left Front	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
177	175-181 CONSTITUTION AVE	N/A	Bedroom	Right Rear	Interior Walls	There is 1 to 4 square feet of peeling or chipping paint on two or more walls.	peeling paint minor
177	175-181 CONSTITUTION AVE	N/A	Bathroom	Left Rear	Plumbing	A sink stopper is missing.	missing
179	175-181 CONSTITUTION AVE	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	front right
181	175-181 CONSTITUTION AVE	N/A	Living Room		Doors	At least one screen door or storm door is damaged or is missing screens or glass - shown by an empty frame or frames.	damaged
181	175-181 CONSTITUTION AVE	N/A	Bathroom	Center Rear	Plumbing	A sink stopper is missing.	missing
308LDG	176-182 CONSTITUTION AVE	Exterior Roof	N/A	Center Center	All Roofs	Up to 1 square of surface material or shingles are missing from surveyed roof areas.	looks like shingles are loose various areas
308LDG	176-182 CONSTITUTION AVE	Exterior Windows	N/A	Center Center	Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
176	176-182 CONSTITUTION AVE	N/A	Bathroom	Center Rear	Cabinets/Ctrtop	There is damaged or missing shelves vanity tops drawers or doors that are not functioning properly for storage or their intended purpose.	deteriorating board
178	176-182 CONSTITUTION AVE	N/A	Kitchen		Interior Walls	There is a hole or missing tile/panel or other damage that is between 1 square inch and 8.5 inches by 11 inches. The hole does not penetrate the adjoining room.	damaged
180	176-182 CONSTITUTION AVE	N/A	Bathroom	Left Rear	Floors	5-10% of the flooring has small holes or is damaged but there are no safety issues.	damaged and boarder
180	176-182 CONSTITUTION AVE	N/A	Bedroom	Left Front	Doors	A door is missing but it is not a restroom (bathroom) entry or fire door.	missing
180	176-182 CONSTITUTION AVE	N/A	Bedroom 3	Right Front	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
180	176-182 CONSTITUTION AVE	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	left front
180	176-182 CONSTITUTION AVE	N/A	Bathroom	Left Rear	Plumbing	A sink stopper is missing.	missing
187	187-193 CONSTITUTION AVE	N/A	Bathroom	Center Rear	Plumbing	The sink does not drain freely or drains slowly but the fixture can be used.	tub
187	187-193 CONSTITUTION AVE	N/A	Kitchen	Right Rear	Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	rear left
189	187-193 CONSTITUTION AVE	N/A	Bathroom	Center Rear	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
189	187-193 CONSTITUTION AVE	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	front right and all drip pans
189	187-193 CONSTITUTION AVE	N/A	Kitchen		Interior Walls	There is a hole or missing tile/panel or other damage that is between 1 square inch and 8.5 inches by 11 inches. The hole does not penetrate the adjoining room.	by window
191	187-193 CONSTITUTION AVE	N/A	Kitchen	Right Rear	Doors	A door is missing but it is not a restroom (bathroom) entry or fire door.	screen door missing
191	187-193 CONSTITUTION AVE	N/A	Hall/Stairway	Center Center	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
191	187-193 CONSTITUTION AVE	N/A	Bathroom	Center Rear	Plumbing	A sink stopper is missing.	missing
328LDG	188-194 CONSTITUTION AVE	Exterior Roof	N/A	Center Center	All Roofs	Up to 1 square of surface material or shingles are missing from surveyed roof areas.	looks like shingles are loose various areas
328LDG	188-194 CONSTITUTION AVE	Exterior Windows	N/A	Center Center	Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
188	188-194 CONSTITUTION AVE	N/A	Bathroom	Center Rear	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor

188	188-194 CONSTITUTION AVE	N/A	Hall/Stairway	Center Center	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
188	188-194 CONSTITUTION AVE	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	right front
188	188-194 CONSTITUTION AVE	N/A	Bathroom	Center Rear	Plumbing	A sink stopper is missing.	missing
192	188-194 CONSTITUTION AVE	N/A	Kitchen		Doors	At least one screen door or storm door is damaged or is missing screens or glass - shown by an empty frame or frames.	screen damaged
192	188-194 CONSTITUTION AVE	N/A	Living Room		Doors	At least one screen door or storm door is damaged or is missing screens or glass - shown by an empty frame or frames.	screen door damaged
192	188-194 CONSTITUTION AVE	N/A	Bathroom	Center Rear	Ceiling	There are small holes that are no larger than 8.5 inches by 11 inches.	missing vent cover
194	188-194 CONSTITUTION AVE	N/A	Hall/Stairway	Center Center	Ceiling	There are small holes that are no larger than 8.5 inches by 11 inches.	missing vent cover
194	188-194 CONSTITUTION AVE	N/A	Bedroom	Right Front	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
194	188-194 CONSTITUTION AVE	N/A	Hall/Stairway	Center Center	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
194	188-194 CONSTITUTION AVE	N/A	Bathroom	Center Rear	Plumbing	The sink does not drain freely or drains slowly but the fixture can be used.	tub
33BLDG	197-203 CONSTITUTION AVE	Exterior Windows	N/A	Left Rear	Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
201	197-203 CONSTITUTION AVE	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	right front
203	197-203 CONSTITUTION AVE	N/A	Bedroom	Left Front	Ceiling	There are small holes that are no larger than 8.5 inches by 11 inches.	by window
203	197-203 CONSTITUTION AVE	N/A	Kitchen		Stove	An accumulation of dirt/grease in the hood exhaust threatens the free passage of air.	fading paint stores bacteria
34BLDG	198-204 CONSTITUTION AVE	Exterior Windows	N/A		Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
198	198-204 CONSTITUTION AVE	N/A	Kitchen		Doors	At least one screen door or storm door is damaged or is missing screens or glass - shown by an empty frame or frames.	damaged
198	198-204 CONSTITUTION AVE	N/A	Living Room		Doors	At least one screen door or storm door is damaged or is missing screens or glass - shown by an empty frame or frames.	damaged and will not lock
202	198-204 CONSTITUTION AVE	N/A	Bathroom	Left Center	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
204	198-204 CONSTITUTION AVE	N/A	Kitchen		Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
35BLDG	209-215 CONSTITUTION AVE	Exterior Windows	N/A	Left Rear	Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
209	209-215 CONSTITUTION AVE	N/A	Bathroom	Left Rear	Plumbing	The sink does not drain freely or drains slowly but the fixture can be used.	tub
210	210-216 CONSTITUTION AVE	N/A	Bedroom	Left Rear	Interior Walls	There is 1 to 4 square feet of peeling or chipping paint on two or more walls.	peeling paint minor
210	210-216 CONSTITUTION AVE	N/A	Hall/Stairway	Center Center	Interior Walls	There is 1 to 4 square feet of peeling or chipping paint on two or more walls.	peeling paint minor
212	210-216 CONSTITUTION AVE	N/A	Kitchen		Floors	5-10% of the flooring has small holes or is damaged but there are no safety issues.	damaged
212	210-216 CONSTITUTION AVE	N/A	Bathroom	Center Rear	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
212	210-216 CONSTITUTION AVE	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	right rear
212	210-216 CONSTITUTION AVE	N/A	Kitchen		Interior Walls	There is 1 to 4 square feet of peeling or chipping paint on two or more walls.	peeling paint minor
214	210-216 CONSTITUTION AVE	N/A	Hall/Stairway	Center Center	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
37BLDG	25-27 COOLEGE ST	Exterior Windows	N/A		Windows	There is a cracked window pane.	cracked 3 windows various areas at the bottom
25	25-27 COOLEGE ST	N/A	Bedroom 2	Left Rear	Windows	At least one screen is missing or is punctured torn or otherwise damaged.	damaged
38BLDG	26-28 COOLEGE ST	Exterior Windows	N/A		Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
28	26-28 COOLEGE ST	N/A	Kitchen		Doors	At least one screen door or storm door is damaged or is missing screens or glass - shown by an empty frame or frames.	missing
28	26-28 COOLEGE ST	N/A	Kitchen		Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
39BLDG	32-38 COOLEGE ST	Exterior Windows	N/A		Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
34	32-38 COOLEGE ST	N/A	Bedroom	Right Front	Interior Walls	There is 1 to 4 square feet of peeling or chipping paint on two or more walls.	peeling paint minor
36	32-38 COOLEGE ST	N/A	Bedroom 2	Left Front	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
37	33-39 COOLEGE ST	N/A	Kitchen	Right Rear	Electrical Comp	An outlet or switch cover is damaged but does not result in exposed wiring.	damaged
39	33-39 COOLEGE ST	N/A	Kitchen	Right Rear	Ceiling	There is evidence of a leak mold or mildew (more than 1 sq ft but less than 4 sq ft). Less than 10% of the ceiling surface area is affected.	water stain by light
47	43-49 COOLEGE ST	N/A	Kitchen	Right Rear	Stove	An accumulation of dirt/grease in the hood exhaust threatens the free passage of air.	fading paint stores bacteria
42BLDG	44-46 COOLEGE ST	Exterior Windows	N/A		Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
44	44-46 COOLEGE ST	N/A	Living Room		Doors	A closet door that requires locking cannot be locked because of damage to the doors hardware.	do not lock
44	44-46 COOLEGE ST	N/A	Kitchen		Doors	At least one screen door or storm door is damaged or is missing screens or glass - shown by an empty frame or frames.	damaged
44	44-46 COOLEGE ST	N/A	Bathroom	Center Rear	Interior Walls	There is a hole or missing tile/panel or other damage that is between 1 square inch and 8.5 inches by 11 inches. The hole does not penetrate the adjoining room.	by sink
43BLDG	57-59 COOLEGE ST	Exterior Windows	N/A	Center Center	Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
59	57-59 COOLEGE ST	N/A	Living Room	Right Front	Doors	At least one screen door or storm door is damaged or is missing screens or glass - shown by an empty frame or frames.	damaged
59	57-59 COOLEGE ST	N/A	Living Room	Right Front	Floors	5-10% of the floor covering has stains surface burns shallow cuts small holes tear loose areas or exposed seams. It is functional and poses no safety hazard.	has paint on the floor
59	57-59 COOLEGE ST	N/A	Bedroom 3	Right Front	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
59	57-59 COOLEGE ST	N/A	Bathroom	Center Rear	Plumbing	There are cracks or extensive discoloration in over 50% of the basin but the sink can be used.	caulking
59	57-59 COOLEGE ST	N/A	Hall/Stairway	Center Center	Interior Walls	There is 1 to 4 square feet of peeling or chipping paint on two or more walls.	different color paints
44BLDG	63-69 COOLEGE ST	Exterior Roof	N/A	Center Rear	All Roofs	Up to 1 square of surface material or shingles are missing from surveyed roof areas.	loose and missing various areas
63	63-69 COOLEGE ST	N/A	Bathroom	Center Center	Plumbing	A sink stopper is missing.	missing
65	63-69 COOLEGE ST	N/A	Kitchen	Right Rear	Doors	At least one screen door or storm door is damaged or is missing screens or glass - shown by an empty frame or frames.	damaged
65	63-69 COOLEGE ST	N/A	Kitchen	Right Rear	Plumbing	The sink does not drain freely or drains slowly but the fixture can be used.	sink
65	63-69 COOLEGE ST	N/A	Kitchen	Right Rear	Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	right front
75	75-77 COOLEGE ST	N/A	Living Room	Right Front	Doors	At least one screen door or storm door is damaged or is missing screens or glass - shown by an empty frame or frames.	damaged
75	75-77 COOLEGE ST	N/A	Kitchen	Right Rear	Interior Walls	There is 1 to 4 square feet of peeling or chipping paint on two or more walls.	peeling paint minor
75	75-77 COOLEGE ST	N/A	Bathroom	Right Rear	Plumbing	A sink stopper is missing.	missing
79	79-85 COOLEGE ST	N/A	Kitchen	Right Rear	Doors	At least one screen door or storm door is damaged or is missing screens or glass - shown by an empty frame or frames.	damaged
81	79-85 COOLEGE ST	N/A	Bedroom 2	Left Front	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	different color and peeling
81	79-85 COOLEGE ST	N/A	Kitchen	Right Rear	Stove	The stove or oven operation of doors and drawers is impeded but the stove is functioning.	need cleaning and drip pans
83	79-85 COOLEGE ST	N/A	Bathroom	Center Rear	Plumbing	A sink stopper is missing.	missing
85	79-85 COOLEGE ST	N/A	Living Room	Right Front	Doors	At least one screen door or storm door is damaged or is missing screens or glass - shown by an empty frame or frames.	damaged
47BLDG	86-88 COOLEGE ST	Exterior Windows	N/A		Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
86	86-88 COOLEGE ST	N/A	Kitchen		Doors	At least one screen door or storm door is damaged or is missing screens or glass - shown by an empty frame or frames.	missing
86	86-88 COOLEGE ST	N/A	Living Room		Ceiling	The are no more than 3 ceiling tiles or panels missing.	gaps
86	86-88 COOLEGE ST	N/A	Basement		Doors	A door is missing but it is not a restroom (bathroom) entry or fire door.	entry door
86	86-88 COOLEGE ST	N/A	Bedroom	Right Rear	Doors	A door is missing but it is not a restroom (bathroom) entry or fire door.	missing
86	86-88 COOLEGE ST	N/A	Bedroom 2	Right Front	Interior Walls	There is 1 to 4 square feet of peeling or chipping paint on two or more walls.	peeling paint minor
88	86-88 COOLEGE ST	N/A	Bathroom	Right Center	Interior Walls	There is 1 to 4 square feet of peeling or chipping paint on two or more walls.	peeling paint minor
89	89-95 COOLEGE ST	N/A	Kitchen	Right Rear	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint
91	89-95 COOLEGE ST	N/A	Bathroom	Center Center	Plumbing	A sink stopper is missing.	missing
93	89-95 COOLEGE ST	N/A	Kitchen	Right Rear	Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	missing left rear

95	89-95 COOLEGE ST	N/A	Bathroom	Right Rear	Plumbing	A sink stopper is missing.	missing
49BLDG	92-98 COOLEGE ST	Exterior Windows	N/A		Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
98	92-98 COOLEGE ST	N/A	Bathroom	Center Rear	Plumbing	There are cracks or extensive discoloration in over 50% of the basin but the sink can be used.	caulking
101	101-107 COOLEGE ST	N/A	Bathroom	Center Rear	Plumbing	A sink stopper is missing.	missing
103	101-107 COOLEGE ST	N/A	Kitchen	Right Rear	Doors	At least one screen door or storm door is damaged or is missing screens or glass - shown by an empty frame or frames.	damaged
103	101-107 COOLEGE ST	N/A	Kitchen	Right Rear	Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	missing burners
51BLDG	102-104 COOLEGE ST	Exterior Windows	N/A		Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
102	102-104 COOLEGE ST	N/A	Hall/Stairway	Center Center	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
104	102-104 COOLEGE ST	N/A	Kitchen		Doors	A door is missing but it is not a restroom (bathroom) entry or fire door.	screen door missing
104	102-104 COOLEGE ST	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	2 front
104	102-104 COOLEGE ST	N/A	Bathroom	Center Rear	Interior Walls	There is 1 to 4 square feet of peeling or chipping paint on two or more walls.	peeling paint minor
104	102-104 COOLEGE ST	N/A	Bathroom	Center Rear	Plumbing	A sink stopper is missing.	missing
52BLDG	108-114 COOLEGE ST	Exterior Windows	N/A		Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
108	108-114 COOLEGE ST	N/A	Bathroom	Center Rear	Plumbing	There are cracks or extensive discoloration in over 50% of the basin but the sink can be used.	caulking
110	108-114 COOLEGE ST	N/A	Hall/Stairway	Center Center	Doors	A closet door that requires locking cannot be locked because of damage to the doors hardware.	missing
110	108-114 COOLEGE ST	N/A	Kitchen		Doors	A door is missing but it is not a restroom (bathroom) entry or fire door.	missing
110	108-114 COOLEGE ST	N/A	Bedroom	Right Front	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
110	108-114 COOLEGE ST	N/A	Bedroom 2	Right Rear	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
110	108-114 COOLEGE ST	N/A	Hall/Stairway	Center Center	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
53BLDG	111-117 COOLEGE ST	Exterior Walls	N/A	Center Rear	Exterior Walls	Less than 50% of a single building exterior wall is affected.	rust
111	111-117 COOLEGE ST	N/A	Kitchen	Right Rear	Doors	At least one screen door or storm door is damaged or is missing screens or glass - shown by an empty frame or frames.	damaged
115	111-117 COOLEGE ST	N/A	Kitchen	Right Rear	Doors	At least one screen door or storm door is damaged or is missing screens or glass - shown by an empty frame or frames.	damaged
115	111-117 COOLEGE ST	N/A	Kitchen	Right Rear	Plumbing	The sink does not drain freely or drains slowly but the fixture can be used.	sink
117	111-117 COOLEGE ST	N/A	Bathroom	Center Rear	Plumbing	A sink stopper is missing.	missing
54BLDG	118-124 COOLEGE ST	Exterior Windows	N/A		Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
118	118-124 COOLEGE ST	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	both right
120	118-124 COOLEGE ST	N/A	Kitchen		Ceiling	There are small holes that are no larger than 8.5 inches by 11 inches.	missing
120	118-124 COOLEGE ST	N/A	Living Room		Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	chipping paint
120	118-124 COOLEGE ST	N/A	Bedroom	Right Rear	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint
122	118-124 COOLEGE ST	N/A	Bathroom	Center Rear	Ceiling	There are small holes that are no larger than 8.5 inches by 11 inches.	missing
122	118-124 COOLEGE ST	N/A	Bathroom	Center Rear	Plumbing	The sink does not drain freely or drains slowly but the fixture can be used.	slow
124	118-124 COOLEGE ST	N/A	Kitchen		Plumbing	The sink does not drain freely or drains slowly but the fixture can be used.	slow
124	118-124 COOLEGE ST	N/A	Bathroom	Center Rear	Interior Walls	There is 1 to 4 square feet of peeling or chipping paint on two or more walls.	peeling paint minor
124	118-124 COOLEGE ST	N/A	Hall/Stairway	Center Center	Interior Walls	There is 1 to 4 square feet of peeling or chipping paint on two or more walls.	peeling paint minor
124	118-124 COOLEGE ST	N/A	Bedroom	Right Front	Interior Walls	There is 1 to 4 square feet of peeling or chipping paint on two or more walls.	peeling paint minor on closet doors too
121	121-123 COOLEGE ST	N/A	Bathroom	Right Rear	Electrical Comp	An outlet or switch cover is damaged but does not result in exposed wiring.	cracked
121	121-123 COOLEGE ST	N/A	Bedroom	Right Front	Ceiling	There is evidence of a leak mold or mildew (more than 1 sq ft but less than 4 sq ft). Less than 10% of the ceiling surface area is affected.	water stain
123	121-123 COOLEGE ST	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	left front and drip pans
56BLDG	129-135 COOLEGE ST	Exterior Windows	N/A	Left Front	Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	damaged various areas
129	129-135 COOLEGE ST	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	drip pans damaged
133	129-135 COOLEGE ST	N/A	Living Room		Windows	At least one screen is missing or is punctured torn or otherwise damaged.	missing
133	129-135 COOLEGE ST	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	right rear
133	129-135 COOLEGE ST	N/A	Kitchen		Interior Walls	There is a hole or missing tile/panel or other damage that is between 1 square inch and 8.5 inches by 11 inches. The hole does not penetrate the adjoining room.	peeling paint minor
57BLDG	141-147 COOLEGE ST	Exterior Windows	N/A	Left Front	Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
143	141-147 COOLEGE ST	N/A	Kitchen		Ceiling	There is evidence of a leak mold or mildew (more than 1 sq ft but less than 4 sq ft). Less than 10% of the ceiling surface area is affected.	damaged
147	141-147 COOLEGE ST	N/A	Bathroom	Center Rear	Plumbing	A sink stopper is missing.	missing
155	153-159 COOLEGE ST	N/A	Bathroom	Center Center	Plumbing	A sink stopper is missing.	missing
159	153-159 COOLEGE ST	N/A	Kitchen		Doors	A door is missing but it is not a restroom (bathroom) entry or fire door.	screen door
159	153-159 COOLEGE ST	N/A	Living Room		Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
159	153-159 COOLEGE ST	N/A	Kitchen		Stove	The stove or oven operation of doors and drawers is impeded but the stove is functioning.	missing knobs
159	153-159 COOLEGE ST	N/A	Bathroom	Center Center	Interior Walls	There is 1 to 4 square feet of peeling or chipping paint on two or more walls.	peeling paint minor
59BLDG	158-160 COOLEGE ST	Exterior Windows	N/A		Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
160	158-160 COOLEGE ST	N/A	Kitchen		Electrical Comp	An outlet or switch cover is damaged but does not result in exposed wiring.	expose wires cellar
160	158-160 COOLEGE ST	N/A	Kitchen		Ceiling	10-50% of the ceiling area area shows damage from stains mold or mildew.	None
160	158-160 COOLEGE ST	N/A	Bathroom	Right Center	Plumbing	A sink stopper is missing.	missing
60BLDG	163-169 COOLEGE ST	Exterior Windows	N/A		Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	damaged various areas
163	163-169 COOLEGE ST	N/A	Living Room		Doors	A door is missing but it is not a restroom (bathroom) entry or fire door.	screen door missing
163	163-169 COOLEGE ST	N/A	Hall/Stairway	Center Center	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
163	163-169 COOLEGE ST	N/A	Living Room		Interior Walls	There is a hole or missing tile/panel or other damage that is between 1 square inch and 8.5 inches by 11 inches. The hole does not penetrate the adjoining room.	peeling paint minor
165	163-169 COOLEGE ST	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	right rear
167	163-169 COOLEGE ST	N/A	Kitchen		Doors	At least one screen door or storm door is damaged or is missing screens or glass - shown by an empty frame or frames.	damaged and will not lock
61BLDG	164-170 COOLEGE ST	Exterior Windows	N/A		Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
164	164-170 COOLEGE ST	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	right front
168	164-170 COOLEGE ST	N/A	Hall/Stairway	Center Center	Interior Walls	There is a hole or missing tile/panel or other damage that is between 1 square inch and 8.5 inches by 11 inches. The hole does not penetrate the adjoining room.	and peeling paint
168	164-170 COOLEGE ST	N/A	Bedroom	Left Front	Interior Walls	There is 1 to 4 square feet of peeling or chipping paint on two or more walls.	peeling paint minor
170	164-170 COOLEGE ST	N/A	Living Room		Doors	At least one screen door or storm door is damaged or is missing screens or glass - shown by an empty frame or frames.	damaged
170	164-170 COOLEGE ST	N/A	Living Room		Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
62BLDG	175-181 COOLEGE ST	Exterior Windows	N/A		Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
177	175-181 COOLEGE ST	N/A	Living Room		Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
179	175-181 COOLEGE ST	N/A	Bathroom	Center Center	Plumbing	A sink stopper is missing.	missing
181	175-181 COOLEGE ST	N/A	Kitchen		Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	2 different colors
181	175-181 COOLEGE ST	N/A	Bedroom	Right Front	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor

63BLDG	176-182	COOLEGE ST	Exterior Windows	N/A		Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
176	176-182	COOLEGE ST	N/A	Living Room		Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
178	176-182	COOLEGE ST	N/A	Bathroom	Right Rear	Plumbing	A sink stopper is missing.	missing
187	187-193	COOLEGE ST	N/A	Kitchen	Right Rear	Ceiling	There is a crack in the ceiling more than 1/8 inches wide and 11 inches long.	damaged
189	187-193	COOLEGE ST	N/A	Bathroom	Center Rear	Plumbing	A sink stopper is missing.	sink
191	187-193	COOLEGE ST	N/A	Kitchen		Doors	A door is missing but it is not a restroom (bathroom) entry or fire door.	screen door missing
191	187-193	COOLEGE ST	N/A	Hall/Stairway	Center Center	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
191	187-193	COOLEGE ST	N/A	Bathroom	Center Rear	Plumbing	A sink stopper is missing.	sink
193	187-193	COOLEGE ST	N/A	Bathroom	Center Center	Plumbing	A sink stopper is missing.	sink
65BLDG	190-192	COOLEGE ST	Exterior Roof	N/A	Center Center	All Roofs	Up to 1 square of surface material or shingles are missing from surveyed roof areas.	looks like shingles are loose various areas
65BLDG	190-192	COOLEGE ST	Exterior Windows	N/A	Center Center	Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
190	190-192	COOLEGE ST	N/A	Hall/Stairway	Center Center	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
190	190-192	COOLEGE ST	N/A	Bathroom	Center Center	Plumbing	There are cracks or extensive discoloration in over 50% of the basin but the sink can be used.	caulking and missing stopper
190	190-192	COOLEGE ST	N/A	Kitchen		Ceiling	10-50% of the ceiling area area shows damage from stains mold or mildew.	water damaged
190	190-192	COOLEGE ST	N/A	Bedroom	Left Rear	Interior Walls	There is 1 to 4 square feet of peeling or chipping paint on two or more walls.	peeling paint minor
190	190-192	COOLEGE ST	N/A	Bedroom 2	Left Front	Interior Walls	There is 1 to 4 square feet of peeling or chipping paint on two or more walls.	peeling paint minor
190	190-192	COOLEGE ST	N/A	Bedroom 3	Right Front	Interior Walls	There is 1 to 4 square feet of peeling or chipping paint on two or more walls.	peeling paint minor
192	190-192	COOLEGE ST	N/A	Living Room		Doors	At least one screen door or storm door is damaged or is missing screens or glass - shown by an empty frame or frames.	damaged
192	190-192	COOLEGE ST	N/A	Kitchen		Floors	5-10% of the flooring has small holes or is damaged but there are no safety issues.	cracks various areas
192	190-192	COOLEGE ST	N/A	Bathroom	Right Center	Plumbing	The sink does not drain freely or drains slowly but the fixture can be used.	sink and tub
66BLDG	219-225	COOLEGE ST	Exterior Windows	N/A		Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	damaged various areas
219	219-225	COOLEGE ST	N/A	Bathroom	Right Rear	Floors	5-10% of the flooring has small holes or is damaged but there are no safety issues.	damaged
219	219-225	COOLEGE ST	N/A	Kitchen		Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	2 different colors
219	219-225	COOLEGE ST	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	drip pans
219	219-225	COOLEGE ST	N/A	Bathroom	Right Rear	Plumbing	A sink stopper is missing.	missing
221	219-225	COOLEGE ST	N/A	Bathroom	Center Center	Plumbing	A sink stopper is missing.	missing
223	219-225	COOLEGE ST	N/A	Bathroom	Right Rear	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	2 different colors
223	219-225	COOLEGE ST	N/A	Bedroom 3	Right Front	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
223	219-225	COOLEGE ST	N/A	Living Room		Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
225	219-225	COOLEGE ST	N/A	Hall/Stairway	Center Center	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
225	219-225	COOLEGE ST	N/A	Bathroom	Right Rear	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	possible mold mildew
225	219-225	COOLEGE ST	N/A	Kitchen		Stove	An accumulation of dirt/grease in the hood exhaust threatens the free passage of air.	fading paint stores bacteria
225	219-225	COOLEGE ST	N/A	Bathroom	Right Rear	Plumbing	A sink stopper is missing.	missing
67BLDG	220-226	COOLEGE ST	Exterior Windows	N/A	Center Center	Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
220	220-226	COOLEGE ST	N/A	Kitchen		Doors	A door is missing but it is not a restroom (bathroom) entry or fire door.	screen door
222	220-226	COOLEGE ST	N/A	Bathroom	Right Rear	Floors	5-10% of the flooring has small holes or is damaged but there are no safety issues.	damaged
222	220-226	COOLEGE ST	N/A	Kitchen		Floors	5-10% of the flooring has small holes or is damaged but there are no safety issues.	damaged
222	220-226	COOLEGE ST	N/A	Bathroom	Right Rear	Plumbing	A sink stopper is missing.	missing and rust
224	220-226	COOLEGE ST	N/A	Bathroom	Left Rear	Cabinets/Ctrtop	There is damaged or missing shelves vanity tops drawers or doors that are not functioning properly for storage or their intended purpose.	damaged
224	220-226	COOLEGE ST	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	left rear
226	220-226	COOLEGE ST	N/A	Bathroom	Right Center	Plumbing	The sink does not drain freely or drains slowly but the fixture can be used.	tug
226	220-226	COOLEGE ST	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	front right and drip pans
226	220-226	COOLEGE ST	N/A	Bathroom	Right Center	Interior Walls	There are small areas of deterioration in the trim surfaces and 5-10% of the wall area is affected.	boarder missing
68BLDG	229-235	COOLEGE ST	Exterior Walls	N/A		Exterior Walls	Less than 50% of a single building exterior wall is affected.	2 different colors
68BLDG	229-235	COOLEGE ST	Exterior Windows	N/A		Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
229	229-235	COOLEGE ST	N/A	Kitchen		Doors	At least one screen door or storm door is damaged or is missing screens or glass - shown by an empty frame or frames.	missing screen
229	229-235	COOLEGE ST	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	drip pans damaged
229	229-235	COOLEGE ST	N/A	Bathroom	Center Rear	Plumbing	A sink stopper is missing.	missing
231	229-235	COOLEGE ST	N/A	Living Room		Doors	At least one screen door or storm door is damaged or is missing screens or glass - shown by an empty frame or frames.	damaged
233	229-235	COOLEGE ST	N/A	Basement		Electrical Comp	An outlet or switch cover is damaged but does not result in exposed wiring.	locks damaged both
235	229-235	COOLEGE ST	N/A	Bathroom	Center Rear	Plumbing	The sink does not drain freely or drains slowly but the fixture can be used.	tub slow
235	229-235	COOLEGE ST	N/A	Kitchen		Interior Walls	There is a hole or missing tile/panel or other damage that is between 1 square inch and 8.5 inches by 11 inches. The hole does not penetrate the adjoining room.	peeling paint minor by sink
235	229-235	COOLEGE ST	N/A	Bathroom	Center Rear	Plumbing	A sink stopper is missing.	missing
230	230-236	COOLEGE ST	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	both front and knob missing
230	230-236	COOLEGE ST	N/A	Bathroom	Center Rear	Plumbing	A sink stopper is missing.	missing
236	230-236	COOLEGE ST	N/A	Kitchen		Floors	5-10% of the flooring has small holes or is damaged but there are no safety issues.	damaged
236	230-236	COOLEGE ST	N/A	Kitchen		Doors	A door is missing but it is not a restroom (bathroom) entry or fire door.	screen door
236	230-236	COOLEGE ST	N/A	Hall/Stairway	Center Center	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
236	230-236	COOLEGE ST	N/A	Bathroom	Right Rear	Plumbing	The sink does not drain freely or drains slowly but the fixture can be used.	tub
236	230-236	COOLEGE ST	N/A	Bedroom	Right Rear	Interior Walls	There is a crack in the wall greater than 1/8 inches wide and at least 11 inches long.	by window
239	239-245	COOLEGE ST	N/A	Kitchen	Right Front	Floors	5-10% of the flooring has small holes or is damaged but there are no safety issues.	missing and cracking
239	239-245	COOLEGE ST	N/A	Bedroom	Left Front	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
239	239-245	COOLEGE ST	N/A	Bathroom	Right Rear	Plumbing	There are cracks or extensive discoloration in over 50% of the basin but the sink can be used.	need caulking
239	239-245	COOLEGE ST	N/A	Bathroom	Right Rear	Ceiling	10-50% of the ceiling area area shows damage from stains mold or mildew.	hole and water stains
241	239-245	COOLEGE ST	N/A	Bathroom	Right Front	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
243	239-245	COOLEGE ST	N/A	Bathroom	Left Rear	Lighting	20-50% of the light fixtures and bulbs surveyed are broken or missing but does not constitute a safety hazard.	missing cover
243	239-245	COOLEGE ST	N/A	Living Room		Doors	At least one screen door or storm door is damaged or is missing screens or glass - shown by an empty frame or frames.	damaged and will not lock
243	239-245	COOLEGE ST	N/A	Kitchen		Doors	At least one screen door or storm door is damaged or is missing screens or glass - shown by an empty frame or frames.	weather strip damaged
243	239-245	COOLEGE ST	N/A	Kitchen		Doors	A door is missing but it is not a restroom (bathroom) entry or fire door.	screen door
243	239-245	COOLEGE ST	N/A	Living Room		Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
243	239-245	COOLEGE ST	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	drip pans damaged
243	239-245	COOLEGE ST	N/A	Bathroom	Left Rear	Plumbing	A sink stopper is missing.	missing and rust

245	239-245 COOLEdge ST	N/A	Kitchen		Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	2 different colors
71BLDG	240-246 COOLEdge ST	Exterior Windows	N/A	Center Center	Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
240	240-246 COOLEdge ST	N/A	Bedroom 2	Right Front	Doors	A closet door does not function as it should because of damage to the doors hardware.	missing knob
240	240-246 COOLEdge ST	N/A	Kitchen		Floors	5-10% of the flooring has small holes or is damaged but there are no safety issues.	damaged
240	240-246 COOLEdge ST	N/A	Bedroom 2	Right Front	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor and window
240	240-246 COOLEdge ST	N/A	Bathroom	Center Rear	Interior Walls	There is 1 to 4 square feet of peeling or chipping paint on two or more walls.	peeling paint minor and ceiling
244	240-246 COOLEdge ST	N/A	Kitchen		Doors	At least one screen door or storm door is damaged or is missing screens or glass - shown by an empty frame or frames.	damaged
244	240-246 COOLEdge ST	N/A	Living Room		Doors	At least one screen door or storm door is damaged or is missing screens or glass - shown by an empty frame or frames.	pump damaged and will not lock screen
244	240-246 COOLEdge ST	N/A	Living Room		Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
244	240-246 COOLEdge ST	N/A	Bathroom	Left Rear	Ceiling	There is evidence of a leak mold or mildew (more than 1 sq ft but less than 4 sq ft). Less than 10% of the ceiling surface area is affected.	possible mold mildew
246	240-246 COOLEdge ST	N/A	Bathroom	Center Center	Plumbing	A sink stopper is missing.	missing
72BLDG	249-255 COOLEdge ST	Exterior Windows	N/A		Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	damaged various areas
253	249-255 COOLEdge ST	N/A	Bathroom	Right Rear	Plumbing	There are cracks or extensive discoloration in over 50% of the basin but the sink can be used.	caulking
255	249-255 COOLEdge ST	N/A	Bedroom	Left Front	Doors	A door is missing but it is not a restroom (bathroom) entry or fire door.	no door
255	249-255 COOLEdge ST	N/A	Bathroom	Right Rear	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	possible mold mildew
73BLDG	250-256 COOLEdge ST	Exterior Roof	N/A	Center Center	All Roofs	Up to 1 square of surface material or shingles are missing from surveyed roof areas.	looks like shingles are loose various areas
73BLDG	250-256 COOLEdge ST	Exterior Windows	N/A	Center Center	Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
256	250-256 COOLEdge ST	N/A	Bedroom	Right Front	Doors	A door is missing but it is not a restroom (bathroom) entry or fire door.	missing
74BLDG	4-60 COOLEdge CONSTITUTION	Exterior Roof	N/A		All Roofs	Up to 1 square of surface material or shingles are missing from surveyed roof areas.	looks like shingles are loose various areas
74BLDG	4-60 COOLEdge CONSTITUTION	Exterior Windows	N/A		Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
4	4-60 COOLEdge CONSTITUTION	N/A	Bathroom	Right Center	Plumbing	The sink does not drain freely or drains slowly but the fixture can be used.	tub
4	4-60 COOLEdge CONSTITUTION	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	left rear
6	4-60 COOLEdge CONSTITUTION	N/A	Bedroom 2	Right Rear	Doors	A closet door does not function as it should because of damage to the doors hardware.	missing knob
6	4-60 COOLEdge CONSTITUTION	N/A	Hall/Stairway	Center Center	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
6	4-60 COOLEdge CONSTITUTION	N/A	Bathroom	Left Center	Plumbing	The sink does not drain freely or drains slowly but the fixture can be used.	sink and tub
6	4-60 COOLEdge CONSTITUTION	N/A	Bathroom	Left Center	Plumbing	A sink stopper is missing.	sink
8	4-60 COOLEdge CONSTITUTION	N/A	Kitchen		Floors	5-10% of the flooring has small holes or is damaged but there are no safety issues.	missing
8	4-60 COOLEdge CONSTITUTION	N/A	Bathroom	Right Rear	Plumbing	The sink does not drain freely or drains slowly but the fixture can be used.	tub
75BLDG	13-69 RAYMOND CONSTITUTION	Exterior Roof	N/A	Right Center	All Roofs	Up to 1 square of surface material or shingles are missing from surveyed roof areas.	looks like shingles are loose various areas
75BLDG	13-69 RAYMOND CONSTITUTION	Exterior Windows	N/A	Right Center	Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
13	13-69 RAYMOND CONSTITUTION	N/A	Kitchen		Doors	A door is missing but it is not a restroom (bathroom) entry or fire door.	screen door missing
13	13-69 RAYMOND CONSTITUTION	N/A	Kitchen		Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	cracked
13	13-69 RAYMOND CONSTITUTION	N/A	Bathroom	Left Center	Plumbing	The sink does not drain freely or drains slowly but the fixture can be used.	tub
13	13-69 RAYMOND CONSTITUTION	N/A	Bathroom	Left Center	Ceiling	There is evidence of a leak mold or mildew (more than 1 sq ft but less than 4 sq ft). Less than 10% of the ceiling surface area is affected.	possible mold mildew
13	13-69 RAYMOND CONSTITUTION	N/A	Living Room		Interior Walls	There is 1 to 4 square feet of peeling or chipping paint on two or more walls.	peeling paint minor
13	13-69 RAYMOND CONSTITUTION	N/A	Bathroom	Left Center	Plumbing	A sink stopper is missing.	sink
15	13-69 RAYMOND CONSTITUTION	N/A	Kitchen		Doors	A door is missing but it is not a restroom (bathroom) entry or fire door.	screen door missing
15	13-69 RAYMOND CONSTITUTION	N/A	Basement		Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
15	13-69 RAYMOND CONSTITUTION	N/A	Kitchen		Ceiling	There is evidence of a leak mold or mildew (more than 1 sq ft but less than 4 sq ft). Less than 10% of the ceiling surface area is affected.	None
15	13-69 RAYMOND CONSTITUTION	N/A	Bathroom	Right Center	Interior Walls	There is 1 to 4 square feet of peeling or chipping paint on two or more walls.	peeling paint minor
15	13-69 RAYMOND CONSTITUTION	N/A	Bathroom	Right Center	Plumbing	A sink stopper is missing.	missing and rust
69	13-69 RAYMOND CONSTITUTION	N/A	Kitchen		Ceiling	There is evidence of a leak mold or mildew (more than 1 sq ft but less than 4 sq ft). Less than 10% of the ceiling surface area is affected.	wet
76BLDG	16-18 RAYMOND RD	Exterior Roof	N/A	Right Center	All Roofs	Up to 1 square of surface material or shingles are missing from surveyed roof areas.	looks like shingles are loose various areas
76BLDG	16-18 RAYMOND RD	Exterior Windows	N/A	Right Center	Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
16	16-18 RAYMOND RD	N/A	Bedroom	Left Rear	Doors	A door is missing but it is not a restroom (bathroom) entry or fire door.	entry door
16	16-18 RAYMOND RD	N/A	Bathroom	Center Center	Plumbing	A sink stopper is missing.	missing
18	16-18 RAYMOND RD	N/A	Bathroom	Center Rear	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
18	16-18 RAYMOND RD	N/A	Bathroom	Center Rear	Plumbing	A sink stopper is missing.	missing
77BLDG	4-83 RAYMOND CONSTITUTION	Exterior Windows	N/A		Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
4	4-83 RAYMOND CONSTITUTION	N/A	Living Room		Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
4	4-83 RAYMOND CONSTITUTION	N/A	Bathroom	Right Rear	Plumbing	A sink stopper is missing.	missing
6	4-83 RAYMOND CONSTITUTION	N/A	Kitchen		Stove	Flames are distributed unequally. The pilot light is out on one or more burners.	left front
8	4-83 RAYMOND CONSTITUTION	N/A	Living Room		Doors	A closet door that requires locking cannot be locked because of damage to the doors hardware.	screen door will not lock
8	4-83 RAYMOND CONSTITUTION	N/A	Bedroom	Right Front	Interior Walls	There is a hole or missing tile/panel or other damage that is between 1 square inch and 8.5 inches by 11 inches. The hole does not penetrate the adjoining room.	by light switch
83	4-83 RAYMOND CONSTITUTION	N/A	Bedroom 2	Right Front	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor
78BLDG	22-150 RAYMOND COOLEdge	Exterior Roof	N/A	Right Center	All Roofs	Up to 1 square of surface material or shingles are missing from surveyed roof areas.	looks like shingles are loose various areas
78BLDG	22-150 RAYMOND COOLEdge	Exterior Windows	N/A	Right Center	Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
22	22-150 RAYMOND COOLEdge	N/A	Bathroom	Left Center	Plumbing	A sink stopper is missing.	caulking
22	22-150 RAYMOND COOLEdge	N/A	Bathroom	Left Center	Plumbing	The sink does not drain freely or drains slowly but the fixture can be used.	tub
22	22-150 RAYMOND COOLEdge	N/A	Bathroom	Left Center	Plumbing	A sink stopper is missing.	missing
24	22-150 RAYMOND COOLEdge	N/A	Kitchen		Stove	The stove or oven operation of doors and drawers is impeded but the stove is functioning.	do not work
26	22-150 RAYMOND COOLEdge	N/A	Bedroom	Left Front	Doors	A door is missing but it is not a restroom (bathroom) entry or fire door.	closet
26	22-150 RAYMOND COOLEdge	N/A	Hall/Stairway	Center Center	Doors	A door is missing but it is not a restroom (bathroom) entry or fire door.	closet
26	22-150 RAYMOND COOLEdge	N/A	Kitchen		Doors	A door is missing but it is not a restroom (bathroom) entry or fire door.	missing
26	22-150 RAYMOND COOLEdge	N/A	Bathroom	Center Center	Plumbing	The sink does not drain freely or drains slowly but the fixture can be used.	tub
26	22-150 RAYMOND COOLEdge	N/A	Bathroom	Center Center	Plumbing	A sink stopper is missing.	missing
79BLDG	25-130 RAYMOND COOLEdge	Exterior Roof	N/A	Right Center	All Roofs	Up to 1 square of surface material or shingles are missing from surveyed roof areas.	looks like shingles are loose various areas
79BLDG	25-130 RAYMOND COOLEdge	Exterior Windows	N/A	Right Center	Windows	Three or more screens in one building are missing or punctured torn or otherwise damaged or missing.	various areas
27	25-130 RAYMOND COOLEdge	N/A	Kitchen		Floors	5-10% of the flooring has small holes or is damaged but there are no safety issues.	damaged
27	25-130 RAYMOND COOLEdge	N/A	Bathroom	Left Center	Interior Walls	There is 1 to 4 square feet of peeling or chipping paint on two or more walls.	peeling paint minor
27	25-130 RAYMOND COOLEdge	N/A	Bathroom	Left Center	Plumbing	A sink stopper is missing.	missing
130	25-130 RAYMOND COOLEdge	N/A	Bedroom 3	Left Front	Ceiling	There is less than 4 sq ft of peeling paint on the ceiling.	peeling paint minor

130	25-130 RAYMOND COOLEGE	N/A	Kitchen	Ceiling	10-50% of the ceiling area area shows damage from stains mold or mildew.	None
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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.

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

Operating Reserve

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

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

The Revere Housing Authority operating reserve at the end of fiscal year 2022 was \$2,329,044.00, which is 94.4% of the full reserve amount defined above.

Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by Revere Housing Authority.						
REVENUE						
Account Number	Account Class	2022 Approved Revenue Budget	2022 Actual Amounts Received	2023 Approved Revenue Budget	% Change from 2022 Actual to 2023 Budget	2023 Dollars Budgeted per Unit per Month
3110	Shelter Rent - Tenants	\$3,420,231.00	\$3,494,806.00	\$3,272,688.00	-6.4%	\$456.06
3111	Shelter Rent - Tenants - Fraud/Retroactive	\$0.00	\$250,952.00	\$0.00	-100%	\$0.00
3115	Shelter Rent - Federal Section 8	\$0.00	\$0.00	\$0.00	0%	\$0.00
3190	Nondwelling Rentals	\$0.00	\$0.00	\$0.00	0%	\$0.00
3400	Administrative Fee - MRVP	\$0.00	\$0.00	\$0.00	0%	\$0.00
3610	Interest on Investments - Unrestricted	\$875.00	\$2,511.00	\$1,750.00	-30.3%	\$0.24
3611	Interest on Investments - Restricted	\$0.00	\$0.00	\$0.00	0%	\$0.00
3690	Other Revenue	\$20,000.00	\$17,352.00	\$20,000.00	15.3%	\$2.79
3691	Other Revenue - Retained	\$200,500.00	\$212,181.00	\$123,000.00	-42%	\$17.14
3692	Other Revenue - Operating Reserves	\$0.00	\$0.00	\$0.00	0%	\$0.00
3693	Other Revenue - Energy Net Meter	\$105,500.00	\$88,937.00	\$123,000.00	38.3%	\$17.14
3801	Operating Subsidy - DHCD (4001)	\$1,169,873.00	\$1,032,204.00	\$1,422,570.00	37.8%	\$198.24
3802	Operating Subsidy - MRVP Landlords	\$0.00	\$0.00	\$0.00	0%	\$0.00
3803	Restricted Grants Received	\$0.00	\$0.00	\$0.00	0%	\$0.00
3920	Gain/Loss From Sale/Disp. of Prop.	\$0.00	\$0.00	\$0.00	0%	\$0.00
3000	TOTAL REVENUE	\$4,916,979.00	\$5,098,943.00	\$4,963,008.00	-2.7%	\$691.61

Annual Plan 2024
Annual Operating Budget

Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by Revere Housing Authority.						
EXPENSES						
Account Number	Account Class	2022 Approved Expense Budget	2022 Actual Amounts Spent	2023 Approved Expense Budget	% Change from 2022 Actual to 2023 Budget.	2023 Dollars Budgeted per Unit per Month
4110	Administrative Salaries	\$444,762.00	\$350,098.00	\$534,826.00	52.8%	\$74.53
4120	Compensated Absences	\$0.00	\$0.00	\$0.00	0%	\$0.00
4130	Legal	\$50,000.00	\$69,264.00	\$55,000.00	-20.6%	\$7.66
4140	Members Compensation	\$33,000.00	\$38,137.00	\$36,000.00	-5.6%	\$5.02
4150	Travel & Related Expenses	\$1,000.00	\$633.00	\$2,384.00	276.6%	\$0.33
4170	Accounting Services	\$13,716.00	\$12,868.00	\$13,716.00	6.6%	\$1.91
4171	Audit Costs	\$10,000.00	\$12,575.00	\$21,600.00	71.8%	\$3.01
4180	Penalties & Interest	\$0.00	\$0.00	\$0.00	0%	\$0.00
4190	Administrative Other	\$128,551.00	\$171,291.00	\$134,381.00	-21.5%	\$18.73
4191	Tenant Organization	\$3,588.00	\$1,227.00	\$3,588.00	192.4%	\$0.50
4100	TOTAL ADMINISTRATION	\$684,617.00	\$656,093.00	\$801,495.00	22.2%	\$111.69
4310	Water	\$885,000.00	\$820,734.00	\$890,000.00	8.4%	\$124.02
4320	Electricity	\$590,000.00	\$591,334.00	\$590,000.00	-0.2%	\$82.22
4330	Gas	\$95,896.00	\$87,406.00	\$70,000.00	-19.9%	\$9.75
4340	Fuel	\$0.00	\$4,554.00	\$0.00	-100%	\$0.00
4360	Net Meter Utility Debit/Energy Conservation	\$105,500.00	\$177,874.00	\$245,000.00	37.7%	\$34.14
4390	Other	\$0.00	\$0.00	\$0.00	0%	\$0.00
4391	Solar Operator Costs	\$300,000.00	\$323,327.00	\$335,000.00	3.6%	\$46.68
4392	Net Meter Utility Credit (Negative Amount)	\$-405,500.00	\$-501,201.00	\$-580,000.0	15.7%	\$-80.82
4300	TOTAL UTILITIES	\$1,570,896.0	\$1,504,028.0	\$1,550,000.	3.1%	\$216.00

Annual Plan 2024
Annual Operating Budget

Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by Revere Housing Authority.						
EXPENSES						
Account Number	Account Class	2022 Approved Expense Budget	2022 Actual Amounts Spent	2023 Approved Expense Budget	% Change from 2022 Actual to 2023 Budget	2023 Dollars Budgeted per Unit per Month
4410	Maintenance Labor	\$839,126.00	\$808,612.00	\$854,606.00	5.7%	\$119.09
4420	Materials & Supplies	\$230,000.00	\$278,483.00	\$227,000.00	-18.5%	\$31.63
4430	Contract Costs	\$240,500.00	\$268,239.00	\$252,500.00	-5.9%	\$35.19
4400	TOTAL MAINTENANCE	\$1,309,626.00	\$1,355,334.00	\$1,334,106.00	-1.6%	\$185.91
4510	Insurance	\$185,616.00	\$180,834.00	\$190,420.00	5.3%	\$26.54
4520	Payment in Lieu of Taxes	\$30,000.00	\$30,955.00	\$31,000.00	0.1%	\$4.32
4540	Employee Benefits	\$754,283.00	\$683,616.00	\$778,148.00	13.8%	\$108.44
4541	Employee Benefits - GASB 45	\$0.00	\$200,609.00	\$0.00	-100%	\$0.00
4542	Pension Expense - GASB 68	\$0.00	\$0.00	\$0.00	0%	\$0.00
4570	Collection Loss	\$10,000.00	\$68,024.00	\$10,000.00	-85.3%	\$1.39
4571	Collection Loss - Fraud/Retroactive	\$0.00	\$250,952.00	\$0.00	-100%	\$0.00
4580	Interest Expense	\$0.00	\$0.00	\$0.00	0%	\$0.00
4590	Other General Expense	\$0.00	\$0.00	\$0.00	0%	\$0.00
4500	TOTAL GENERAL EXPENSES	\$979,899.00	\$1,414,990.00	\$1,009,568.00	-28.7%	\$140.69
4610	Extraordinary Maintenance	\$165,000.00	\$148,978.00	\$128,910.00	-13.5%	\$17.96
4611	Equipment Purchases - Non Capitalized	\$53,550.00	\$56,847.00	\$50,500.00	-11.2%	\$7.04
4612	Restricted Reserve Expenditures	\$0.00	\$0.00	\$0.00	0%	\$0.00
4715	Housing Assistance Payments	\$0.00	\$0.00	\$0.00	0%	\$0.00
4801	Depreciation Expense	\$0.00	\$1,364,738.00	\$0.00	-100%	\$0.00
4600	TOTAL OTHER EXPENSES	\$218,550.00	\$1,570,563.00	\$179,410.00	-88.6%	\$25.00
4000	TOTAL EXPENSES	\$4,763,588.00	\$6,501,008.00	\$4,874,579.00	-25%	\$679.29

Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by Revere Housing Authority.						
SUMMARY						
Account Number	Account Class	2022 Approved Budget	2022 Actual Amounts	2023 Approved Budget	% Change from 2022 Actual to 2023 Budget	2023 Dollars Budgeted per Unit per Month
3000	TOTAL REVENUE	\$4,916,979.00	\$5,098,943.00	\$4,963,008.00	-2.7%	\$691.61
4000	TOTAL EXPENSES	\$4,763,588.00	\$6,501,008.00	\$4,874,579.00	-25%	\$679.29
2700	NET INCOME (DEFICIT)	\$153,391.00	\$-1,402,065.00	\$88,429.00	-106.3%	\$12.32
7520	Replacements of Equip. - Capitalized	\$101,700.00	\$80,380.00	\$126,500.00	57.4%	\$17.63
7540	Betterments & Additions - Capitalized	\$0.00	\$100,476.00	\$0.00	-100%	\$0.00
7500	TOTAL NONOPERATING EXPENDITURES	\$58,000.00	\$180,856.00	\$126,500.00	-30.1%	\$17.63
7600	EXCESS REVENUE OVER EXPENSES	\$95,391.00	\$-1,582,921.00	\$-38,071.00	-97.6%	\$-5.31

Explanation of Budget Accounts

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

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

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

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

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

3400: Administrative Fee- MRVP/AHVP: This account should be credited with Administrative Fees to be received for the MRVP/AHVP Program. The MRVP/AHVP administrative fee is \$50.00 per unit per month, as of July 1, 2020.

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

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

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

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

the 75% balance used to offset its need for operating subsidy. However, for the period 7/1/16 through 6/30/20, all deficit LHAs may keep 100% of the net meter credit savings, while they can keep 50% effective 7/1/2020.

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

3693: Other Revenue – Net Meter: This account should normally be credited with 75% of the total net meter credit savings realized by a deficit LHA, while surplus LHAs with net meter credit savings would enter \$0 here. Savings are calculated as the value of the net meter credits appearing on the LHA’s electric bills (or, in some cases, paid in cash to the LHA by their utility company), minus the cost of the payments made to the solar power developer under their Power Purchase Agreement (PPA). Deficit LHAs normally may retain 25% of the savings. That amount should be included as Other Revenue – Retained on line #3691. However, please note that for the period 7/1/16 through 6/30/20 all LHAs may retain 100% of their total net meter credit savings, and should report those savings as Other Revenue – Retained on line #3691. LHAs can keep 50% of savings effective 7/1/2020.

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

3802: Operating Subsidy – MRVP/AHVP Landlords:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4360: Net Meter Utility Debit/Energy Conservation: This account is to be charged with costs incurred for energy conservation measures.

4390: Other Utilities: This account should be charged with the cost of utilities which are not provided for in accounts 4310 through 4360. In addition, for all quarterly or year-end operating statements 9/30/20 or later, and all budgets 6/30/21 or later, please use this line to record the total net meter credits earned as reported in Line 4392, MINUS the Solar Operator Costs reported in Line 4391, with the result expressed as a positive number. For example, if you reported -\$20,000 in Net Meter Utility Credits in Line 4392 and \$15,000 in Solar Operator Costs in Line 4391, you would subtract the \$15,000 reported on Line 4391 from the -\$20,000 reported on Line 4392, and post the remainder of \$5,000 on Line 4360, as a positive number. This number essentially represents the "net" savings the LHA earned from its net meter credit contract.

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

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

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

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

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

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

4520: Payments in Lieu of Taxes:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7540: Betterments & Additions – Capitalized: This account should be debited with the acquisition cost (only the net cash amount) of non-expendable equipment and major non-routine repairs that are classified as a betterment or addition. These items meet the LHA's criteria for capitalization and will also be added to fixed

assets and therefore depreciated over the useful life of the asset. Examples are: major roof replacement, structural repairs such as siding, or major paving work.

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

Narrative Responses to the Performance Management Review (PMR) Findings

The Performance Management Review conducted by the Department of Housing and Community Development (DHCD) for the 2022 LHA fiscal year resulted in the following ratings. Criteria which received a 'Corrective Action' rating show both a reason for the rating and a response by the LHA. The reason indicates Revere Housing Authority's understanding of why they received the rating, while the responses describe their goals and the means by which they will meet or improve upon the performance-based assessment standards established by DHCD in the PMR. When the PMR rating is 'Operational Guidance', the LHA may have responded, but was not required to.

Category: Management

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

Rating: No Findings

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

Rating: Paused due to COVID-19

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

Rating: Operational Guidance

Criterion: Completion of mandatory online board member training

Rating: No Findings

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

Rating: No Findings

Category: Financial

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

Rating: Paused due to COVID-19

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

Rating: No Findings

Category: Capital Planning

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

Rating: Paused due to COVID-19

Category: Facility Management - Health & Safety

Criterion: Health and Safety Violations

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

	Number of violations cited	Number of violations corrected
Maintenance related violations	1	1
Tenant related violations	5	5

Category: Facility Management - Inspections

Criterion: LHA Conducted 100% of the Unit Inspections.

Rating: Paused due to COVID-19

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

Rating: Paused due to COVID-19

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

Rating: Paused due to COVID-19

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

Rating: Paused due to COVID-19

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

Rating: Paused due to COVID-19

Category: Facility Management - Work Order System

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

Rating: No Findings

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

Rating: No Findings

Criterion: Vacancy work orders identified, tracked and reportable.

Rating: No Findings

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

Rating: No Findings

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

Rating: No Findings

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

Rating: No Findings

Criterion: Requested work orders identified, tracked and reportable.

Rating: No Findings

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

Rating: Paused due to COVID-19

Category: Facility Management - Emergency Response System:

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

Rating: No Findings

Explanation of PMR Criteria Ratings

CRITERION	DESCRIPTION
Management	
Occupancy Rate	<p>The rating is calculated using the following formula: (Total Number of Occupied units on Monthly Report divided by (Total Number of Units Minus Units that Received a Waiver Minus Number of Units Vacant less than 30 days on Monthly Report)</p> <ul style="list-style-type: none"> • “No Findings” : Occupancy Rate is at or above 98% • Operational Guidance: Occupancy rate is at 95% up to 97.9% • Corrective Action: Adjusted occupancy rate is less than 95%
Tenant Accounts Receivable (TAR)	<p>This criterion calculates the percentage of uncollected rent and related charges owed by starting with the amount reported by the LHA, as uncollected balances for the TAR (Account 1122 from the Balance Sheet) minus Normal Repayment Agreements* divided by Shelter (Tenant) Rent (account 3110 from the Operating Statement)</p> <ul style="list-style-type: none"> • “No Findings” : At or below 2% • “Operational Guidance”: More than 2% , but less than 5% • “Corrective Action”: 5% or more
Certifications and Reporting Submissions	<p>Housing authorities are required to submit 4 quarterly vacancy certifications by end of the month following quarter end; 4 quarterly operating statements and 4 Tenant Accounts Receivable (TAR) reports within 60 days of quarter end.</p> <ul style="list-style-type: none"> • “No Findings”: At least 11 of the required 12 reports were submitted and at least 9 were submitted on time. • “Operational Guidance”: Less than 11 of the required 12 reports were submitted and/or less than 9 were submitted on time.
Board Member Training	<p>Percentage of board members that have completed the mandatory online board member training.</p> <ul style="list-style-type: none"> • “No Findings” : 80% or more completed training • “Operational Guidance” : 60-79.9% completed training • “Corrective Action” : <60 % completed training
Staff Certifications and Training	<p>Each LHA must have at least one staff member complete a relevant certification or training During the fiscal year. The number of required trainings varies by LHA size.</p> <ul style="list-style-type: none"> • No Findings: LHAs completed the required number of trainings Corrective Action: LHAs have not completed any trainings
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
CHAMP	
Paper applications	<p>Paper applications are available, received and entered into CHAMP</p> <ul style="list-style-type: none"> No Findings: Paper applications are available; And paper applications are date and time stamped correctly; And 90% of new paper applications are entered into CHAMP within 15 calendar days of date/time stamp; And 2% or less of new paper applications are entered more than 30 days after date/time stamp Operational Guidance: Paper applications are available; And paper applications are date and time stamped and entered correctly; And 75% - 89% of new paper applications are entered into CHAMP within 15 calendar days; And 3% - 5% of new paper applications are entered more than 30 days after date/time stamp <p>Corrective Action: Paper applications are not available; Or the LHA has failed to date and time stamp paper applications and/or failed to enter them correctly; Or Less than 75% of new paper applications are entered into CHAMP within 15 calendar days of date/time stamp; Or more than 5% of new paper applications are entered more than 30 days after date/time stamp</p>
Vacancies occupied using CHAMP	<p>Vacancies are recorded correctly and occupied using CHAMP</p> <ul style="list-style-type: none"> No Findings: All vacancies during the fiscal year are recorded in DHCD's Housing Applications Vacancy System within 30 days; And the housed Applicant ID and Pull List ID match between DHCD's Housing Applications Vacancy System and CHAMP for unit occupied during the fiscal year, excluding administrative transfers; And 25% or less of occupied units have data entry errors Operational Guidance: All vacancies during the fiscal year are recorded in DHCD's Housing Applications Vacancy System, all vacancies are not recorded within 30 days; Or the Housed Applicant ID and Pull List ID match between DHCD's Housing Applications Vacancy System and CHAMP for units occupied during the fiscal year, excluding administrative transfers; And greater than 25% of occupied units have data entry errors Corrective Action: All vacancies during the fiscal year are not recorded in DHCD's Housing Applications Vacancy System; Or the Housed Applicant ID and Pull List ID do not match (or data is missing) between DHCD's Housing Applications Vacancy System and CHAMP for units occupied during the fiscal year, excluding administrative transfers

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 – Inspection Standards and Practices	
100% Unit Inspections	All units inspected at LHA during FY under review <ul style="list-style-type: none"> No Findings: 100% of units inspected Corrective Action: Less than 100% of units inspected
LHA Inspections Reports/Work Orders	Unit inspection reports create, track, and report work orders for inspection repairs, and inspection WOs completed within 30 days or add to DM/CIP <ul style="list-style-type: none"> No Findings: All inspection work orders/lease violations are created, tracked, and reported; And non-health and safety work orders for inspection repairs/lease violations are completed within 30 days or added to DM/CIP; And health and safety work orders for inspection repairs/lease violations are addressed within 48 hours Operational Guidance: All health and safety inspection work orders/lease violations are created, tracked, reported and completed within 48 hours; And LHA fail to create, track, or report no more than 1 or 2 (based on LHA size) non-EHS (exigent health and safety) deficiencies; Or LHA failed to complete any non-EHS work orders/lease violations appropriately Corrective Action: Any EHS work orders/lease violations not created, tracked, reported, or completed; Or 1 of the following: LHA failed to create, track or report a) More than 1 non-EHS deficiency (small LHA); b) More than 2 non-EHS deficiencies (Medium/Large)
Accuracy of LHA Inspections	Unit inspection reports accurately reflect necessary repairs <ul style="list-style-type: none"> No Findings: c.667 unit has less than 2 EHS deficiencies and c.200/705 unit has less than 3 EHS deficiencies Operational Guidance: c.667 unit has 2 EHS deficiencies or c.200/705 has 3 EHS deficiencies Corrective Action: c.667 has equal to or greater than 3 EHS deficiencies or c.200/705 unit has equal to or greater than 4 EHS deficiencies
Facility Management – Vacancy Turnover Standards and Practices	

CRITERION	DESCRIPTION
Vacancy Turnover Work Orders	<p>Work orders created for every vacancy and completed within 30 days (or waiver requested)</p> <ul style="list-style-type: none"> No Findings: Vacancy work orders are created, tracked and reported for every unit and reflect all work in unit; And Vacancy work orders are Maintenance Ready in <=30 days for c.667 units or <=45 days for c.200/705 units or have approved waiver Operational Guidance: Vacancy work orders are created, tracked and reported for every unit; And work orders do not reflect all work completed in unit; Or vacancy work orders are Maintenance Ready in 31-45 days for c.667 and 46-60 days for c.200/705 and no approved waiver <p>Corrective Action: Vacancy work orders are not created, tracked and reported for every unit; Or vacancy work orders are Maintenance Ready in >45 days for c.667 and >60 days for c.200/705 and have no approved waiver</p>
Accuracy and Standard of Vacancy Turnovers	<p>Vacancy turnover work orders accurately reflect necessary repairs</p> <ul style="list-style-type: none"> No Findings: c.667 unit less than 2 EHS deficiencies and c.200/705 less than 3 EHS deficiencies Operational Guidance: c.667 2 EHS deficiencies or c.200/705 3 EHS deficiencies <p>Corrective Action: c.667 equal to or greater than 3 EHS deficiencies or c.200/705 equal to or greater than 4 EHS deficiencies</p>
Facility Management – Preventative Maintenance Standards and Practices	
LHA Preventative Maintenance Schedule Accuracy and Implementation of Preventative Schedules	<p>LHA preventative maintenance schedule accurately reflects all necessary work to maximize the life of LHA components</p> <ul style="list-style-type: none"> No Findings: c.667 unit less than 2 EHS deficiencies and c.200/705 less than 3 EHS deficiencies Operational Guidance: c.667 2 EHS deficiencies or c.200/705 3 EHS deficiencies <p>Corrective Action: c.667 equal to or greater than 3 EHS deficiencies or c.200/705 equal to or greater than 4 EHS deficiencies</p>
Work Order Types and Systems	
Emergency Work Orders	<p>All emergency work orders are created, tracked, reported and completed within 48 hours</p> <ul style="list-style-type: none"> No Findings: All emergency work orders under review are created, tracked, reported and completed within 48 hours Operational Guidance: All emergency work orders completed within 48 hours; Less than 100% but greater than or equal to 80% of work orders under review are correctly created, tracked and reported administratively

CRITERION	DESCRIPTION
	<ul style="list-style-type: none"> Corrective Action: Not all emergency work orders are completed within 48 hours; Or less than 80% of work orders under review are correctly created, tracked and reported administratively
Requested Work Orders	<p>All requested work orders are created, tracked, reported and completed within 14 days or added to DM/CIP</p> <ul style="list-style-type: none"> No Findings: All requested work orders under review are created, tracked, and reported; All work is complete within 14 days or added to DM/CIP Operational Guidance: All requested work orders completed within 14 days or added to DM/CIP; And less than 100% of work orders under review are correctly created, tracked and reported <p>Corrective Action: Not all requested work orders are completed within 14 days or added to DM/CIP</p>

Policies

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

Policy	Last Ratified by Board Vote	Notes
*Rent Collection Policy	10/18/2008	
*Personnel Policy	03/23/2017	
*Capitalization Policy	06/01/2007	
*Procurement Policy	01/11/2017	
*Grievance Policy	05/16/2018	
Affirmative Action Policy	03/15/2017	
Anti-Discriminatory Harassment Policy	03/15/2017	
Other – Define in the ‘Notes’ column	05/15/2019	Community Room Policy
Criminal Offender Records Information (CORI) Policy	01/04/2013	
Equal Employment Opportunity Policy and Affirmative Action Plan	03/15/2017	
Fair Housing Marketing Plan	06/01/2015	
Investment Policy	04/01/1985	
Language Access Plan	12/02/2015	
Parking	09/18/2018	
Pet Policy	03/11/2009	
Reasonable Accommodations Policy	12/09/2016	
Records Conservation and Disposal Policy	12/09/2016	

Policy	Last Ratified by Board Vote	Notes
Sexual Harassment Policy	03/15/2017	
Smoking Policy	08/01/2013	
Travel Policy	10/26/2006	
Other – Define in the ‘Notes’ column	03/28/2018	Security Camera Policy
Other – Define in the ‘Notes’ column	06/14/2017	VA.W.A.
Other – Define in the ‘Notes’ column	04/20/2018	Crime Report Dissemination
Other – Define in the ‘Notes’ column	08/15/2014	Fraud, Waste, and Abuse Policy
Other – Define in the ‘Notes’ column	03/15/2007	State Wage match Policy
Other – Define in the ‘Notes’ column	08/16/2018	Security Deposit Policy

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

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

Waivers

AP-2024-Revere Housing Authority-00712 has no current waivers from the regulations of the Department of Housing and Community Development (DHCD).

Glossary

ADA: Americans with Disabilities Act. Often used as shorthand for accessibility related issues or improvements.

AHVP: Alternative Housing Voucher Program

Alternative Housing Voucher Program provides rental vouchers to disabled applicants who are not elderly and who have been determined eligible for Chapter 667 (elderly and disabled) housing.

Allowable Non-Utility Expense Level (ANUEL) is the amount of non-utility expense allowed for each local housing authority based upon the type(s) of housing programs administered.

ANUEL: Allowable Non-Utility Expense Level

AP: Annual Plan

Annual Plan: A document prepared by each Local Housing Authority, incorporating the Capital Improvement Plan (CIP), Maintenance and Repair Plan, Budget, responses to the Performance Management Review, and other elements.

Cap Share is the amount of Formula Funding spending approved by DHCD for each year.

Capital Funds: Funds provided by DHCD to an LHA for the modernization and preservation of state-aided public housing, including Formula Funds and Special Capital Funds.

Capital Needs Assessment, similar to the CIP, often used for developments in the Section 8 New Construction/Substantial Rehabilitation program. Such developments are generally not eligible for state capital funds and therefore do not participate in the CIP process. However, to track their ongoing capital needs and plan for construction projects to address those needs, they often conduct a CNA to determine when building systems will wear out and need to be replaced, and what replacement will cost, so they can plan to ensure that the necessary funding will be available

Capital Projects are projects that add significant value to an asset or replace building systems or components. Project cost must be greater than \$1000.

CIMS is a web-based software system used for creating CIP's and Annual Plans. For the CIP, the CIMS program allows the LHA to prioritize, select and schedule projects, assign funding sources and direct project spending to specific fiscal years to create a CIP that is consistent with the LHA's FF award amount and FF cap shares, plus any additional funding resources the LHA has identified. The LHA submits its CIP and DHCD conducts its review of the LHA's CIP in CIMS. For the Annual Plan CIMS imports data from other DHCD systems and combines that with data entered by the LHA.

CIP: A Capital Improvement Plan (CIP) is a five (5) 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 contents of a CIP are limited to available resources. An approved CIP is required in order to receive Formula Funds.

CNA: Capital Needs Assessment

CPS is DHCD's transparent Web-based capital planning system that catalogues the condition of every building and site in the statewide public housing portfolio, providing LHAs with detailed technical information to make strategic long-term capital investments. It includes a Facility Condition Index (FCI) for every development that compares the value of expired components of a development relative to its replacement cost.

Deferred Maintenance is maintenance, 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.

Deficit housing authority: a housing authority whose income (mainly from rent) does not cover all its normal operating costs in its approved operating budget, and which therefore operates at a deficit and requires operating subsidy from DHCD.

DHCD: Massachusetts Department of Housing & Community Development

Extraordinary Maintenance: see the description for budget line 4610 in the Explanation of Budget Accounts in the Budget Section of this Annual Plan.

FF: Formula Funding

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

FYE: Fiscal Year End

HHA Administrative Fee is the fee paid to an HHA from the RCAT Program budget.

HHA: Host Housing Authority for the RCAT program.

Host Housing Authority (HHA). An LHA selected by the Department to employ and oversee an RCAT.

HUD: U.S. Department of Housing and Urban Development

LHA: Local Housing Authority

LTO: Local Tenants Organization

Management and Occupancy Report: This is an annual HUD review process that is used to evaluate the performance of developments in various HUD housing programs, including the Section 8 New Construction/Substantial Rehabilitation program, which some LHAs operate. It is similar to the state PMR process in that it evaluates LHA performance on variety of financial, housing quality, and other standards

Massachusetts Rental Voucher Program (MRVP) is a state-funded program that provides rental subsidies to low-income families and individuals.

MOR: Management and Occupancy Report

MRVP: Massachusetts Rental V DHCD's annual review of each housing authority's performance. It pulls together data on the authority's occupancy rates, tenant accounts receivables, accounts payable, budget variance, operating reserve, capital improvement plan submission, capital spending, annual inspections and work order and maintenance systems to identify and address areas of strength and areas for development. Its goal is to allow DHCD and the LHA to

take a deep dive into the data, lift up best practices, and work together towards improving operations of the Program.

Performance Management Review (PMR):

PMR: Performance Management Review

RCAT: Regional Capital Assistance Team

Regional Capital Assistance Team: One of three organizations employed at HHAs designated by the Department to carry out the RCAT Program.

Sec.8 NC/SR (or S8NCSR): Section 8 New Construction and Substantial Rehabilitation

Section 8 New Construction and Substantial Rehabilitation (Sec.8 NC/SR): This term refers to a federal HUD housing program operated at a small number of state public housing developments whose construction was funded by state grants, but whose ongoing operating costs are supported by project-based subsidies from HUD's federal Section 8 program, rather than from state public housing operating funds..

Special Awards: In addition to allocations to each LHA, DHCD has created limited set aside funds to provide for extreme emergency or code compliance needs which are beyond the capacity of an LHA's current FF balance.

Surplus housing authority: a housing authority whose income (mainly from rent) covers all its normal operating costs in its approved operating budget, and which therefore operates at a surplus and does not require operating subsidy from DHCD.

Attachments

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

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

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

REVERE HOUSING AUTHORITY

ANTHONY PERRONE

Chairman
Labor Representative

DEAN HARRIS

Executive Director



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REVERE, MASSACHUSETTS 02151
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www.revereha.org

GEORGE M. ANZUONI

Vice-Chairman
State Appointee

RICHARD VISCAY

Treasurer

FATOU DRAMMEH

Member

January 12, 2023

Re: Annual Plan Submission, Public Comments

On January 11, 2023, at 6:00 pm, the Revere Housing Authority held a public hearing regarding the Revere Housing Authority's proposed 5-year plan and annual plan.

At the meeting there were no comments regarding the plan.

Sincerely,

Dean Harris
Executive 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.

REVERE 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 **Revere Housing Authority**, surveys were sent to a total of **351** housing units (Chapter 667); **138** surveys were completed.

This report provides some information about how the residents from the **Revere Housing Authority** who answered the survey responded. It compares their answers to those from residents in the entire state and to those from large LHAs in Greater Boston. These large LHAs in the Greater Boston area include: Arlington, Boston, Chelsea, Everett, Quincy, Revere, Somerville, Waltham, and Watertown.

Communication

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

	Revere Housing Authority	Large LHAs in Greater Boston*	Entire State
Contacted management about a problem or concern.....	78%	79%	78%
Felt they were usually or always treated with courtesy and respect when they contacted management.....	83%	83%	87%
Saw the Capital Improvement Plan.....	11%	22%	30%
Saw the Operating Budget.....	10%	13%	17%
Knew the Executive Director held a meeting with residents...	44%	40%	53%

* Large LHAs in the Greater Boston area include: Arlington, Boston, Chelsea, Everett, Quincy, Revere, Somerville, Waltham, and Watertown.

Services and Programs

50% of the Revere 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:

	Revere Housing Authority	Large LHAs in Greater Boston	Entire State
Job training programs.....	10%	8%	6%
Money management programs (<i>budgeting, taxes, income building</i>).....	9%	9%	10%
Children's programs (<i>tutoring, childcare, afterschool programs</i>).....	2%	3%	2%
Health and Medical Services (<i>visiting nurse, meal programs</i>).....	29%	39%	35%
Adult Education (<i>GED, ESL, educational counseling</i>)	10%	14%	10%

Maintenance and Repair

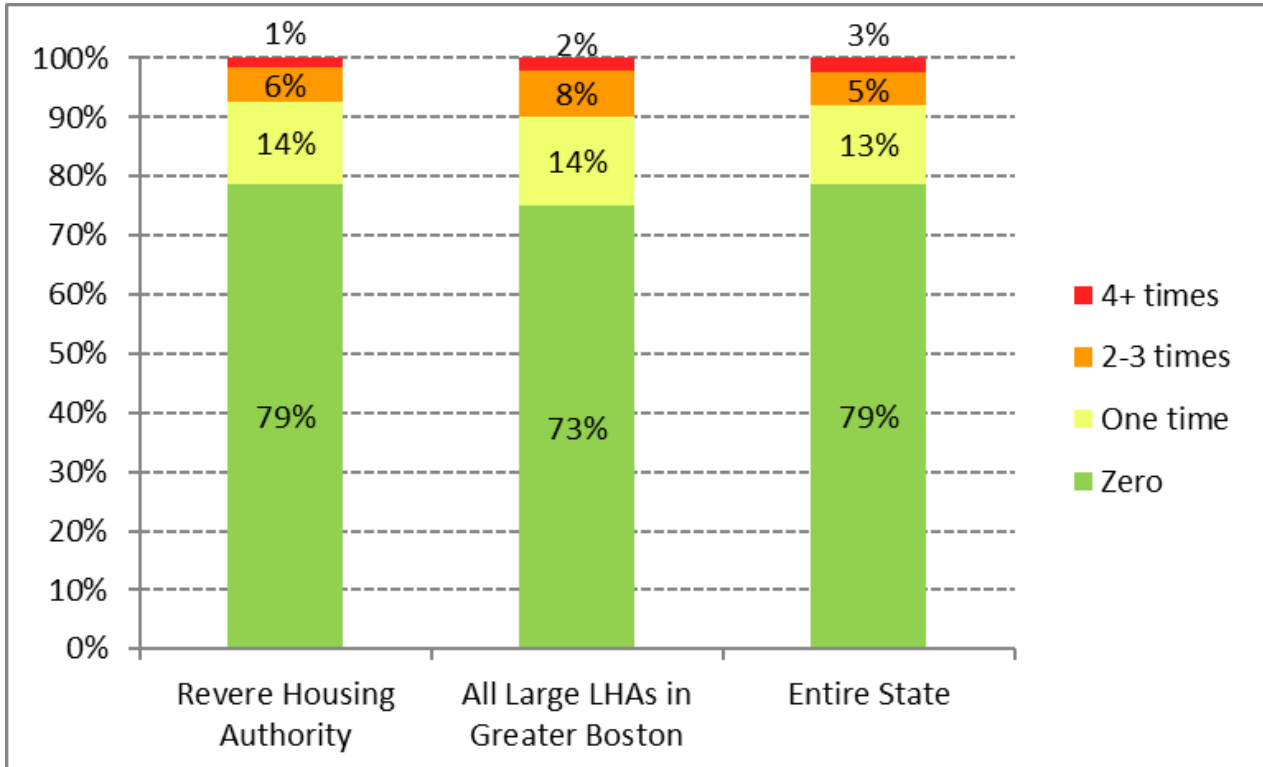
Who had problems? About one fifth of respondents had a problem with their heating and half had a plumbing problem in the last 12 months.

	Revere Housing Authority	Large LHAs in Greater Boston	Entire State
Had a heating problem.....	21%	27%	21%
Had a problem with water or plumbing.....	50%	51%	49%

- **Heating Problems**

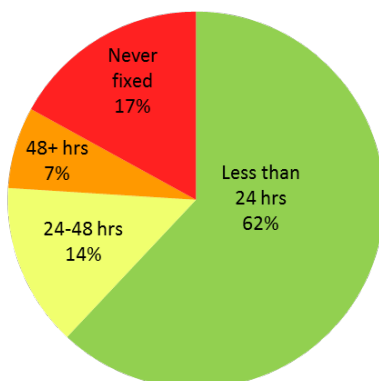
How many times did residents have heating problems?

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.

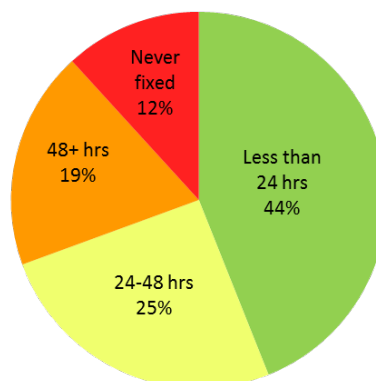


How long did it take to fix the heating problems? For those respondents who had problems, we asked how long it usually took for the problems to be fixed – less than 24 hours, 24 - 48 hours, more than 48 hours, or never fixed.

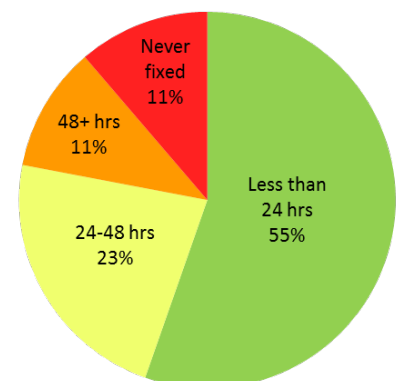
Revere Housing Authority



Large LHAs in Greater Boston



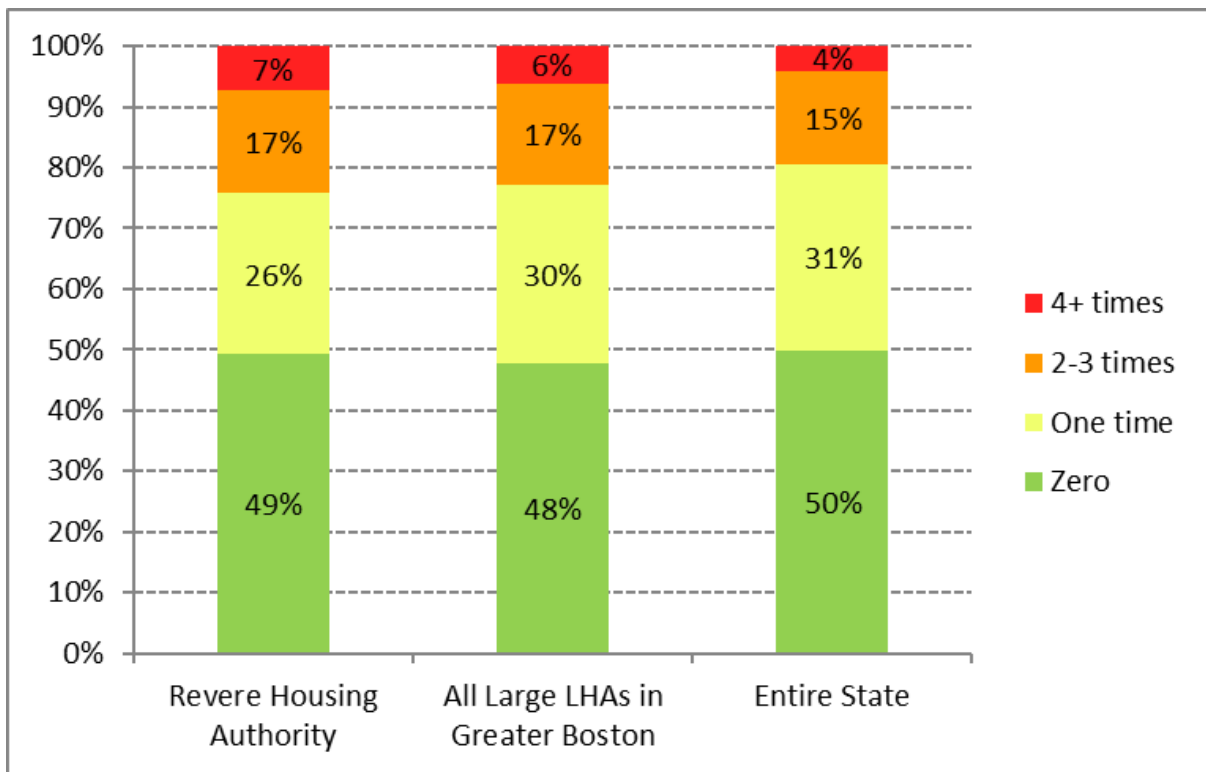
Entire State



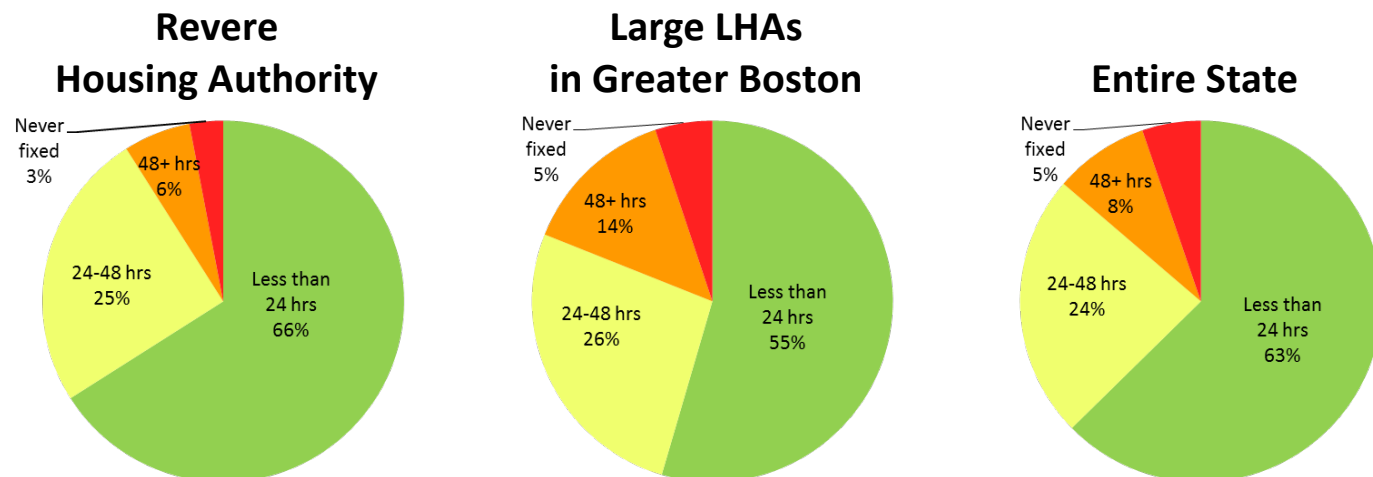
- **Water or Plumbing Problems**

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.

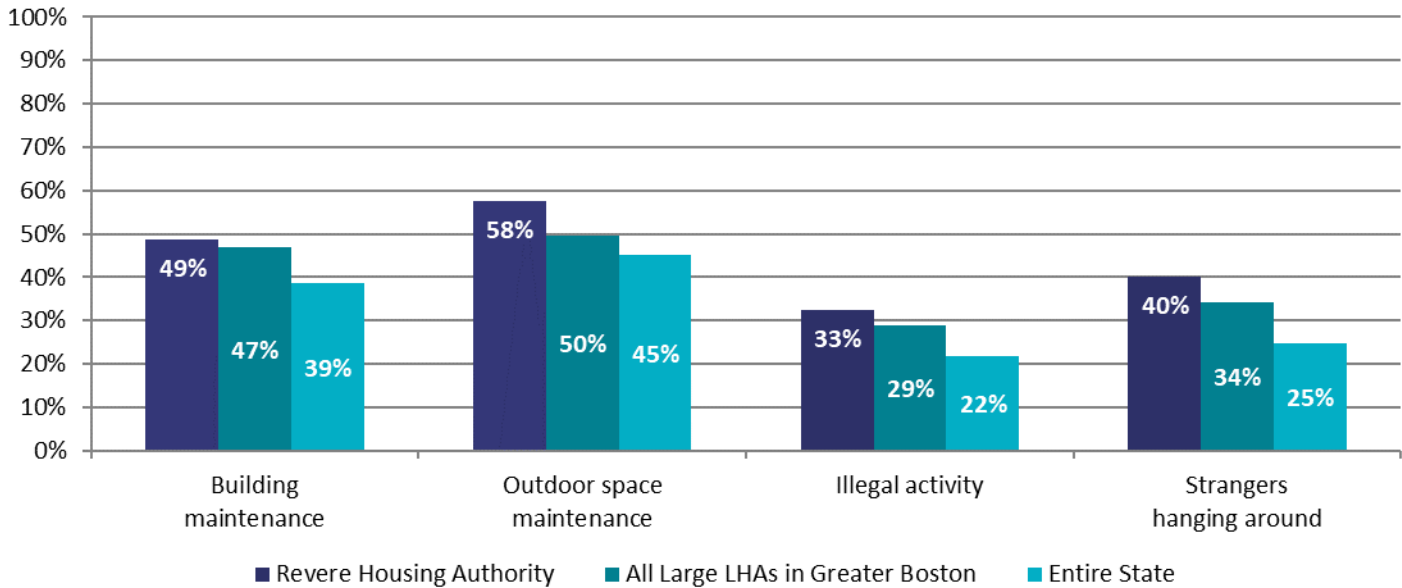


How long did it take to fix the water or plumbing problems? For those respondents who had problems, we asked how long it usually took for the problems to be fixed – less than 24 hours, 24 - 48 hours, more than 48 hours, or never fixed.



- **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.

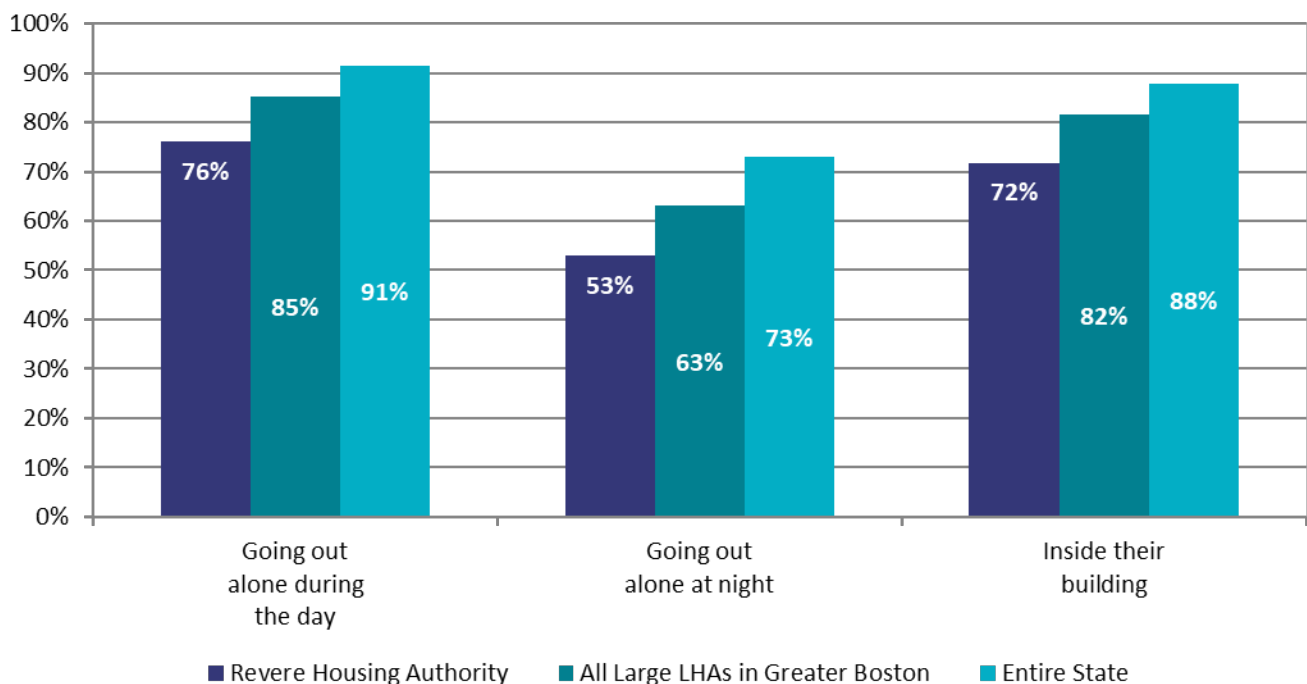
Respondents who “always” or “sometimes” had problems with....



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”



Revere Housing Authority

Chapter 200 & Chapter 705 Family Housing

Fall 2020

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

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

In the **Revere Housing Authority**, surveys were sent to a total of **295** Revere housing units, **62** surveys were completed.

This report provides some information about how the residents from the **Revere Housing Authority** answered the survey. It compares their answers to those from residents in the entire state and to those from large LHAs in Metro Boston. These large LHAs in Metro Boston include: Arlington, Boston, Chelsea, Everett, Quincy, Somerville, Waltham, Watertown. (Please note that survey data may not have been received from each one of these nearby LHAs.)

Communication

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

	Revere Housing Authority	Large LHAs in Metro Boston*	Entire State
Felt they were usually or always treated with courtesy and respect when they contacted management.....	68%	69%	71%
Knew the Executive Director held a meeting with residents.....	17%	11%	15%

* Large LHAs in Metro Boston include: Arlington, Boston, Chelsea, Everett, Quincy, Revere, Somerville, Waltham, Watertown. (Please note that survey data may not have been received from each one of these nearby LHAs.)

Maintenance and Repair

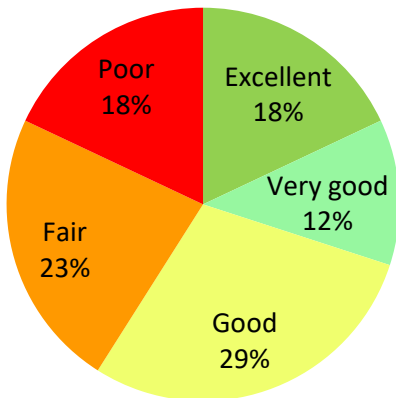
- **Communication with maintenance staff:** Residents were asked about their interactions with the Revere Housing Authority maintenance staff in the last 12 months.

	Revere Housing Authority	Large LHAs in Metro Boston	Entire State
Felt they were usually or always treated with courtesy and respect when they contacted maintenance.....	74%	72%	75%
Were contacted by the Housing Authority before staff entered their apartment.....	90%	86%	86%

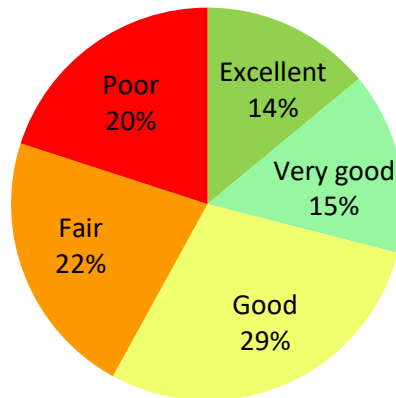
- **Overall maintenance:** Respondents were asked how they would rate overall building maintenance (such as clean halls and stairways and having lights and elevators that work) and outdoor space maintenance (such as litter removal and clear walkways) in the last 12 months.

Building maintenance:

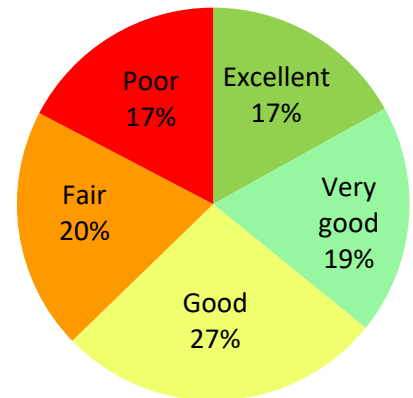
**Revere
Housing Authority**



**Large LHAs
in Metro Boston**

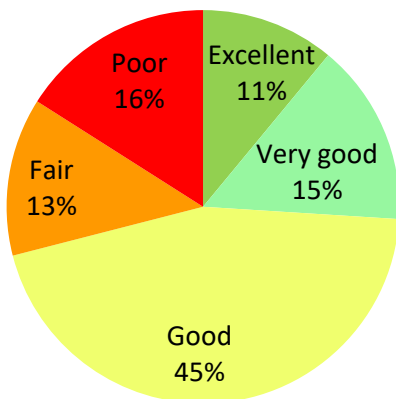


Entire State

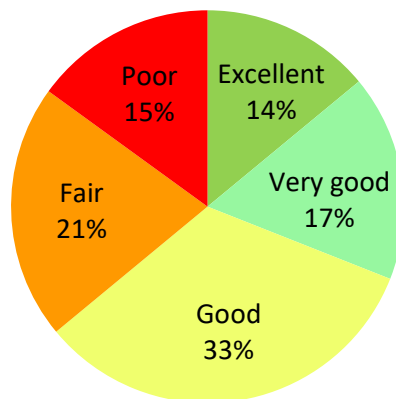


Outdoor maintenance:

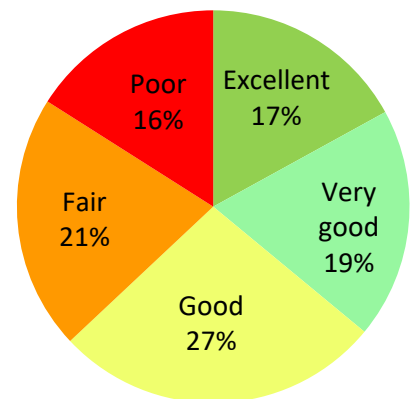
**Revere
Housing Authority**



**Large LHAs
in Metro Boston**



Entire State



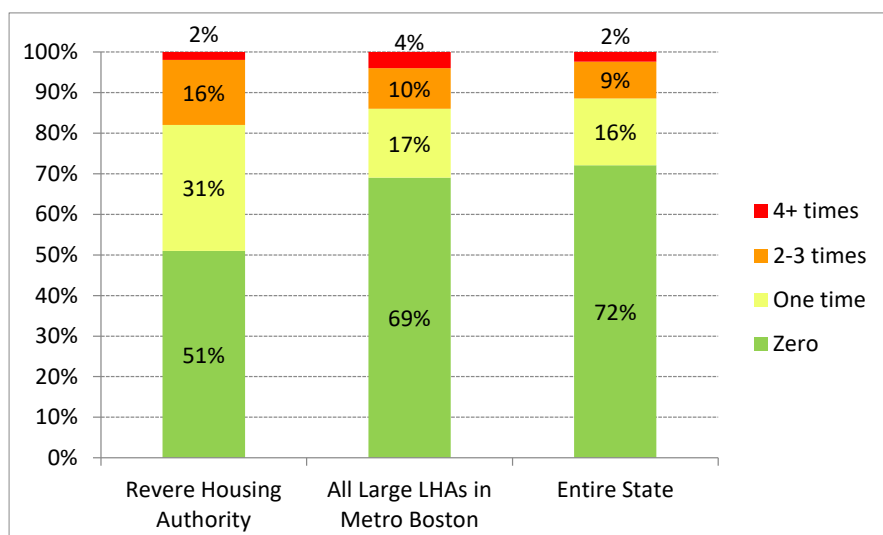
- **Heating and Water Problems:** About two-thirds of respondents had a problem with their heating and more than three-quarters had a plumbing problem in the last 12 months.

	Revere Housing Authority	Large LHAs in Metro Boston	Entire State
Had any heating problem.....	68%	55%	56%
Had any water problem.....	82%	74%	74%

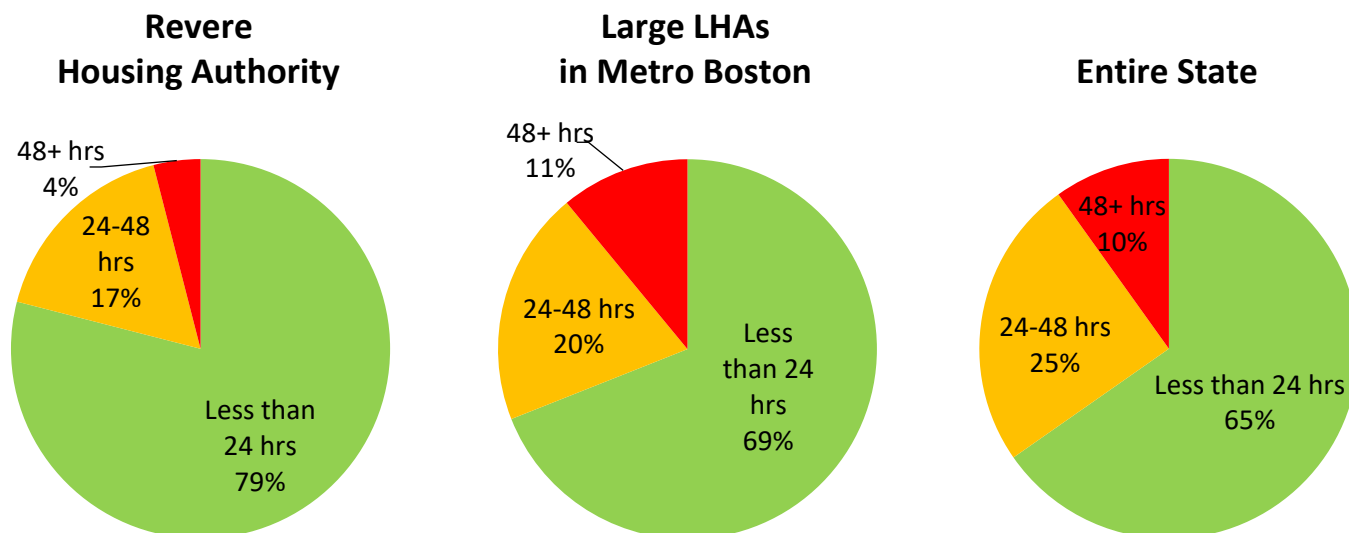
• Heating Problems

How many times did residents completely lose heat?

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



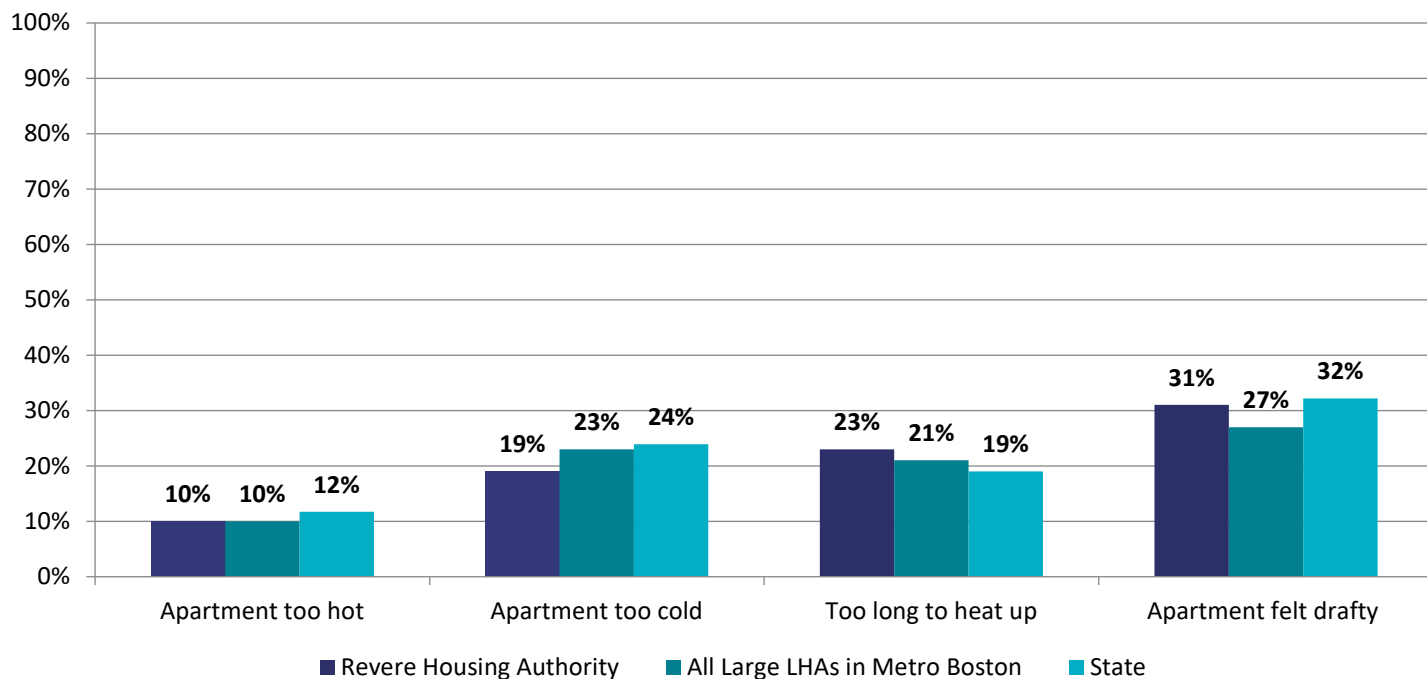
How long did it usually take for heat to come back on? For those respondents who reported completely losing heat, we asked how long it usually took for the heat to come back on – less than 24 hours, 24 - 48 hours, or more than 48 hours.



- **Other Heating Problems**

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

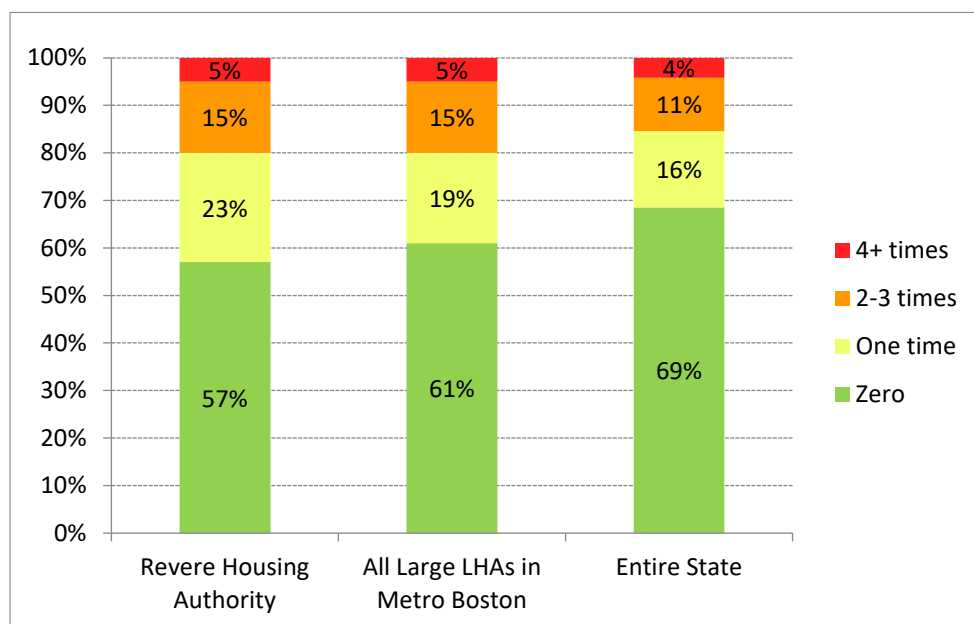
The chart below shows what percentage of residents experienced other heating problems in the last 12 months.



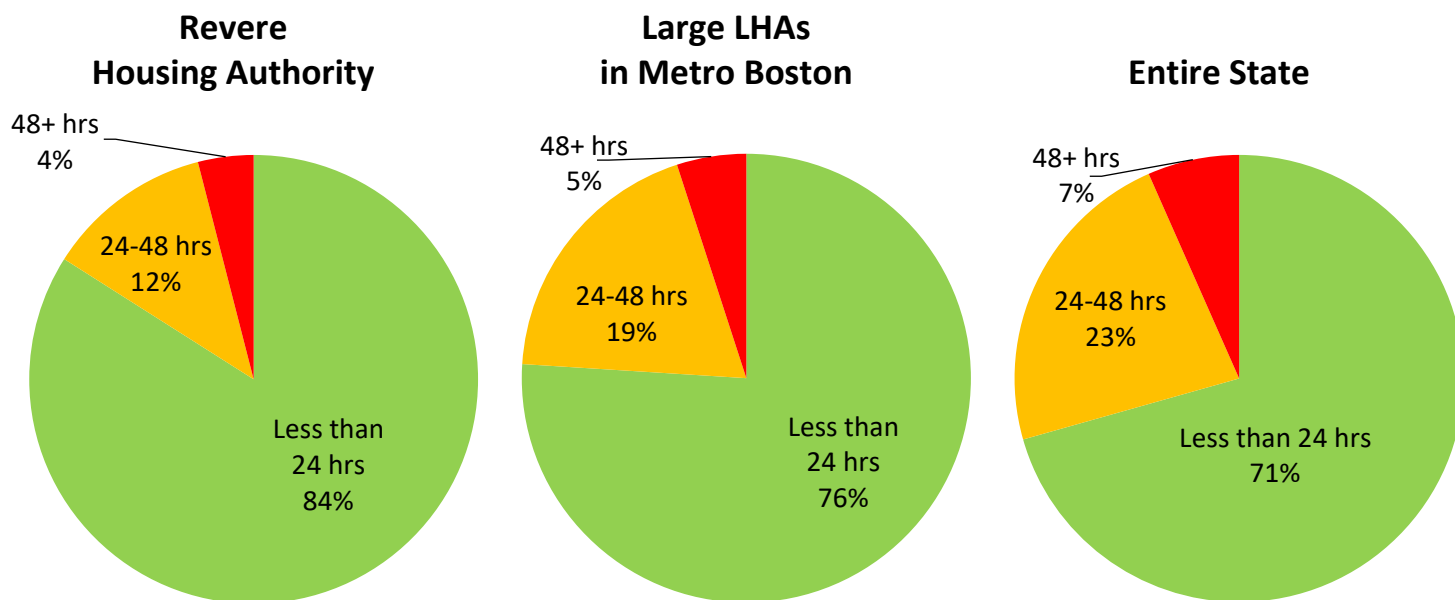
- **Water or Plumbing Problems**

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

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



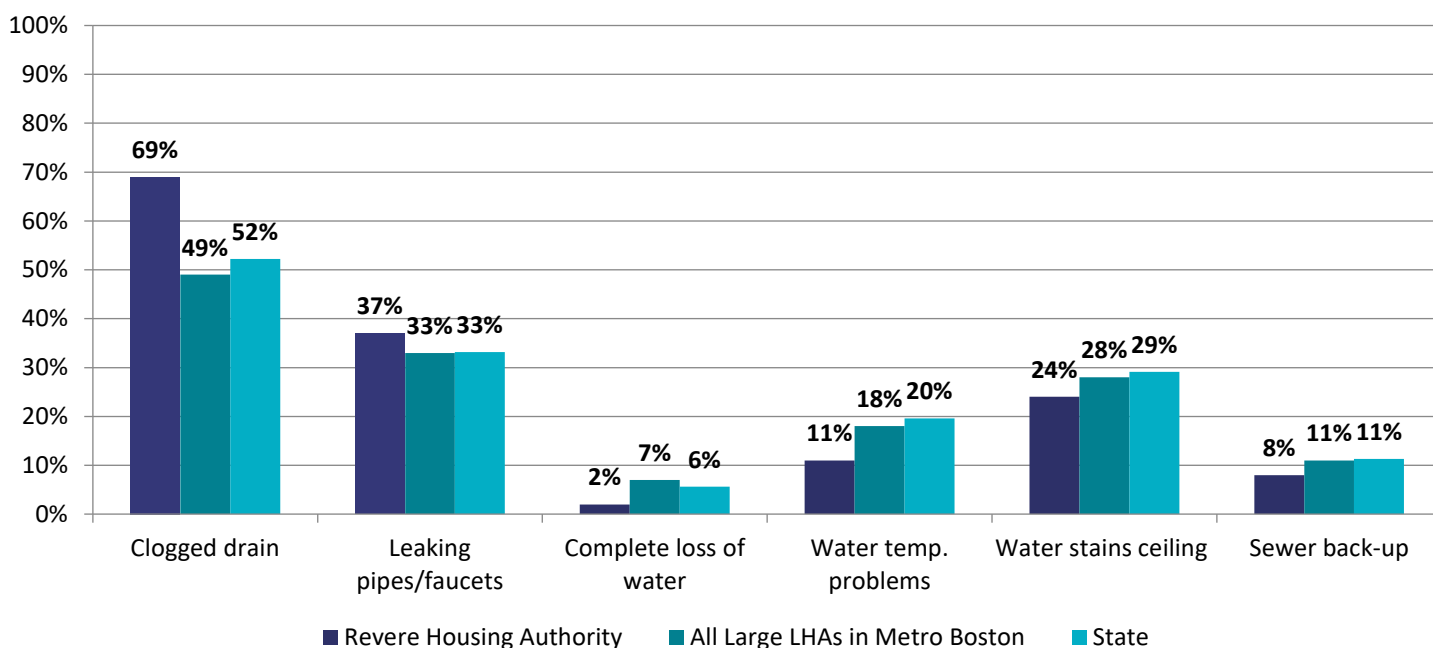
How long did it usually take for hot water to come back on? For those respondents who reported not having hot water in their apartment, we asked how long it usually took for hot water to come back on – less than 24 hours, 24 - 48 hours, or more than 48 hours.



• Other Water or Plumbing Problems

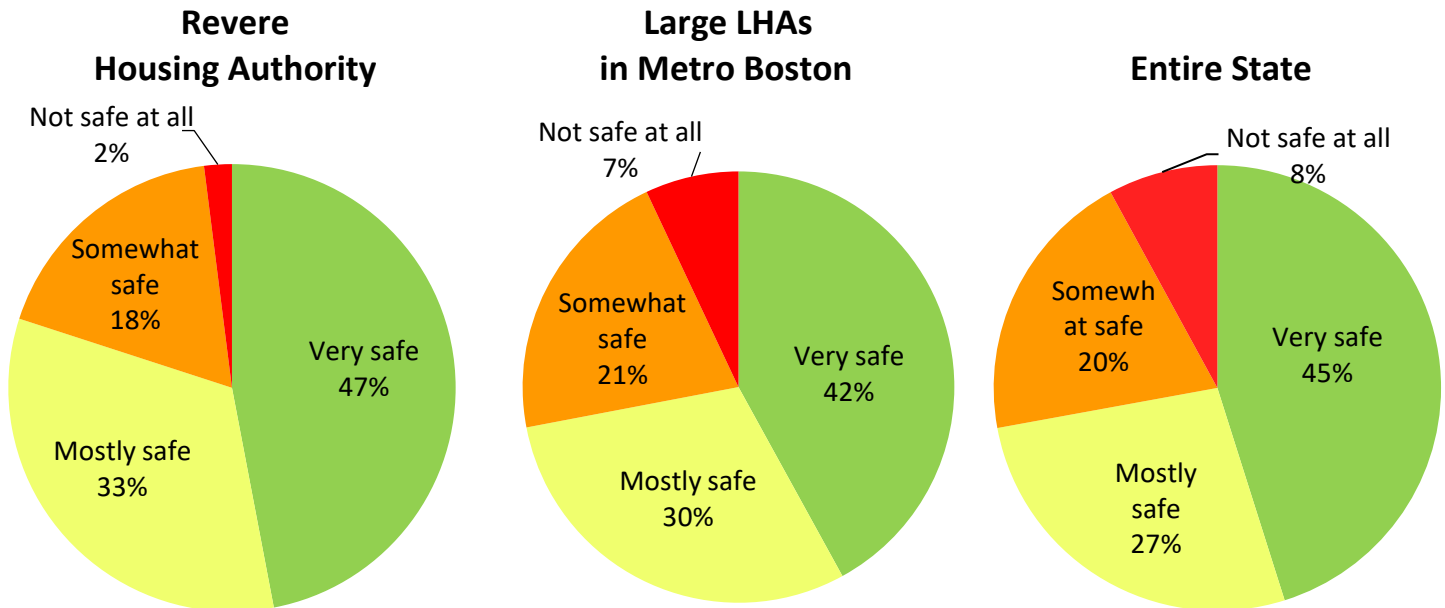
In the last 12 months did residents have other water or plumbing problems?

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

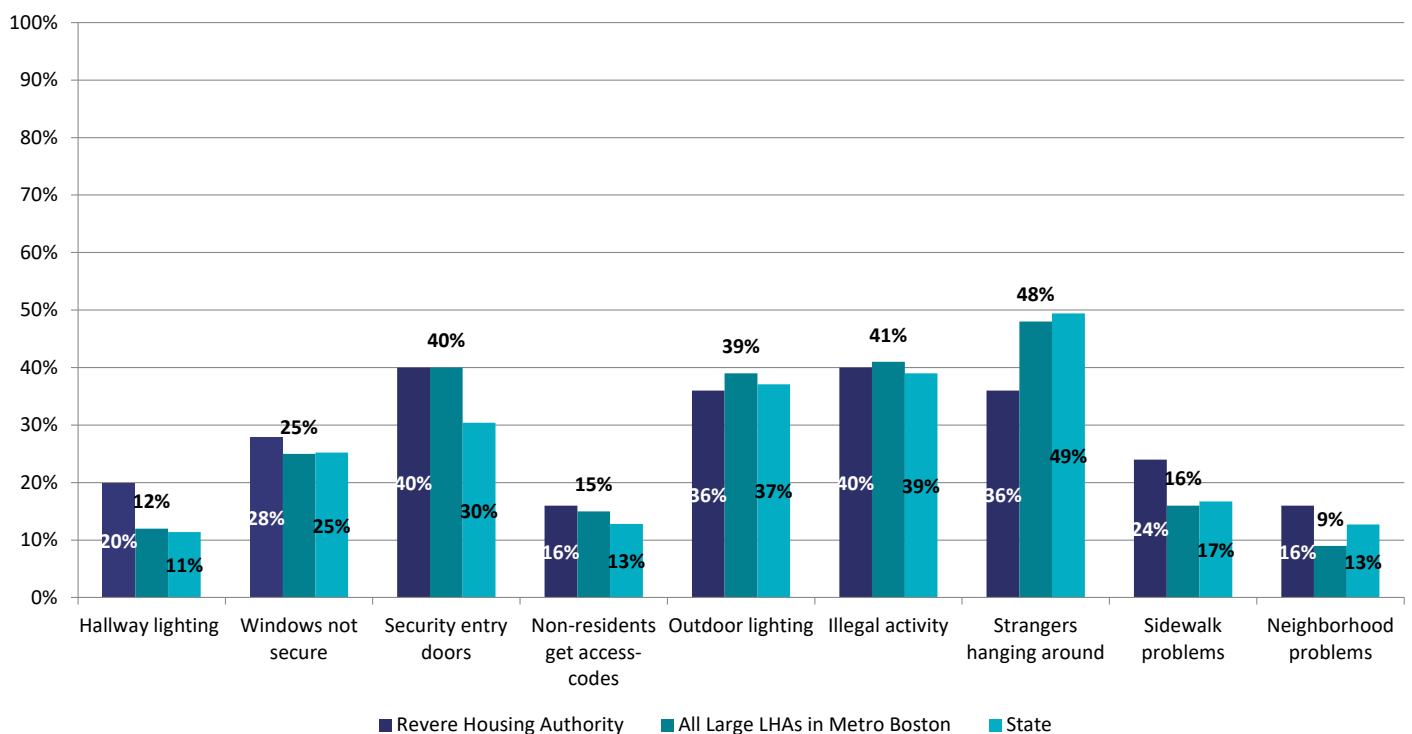


Safety

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



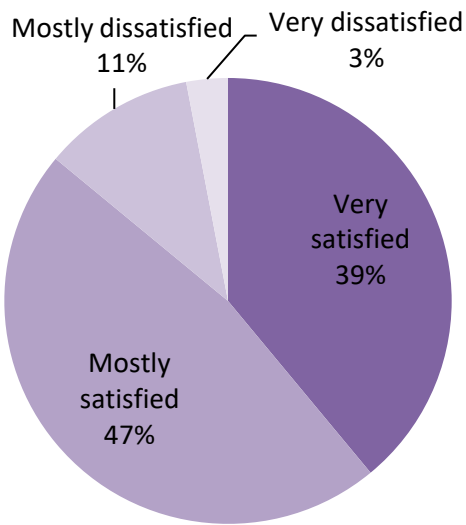
Reasons why respondents felt unsafe in their development: Respondents were asked why they felt unsafe in their development. This chart shows what specific concerns respondents mentioned.



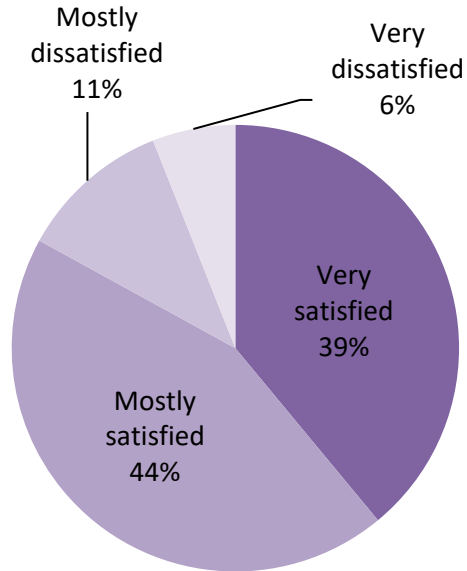
Overall Satisfaction

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

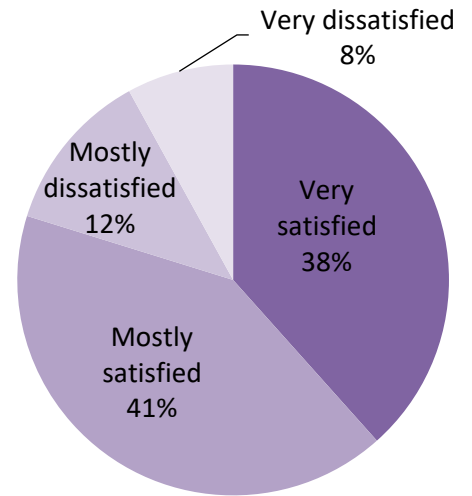
**Revere
Housing Authority**



**Large LHAs
in Metro Boston**



Entire State



REVERE HOUSING AUTHORITY

Performance Management Review (PMR) Report

Fiscal Year End 03/31/2022

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

Performance Management Review

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD) PMR Desk Audit Ratings Summary Official Published PMR Record For a detailed report of the Performance Management Review (PMR), please contact the Local Housing Authority	
Housing Authority	Revere Housing Authority
Fiscal Year Ending	03/31/2022
Housing Management Specialist	Melanie Loveland-Hale
Facilities Management Specialist	Todd Lawson

Criteria	Score/Rating			
	Management			
Occupancy Rate	c.667	c.705	c.200	Cumulative
	No Findings	No Findings	No Findings	No Findings
Tenant Accounts Receivable (TAR)	c.667	c.705	c.200	Cumulative
	Paused due to COVID-19	Paused due to COVID-19	Paused due to COVID-19	Paused due to COVID-19
Board Member Training	No Findings			
Certifications and Reporting Submissions	Operational Guidance			
Annual Plan	No Findings			
	Financial			
Adjusted Net Income	Paused due to COVID-19			
Operating Reserves	No Findings			
	Capital			
Capital Spending	Paused due to COVID-19			

LHA Revere

Occupancy

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

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

Certifications and Reporting Submissions

Rating: Operational Guidance

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

Operating Reserve

Rating: No Findings

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

Board Member Training

Rating: No Findings

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

Annual Plan Submission

Rating: No Findings

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

Performance Management Review

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

Housing Authority	Revere Housing Authority
Fiscal Year Ending	03/31/2022
Housing Management Specialist	Melanie Loveland-Hale
Facilities Management Specialist	Todd Lawson

Inspection and Work Order System Criteria	Rating
Inspections	
LHA conducted 100% of the unit inspections.	Paused due to COVID-19
Inspections report noted 100% of the necessary repairs in each unit.	Paused due to COVID-19
100% of inspection-related work orders were generated.	Paused due to COVID-19
Work order system identifies, tracks, and can produce reports for inspection work orders.	Paused due to COVID-19
Inspection work orders were completed within 30 calendar days from the date of inspection, OR if cannot be completed within 30 calendar days, are added to the Deferred Maintenance Plan or included in the Capital Improvement Plan in the case of qualifying capital repairs (unless health/safety issue).	Paused due to COVID-19
Work Order System	
Emergency work orders defined per PMG, identified, tracked, reportable.	No Findings
Emergency work orders initiated within 24 to 48 hours.	No Findings
Vacancy work orders identified, tracked and reportable.	No Findings
Vacancy work orders were completed within 30 calendar days or if not completed within that timeframe, LHA has a waiver.	No Findings
Comprehensive Preventive Maintenance Program exists & preventive work orders identified, tracked, and reportable.	No Findings
Routine work orders identified, tracked, reportable and completed regularly.	No Findings
Requested work orders are identified, tracked and reportable.	No Findings
Requested work orders were completed in 14 calendar days from the date of tenant request or if not completed within that timeframe (and not a health or safety issue), the task was added and completed in a timely manner as a part of the Deferred Maintenance Plan and/or CIP.	Paused due to COVID-19
LHAs have a 24 hour system for responding to emergencies and have distributed definition of emergency to residents, staff and answering service (if applicable).	No Findings

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

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

Housing Authority	Revere Housing Authority
Fiscal Year Ending	3/31/2022
Housing Management Specialist	Melanie Loveland-Hale
Facilities Management Specialist	Todd Lawson

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

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

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

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

Additional Notes:

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

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

Additional Notes:

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

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

Additional Notes:

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

Criteria D: Inspection - No Findings

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

Criteria H: Vacancy - No Findings

Criteria K: Routine - No Findings

Criteria L: Requested - No Findings

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

Additional Notes:

Timely Completion of Work Order Types

Criteria E: Inspection - No Findings

Criteria G: Emergency - No Findings

Criteria I: Vacancy - No Findings

Criteria M: Requested - No Findings

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

Additional Notes:

Emergency Work Order:

Vacancy Work Order:

Timeliness Requested Work Order:

Timeliness of Inspection Work Order:

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

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

Additional Notes:

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

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

Additional Notes: