

**Overview and Certification**

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

**Overview and Certification**

The Somerville 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. Tenant Association Letters
  - b. Tenant Association Letters
  - c. Public Comments Received
  - d. Cover sheet for tenant satisfaction surveys
  - e. Tenant Satisfaction Survey 667 Program
  - f. Tenant Satisfaction Survey 200 and 705 Program
  - g. Performance Management Review
  - h. Bryant Manor Physical Needs Assessment (2020)

## Overview and Certification

**State-Aided Public Housing Developments**

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

Dev No	Type	Development Name	Num Bldgs	Year Built	Dwelling Units
200-01	Family	CLARENDON HILL 200-01	9	1948	216
667-07	Elderly	CLARENDON HILL TOWERS 667-07	3	0	41
667-02	Elderly	CORBETT APARTMENTS 667-02	2	1964	99
200-02	Family	MYSTIC River 200-02	12	1949	242
	Family	Family units in smaller developments	2		3
	Elderly	Elderly units in smaller developments	1		5
	Other	Special Occupancy units	1		8
Total			30		614

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
667-04	Elderly	BRYANT MANOR 667-04	1	1978	134
689-02	Other	HAGAN MANOR 689-02	1	1910	24

**Overview and Certification****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.

Somerville Housing Authority manages 13 MRVP vouchers.

**Federally Assisted Developments**

Somerville Housing Authority also manages Federally-assisted public housing developments and/or federal rental subsidy vouchers serving 2040 households.

**Additional Remarks on LHA Data**

Pertaining to our Special Occupancy units & after discussions/emails (dated Friday, October 16, 2020 1:15 PM) with Paul McPartland and further discussions with Rick Brouillard (DHCD) based on similar situations we have been advised to leave the Special Occupancy units as is at 8 units. This is due to the fact that the DDS (689 units) are in a 667 development. Furthermore, the said 667 development (Monmouth Street) is no longer occupied.

**LHA Central Office**

Somerville Housing Authority  
30 Memorial Road, Somerville, MA, 02145  
Joseph Macaluso, Executive Director  
Phone: 617-625-1152  
Email: joem@sha-web.org

**LHA Board of Commissioners**

	<u>Role</u>	<u>Category</u>	<u>From</u>	<u>To</u>
Ronald Bonney	Chair	State Appointee	05/06/2002	06/07/2021
Louis Ferrara	Treasurer		10/11/2019	06/07/2022
Eleanor Rances	Member	Tenant	11/16/2018	06/07/2025



**Overview and Certification****Local Tenant Organizations**

	<u>Date of Recognition by LHA</u>	<u>Date LHA Reviewed Draft AP with LTO</u>
Clarendon Tenants Association	11/10/2016	11/10/2022
Bryant Manor Tenant Association	03/06/2019	11/10/2022

**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.	11/02/2022
B.	Advertise the public hearing in public postings.	11/02/2022
C.	Notify all LTO's and RAB, if there is one, of the hearing and provide access to the Proposed Annual Plan.	11/01/2022
D.	Post draft AP for tenant and public viewing.	11/02/2022
E.	Hold quarterly meeting with LTO or RAB to review the draft AP. (Must occur before the LHA Board reviews the Annual Plan.)	11/10/2022
F.	Annual Plan Hearing. Hosted by the LHA Board, with a quorum of members present. (For Boston, the Administrator will host the hearing.)	12/22/2022
G.	Executive Director presents the Annual Plan to the Board.	12/22/2022
H.	Board votes to approve the AP. (For Boston Housing Authority, the Administrator approves and submits the AP.)	12/22/2022

## Certification

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

I, Robert Muollo, Deputy Director of the Somerville Housing Authority, certify on behalf of the Housing Authority that I have conducted an annual review of all Somerville 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 Somerville 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, Robert Muollo, Deputy Director of the Somerville 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: 12/29/2022

The Department of Housing and Community Development (DHCD) completed its review of this Annual Plan (AP) on June 13, 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 Somerville Housing Authority**

The SHA's goals are to maintain the infrastructure of our buildings for the long term, improve the walking paths and landscape around our buildings, renovate kitchens on an ongoing basis, continue our phased Roofing improvement project at our 200-12 site, continue our phased Concrete repair and painting project at our 200-1 site and rebuild our exterior concrete stairs and bring handrails up to code compliance at our 667-2 site. The SHA has included \$170,000 funding from our Operating Reserve to help fund our roofing improvements project FISH # 274145

**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)	\$1,865,861.15		Total of all FF awards minus prior FF spending
LHA Emergency Reserve	\$279,879.17		Amount to reserve for emergencies
Net FF Funds (First 3 Years of the CIP)	\$1,585,981.98	\$1,352,579.07	Funds to plan & amount actually planned in the first 3 years of the CIP
ADA Set-aside	\$12,394.68	\$12,394.68	Accessibility projects
DMH Set-aside	\$0.00	\$0.00	Dept. of Mental Health facility
DDS Set-aside	\$36,604.92	\$36,604.92	Dept. of Developmental Services facility
Unrestricted Formula Funding (FF)	\$1,536,982.37	\$1,303,579.47	Funds awarded by DHCD to be used on projects selected by the LHA and approved by DHCD.
Special DHCD Funding	\$-771,718.75	\$-841,418.75	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	\$169,987.54	\$169,987.54	Funds from the LHA's operating budget.
Other Funds	\$1,345,736.48	\$1,345,736.48	Funds other than those in the above categories. See explanation below.
Total funds and planned spending	\$2,329,987.24	\$2,026,884.34	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
274112	PEHO Grant	CLARENDON HILL 200-01	\$1,300,001	\$1,299,657	\$0	\$0	\$0	\$0	\$0	\$0
274130	OR Boiler Replacements 200-2	MYSTIC River 200-02	\$64,238	\$0	\$0	\$0	\$0	\$0	\$0	\$0
274134	ARPA FF: Buildg Envel-Concrete Repairs Phase 1 200-2	MYSTIC River 200-02	\$287,440	\$15,975	\$0	\$177,783	\$7,533	\$0	\$0	\$0
274136	Roof Replacement Phase 4	MYSTIC River 200-02	\$249,700	\$196,596	\$0	\$53,105	\$0	\$0	\$0	\$0
274137	ARPA FF: Site Improv-Concrete Walkways - Phase 2 200-2	MYSTIC River 200-02	\$165,007	\$0	\$0	\$10,954	\$101,212	\$0	\$0	\$0
274138	Kitchen Rehab	PROSPECT HOUSE 689-01	\$38,130	\$11,383	\$0	\$26,747	\$0	\$0	\$0	\$0
274144	Building Envelope Concrete Repairs Phase 2	MYSTIC River 200-02	\$200,155	\$0	\$0	\$14,425	\$185,731	\$0	\$0	\$0
274145	ARPA FF: Roof Replacement Phase 5 & Admin Building 200-2	MYSTIC River 200-02	\$447,925	\$0	\$0	\$103,618	\$9,308	\$0	\$0	\$0
274146	ARPA FF: Interior Apt - Rear Door Rplcmt 667-2	CORBETT APARTMENTS 667-02	\$354,837	\$248,863	\$0	\$1,796	\$0	\$0	\$0	\$0
274147	Entryway Doors	PROSPECT HOUSE 689-01	\$7,418	\$0	\$0	\$7,418	\$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
274151	ARPA FF: Various Site work 200-2 274153 & 274154	MYSTIC River 200-02	\$221,569	\$7,260	\$0	\$118,896	\$23,838	\$0	\$0	\$0
•	PEHO Project Relocations Clarendon Hill Apartments	CLARENDON HILL 200-01	\$190,158	\$0	\$0	\$0	\$190,158	\$0	\$0	\$0
•	SOM Roof Replacement Phase 6	MYSTIC River 200-02	\$254,967	\$0	\$0	\$0	\$0	\$34,596	\$220,372	\$0
•	Buiding envelope Concrete Repairs Phase 3	MYSTIC River 200-02	\$268,239	\$0	\$0	\$0	\$0	\$0	\$459	\$133,556
•	Roof Replacement Mystic River - Phase 7	MYSTIC River 200-02	\$374,222	\$0	\$0	\$0	\$0	\$0	\$89,080	\$285,143
•	Phase 4 Kitchen Modernization	CORBETT APARTMENTS 667-02	\$149,527	\$0	\$0	\$0	\$149,527	\$0	\$0	\$0
•	Concrete Stairs Replacement	CORBETT APARTMENTS 667-02	\$326,700	\$0	\$0	\$0	\$41,494	\$285,207	\$0	\$0
•	ARPA FF: Landscaping Project - Link to FISH 274139	CORBETT APARTMENTS 667-02	\$198,931	\$0	\$0	\$0	\$0	\$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
274112	PEHO Grant	PEHO Full Grant - Public and Market-rate housing	\$0	\$0	\$0	\$434,813	\$0	\$0	\$0	\$865,189
274130	OR Boiler Replacements 200-2		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$64,238
274134	ARPA FF: Buildg Envel-Concrete Repairs Phase 1 200-2	ARPA Formula Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$91,219
274137	ARPA FF: Site Improv-Concrete Walkways - Phase 2 200-2	ARPA Formula Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000
274145	ARPA FF: Roof Replacement Phase 5 & Admin Building 200-2	ARPA Formula Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$170,000	\$165,000
274146	ARPA FF: Interior Apt - Rear Door Rplcmt 667-2	ARPA Formula Funding	\$0	\$107,000	\$0	\$0	\$0	\$0	\$0	\$36,221
274151	ARPA FF: Various Site work 200-2 274153 & 274154	ARPA Formula Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$74,000
•	ARPA FF: Landscaping Project - Link to FISH 274139		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,475



## **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.

Somerville 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.

Projected spending on projects currently in bidding or construction exceeds Cap Share in one or more years of the CIP. Related to Active FISH Projects in the 2nd year

#### **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.

Somerville Housing Authority has requested \$190,158.00 in DHCD Emergency Reserve funding for project #274-200-01-0-22-2300, PEHO Project Relocations Clarendon Hill Apartments. Reason: Vacant apartment Rehabilitation for relocated tenants due to Redevelopment Project

#### **3. Overall goals of the Housing Authority's CIP**

The SHA's goals are to maintain the infrastructure of our buildings for the long term, we will continue improve the landscape and walking paths around the buildings, and improve the living conditions of the apartments. We will accomplish this by phased roofing and phased exterior repair projects, along with some site improvements and interior kitchen modernizations.

#### **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:

We have added 1 project at or 667-02 which was not in the previous Plan. We will be using some ARPA funds to address this. See - ARPA FF: Landscaping Project - Link to FISH 274139 (CPS Project # 274-667-02-001-20-458 which needs to be linked up to FISH #274139)

**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 08/08/2022.

**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 12/15/2021.

**8. Project priorities**

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

**9. High priority deficiencies**

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

We have depleted our funding resources at this time. We will address further deficiencies when additional funds become available

**10. Accessibility**

We have identified the following accessibility deficiencies in our portfolio:

ADA Ramp At the Admin Building

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

We are addressing the ADA Ramp At the Admin Building at this time

**11. Special needs development**

Somerville Housing Authority has one or more special needs (167 or 689 programs) development. We have completed the service provider input process according to the required procedures detailed in the lease agreement and held an annual meeting with the service provider staff at all special needs developments as of 08/15/2022.

## 12. Energy and water consumption

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

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

	Electric PUM > Threshold	Gas PUM > Threshold	Oil PUM > Threshold	Water PUM > Threshold
Threshold PUM:	\$100	\$80	\$50	\$60

667-05

705-01

The 667-05 is now offline and will be sold off and gas & water have been shut off.

We will look into what needs to be addressed at the 705-01

## 13. Energy or water saving initiatives

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

## 14. Vacancy rate

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

1% c. 667 (DHCD Goal 2%)

15% c. 200 (DHCD Goal 2%)

0% c. 705 (DHCD Goal 2%)

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

We have a major of tearing down buildings down and tenants are being relocated form the units that are being demolished.

# CIP Approval For Somerville Housing Authority for FY 2023

## Formula Funding Capital Improvement Plan (CIP), WorkPlan 5001

6/13/2023

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

- Please design projects to more resilient standards. The roof replacement should be a light colored roof, to reflect sunlight and help keep the building cool. DHCD Sustainability funding may be able to assist.

There are no projects to be managed independently by the LHA.

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
274-200-01-0-22-2300	274155	PEHO Project Relocations Clarendon Hill Apartments	\$190,158.00	\$0.00	JOLSEN	07/17/2023

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 6/13/2023 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	617-625-4522	24 hours a day, 7 days per week
Call LHA at Phone Number	617-625-4522	8:00AM to 4:00PM, Monday to Friday

Our Maintenance staff are aware of and trained for emergency situations. In the event of an emergency, all other work comes to a stop and the emergency is addressed until the situation is safe. We have instructed staff and residents to call 911 for any situation that is immediately threatening to life or safety.

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 Somerville 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

### Normal Maintenance Request Process

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

METHOD	CONTACT INFO.	TIMES
Text Phone Number		
Call Answering Service	617-625-4522	24 hours a day, 7 days per week
Call Housing Authority Office	617-625-4522	8:00 AM to 4:00 PM (Monday to Friday)
Submit Online at Website		
Email to Following Email		
Other		

*The SHA works hard to ensure everything in our residents' apartments and buildings is running smoothly. If anything in an apartment or building needs repair, residents are instructed to contact SHA Maintenance to report the needed repair and get a work order number. SHA Maintenance staff generates a work order and a work order number each time residents call to request a repair. A work order describes the nature of the repair and records the date and time of the request.*

*Work order numbers enable SHA staff to easily track each repair. To ensure problems are addressed promptly, residents are asked to get and keep their work order number each time a repair request is made. Maintenance staff are instructed not to make repairs until they have a work order from the SHA Maintenance office.*

### Work Order Management

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

Type of work order system: PHAWeb

Work order classification used:

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

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



C. Our work order process includes the following steps:

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

### **Maintenance Plan Narrative**

Following are Somerville 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 Somerville Housing Authority Maintenance operation has been very favorable, with some challenges as we re-establish formerly "paused" routine operations due to COVID-19 and make necessary adjustments to service delivery. As health and operations guidelines shifted due to COVID-19 and maintenance staff were restricted from performing certain duties, it was challenging to please every resident, staff and the community. In 2022, SHA had over 125 vacant units – the highest in recent memory, and federal REAC inspections resumed at every federal building. The staff did an exceptional job despite not being able to conduct routine, in-unit maintenance over the past two years. Maintenance operations has room to improve to complete vacancy work orders within 30 calendar days.

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

There have been many changes in the Maintenance Department during the past year. With COVID-19 almost behind us, staff continue to adjust to evolving public health guidelines and prepare for possible surges. COVID adjustments have impacted staff, residents, and the community: we've changed our ways of inspecting, managing, and meeting with individuals and groups.

In the past year, the SHA hired a part-time Maintenance Clerk, that amongst other duties, assists with a back log of Reasonable Modification requests, and coordinates work with our many contractors and subcontractors at all assigned buildings. Each maintenance site staff person now has a contractor log for each contractor assigned work on the sites. Finally, the SHA created a new report that maintenance, housing management, and tenant selection staff use to track vacant unit status.

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

1) Continue to service the needs of the SHA community; 2) Continue to adjust and improve service delivery under evolving restrictions in the post COVID-19 era; 3) Maintain preventive maintenance programs to remain proactive rather than re-active to emergency call situations; 4) Train staff in REAC and the new NSPIRE guidelines; 5) Promote employee training on new and evolving systems, technologies, and programs; 6) Maintain buildings for the long term, and improve the landscape, walking paths, and apartment living conditions; 7) Work with the Modernization Department to phase in projects such as roofing, exterior repairs, site improvements and kitchen modernizations; 8) Make vacant units maintenance ready in less than 21 days. If we expect a vacancy work order to exceed 30 days, proactively make administrative staff aware of any such delays and work with housing managers to submit a vacancy waiver; and 9) Educate staff and residents on new and evolving COVID-19 guidelines.

**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	\$1,984,683.00	\$85,000.00
Last Fiscal Year Actual Spending	\$2,032,003.00	\$26,921.00
Current Fiscal Year Budget	\$2,027,250.00	\$266,800.00

E. Unit Turnover Summary

# Turnovers Last Fiscal Year	37
Average time from date vacated to make Unit "Maintenance Ready"	52 days
Average time from date vacated to lease up of unit	75 days

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

Under the direction of the Director of Maintenance, the Maintenance Department manages the day-to-day operations of custodial, grounds and building maintenance, inspections, turnovers, routine, and emergency work orders and preventive maintenance. The Director of Maintenance also schedules, assigns, reviews, and supervises the work of all employees in the Maintenance Department, all of which hold a variety of work skills necessary for the maintenance and repair of SHA buildings and residences.

**Attachments**

These items have been prepared by the Somerville 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.

# SOMERVILLE HOUSING AUTHORITY PREVENTATIVE MAINTENANCE PLAN

## January Preventative Maintenance Tasks

\*\*Every week throughout the year, common areas, hallways, community rooms, and basements will be monitored for cleanliness and debris/dangerous items/blocked egresses. All building and grounds work orders will note any items requiring repairs. Community rooms and bathrooms in community rooms will be cleaned weekly/daily depending on the usage.

1. Boiler winter preventative maintenance at all additional complexes.
2. Clean dryer vents for all complexes except Family Housing and Ashland Street.
3. Vehicle Inspection:
  - Check all fluid levels: crank case, transmission, etc.
  - Check antifreeze, radiator rust inhibitor, and thermostat.
  - Check windshield washer fluid.
  - Check belts and hoses.
  - Check plugs, wiring, battery, clean and grease terminals.
  - Clean out air cleaner.
  - Check wheel alignment and tire balance (signs of uneven wear).
  - Check heater and defroster.
  - Check wiper blades for wear.
  - Check underbody for corrosion and hose off.
  - Change engine oil in all vehicles. (1<sup>st</sup> quarter)
4. Check Smoke and Carbon Monoxide detectors during annual inspections.
5. Inventory tools, equipment, in stock.
6. Inventory of supplies and small parts.
7. Unit inspections scheduled for this month.
8. Notify Property Manager of lease enforcement issues regarding snow removal.
9. Check all chimneys, exhaust and intake vents free of snow throughout the winter season and keep dryer exhaust vents free of snow throughout the winter season.

\*blocked chimneys, exhaust vents and intake vents could result in carbon monoxide poisoning and can affect the performance of the furnace.

## February Preventative Maintenance Tasks

1. Monitor on-going snow removal
2. Vehicle Inspection:
  - a. Check all fluid levels: crank case, transmission, etc.
  - b. Check antifreeze, radiator rust inhibitor, and thermostat.
  - c. Check windshield washer fluid.
  - d. Check belts and hoses.
  - e. Check plugs, wiring, battery, clean and grease terminals.
  - f. Clean out air cleaner.
  - g. Check wheel alignment and tire balance (signs of uneven wear).
  - h. Check heater and defroster.
  - i. Check wiper blades for wear.
  - j. Check underbody for corrosion and hose off.
3. Check Smoke and Carbon Monoxide detectors during annual inspections.
4. Inventory of supplies and small parts.
5. Unit inspections as scheduled for each month.
6. Notify Property Manager of lease enforcement issues regarding snow removal and common hallways and stairs free from all obstructions. (PHN 2012-12)
  - According to the State Sanitary code 105 CMR 410.451 - No person shall obstruct any exit or passageway. The owner is responsible for maintaining free from obstruction every exit used or intended for use by occupants of more than one dwelling unit or rooming unit. The occupant shall be responsible for maintaining free from obstruction all means of exit leading from his unit and not common to the exit of any other unit.
7. Check all chimneys, exhaust and intake vents free of snow throughout the winter season and keep dryer exhaust vents free of snow throughout the winter season.
  - Blocked chimneys, exhaust vents and intake vents could result in carbon monoxide poisoning and can affect the performance of the furnace.

## March Preventative Maintenance Tasks

1. Reset light timers and clocks for daylight saving time. .
2. Monitor on-going snow removal.
3. Clean maintenance areas.
4. Touch up all common area paint.
5. Strip, wax and buff VAT and linoleum flooring in community rooms and bathrooms.
6. Clean baseboard heaters in all common areas except Family Housing And Ashland Street.
7. Vehicle Inspection:
  - a. Check all fluid levels: crank case, transmission, etc.
  - b. Check antifreeze, radiator rust inhibitor, and thermostat.
  - c. Check windshield washer fluid.
  - d. Check belts and hoses.
  - e. Check plugs, wiring, battery, clean and grease terminals.
  - f. Clean out air cleaner.
  - g. Check wheel alignment and tire balance (signs of uneven wear).
  - h. Check heater and defroster.
  - i. Check wiper blades for wear.
  - j. Check underbody for corrosion and hose off.
8. Check Smoke and Carbon Monoxide detectors during annual inspections.
9. Clean/disinfect trash areas.
10. Unit inspections as scheduled for the month.
11. Notify Property Manager of lease enforcement issues regarding furniture, trash and debris free from exteriors.
12. Inventory of supplies and small parts.
13. Check all chimneys, exhaust and intake vents free of snow throughout the winter season and keep dryer exhaust vents free of snow throughout the winter season.

## April Preventative Maintenance Tasks

1. Inspect all entry doors.
2. Clean dryer vents and exhaust vents.
3. Service lawn equipment.
4. Inspect roofs and siding.
5. Clean common area flooring and carpeting.
6. Clean/disinfect dumpsters and trash area.
7. Cleaning of parking areas, roadways, driveways, walkways and storm drains.
8. Inspect trees and coordinate trimming service as needed (maintain 10ft distance from buildings)
9. Vehicle Inspection:
  - a. Check all fluid levels: crank case, transmission, etc.
  - b. Check antifreeze, radiator rust inhibitor, and thermostat.
  - c. Check windshield washer fluid.
  - d. Check belts and hoses.
  - e. Check plugs, wiring, battery, clean and grease terminals.
  - f. Clean out air cleaner.
  - g. Check wheel alignment and tire balance (signs of uneven wear).
  - h. Check heater and defroster.
  - i. Check wiper blades for wear.
  - j. Change engine oil in all vehicles (2<sup>nd</sup> quarter)
10. Check Smoke and Carbon Monoxide detectors during annual inspections.
11. Inventory of supplies and small parts.
12. Unit inspections as scheduled for the month.
13. Notify Property Manager of lease enforcement issues: Check for proper AC installation according to SHA AC Policy.

## May Preventative Maintenance Tasks

1. Clean all storm drains.
2. Sidewalk and parking lot crack and crevice sealing and repair.
3. Weed treatment at all sites.
4. Edge and mulch all planting beds.

**NOTE: Please note that in accordance with 527 CMR 17, which took effect September 2012, the new application of mulch within 18 inches around combustible exteriors of buildings such as wood or vinyl, but not brick or concrete, is prohibited.**

5. Clean/disinfect dumpsters and trash areas.
6. Prune/trim all shrubs and bushes away from buildings (maintain 2ft clearance from all structures).
7. Vehicle Inspection:
  - a. Check all fluid levels: crank case, transmission, etc.
  - b. Check antifreeze, radiator rust inhibitor, and thermostat.
  - c. Check windshield washer fluid.
  - d. Check belts and hoses.
  - e. Check plugs, wiring, battery, clean and grease terminals.
  - f. Clean out air cleaner.
  - g. Check wheel alignment and tire balance (signs of uneven wear).
  - h. Check heater and defroster.
  - i. Check wiper blades for wear.
8. Inventory of supplies and small parts.
9. Check Smoke and Carbon Monoxide detectors during annual inspections.
10. Unit inspections as scheduled for the month.
11. Notify Property Manager of lease enforcement: Cooking grills and pools.
  - All cooking grills should be used a minimum of 10 feet from all structures.
  - Pools must be emptied each night and not left unattended.



## June Preventative Maintenance Tasks

1. Summer boiler shut-down and preventative maintenance service. (non-heating season June 16<sup>th</sup> to September 14<sup>th</sup>)
2. Check interior emergency lighting.
3. Weed and edge all planting beds (June 1<sup>st</sup> to Oct 1<sup>st</sup>)
4. Inspect site railings, walkways and stairs for potential hazards. Identify and repair as needed.
5. Clean/disinfect dumpsters and trash areas.
6. Check flags and replace as needed
7. Vehicle Inspection:
  - a. Check all fluid levels: crank case, transmission, etc.
  - b. Check antifreeze, radiator rust inhibitor, and thermostat.
  - c. Check windshield washer fluid.
  - d. Check belts and hoses.
  - e. Check plugs, wiring, battery, clean and grease terminals.
  - f. Clean out air cleaner.
  - g. Check wheel alignment and tire balance (signs of uneven wear).
  - h. Check heater and defroster.
  - i. Check wiper blades for wear.
8. Check Smoke and Carbon Monoxide detectors during annual inspections.
9. Schedule Fire Alarm Panel/heat detector inspections
10. Inventory of supplies and small parts.
11. Unit inspections as scheduled for the month.
12. Notify Property Manager of lease enforcement issues: pools, trampolines, furniture, trash and debris free from exterior.

## July Preventative Maintenance Tasks

1. Clean dryer vents, exhaust vents and roof vent motors.
2. Inspect gutters, downspouts and splash blocks – repair as needed.
3. Inspect common area windows (glass, seals, balances and locks).
4. Inspect and repair site fencing
5. Clean/disinfect trash areas.
6. Vehicle Inspection:
  - a. Check all fluid levels: crank case, transmission, etc.
  - b. Check antifreeze, radiator rust inhibitor, and thermostat.
  - c. Check windshield washer fluid.
  - d. Check belts and hoses.
  - e. Check plugs, wiring, battery, clean and grease terminals.
  - f. Clean out air cleaner.
  - g. Check wheel alignment and tire balance (signs of uneven wear).
  - h. Check heater and defroster.
  - i. Check wiper blades for wear.
  - j. Change engine oil in all (3<sup>rd</sup> quarter)
7. Inventory of supplies and small parts.
8. Check Smoke and Carbon Monoxide detectors during annual inspections.
9. Unit inspections as scheduled each month.
10. Notify Property Manager of any lease enforcement issues: Pet policy (according to pet policy)

## August Preventative Maintenance Tasks

1. Strip, wax and buff VAT and linoleum flooring in common areas and bathrooms.
2. Clean/disinfect trash areas.
3. Vehicle Inspection:
  - a. Check all fluid levels: crank case, transmission, etc.
  - b. Check antifreeze, radiator rust inhibitor, and thermostat.
  - c. Check windshield washer fluid.
  - d. Check belts and hoses.
  - e. Check plugs, wiring, battery, clean and grease terminals.
  - f. Clean out air cleaner.
  - g. Check wheel alignment and tire balance (signs of uneven wear).
  - h. Check heater and defroster.
  - i. Check wiper blades for wear.
4. Inventory of supplies and small parts.
5. Clean or replace as needed filters for hot air systems at Family Housing and Main Office.
6. Replace lime store on condensation drains at family housing, Morkeski Meadows and Main office.
7. Check Smoke and Carbon Monoxide detectors during annual inspections.
8. Lease enforcement: Common hallways and stairs free from all obstructions. (PHN 2012-12)
  - According to the State Sanitary code 105 CMR 410.451 - No person shall obstruct any exit or passageway. The owner is responsible for maintaining free from obstruction every exit used or intended for use by occupants of more than one dwelling unit or rooming unit. The occupant shall be responsible for maintaining free from obstruction all means of exit leading from his unit and not common to the exit of any other unit.
9. Unit inspections as scheduled each month.

## September Preventative Maintenance Tasks

1. Check electrical panels in boiler rooms and all common areas.
2. Domestic hot water systems preventative maintenance and exercise all valves.
3. Turn on heating systems September 15.
4. Clean storage rooms and maintenance areas.
5. Touch up all common area paint.
6. Clean heater vents in all common areas.
7. Clean/disinfect trash areas.
8. Service snow blowers
9. Buy and stock ice melt for winter.
10. Vehicle Inspection:
  - a. Check all fluid levels: crank case, transmission, etc.
  - b. Check antifreeze, radiator rust inhibitor, and thermostat.
  - c. Check windshield washer fluid.
  - d. Check belts and hoses.
  - e. Check plugs, wiring, battery, clean and grease terminals.
  - f. Clean out air cleaner.
  - g. Check wheel alignment and tire balance (signs of uneven wear).
  - h. Check heater and defroster.
  - i. Check wiper blades for wear.
11. Inventory of supplies and small parts.
12. Check Smoke and Carbon Monoxide detectors during annual inspections.
13. Unit inspections as scheduled each month.
14. Notify Property Manager of lease enforcement issues: Removal of all AC's (according to NAHA AC Policy)

## October Preventative Maintenance Tasks

1. Clean/disinfect trash areas.
2. Annual cleaning of all gutters.
3. Leaf removal.
4. Clean dryer vents, exhaust vents and roof vent motors.
5. Cleaning of parking areas, roadways, driveways, walkways and storm drains.
6. Clean, service and store lawn equipment.
7. Vehicle Inspection:
  - a. Check all fluid levels: crank case, transmission, etc.
  - b. Check antifreeze, radiator rust inhibitor, and thermostat.
  - c. Check windshield washer fluid.
  - d. Check belts and hoses.
  - e. Check plugs, wiring, battery, clean and grease terminals.
  - f. Clean out air cleaner.
  - g. Check wheel alignment and tire balance (signs of uneven wear).
  - h. Check heater and defroster.
  - i. Check wiper blades for wear.
  - j. Change engine oil in all vehicles. (4<sup>th</sup> quarter)
8. Inventory of supplies and small parts.
9. Check Smoke and Carbon Monoxide detectors during annual inspections.
10. Unit inspections as scheduled each month.

## November Preventative Maintenance Tasks

1. Reset light timers and clocks back 1 hour for daylight saving time.
2. Monitor any snow removal
3. Inspect trees and coordinate trimming service as needed (maintain 10ft clearance from all structures).
4. Clean common area carpets and flooring.
5. Clean/disinfect trash areas.
6. Vehicle Inspection:
  - a. Check all fluid levels: crank case, transmission, etc.
  - b. Check antifreeze, radiator rust inhibitor, and thermostat.
  - c. Check windshield washer fluid.
  - d. Check belts and hoses.
  - e. Check plugs, wiring, battery, clean and grease terminals.
  - f. Clean out air cleaner.
  - g. Check wheel alignment and tire balance (signs of uneven wear).
  - h. Check heater and defroster.
  - i. Check wiper blades for wear.
  - j. Check underbody for corrosion and hose off.
7. Inventory of supplies and small parts.
8. Notify Property Manager of any lease enforcement issues: blocked egresses.
9. Unit inspections as scheduled each month.
10. Keep all chimneys, exhaust and intake vents free of snow throughout the winter season and keep dryer exhaust vents free of snow throughout the winter season.

## December Preventative Maintenance Tasks

1. Monitor on-going snow removal.
2. Check and replace flags as needed.
3. Clean/disinfect trash areas.
4. Vehicle Inspection:
  - a. Check all fluid levels: crank case, transmission, etc.
  - b. Check antifreeze, radiator rust inhibitor, and thermostat.
  - c. Check windshield washer fluid.
  - d. Check belts and hoses.
  - e. Check plugs, wiring, battery, clean and grease terminals.
  - f. Clean out air cleaner.
  - g. Check wheel alignment and tire balance (signs of uneven wear).
  - h. Check heater and defroster.
  - i. Check wiper blades for wear.
  - j. Check underbody for corrosion and hose off.
5. Unit inspections as scheduled each month.
6. Notify Property Manager of any lease enforcement issues: Decorations (Christmas) Cords running through doors and windows.
7. Keep all chimneys, exhaust and intake vents free of snow throughout the winter season and keep dryer exhaust vents free of snow throughout the winter season.

# **Somerville Housing Authority**

30 Memorial Road  
Somerville, MA 02145



(617) 625-4522  
(617) 623-8752 FAX

## **SHA Deferred Maintenance Policy**

If during routine annual inspections or any other inspection of property or report to the authority, routine work items are identified but the work items are not detrimental to the health and safety of the residents, the work item may be considered “deferred”. Examples of such deferred work items may include but not be limited to:

Repair of exterior stairs  
Replacement of worn flooring  
Shower/tub liners

SHA may choose to defer work items due to budget constraints or man power limitations.

Only the Maintenance Supervisor or the Maintenance Director can determine if a Maintenance work item may be deferred. If the determination is made to defer a work item, a work order is generated for that item and the item is marked “deferred”. No work item will be deferred if the work is determined necessary for safe and sanitary housing standards.

Deferred maintenance item reports will be reviewed by the Maintenance Supervisor and the Maintenance Director on a quarterly basis.

The deferred maintenance items will be reviewed prior to capital improvement planning and prior to submission of the budget on an annual basis to determine if the work items need to be grouped and considered for larger modernization projects. Deferred Maintenance work items will be kept in an “open” classification until the work is completed.

The SHA Work Order Procedures Policy outlines the procedures and classifications of all non-deferred work order items generated within the SHA. IT IS STANDARD OPERATING PROCEDURE FOR THE SHA TO MAKE REPAIRS AND NOT TO DEFER WORK ORDERS. Deferred work orders will be an isolated incident.



**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, except as noted in the list of budgets below.

Budgets included in this Annual Plan:

- 1.Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by Somerville Housing Authority , except as noted for separate budgets on the following pages.
- 2.Clarendon Hill Towers
- 3.Hagan Manor

**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 Somerville Housing Authority operating reserve at the end of fiscal year 2022 was \$10,944,855.00, which is 389.9% 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 Somerville Housing Authority , except as noted for separate budgets on the following pages.						
<b>REVENUE</b>						
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	\$2,208,675.00	\$2,771,390.00	\$2,484,817.00	-10.3%	\$370.43
3111	Shelter Rent - Tenants - Fraud/Retroactive	\$0.00	\$0.00	\$0.00	0%	\$0.00
3115	Shelter Rent - Federal Section 8	\$0.00	\$0.00	\$0.00	0%	\$0.00
3190	Nondwelling Rentals	\$0.00	\$0.00	\$0.00	0%	\$0.00
3400	Administrative Fee - MRVP	\$0.00	\$0.00	\$0.00	0%	\$0.00
3610	Interest on Investments - Unrestricted	\$4,450.00	\$1,836.00	\$1,300.00	-29.2%	\$0.19
3611	Interest on Investments - Restricted	\$0.00	\$265,901.00	\$0.00	-100%	\$0.00
3690	Other Revenue	\$7,100.00	\$10,694.00	\$6,900.00	-35.5%	\$1.03
3691	Other Revenue - Retained	\$0.00	\$13,637.00	\$0.00	-100%	\$0.00
3692	Other Revenue - Operating Reserves	\$0.00	\$0.00	\$0.00	0%	\$0.00
3693	Other Revenue - Energy Net Meter	\$0.00	\$0.00	\$0.00	0%	\$0.00
3801	Operating Subsidy - DHCD (4001)	\$3,167,478.00	\$2,783,296.00	\$3,179,441.00	14.2%	\$473.98
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	\$628.00	\$0.00	-100%	\$0.00
3000	TOTAL REVENUE	\$5,387,703.00	\$5,847,382.00	\$5,672,458.00	-3%	\$845.63

Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by Somerville Housing Authority , except as noted for separate budgets on the following pages.						
<b>EXPENSES</b>						
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	\$401,899.00	\$349,513.00	\$402,388.00	15.1%	\$59.99
4120	Compensated Absences	\$0.00	\$83,755.00	\$0.00	-100%	\$0.00
4130	Legal	\$40,000.00	\$0.00	\$25,000.00	100%	\$3.73
4140	Members Compensation	\$41,000.00	\$41,534.00	\$45,000.00	8.3%	\$6.71
4150	Travel & Related Expenses	\$4,233.00	\$463.00	\$4,888.00	955.7%	\$0.73
4170	Accounting Services	\$9,600.00	\$6,000.00	\$8,592.00	43.2%	\$1.28
4171	Audit Costs	\$1,000.00	\$956.00	\$2,000.00	109.2%	\$0.30
4180	Penalties & Interest	\$0.00	\$0.00	\$0.00	0%	\$0.00
4190	Administrative Other	\$255,413.00	\$247,146.00	\$253,985.00	2.8%	\$37.86
4191	Tenant Organization	\$5,500.00	\$0.00	\$5,500.00	100%	\$0.82
4100	TOTAL ADMINISTRATION	\$758,645.00	\$729,367.00	\$747,353.00	2.5%	\$111.41
4310	Water	\$936,568.00	\$1,009,729.0	\$958,868.00	-5%	\$142.94
4320	Electricity	\$360,655.00	\$316,826.00	\$342,187.00	8%	\$51.01
4330	Gas	\$466,703.00	\$623,122.00	\$571,569.00	-8.3%	\$85.21
4340	Fuel	\$0.00	\$0.00	\$0.00	0%	\$0.00
4360	Net Meter Utility Debit/Energy Conservation	\$4,600.00	\$0.00	\$0.00	0%	\$0.00
4390	Other	\$0.00	\$0.00	\$0.00	0%	\$0.00
4391	Solar Operator Costs	\$0.00	\$0.00	\$0.00	0%	\$0.00
4392	Net Meter Utility Credit (Negative Amount)	\$0.00	\$0.00	\$0.00	0%	\$0.00
4300	TOTAL UTILITIES	\$1,768,526.0	\$1,949,677.0	\$1,872,624.	-4%	\$279.16

Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by Somerville Housing Authority , except as noted for separate budgets on the following pages.						
<b>EXPENSES</b>						
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	\$1,208,708.00	\$1,248,408.00	\$1,271,493.00	1.8%	\$189.55
4420	Materials & Supplies	\$239,975.00	\$403,636.00	\$318,757.00	-21%	\$47.52
4430	Contract Costs	\$536,000.00	\$379,959.00	\$437,000.00	15%	\$65.15
4400	TOTAL MAINTENANCE	\$1,984,683.00	\$2,032,003.00	\$2,027,250.00	-0.2%	\$302.21
4510	Insurance	\$213,795.00	\$183,510.00	\$213,451.00	16.3%	\$31.82
4520	Payment in Lieu of Taxes	\$17,582.00	\$17,572.00	\$17,626.00	0.3%	\$2.63
4540	Employee Benefits	\$621,972.00	\$616,132.00	\$728,864.00	18.3%	\$108.66
4541	Employee Benefits - GASB 45	\$0.00	\$486,449.00	\$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	\$2,261.00	\$10,000.00	342.3%	\$1.49
4571	Collection Loss - Fraud/Retroactive	\$0.00	\$0.00	\$0.00	0%	\$0.00
4580	Interest Expense	\$0.00	\$0.00	\$0.00	0%	\$0.00
4590	Other General Expense	\$0.00	\$0.00	\$0.00	0%	\$0.00
4500	TOTAL GENERAL EXPENSES	\$863,349.00	\$1,305,924.00	\$969,941.00	-25.7%	\$144.59
4610	Extraordinary Maintenance	\$85,000.00	\$26,921.00	\$266,800.00	891%	\$39.77
4611	Equipment Purchases - Non Capitalized	\$24,000.00	\$43,312.00	\$40,000.00	-7.6%	\$5.96
4612	Restricted Reserve Expenditures	\$0.00	\$13,636.00	\$0.00	-100%	\$0.00
4715	Housing Assistance Payments	\$0.00	\$0.00	\$0.00	0%	\$0.00
4801	Depreciation Expense	\$0.00	\$1,867,167.00	\$0.00	-100%	\$0.00
4600	TOTAL OTHER EXPENSES	\$109,000.00	\$1,951,036.00	\$306,800.00	-84.3%	\$45.74
4000	TOTAL EXPENSES	\$5,484,203.00	\$7,968,007.00	\$5,923,968.00	-25.7%	\$883.12

Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by Somerville Housing Authority , except as noted for separate budgets on the following pages.						
<b>SUMMARY</b>						
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	\$5,387,703.00	\$5,847,382.00	\$5,672,458.00	-3%	\$845.63
4000	TOTAL EXPENSES	\$5,484,203.00	\$7,968,007.00	\$5,923,968.00	-25.7%	\$883.12
2700	NET INCOME (DEFICIT)	\$-96,500.00	\$-2,120,625.00	\$-251,510.00	-88.1%	\$-37.49
7520	Replacements of Equip. - Capitalized	\$40,000.00	\$49,986.00	\$40,289.00	-19.4%	\$6.01
7540	Betterments & Additions - Capitalized	\$260,000.00	\$28,756.00	\$85,108.00	196%	\$12.69
7500	TOTAL NONOPERATING EXPENDITURES	\$300,000.00	\$78,742.00	\$125,397.00	59.3%	\$18.69
7600	EXCESS REVENUE OVER EXPENSES	\$-396,500.00	\$-2,199,367.00	\$-376,907.00	-82.9%	\$-56.19

Clarendon Hill Towers						
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	\$174,000.00	\$202,988.00	\$201,300.00	-0.8%	\$409.15
3111	Shelter Rent - Tenants - Fraud/Retroactive	\$0.00	\$0.00	\$0.00	0%	\$0.00
3115	Shelter Rent - Federal Section 8	\$0.00	\$0.00	\$0.00	0%	\$0.00
3190	Nondwelling Rentals	\$0.00	\$0.00	\$0.00	0%	\$0.00
3400	Administrative Fee - MRVP	\$0.00	\$0.00	\$0.00	0%	\$0.00
3610	Interest on Investments - Unrestricted	\$600.00	\$443.00	\$400.00	-9.7%	\$0.81
3611	Interest on Investments - Restricted	\$0.00	\$0.00	\$0.00	0%	\$0.00
3690	Other Revenue	\$8,800.00	\$8,440.00	\$6,700.00	-20.6%	\$13.62
3691	Other Revenue - Retained	\$0.00	\$0.00	\$0.00	0%	\$0.00
3692	Other Revenue - Operating Reserves	\$38,317.00	\$0.00	\$64,060.00	100%	\$130.20
3693	Other Revenue - Energy Net Meter	\$0.00	\$0.00	\$0.00	0%	\$0.00
3801	Operating Subsidy - DHCD (4001)	\$412,889.00	\$359,278.00	\$401,741.00	11.8%	\$816.55
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	\$634,606.00	\$571,149.00	\$674,201.00	18%	\$1,370.33

Clarendon Hill Towers						
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	\$79,552.00	\$66,772.00	\$97,165.00	45.5%	\$197.49
4120	Compensated Absences	\$0.00	\$5,763.00	\$0.00	-100%	\$0.00
4130	Legal	\$0.00	\$0.00	\$0.00	0%	\$0.00
4140	Members Compensation	\$0.00	\$0.00	\$0.00	0%	\$0.00
4150	Travel & Related Expenses	\$115.00	\$0.00	\$161.00	100%	\$0.33
4170	Accounting Services	\$2,400.00	\$2,400.00	\$2,400.00	0%	\$4.88
4171	Audit Costs	\$4,000.00	\$3,830.00	\$4,000.00	4.4%	\$8.13
4180	Penalties & Interest	\$0.00	\$0.00	\$0.00	0%	\$0.00
4190	Administrative Other	\$6,064.00	\$8,814.00	\$8,541.00	-3.1%	\$17.36
4191	Tenant Organization	\$0.00	\$0.00	\$0.00	0%	\$0.00
4100	TOTAL ADMINISTRATION	\$92,131.00	\$87,579.00	\$112,267.00	28.2%	\$228.18
4310	Water	\$0.00	\$0.00	\$0.00	0%	\$0.00
4320	Electricity	\$0.00	\$0.00	\$0.00	0%	\$0.00
4330	Gas	\$0.00	\$0.00	\$0.00	0%	\$0.00
4340	Fuel	\$0.00	\$0.00	\$0.00	0%	\$0.00
4360	Net Meter Utility Debit/Energy Conservation	\$0.00	\$0.00	\$0.00	0%	\$0.00
4390	Other	\$0.00	\$0.00	\$0.00	0%	\$0.00
4391	Solar Operator Costs	\$0.00	\$0.00	\$0.00	0%	\$0.00
4392	Net Meter Utility Credit (Negative Amount)	\$0.00	\$0.00	\$0.00	0%	\$0.00
4300	TOTAL UTILITIES	\$0.00	\$0.00	\$0.00	0%	\$0.00



Clarendon Hill Towers						
EXPENSES						
Account Number	Account Class	2022 Approved Expense Budget	2022 Actual Amounts Spent	2023 Approved Expense Budget	% Change from 2022 Actual to 2023 Spent	2023 Dollars Budgeted per Unit per Month
4410	Maintenance Labor	\$0.00	\$0.00	\$0.00	0%	\$0.00
4420	Materials & Supplies	\$0.00	\$0.00	\$0.00	0%	\$0.00
4430	Contract Costs	\$500,000.00	\$475,713.00	\$510,000.00	7.2%	\$1,036.59
4400	TOTAL MAINTENANCE	\$500,000.00	\$475,713.00	\$510,000.00	7.2%	\$1,036.59
4510	Insurance	\$10,936.00	\$9,936.00	\$11,379.00	14.5%	\$23.13
4520	Payment in Lieu of Taxes	\$0.00	\$0.00	\$0.00	0%	\$0.00
4540	Employee Benefits	\$31,539.00	\$31,095.00	\$40,555.00	30.4%	\$82.43
4541	Employee Benefits - GASB 45	\$0.00	\$12,410.00	\$0.00	-100%	\$0.00
4542	Pension Expense - GASB 68	\$0.00	\$0.00	\$0.00	0%	\$0.00
4570	Collection Loss	\$0.00	\$0.00	\$0.00	0%	\$0.00
4571	Collection Loss - Fraud/Retroactive	\$0.00	\$0.00	\$0.00	0%	\$0.00
4580	Interest Expense	\$0.00	\$0.00	\$0.00	0%	\$0.00
4590	Other General Expense	\$0.00	\$0.00	\$0.00	0%	\$0.00
4500	TOTAL GENERAL EXPENSES	\$42,475.00	\$53,441.00	\$51,934.00	-2.8%	\$105.56
4610	Extraordinary Maintenance	\$0.00	\$0.00	\$0.00	0%	\$0.00
4611	Equipment Purchases - Non Capitalized	\$10,000.00	\$0.00	\$2,500.00	100%	\$5.08
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	\$28,196.00	\$0.00	-100%	\$0.00
4600	TOTAL OTHER EXPENSES	\$10,000.00	\$28,196.00	\$2,500.00	-91.1%	\$5.08
4000	TOTAL EXPENSES	\$644,606.00	\$644,929.00	\$676,701.00	4.9%	\$1,375.41

Clarendon Hill Towers						
<b>SUMMARY</b>						
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	\$634,606.00	\$571.149.00	\$674.201.00	18%	\$1.370.33
4000	TOTAL EXPENSES	\$644,606.00	\$644.929.00	\$676.701.00	4.9%	\$1.375.41
2700	NET INCOME (DEFICIT)	\$-10,000.00	\$-73.780.00	\$-2.500.00	-96.6%	\$-5.08
7520	Replacements of Equip. - Capitalized	\$0.00	\$0.00	\$2.955.00	100%	\$6.01
7540	Betterments & Additions - Capitalized	\$0.00	\$0.00	\$3.667.00	100%	\$7.45
7500	TOTAL NONOPERATING EXPENDITURES	\$0.00	\$0.00	\$6.622.00	100%	\$13.46
7600	EXCESS REVENUE OVER EXPENSES	\$-10,000.00	\$-73.780.00	\$-9.122.00	-87.6%	\$-18.54

Hagan Manor						
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	\$120,000.00	\$136,520.00	\$148,440.00	8.7%	\$515.42
3111	Shelter Rent - Tenants - Fraud/Retroactive	\$0.00	\$0.00	\$0.00	0%	\$0.00
3115	Shelter Rent - Federal Section 8	\$166,188.00	\$140,320.00	\$546,060.00	289.2%	\$1,896.04
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	\$50.00	\$699.00	\$500.00	-28.5%	\$1.74
3611	Interest on Investments - Restricted	\$0.00	\$0.00	\$0.00	0%	\$0.00
3690	Other Revenue	\$2,400.00	\$2,436.00	\$2,000.00	-17.9%	\$6.94
3691	Other Revenue - Retained	\$0.00	\$0.00	\$0.00	0%	\$0.00
3692	Other Revenue - Operating Reserves	\$27,546.00	\$0.00	\$0.00	0%	\$0.00
3693	Other Revenue - Energy Net Meter	\$0.00	\$0.00	\$0.00	0%	\$0.00
3801	Operating Subsidy - DHCD (4001)	\$0.00	\$0.00	\$0.00	0%	\$0.00
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	\$316,184.00	\$279,975.00	\$697,000.00	149%	\$2,420.14
3110	Shelter Rent - Tenants	\$120,000.00	\$136,520.00	\$0.00	0%	\$0.00
3111	Shelter Rent - Tenants - Fraud/Retroactive	\$0.00	\$0.00	\$0.00	0%	\$0.00
3115	Shelter Rent - Federal Section 8	\$166,188.00	\$140,320.00	\$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	\$50.00	\$699.00	\$0.00	0%	\$0.00
3611	Interest on Investments - Restricted	\$0.00	\$0.00	\$0.00	0%	\$0.00
3690	Other Revenue	\$2,400.00	\$2,436.00	\$0.00	0%	\$0.00
3691	Other Revenue - Retained	\$0.00	\$0.00	\$0.00	0%	\$0.00
3692	Other Revenue - Operating Reserves	\$27,546.00	\$0.00	\$0.00	0%	\$0.00
3693	Other Revenue - Energy Net Meter	\$0.00	\$0.00	\$0.00	0%	\$0.00
3801	Operating Subsidy - DHCD (4001)	\$0.00	\$0.00	\$0.00	0%	\$0.00
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	\$316,184.00	\$279,975.00	\$0.00	0%	\$0.00

Hagan Manor						
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	\$15,089.00	\$13,564.00	\$15,956.00	17.6%	\$55.40
4120	Compensated Absences	\$0.00	\$2,869.00	\$0.00	-100%	\$0.00
4130	Legal	\$0.00	\$0.00	\$2,500.00	100%	\$8.68
4140	Members Compensation	\$0.00	\$0.00	\$0.00	0%	\$0.00
4150	Travel & Related Expenses	\$181.00	\$50.00	\$210.00	320%	\$0.73
4170	Accounting Services	\$1,200.00	\$900.00	\$1,200.00	33.3%	\$4.17
4171	Audit Costs	\$0.00	\$0.00	\$0.00	0%	\$0.00
4180	Penalties & Interest	\$0.00	\$0.00	\$0.00	0%	\$0.00
4190	Administrative Other	\$6,700.00	\$10,610.00	\$10,139.00	-4.4%	\$35.20
4191	Tenant Organization	\$0.00	\$0.00	\$0.00	0%	\$0.00
4100	TOTAL ADMINISTRATION	\$23,170.00	\$27,993.00	\$30,005.00	7.2%	\$104.18
4310	Water	\$42,535.00	\$21,034.00	\$24,869.00	18.2%	\$86.35
4320	Electricity	\$32,275.00	\$30,925.00	\$34,114.00	10.3%	\$118.45
4330	Gas	\$10,368.00	\$11,239.00	\$11,624.00	3.4%	\$40.36
4340	Fuel	\$0.00	\$0.00	\$0.00	0%	\$0.00
4360	Net Meter Utility Debit/Energy Conservation	\$300.00	\$0.00	\$0.00	0%	\$0.00
4390	Other	\$0.00	\$0.00	\$0.00	0%	\$0.00
4391	Solar Operator Costs	\$0.00	\$0.00	\$0.00	0%	\$0.00
4392	Net Meter Utility Credit (Negative Amount)	\$0.00	\$0.00	\$0.00	0%	\$0.00
4300	TOTAL UTILITIES	\$85,478.00	\$63,198.00	\$70,607.00	11.7%	\$245.16

4110	Administrative Salaries	\$15,089.00	\$13,564.00	\$0.00	0%	\$0.00
4120	Compensated Absences	\$0.00	\$2,869.00	\$0.00	0%	\$0.00
4130	Legal	\$0.00	\$0.00	\$0.00	0%	\$0.00
4140	Members Compensation	\$0.00	\$0.00	\$0.00	0%	\$0.00
4150	Travel & Related Expenses	\$181.00	\$50.00	\$0.00	0%	\$0.00
4170	Accounting Services	\$1,200.00	\$900.00	\$0.00	0%	\$0.00
4171	Audit Costs	\$0.00	\$0.00	\$0.00	0%	\$0.00
4180	Penalties & Interest	\$0.00	\$0.00	\$0.00	0%	\$0.00
4190	Administrative Other	\$6,700.00	\$10,610.00	\$0.00	0%	\$0.00
4191	Tenant Organization	\$0.00	\$0.00	\$0.00	0%	\$0.00
4100	TOTAL ADMINISTRATION	\$23,170.00	\$27,993.00	\$0.00	0%	\$0.00
4310	Water	\$42,535.00	\$21,034.00	\$0.00	0%	\$0.00
4320	Electricity	\$32,275.00	\$30,925.00	\$0.00	0%	\$0.00
4330	Gas	\$10,368.00	\$11,239.00	\$0.00	0%	\$0.00
4340	Fuel	\$0.00	\$0.00	\$0.00	0%	\$0.00
4360	Net Meter Utility Debit/Energy Conservation	\$300.00	\$0.00	\$0.00	0%	\$0.00
4390	Other	\$0.00	\$0.00	\$0.00	0%	\$0.00
4391	Solar Operator Costs	\$0.00	\$0.00	\$0.00	0%	\$0.00
4392	Net Meter Utility Credit (Negative Amount)	\$0.00	\$0.00	\$0.00	0%	\$0.00
4300	TOTAL UTILITIES	\$85,478.00	\$63,198.00	\$0.00	0%	\$0.00

Hagan Manor						
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	\$47,335.00	\$46.667.00	\$47.353.00	1.5%	\$164.42
4420	Materials & Supplies	\$7,638.00	\$4.059.00	\$40.000.00	885.5%	\$138.89
4430	Contract Costs	\$41,000.00	\$36.297.00	\$76.000.00	109.4%	\$263.89
4400	TOTAL MAINTENANCE	\$95,973.00	\$87.023.00	\$163.353.00	87.7%	\$567.20
4510	Insurance	\$6,502.00	\$6.534.00	\$6.292.00	-3.7%	\$21.85
4520	Payment in Lieu of Taxes	\$0.00	\$0.00	\$0.00	0%	\$0.00
4540	Employee Benefits	\$24,961.00	\$24.702.00	\$27.642.00	11.9%	\$95.98
4541	Employee Benefits - GASB 45	\$0.00	\$11.679.00	\$0.00	-100%	\$0.00
4542	Pension Expense - GASB 68	\$0.00	\$0.00	\$0.00	0%	\$0.00
4570	Collection Loss	\$0.00	\$159.00	\$0.00	-100%	\$0.00
4571	Collection Loss - Fraud/Retroactive	\$0.00	\$0.00	\$0.00	0%	\$0.00
4580	Interest Expense	\$80,100.00	\$80.100.00	\$20.055.00	-75%	\$69.64
4590	Other General Expense	\$0.00	\$0.00	\$0.00	0%	\$0.00
4500	TOTAL GENERAL EXPENSES	\$111,563.00	\$123.174.00	\$53.989.00	-56.2%	\$187.46
4610	Extraordinary Maintenance	\$0.00	\$2.667.00	\$20.000.00	649.9%	\$69.44
4611	Equipment Purchases - Non Capitalized	\$2,000.00	\$2.120.00	\$2.000.00	-5.7%	\$6.94
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	\$45.271.00	\$0.00	-100%	\$0.00
4600	TOTAL OTHER EXPENSES	\$2,000.00	\$50.058.00	\$22.000.00	-56.1%	\$76.39
4000	TOTAL EXPENSES	\$318,184.00	\$351.446.00	\$339.954.00	-3.3%	\$1.180.40

4410	Maintenance Labor	\$47,335.00	\$46.667.00	\$0.00	0%	\$0.00
4420	Materials & Supplies	\$7,638.00	\$4.059.00	\$0.00	0%	\$0.00
4430	Contract Costs	\$41,000.00	\$36.297.00	\$0.00	0%	\$0.00
4400	TOTAL MAINTENANCE	\$95,973.00	\$87.023.00	\$0.00	0%	\$0.00
4510	Insurance	\$6,502.00	\$6.534.00	\$0.00	0%	\$0.00
4520	Payment in Lieu of Taxes	\$0.00	\$0.00	\$0.00	0%	\$0.00
4540	Employee Benefits	\$24,961.00	\$24.702.00	\$0.00	0%	\$0.00
4541	Employee Benefits - GASB 45	\$0.00	\$11.679.00	\$0.00	0%	\$0.00
4542	Pension Expense - GASB 68	\$0.00	\$0.00	\$0.00	0%	\$0.00
4570	Collection Loss	\$0.00	\$159.00	\$0.00	0%	\$0.00
4571	Collection Loss - Fraud/Retroactive	\$0.00	\$0.00	\$0.00	0%	\$0.00
4580	Interest Expense	\$80,100.00	\$80.100.00	\$0.00	0%	\$0.00
4590	Other General Expense	\$0.00	\$0.00	\$0.00	0%	\$0.00
4500	TOTAL GENERAL EXPENSES	\$111,563.00	\$123.174.00	\$0.00	0%	\$0.00
4610	Extraordinary Maintenance	\$0.00	\$2.667.00	\$0.00	0%	\$0.00
4611	Equipment Purchases - Non Capitalized	\$2,000.00	\$2.120.00	\$0.00	0%	\$0.00
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	\$45.271.00	\$0.00	0%	\$0.00
4600	TOTAL OTHER EXPENSES	\$2,000.00	\$50.058.00	\$0.00	0%	\$0.00
4000	TOTAL EXPENSES	\$318,184.00	\$351.446.00	\$0.00	0%	\$0.00



Hagan Manor						
<b>SUMMARY</b>						
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	\$316,184.00	\$279,975.00	\$697,000.00	149%	\$2,420.14
4000	TOTAL EXPENSES	\$318,184.00	\$351,446.00	\$339,954.00	-3.3%	\$1,180.40
2700	NET INCOME (DEFICIT)	\$-2,000.00	\$-71,471.00	\$357,046.00	-599.6%	\$1,239.74
7520	Replacements of Equip. - Capitalized	\$0.00	\$0.00	\$0.00	0%	\$0.00
7540	Betterments & Additions - Capitalized	\$0.00	\$0.00	\$35,000.00	100%	\$121.53
7500	TOTAL NONOPERATING EXPENDITURES	\$0.00	\$0.00	\$35,000.00	100%	\$121.53
7600	EXCESS REVENUE OVER EXPENSES	\$-2,000.00	\$-71,471.00	\$322,046.00	-550.6%	\$1,118.22
3000	TOTAL REVENUE	\$316,184.00	\$279,975.00	\$0.00	0%	\$0.00
4000	TOTAL EXPENSES	\$318,184.00	\$351,446.00	\$0.00	0%	\$0.00
2700	NET INCOME (DEFICIT)	\$-2,000.00	\$-71,471.00	\$0.00	0%	\$0.00
7520	Replacements of Equip. - Capitalized	\$0.00	\$0.00	\$0.00	0%	\$0.00
7540	Betterments & Additions - Capitalized	\$0.00	\$0.00	\$0.00	0%	\$0.00
7500	TOTAL NONOPERATING EXPENDITURES	\$0.00	\$0.00	\$0.00	0%	\$0.00
7600	EXCESS REVENUE OVER EXPENSES	\$-2,000.00	\$-71,471.00	\$0.00	0%	\$0.00

## 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 Somerville 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: No Findings

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

Rating: Operational Guidance

Reason: Quarterly Vacancy Certifications were not submitted in a timely manner.

Response: SHA staff have set a recurring calendar reminder for reporting dates and deadlines.

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: No Findings

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.

	<b>Number of violations cited</b>	<b>Number of violations corrected</b>
<b>Maintenance related violations</b>	0	0
<b>Tenant related violations</b>	2	2

**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: Operational Guidance

Reason: Not all work items reported on the SHA Emergency Definition List were created as emergency work orders.

Response: Staff were provided the SHA Emergency Definition List and instructed to input the appropriate work order type into the system.

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

Rating: No Findings

Criterion: Vacancy work orders identified, tracked and reportable.

Rating: No Findings

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

Rating: Operational Guidance

Reason: Not all vacancy work orders were completed within 30 calendar days and the SHA did not have a waiver.

Response: Maintenance staff promptly assess each vacant unit and notifies housing managers to request a vacancy waiver for units where it is anticipated that the unit will not be maintenance-ready within 30 calendar days.

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

Rating: No Findings

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

Rating: No Findings

Criterion: Requested work orders identified, tracked and reportable.

Rating: No Findings

Criterion: Requested work orders were completed in 14 calendar days from the date of tenant request or 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
<b>Management</b>	
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"> <li>• “No Findings” : Occupancy Rate is at or above 98%</li> <li>• Operational Guidance: Occupancy rate is at 95% up to 97.9%</li> <li>• Corrective Action: Adjusted occupancy rate is less than 95%</li> </ul>
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"> <li>• “No Findings” : At or below 2%</li> <li>• “Operational Guidance”: More than 2% , but less than 5%</li> <li>• “Corrective Action”: 5% or more</li> </ul>
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"> <li>• “No Findings”: At least 11 of the required 12 reports were submitted and at least 9 were submitted on time.</li> <li>• “Operational Guidance”: Less than 11 of the required 12 reports were submitted and/or less than 9 were submitted on time.</li> </ul>
Board Member Training	<p>Percentage of board members that have completed the mandatory online board member training.</p> <ul style="list-style-type: none"> <li>• “No Findings” : 80% or more completed training</li> <li>• “Operational Guidance” : 60-79.9% completed training</li> <li>• “Corrective Action” : &lt;60 % completed training</li> </ul>
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"> <li>• No Findings: LHAs completed the required number of trainings</li> <li>Corrective Action: LHAs have not completed any trainings</li> </ul>
Annual Plan (AP) Submitted	<p>Housing authorities are required to submit an annual plan every year.</p> <ul style="list-style-type: none"> <li>• “No Findings” =Submitted on time</li> <li>• “Operational Guidance” =Up to 45 days late</li> <li>• “Corrective Action” =More than 45 days late</li> </ul>

CRITERION	DESCRIPTION
<b>CHAMP</b>	
Paper applications	<p>Paper applications are available, received and entered into CHAMP</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> </ul> <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"> <li>• 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</li> <li>• 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</li> <li>• 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</li> </ul>

CRITERION	DESCRIPTION
<b>Financial</b>	
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"> <li>• “No Findings” : 0 to 9.9%</li> <li>• “Operational Guidance”: 10 to 14.9%</li> <li>• “Corrective Action”: 15% or higher</li> </ul> <p>Overspending Rating:</p> <ul style="list-style-type: none"> <li>• “No Findings” : 0 to -4.9%</li> <li>• “Operational Guidance”: -5% to -9.9%</li> <li>• “Corrective Action”: -10% or below</li> </ul>
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"> <li>• “No Findings” :35%+ of maximum operating reserve</li> <li>• “Operational Guidance”: 20% to 34.9% of maximum operating reserve</li> <li>• “Corrective Action”: &lt;20% of maximum operating reserve</li> </ul>
<b>Capital Planning</b>	
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"> <li>• “No Findings” = at least 80%</li> <li>• “Operational Guidance” = At least 50%</li> <li>• “Corrective Action” = Less than 50%</li> </ul>

CRITERION	DESCRIPTION
<b>Health &amp; Safety</b>	
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.
<b>Facility Management – Inspection Standards and Practices</b>	
100% Unit Inspections	All units inspected at LHA during FY under review <ul style="list-style-type: none"> <li>No Findings: 100% of units inspected</li> </ul> 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"> <li>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</li> <li>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</li> <li>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)</li> </ul>
Accuracy of LHA Inspections	Unit inspection reports accurately reflect necessary repairs <ul style="list-style-type: none"> <li>No Findings: c.667 unit has less than 2 EHS deficiencies and c.200/705 unit has less than 3 EHS deficiencies</li> <li>Operational Guidance: c.667 unit has 2 EHS deficiencies or c.200/705 has 3 EHS deficiencies</li> </ul> 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
<b>Facility Management – Vacancy Turnover Standards and Practices</b>	

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"> <li>• 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 &lt;=30 days for c.667 units or &lt;=45 days for c.200/705 units or have approved waiver</li> <li>• 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</li> </ul> <p>Corrective Action: Vacancy work orders are not created, tracked and reported for every unit; Or vacancy work orders are Maintenance Ready in &gt;45 days for c.667 and &gt;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"> <li>• No Findings: c.667 unit less than 2 EHS deficiencies and c.200/705 less than 3 EHS deficiencies</li> <li>• Operational Guidance: c.667 2 EHS deficiencies or c.200/705 3 EHS deficiencies</li> </ul> <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>
<b>Facility Management – Preventative Maintenance Standards and Practices</b>	
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"> <li>• No Findings: c.667 unit less than 2 EHS deficiencies and c.200/705 less than 3 EHS deficiencies</li> <li>• Operational Guidance: c.667 2 EHS deficiencies or c.200/705 3 EHS deficiencies</li> </ul> <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>
<b>Work Order Types and Systems</b>	
Emergency Work Orders	<p>All emergency work orders are created, tracked, reported and completed within 48 hours</p> <ul style="list-style-type: none"> <li>• No Findings: All emergency work orders under review are created, tracked, reported and completed within 48 hours</li> <li>• 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</li> </ul>



CRITERION	DESCRIPTION
	<ul style="list-style-type: none"> <li>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</li> </ul>
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"> <li>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</li> <li>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</li> </ul> <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 Somerville Housing Authority:

<b>Policy</b>	<b>Last Ratified by Board Vote</b>	<b>Notes</b>
*Rent Collection Policy	04/05/2017	
*Personnel Policy	05/15/2013	
*Capitalization Policy	08/17/2016	
*Procurement Policy	08/17/2016	
*Grievance Policy	10/21/2020	
Criminal Offender Records Information (CORI) Policy	06/22/2022	Revised in previous fiscal year.
Reasonable Accommodations Policy	12/08/2010	
Fair Housing Marketing Plan		To be addressed at a future board meeting
Language Access Plan		To be addressed at a future board meeting

\* 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-Somerville Housing Author-00714 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 oucher 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

**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.

- Tenant Association Letters
- Tenant Association Letters
- Public Comments Received
- Cover sheet for tenant satisfaction surveys
- Tenant Satisfaction Survey 667 Program
- Tenant Satisfaction Survey 200 and 705 Program
- Performance Management Review
- Bryant Manor Physical Needs Assessment (2020)



## SOMERVILLE HOUSING AUTHORITY

30 Memorial Road, Somerville, Massachusetts 02145  
Telephone (617) 625-1152 Fax (617) 628-7057 TDD (617) 628-8889

November 10<sup>th</sup>, 2022

Commonwealth of Massachusetts  
Department of Housing and Community Development

To Whom It May Concern:

As the representative of the Tenants Association of Bryant Manor Apartments, I would like to express the Association's full support of the completed Capital Improvement Plan for fiscal year 2024 and the 5-year Capital Plan. We greatly appreciate the continued work of the State and Somerville Housing Authority to improve the property of 75 Myrtle Street.

We are extremely grateful for the opportunity that the Somerville Housing Authority and the Department of Housing and Community Development are providing with the 2024 Capital Improvement Plan. Again, we support Somerville Housing Authority and DHCD high priority projects.

Sincerely,

Bryant Manor  
Tenant Association





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November 10<sup>th</sup>, 2022

Commonwealth of Massachusetts  
Department of Housing and Community Development

To Whom It May Concern:

As the representative of the Tenants Association of Corbett Apartment, I would like to express the Association's full support of the completed Capital Improvement Plan for fiscal year 2024 and the 5-year Capital Plan. We greatly appreciate the continued work of the State and Somerville Housing Authority to improve the property of 32 Jacques Street and 125 Jacques Street.

We are extremely grateful for the opportunity that the Somerville Housing Authority and the Department of Housing and Community Development are providing with Capital the 2024 Capital Improvement Plan. Again, it is without hesitation that we support Somerville Housing Authority and DHCD high priority projects.

Sincerely,

Corbett Apartment  
32 Jacques Street Tenant Association



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November 10<sup>th</sup>, 2022

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Department of Housing and Community Development

To Whom It May Concern:

As the representative of the Tenants Association of Clarendon Hills Apartments, I would like to express the Association's full support of the completed Capital Improvement Plan for fiscal year 2024 and the 5-year Capital Plan. We greatly appreciate the continued work of the State and Somerville Housing Authority to improve the property of our Mystic River Development.

We're extremely grateful for the opportunity that the Somerville Housing Authority and the Department of Housing and Community Development are providing for the fiscal year 2024. Again, it is without hesitation that we support Somerville Housing Authority and DHCD high priority projects.

Sincerely,

Clarendon Hill Apartments  
Tenant Association



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As the representative of the Tenants Association of Mystic River Apartments, I would like to express the Association's full support of the completed Capital Improvement Plan for fiscal year 2024 and the 5-year Capital Plan. We greatly appreciate the continued work of the State and Somerville Housing Authority to improve the property of 32 Jacques Street and 125 Jacques Street.

We are extremely grateful for the opportunity that the Somerville Housing Authority and the Department of Housing and Community Development are providing with Capital the 2024 Capital Improvement Plan. Again, it is without hesitation that we support Somerville Housing Authority and DHCD high priority projects.

Sincerely,

Mystic River Apartments  
Tenant Association



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As the representative of the Tenants Association of Bryant Manor Apartments, I would like to express the Association's full support of the completed Capital Improvement Plan for fiscal year 2024 and the 5-year Capital Plan. We greatly appreciate the continued work of the State and Somerville Housing Authority to improve the property of 75 Myrtle Street.

We are extremely grateful for the opportunity that the Somerville Housing Authority and the Department of Housing and Community Development are providing with the 2024 Capital Improvement Plan. Again, we support Somerville Housing Authority and DHCD high priority projects.

Sincerely,

Bryant Manor  
Tenant Association





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We are extremely grateful for the opportunity that the Somerville Housing Authority and the Department of Housing and Community Development are providing with Capital the 2024 Capital Improvement Plan. Again, it is without hesitation that we support Somerville Housing Authority and DHCD high priority projects.

Sincerely,

Corbett Apartment  
32 Jacques Street Tenant Association



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November 10<sup>th</sup>, 2022

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Department of Housing and Community Development

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As the representative of the Tenants Association of Clarendon Hills Apartments, I would like to express the Association's full support of the completed Capital Improvement Plan for fiscal year 2024 and the 5-year Capital Plan. We greatly appreciate the continued work of the State and Somerville Housing Authority to improve the property of our Mystic River Development.

We're extremely grateful for the opportunity that the Somerville Housing Authority and the Department of Housing and Community Development are providing for the fiscal year 2024. Again, it is without hesitation that we support Somerville Housing Authority and DHCD high priority projects.

Sincerely,

Clarendon Hill Apartments  
Tenant Association



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We are extremely grateful for the opportunity that the Somerville Housing Authority and the Department of Housing and Community Development are providing with Capital the 2024 Capital Improvement Plan. Again, it is without hesitation that we support Somerville Housing Authority and DHCD high priority projects.

Sincerely,

Mystic River Apartments  
Tenant Association

The Minutes of the Public Hearing of the Somerville Housing Authority duly called and held on December 22, 2022.

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The Public Meeting of the Somerville Housing Authority held virtually via GoToMeeting on Thursday, December 22, 2022 at 11:00 a.m.

The Chairman instructed the Secretary to call the roll at 11:10 a.m. and upon roll call those present and absent were as follows:

PRESENT

Comm. Mannion

Comm. Rances

Chairman Bonney, Jr.

ABSENT

The Chairman read Notice of Meeting dated December 15, 2022 given in accordance with Section 23B, Chapter 39 of the General Laws with certificate as to Service of Meeting attached which was ordered spread upon the minutes.

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NOTICE OF MEETING

Notice is hereby given in accordance with Section 23B, Chapter 39 of the General Laws that a meeting of the Somerville Housing Authority will be held virtually via GoToMeeting at 11:00 a.m. on Thursday, December 22, 2022.

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CERTIFICATE AS TO SERVICE OF NOTICE  
OF MEETING

(Sec. 23B, Chapter 39, General Laws)

I, Joseph R. Macaluso, the duly appointed qualified Secretary of the Somerville Housing Authority, do hereby certify that on December 15, 2022, I filed, in the manner provided by Sec. 23B, Chapter 39 of the General Laws with the Clerk of the City of Somerville, a Notice of Meeting of which the following is a true and correct copy.

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal of the said Authority this December 23, 2022.

Joseph Macaluso

Joseph R. Macaluso



2. NEW BUSINESS

- (a) Consideration of request by the Executive Director to approve the FY2023 Federal Annual Plan.

**(Roll Call Vote Required).**

Deputy Director Rob Muollo highlighted upcoming projects for Somerville Housing Authority properties. He discussed the review process with the SHA Resident Advisory Board and Cambridge and Somerville Legal Services, upcoming Maintenance projects, and recent policy changes. Most notable are changes to the 5-Year Capital Plan, including updates to the fire alarm system at Mystic View and an elevator replacement at Properzi Manor.

Attorney Susan Hegel thanked SHA for their open communication and providing data on their Plans and Policy changes.

Executive Director Joe Macaluso and Chairman Bonney thanked SHA staff and Cambridge and Somerville Legal Services for their work and participation in developing the annual plans.

Motion made my Commissioner Rances, seconded by Commissioner Mannion.

Upon roll call the ayes and nays is as follows:

Ayes

Nays

Absent

Comm. Mannion

Comm. Rances

Chairman Bonney, Jr.

SO VOTED

- (b) Consideration of request by the Executive Director to approve the FY2024 State-Aided Public Housing Annual Plan. **(Roll Call Vote Required).**

Rob stated the State Annual Plan is very similar to the Federal Annual Plan except that it is submitted to the Department of Housing and Community Development for approval.

Motion made my Commissioner Rances, seconded by Commissioner Mannion.

Upon roll call the ayes and nays is as follows:

Ayes

Nays

Absent

Comm. Mannion

Comm. Rances

Chairman Bonney, Jr.

SO VOTED

3. ADJOURNMENT

Motion made by Comm. Rances, seconded by Comm. Mannion, it was voted to adjourn at 11:21 a.m.

Upon roll call the ayes and nays is as follows:

Ayes

Nays

Absent

Comm. Mannion

Comm. Rances

Chairman Bonney, Jr.

SO VOTED



Joseph R. Macaluso  
Executive Director

ATTEST  
A True Copy

## **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.

# SOMERVILLE 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 **Somerville Housing Authority**, surveys were sent to a total of **105** housing units (Chapter 667); **26** surveys were completed.

This report provides some information about how the residents from the **Somerville 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 Metro Boston. These large LHAs in Metro Boston 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 Somerville Housing Authority in the last 12 months. The table below shows what percentage of residents said they did each of the following:

	Somerville Housing Authority	Large LHAs in Metro Boston*	Entire State
Contacted management about a problem or concern.....	89%	79%	78%
Felt they were usually or always treated with courtesy and respect when they contacted management.....	91%	83%	87%
Saw the Capital Improvement Plan.....	23%	22%	30%
Saw the Operating Budget.....	11%	13%	17%
Knew the Executive Director held a meeting with residents...	46%	40%	53%

\* Large LHAs in Metro Boston include: Arlington, Boston, Chelsea, Everett, Quincy, Revere, Somerville, Waltham, and Watertown.

## Services and Programs

**42%** of the Somerville 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:

	Somerville Housing Authority	Large LHAs in Metro Boston	Entire State
Job training programs.....	4%	8%	6%
Money management programs ( <i>budgeting, taxes, income building</i> ).....	0%	9%	10%
Children's programs ( <i>tutoring, childcare, afterschool programs</i> ).....	0%	3%	2%
Health and Medical Services ( <i>visiting nurse, meal programs</i> ).....	35%	39%	35%
Adult Education ( <i>GED, ESL, educational counseling</i> ) .....	19%	14%	10%

## Maintenance and Repair

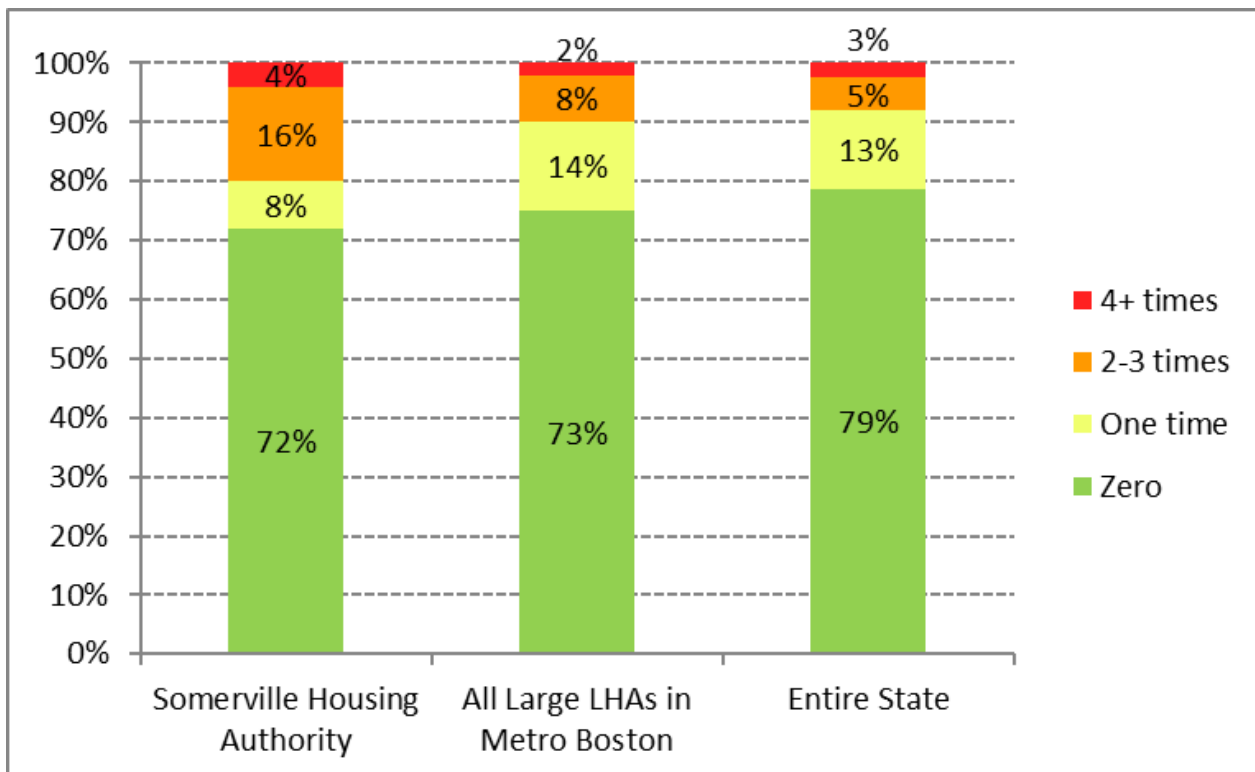
**Who had problems?** About one-quarter of respondents had a problem with their heating and about one-half had a plumbing problem in the last 12 months.

	Somerville Housing Authority	Large LHAs in Metro Boston	Entire State
Had a heating problem.....	27%	27%	21%
Had a problem with water or plumbing.....	54%	51%	49%

- **Heating Problems**

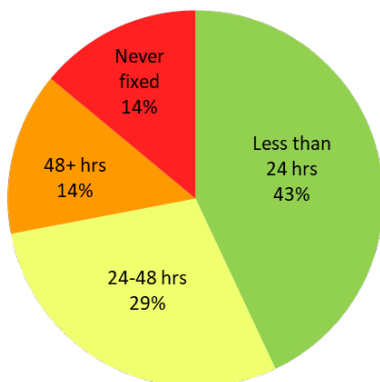
**How many times did residents have heating problems?**

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.

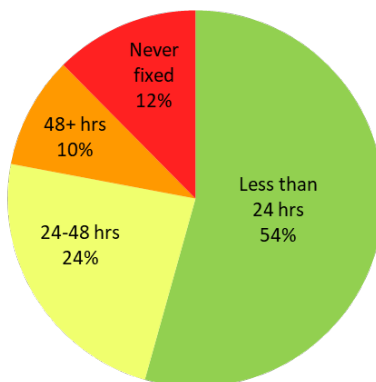


**How long did it take to fix the heating problems?** For those respondents who had problems, we asked how long it usually took for the problems to be fixed – less than 24 hours, 24 - 48 hours, more than 48 hours, or never fixed.

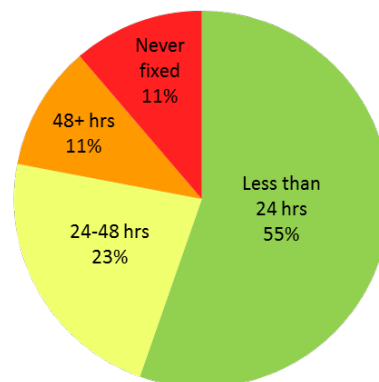
**Somerville  
Housing Authority**



**Large LHAs  
in Metro Boston**



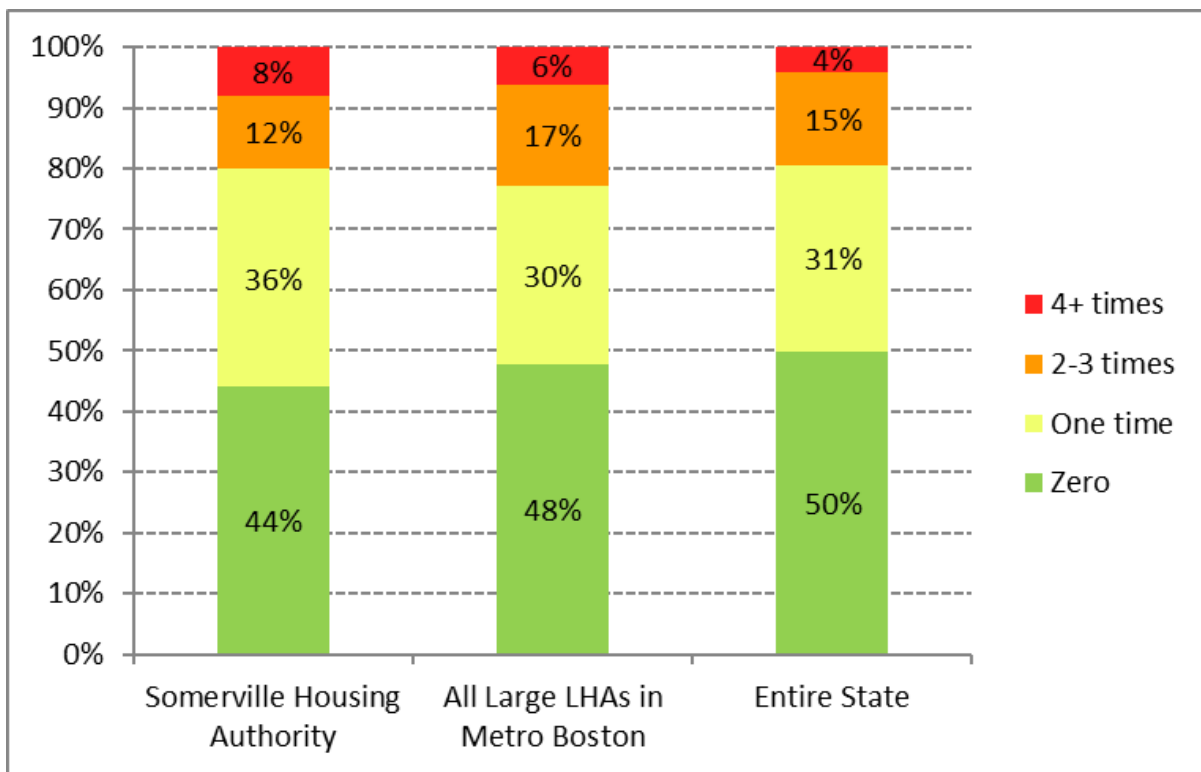
**Entire State**



- **Water or Plumbing Problems**

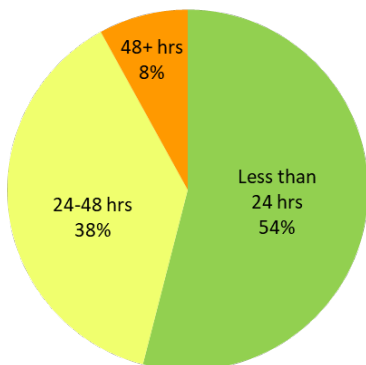
**How many times did residents have problems with their water or plumbing?**

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.

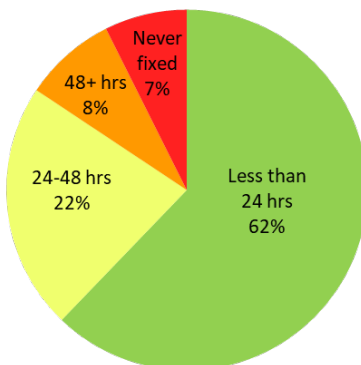


**How long did it take to fix the water or plumbing problems?** For those respondents who had problems, we asked how long it usually took for the problems to be fixed – less than 24 hours, 24 - 48 hours, more than 48 hours, or never fixed.

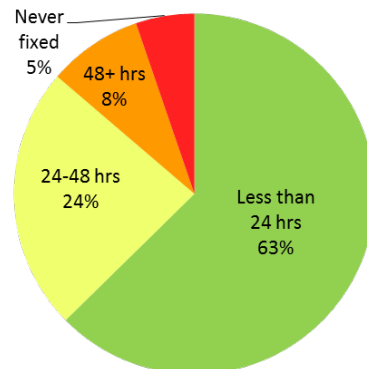
**Somerville  
Housing Authority**



**Large LHAs in  
Metro Boston**

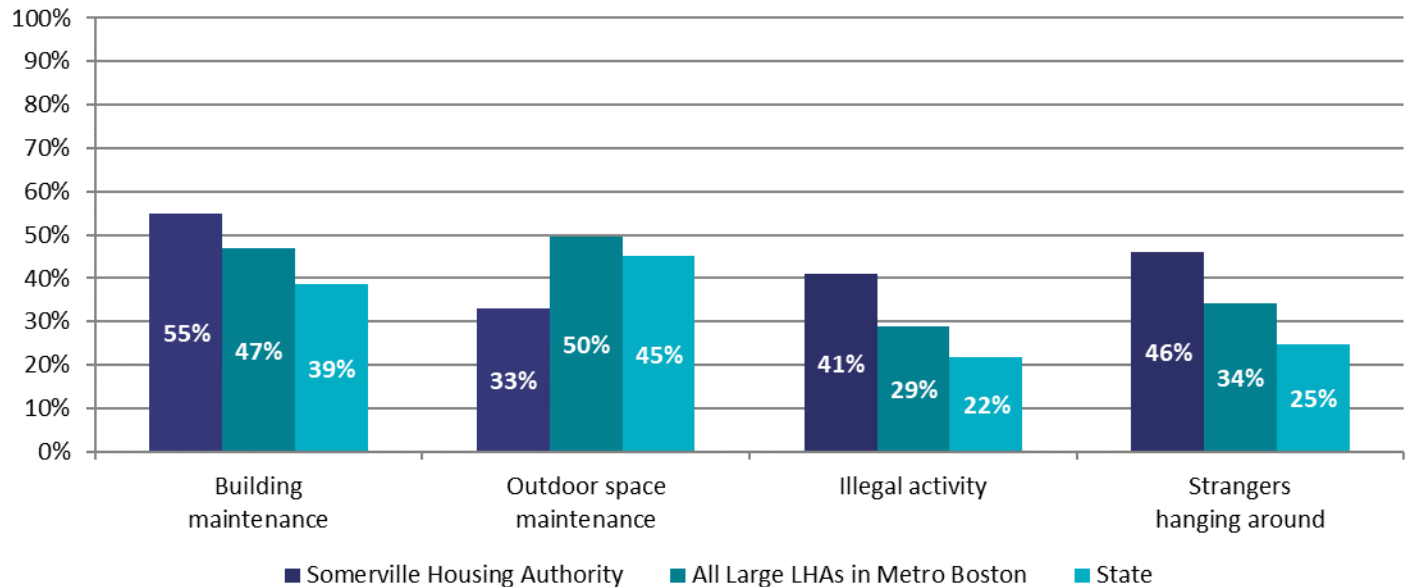


**Entire State**



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

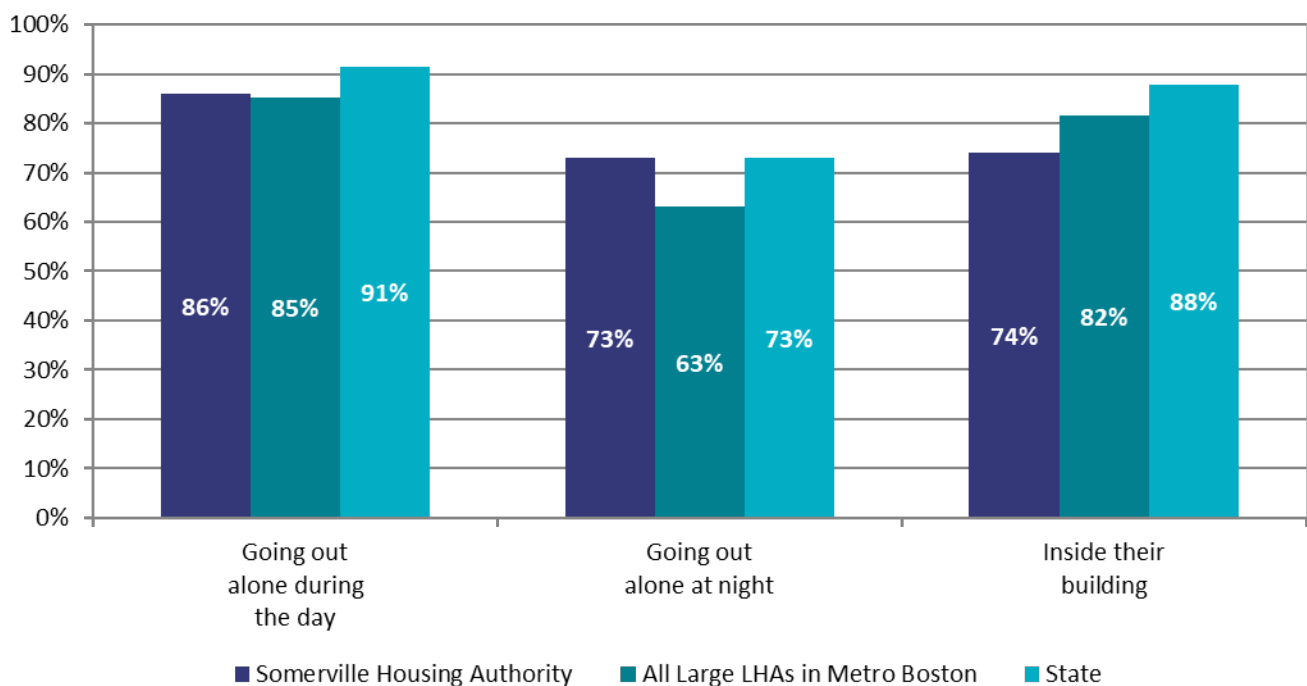
#### Respondents who “always” or “sometimes” had problems with....



## Safety

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

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



**Somerville 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 **Somerville Housing Authority**, surveys were sent to a total of **228** Somerville housing units, **32** surveys were completed.

This report provides some information about how the residents from the **Somerville 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, Revere, 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:

	Somerville Housing Authority	Large LHAs in Metro Boston*	Entire State
Felt they were usually or always treated with courtesy and respect when they contacted management.....	59%	69%	71%
Knew the Executive Director held a meeting with residents.....	25%	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.)



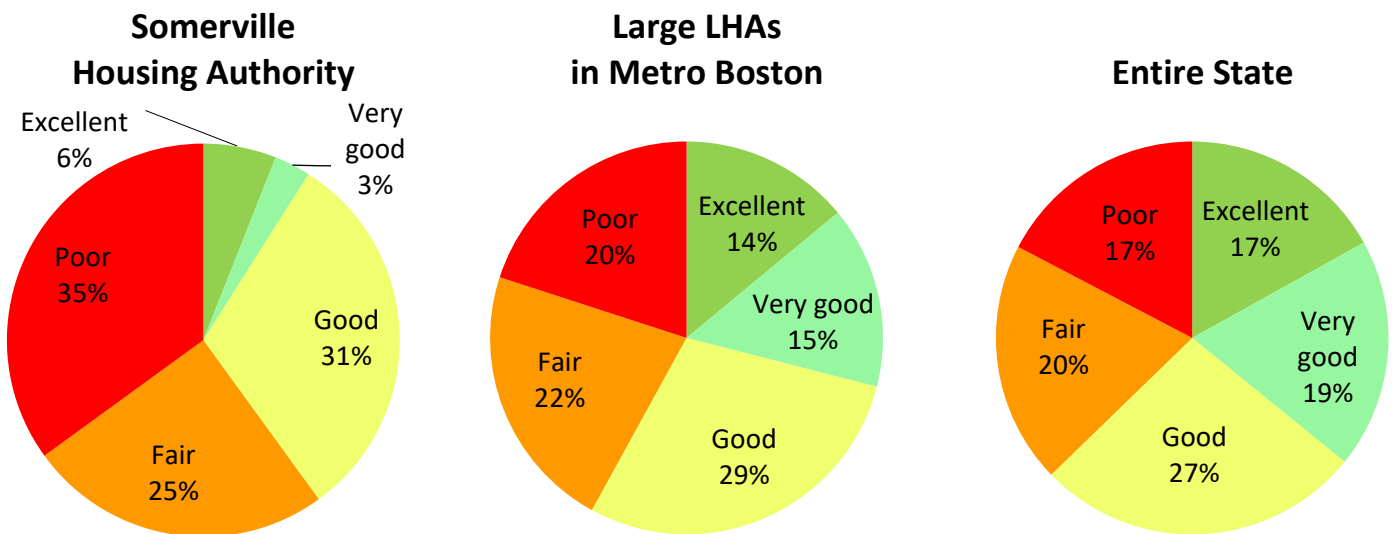
## Maintenance and Repair

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

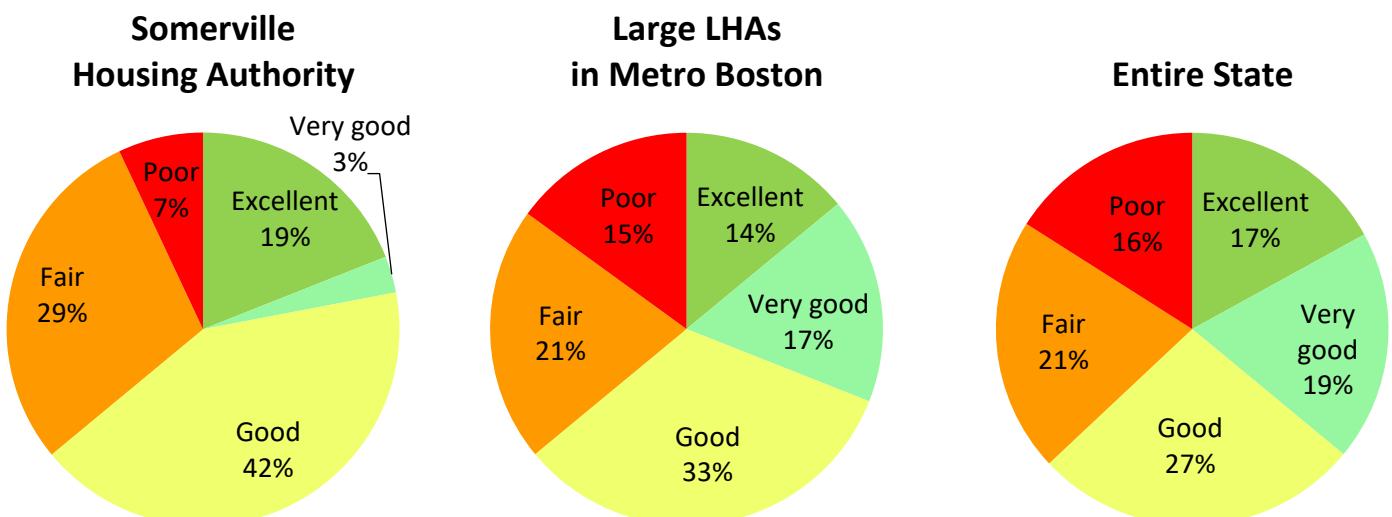
	Somerville Housing Authority	Large LHAs in Metro Boston	Entire State
Felt they were usually or always treated with courtesy and respect when they contacted maintenance.....	53%	72%	75%
Were contacted by the Housing Authority before staff entered their apartment.....	75%	86%	86%

- 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:



### Outdoor maintenance:



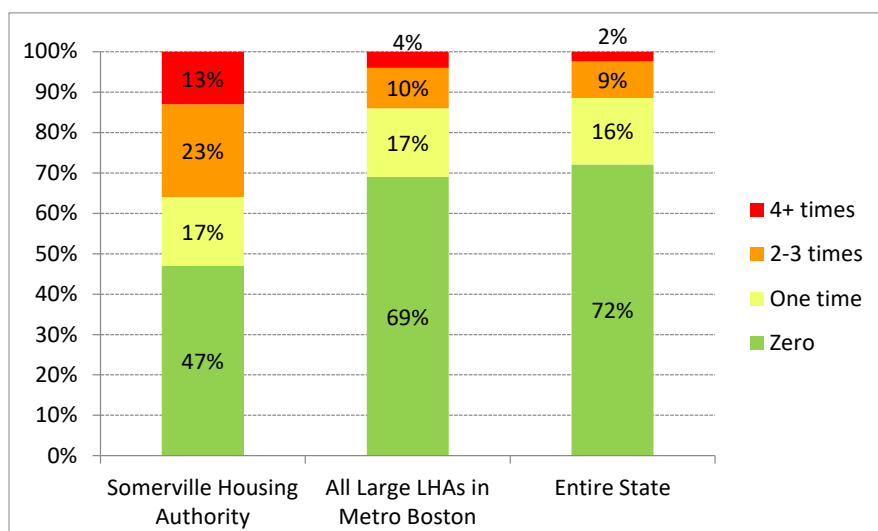
- **Heating and Water Problems:** About two-thirds of respondents had a problem with their heating and more than three-quarters had a plumbing problem in the last 12 months.

	Somerville Housing Authority	Large LHAs in Metro Boston	Entire State
Had any heating problem.....	69%	55%	56%
Had any water problem.....	81%	74%	74%

## • Heating Problems

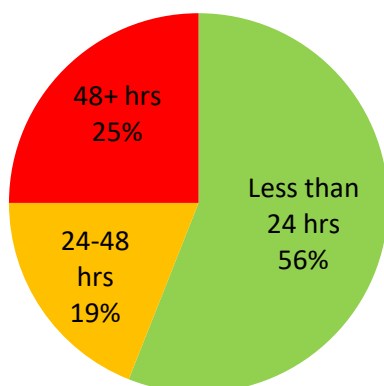
### How many times did residents completely lose heat?

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.

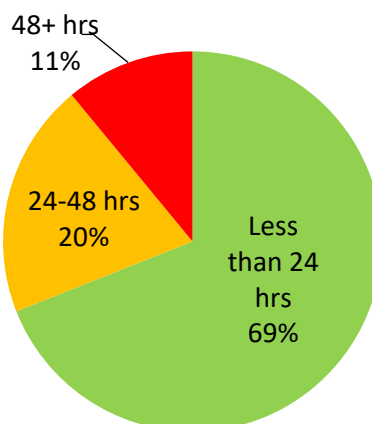


**How long did it usually take for heat to come back on?** For those respondents who reported completely losing heat, we asked how long it usually took for the heat to come back on – less than 24 hours, 24 - 48 hours, or more than 48 hours.

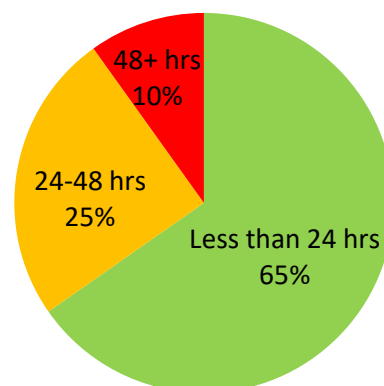
### Somerville Housing Authority



### Large LHAs in Metro Boston



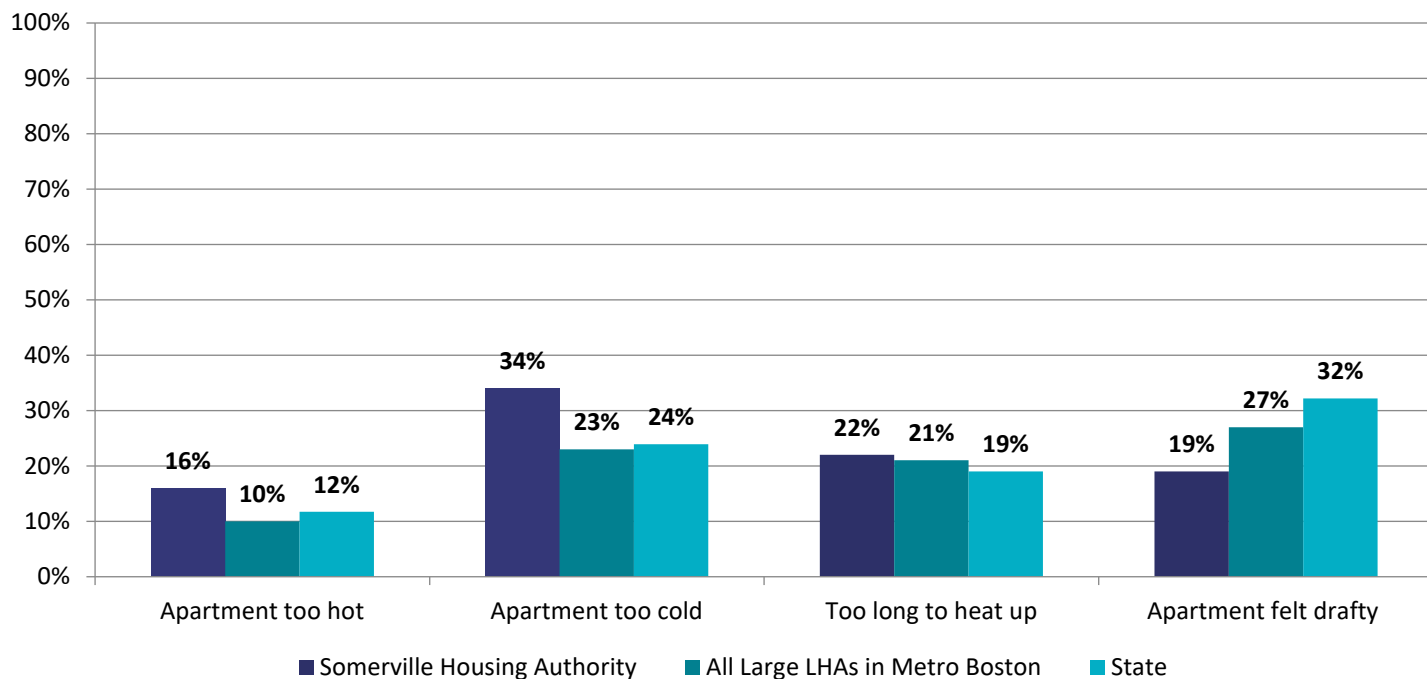
### Entire State



- **Other Heating Problems**

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

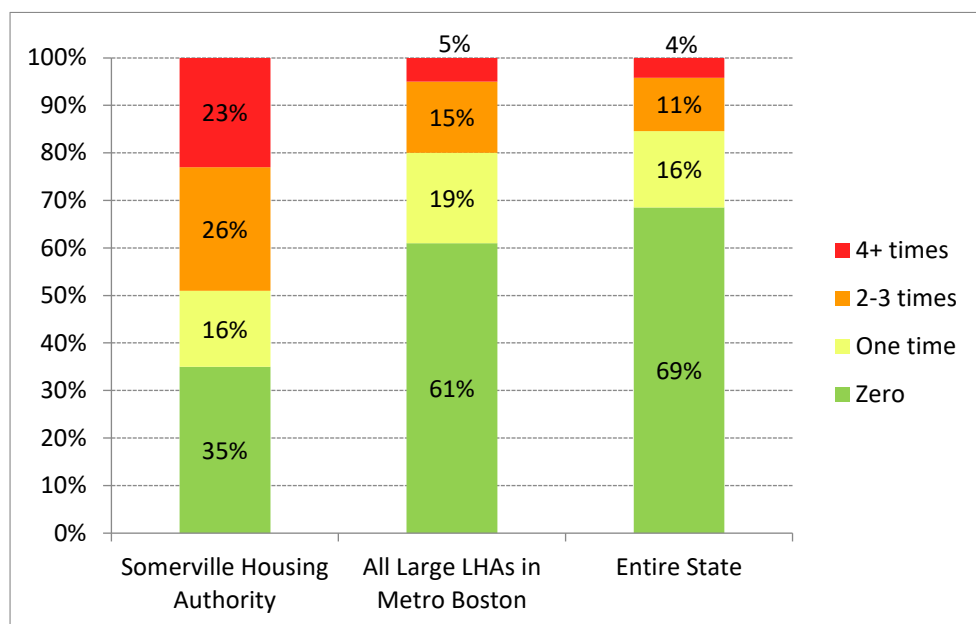
The chart below shows what percentage of residents experienced other heating problems in the last 12 months.



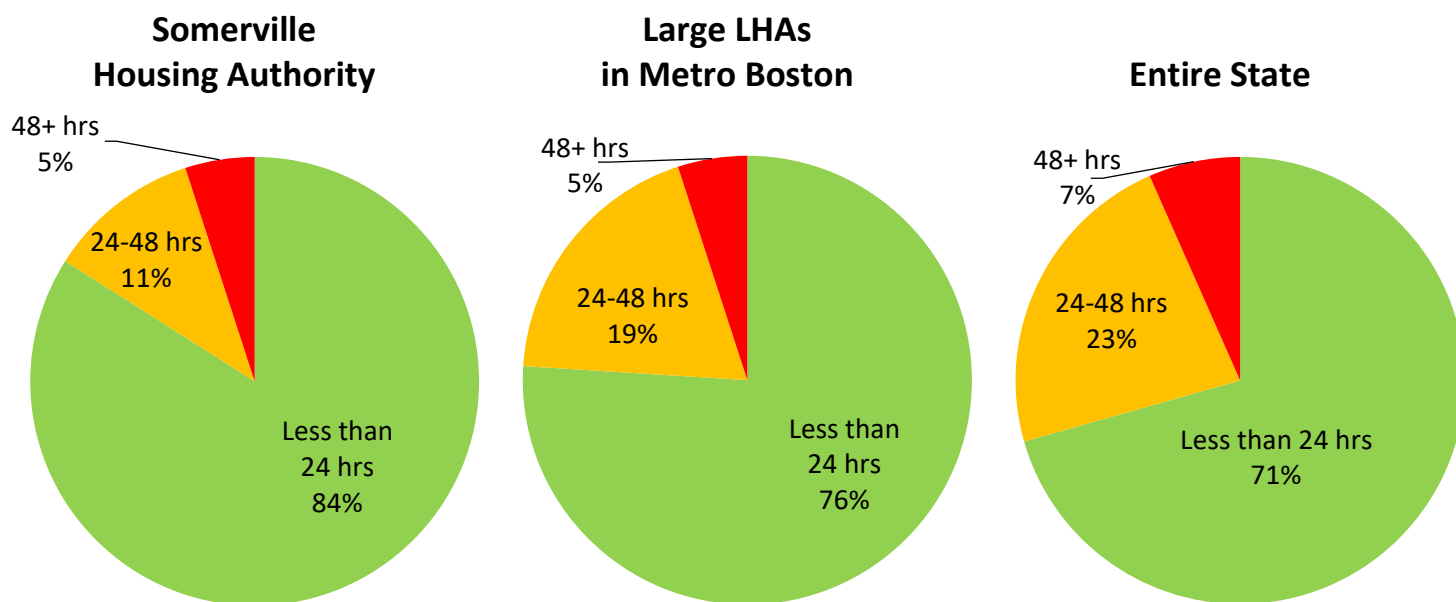
- **Water or Plumbing Problems**

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

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



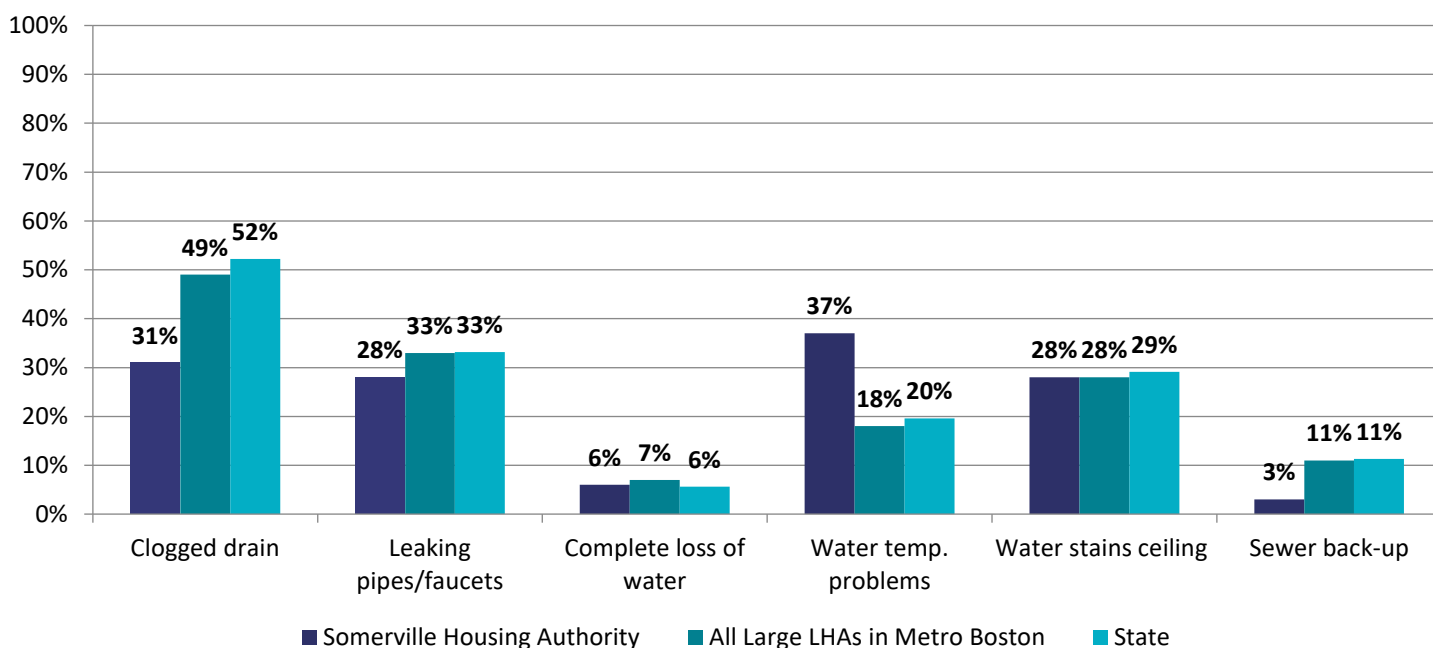
**How long did it usually take for hot water to come back on?** For those respondents who reported not having hot water in their apartment, we asked how long it usually took for hot water to come back on – less than 24 hours, 24 - 48 hours, or more than 48 hours.



## • Other Water or Plumbing Problems

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

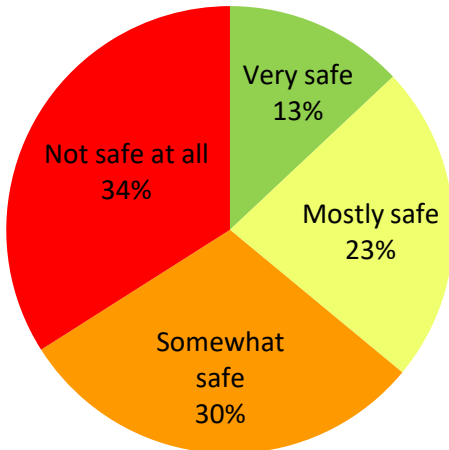
The chart below shows what percentage of residents experienced other water or plumbing problems in the last 12 months.



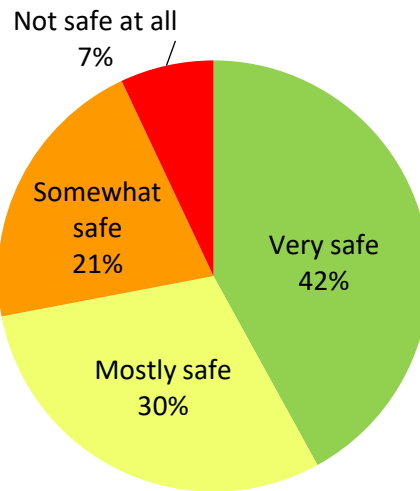
## Safety

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

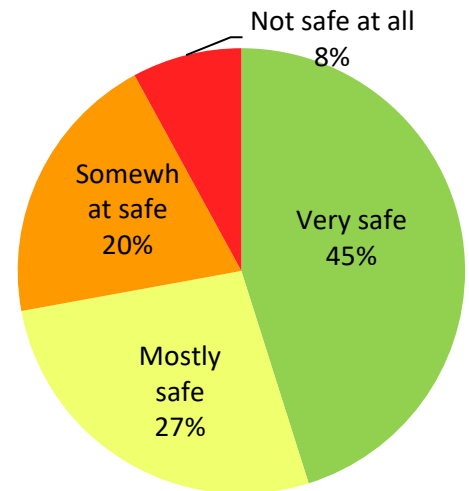
**Somerville  
Housing Authority**



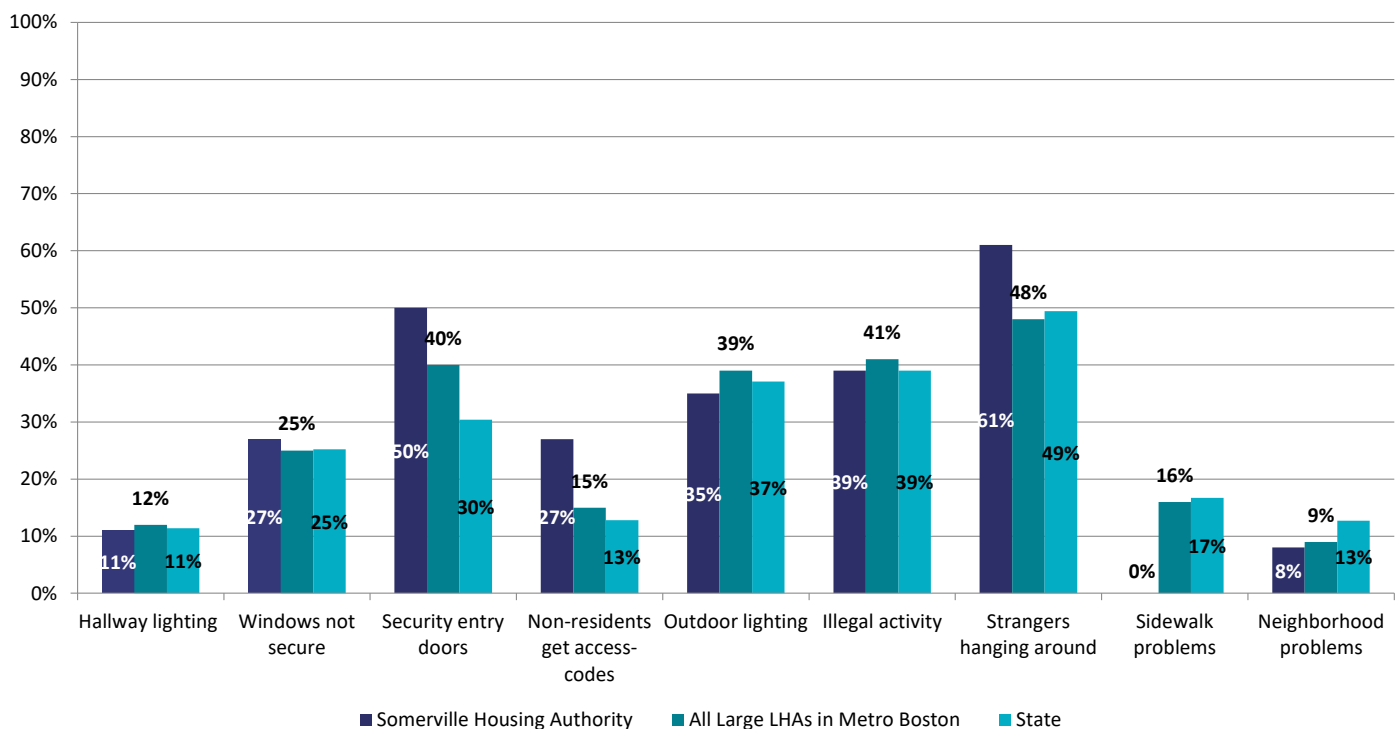
**Large LHAs  
in Metro Boston**



**Entire State**



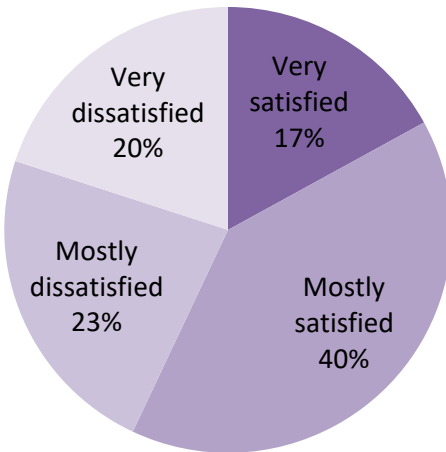
**Reasons why respondents felt unsafe in their development:** Respondents were asked why they felt unsafe in their development. This chart shows what specific concerns respondents mentioned.



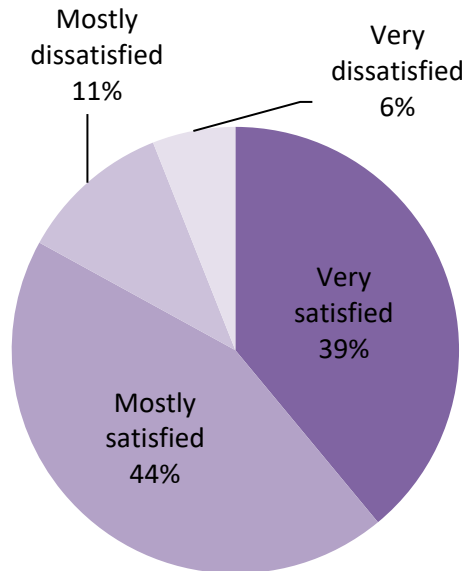
## Overall Satisfaction

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*.

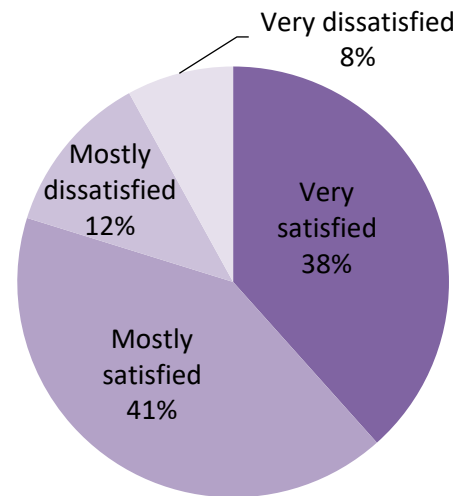
**Somerville  
Housing Authority**



**Large LHAs  
in Metro Boston**



**Entire State**



# SOMERVILLE 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	Somerville Housing Authority
Fiscal Year Ending	03/31/2022
Housing Management Specialist	Lisa Taylor
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 Somerville Housing Authority

### Occupancy

Rating All: No Findings

Rating 667: No Findings

Rating 200: No Findings

Rating 705: No Findings

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

### Certifications and Reporting Submissions

Rating: 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	Somerville Housing Authority
Fiscal Year Ending	03/31/2022
Housing Management Specialist	Lisa Taylor
Facilities Management Specialist	Todd Lawson

Inspection and Work Order System Criteria	Rating
<b>Inspections</b>	
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
<b>Work Order System</b>	
Emergency work orders defined per PMG, identified, tracked, reportable.	Operational Guidance
Emergency work orders initiated within 24 to 48 hours.	No Findings
Vacancy work orders identified, tracked and reportable.	No Findings
Vacancy work orders were completed within 30 calendar days or if not completed within that timeframe, LHA has a waiver.	Operational Guidance
Comprehensive Preventive Maintenance Program exists & preventive work orders identified, tracked, and reportable.	No Findings
Routine work orders identified, tracked, reportable and completed regularly.	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

<b>Housing Authority</b>	<b>Somerville Housing Authority</b>
<b>Fiscal Year Ending</b>	<b>3/31/2022</b>
<b>Housing Management Specialist</b>	<b>Lisa Taylor</b>
<b>Facilities Management Specialist</b>	<b>Todd Lawson</b>

**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](mailto: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](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) - Operational Guidance

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:

All work items reported that are on the Somerville Housing's Emergency Definition list should be created as emergency work orders.

## Timely Completion of Work Order Types

Criteria E: Inspection - No Findings

Criteria G: Emergency - No Findings

Criteria I: Vacancy - Operational Guidance

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:

All work items reported that match their emergency list should be created as Emergency work orders not as Routine.

#### Vacancy Work Order:

Waivers should be used when applicable, if maintenance ready time is expected to exceed 30 days from the date the unit becomes available.

#### Timeliness Requested Work Order:

Meets DHCD criteria

#### Timeliness of Inspection Work Order:

Meets DHCD criteria

**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:**

# Capital Needs Assessment and Replacement Reserve Analysis With Accessibility Assessment

## PRELIMINARY REPORT

Prepared for:



30 Memorial Drive  
Somerville, MA 02145

## Bryant Manor

Somerville, MA

December 2, 2020





# Bryant Manor : Property Overview

**Total Buildings:** 1

**Number of Non-Residential Buildings:**

**Total Units:** 134

**Number of Accessible Units:** 4

<u>Building Type</u>	<u># of Buildings</u>	<u>Studio/Efficiency</u>	<u>One Bedroom</u>	<u>Two Bedroom</u>	<u>Three Bedroom</u>
Elevator	1	-	134	-	-
Walk-up	-	-	-	-	-
Townhouse	-	-	-	-	-
<b>Totals:</b>	<b>1</b>		<b>134</b>		

**Occupancy:** Elderly

**Property/Development Age:** 42

**Year of Construction:** 1979

**City & State:** Somerville, MA 02145

**Addresses:** 75 Myrtle Street

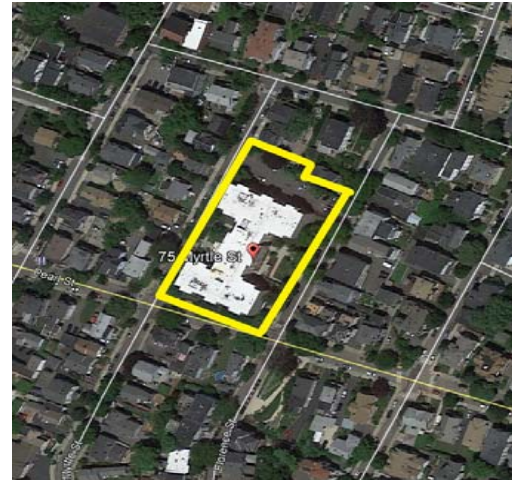
**OSI Project Number:** 20298

**Assessment Date:** November 6, 2020

**Assessor:** Daniel Iles

**Property Description:**

Bryant House is a five-story residential building constructed for elderly use and contains a total of 134 one-bedroom apartments. The development was originally constructed circa 1979 and has undergone some partial rehabilitations thereafter. Overall the development is in good condition. The residential spaces, common areas, and various building systems are adequately appointed and maintained.



## Bryant Manor

### Somerville, MA

**Bryant Manor** is a five-story residential building constructed for elderly use and contains a total of 134 one-bedroom apartments. The development was originally constructed circa 1979 and has undergone some partial rehabilitations thereafter. Overall the development is in good condition. The residential spaces, common areas, and various building systems are adequately appointed and maintained. That said, the property has substantive capital needs anticipated in the coming years; a number of systems and components are at or approaching the end of their useful lives. *At the request of the Somerville Housing Authority dwelling units have been excluded from this report. The dwelling units are in the process of being renovated and no costs for current or future capital improvements within dwelling units are included in this report.* Anticipated near-term needs include a planned entrance and loading dock renovation, refurbishment of the metal picket fencing, replacement of the variable frequency drives and cold water booster pumps, modernization of the electrical systems, replacement of the generator and original elevator equipment, and envelope cleaning, repairs, and window replacement.

Future capital actions are based on useful life expectations and assume continued effective maintenance and physical management. Costs for the twenty-year plan total \$2,992,860, or \$22,335 per unit in current dollars (\$3,472,011, or \$25,911 per unit in inflated dollars). At the time of preparation of this report information regarding the current reserve balance and annual contributions to reserves was not provided. When this information is provided at a later date, it will be incorporated into the Final Report. For discussion purposes, a hypothetical funding plan (referenced as Plan #1) aimed at meeting anticipated capital needs through Year 20, has been included here. Under this plan, an annual replacement reserve contribution of \$700 per unit is shown being established in Year 1 and then indexed at 3% for inflation going forward. Additionally, the plan shows a \$1,742,000 (\$13,000 per unit) infusion of outside capital in Year 1 to help bolster reserves and meet the costs of anticipated near-term capital needs.

## Site

The building is located on a moderately sloped parcel in a mixed-use neighborhood of Somerville, MA. Asphalt-paved surface parking is provided along the north end of the building. A parking garage is located under a portion of the building at the south end of the

building. Various height concrete retaining walls are located throughout the site. Additional site elements include concrete sidewalks (sidewalks along municipal roadways reportedly not the development responsibility), metal chain-link, PVC, and painted iron picket fencing, pole-mounted lighting, a dumpster enclosure, landscaping comprised of planters, shrubs, and trees, as well as site distribution systems.

**1. Costs for the development's site related elements total \$291,988 or \$2,179 per unit in inflated dollars.**

2. The asphalt-paved surfaces were overlaid in 2004 and display fair overall conditions. Areas of moderate cracking, depressions, and evidence of fatigue was observed. Costs to resurface this parking area are shown in Year 3. Periodic costs for preventative maintenance repairs and restriping are shown every five years starting in Year 1.
3. Management reported that the entrance steps and canopy at the front elevation of the building are scheduled to be rebuilt/ repaired in 2021. A place holder allowance is included in Year 1 pending an accepted design and scope of work.
4. The concrete-paved sidewalks at the front and rear of the building were observed to be in good overall condition. Costs to repair localized cracking or settlement are included every five years throughout the plan starting in Year 3 of the plan.
5. Concrete site elements include cast-in-place retaining walls, steps, landings, and limited walkways. Localized concrete deterioration and efflorescence staining was observed, particularly at the retaining walls. Costs to carry out localized concrete repairs are shown as needed throughout the plan's timeframe (i.e. as-needed crack repairs, cementitious parge coat replacement, addressing efflorescence staining, repair uneven concrete walkway surfaces).
6. Limited sections of four-feet high metal chain-link fencing are present at the development. A PVC fence is located at the north property boundary. Most of the property boundaries adjacent to public sidewalks feature painted iron picket fencing. Costs to repair and paint the iron picket fencing are shown in Year 1 of the plan; future needs should be handled as an operating expense. Costs to replace the chain link fencing are shown in Year 14. The PVC fencing is shown for replacement in Year 15. The dumpster surround is shown for replacement in Years 5 and 20 of the plan.
7. Five wood post-mounted high intensity discharge (HID) light fixtures facilitate illumination for the north parking lot. Costs to replace the light poles and install energy efficient light emitting diode (LED) fixtures are shown in Year 1; the lighting poles are shown being maintained as an operating concern during the plan's timeframe.
8. Periodic costs to carry out landscaping repairs/upgrades including as-needed tree pruning or removal as well as erosion repairs are shown every seven years starting in Year 1. Costs to replace the irrigation controls are shown in Year 1 and 16 of the plan.
9. The building is serviced by publicly and utility supplied services. No problems/concerns were reported with regards to these long-lived systems. These systems are shown being maintained and monitored during the plan's timeframe.
10. The parking garage concrete surface was observed to be in fair overall condition. Periodic costs for preventative maintenance repairs and restriping are shown every five years starting in Year 1.
11. The LED light fixtures in the parking garage remain on 24-hours a day. Replacement costs are shown in Year 10.

## Accessibility Improvements

As part of this assessment, the common areas and dwelling units at the development were examined for compliance with the requirements of the Massachusetts Architectural Access Board Standards (MAAB). The development is partially compliant with MAAB, however, deficiencies were noted at several locations. It should be noted that prior to carrying out any major accessibility modification/improvement work, a qualified professional should be retained to determine the full scope and cost(s) of any modification/improvement work. Costs for accessibility modifications and/or improvements at these locations are shown in Year 1 unless otherwise noted.

### **12. Costs for accessibility improvements total \$82,800 or \$618 per unit in inflated dollars.**

13. All designated parking spaces shall be located on the shortest accessible route of travel to an accessible pedestrian entrance of the parking facility. Accessible parking spaces shall be striped to be at least eight feet wide, with an access aisle that shall be five feet wide minimum. A sign shall be located at the head of each space and no more than ten feet away.
14. Stairways shall have continuous handrails at both sides of all stairs. Door handles, pulls, latches, locks, and other operating devices on accessible doors shall have a shape that is easy to operate with one hand and that does not require tight grasping, tight pinching, or twisting of the wrist to operate.
15. The parking garage exit discharge shall provide a continuous path of travel from an exit to a public way by means of a walkway or a ramp.
16. The public restroom grab bars shall be 42 inches long and located a maximum of 12 inches from the interior corner. The rear grab bar shall be 42 inches long and located a maximum of six inches from the interior corner. Grab bars shall be set at a height of 33 to 36 inches above and parallel to the floor.
17. Non-commercial kitchens in public facilities such as community rooms shall provide a clear space of 60 inches in diameter, measured 12 inches above the floor. Counter tops that contain sinks and cooking units shall provide a minimum of 15 inches of clear countertop on at least one side of the cooking unit and on at least one side of the sink and shall have a clear space underneath that complies with knee-space requirement (at least 30 inches wide, 27 inches high, and 19 inches deep). Countertops shall be mounted no higher than 34 inches above the finish floor. Cabinet hardware shall be operable with a closed fist. Cabinet opening devices shall be located at the top of base cabinets and at the bottom of wall cabinets. Faucets shall be operable with one hand and shall not require tight grasping, pinching, or twisting of the wrist. Ovens shall be the wall-oven type, set at a height such that bottoms of doors are 30 inches above the floor. Refrigerators may be combination refrigerator-freezers with two doors side by side, or may be two door freezer-above-the-refrigerator units or refrigerator-above-the-freezer units, provided the bottom of such freezer or refrigerator is no higher than 44 inches above the floor.

## Mechanical Room

The building's central mechanical room houses the heating and domestic hot water (DHW) generation equipment. A natural gas-fired Tecogen cogeneration system produces hydronic heating water and primary domestic hot water for the building (in addition to limited common area electricity). Three Thermal Solutions Evolution boilers (1,500 MBH energy input each with integrated controls) facilitate supplemental/back-up hydronic heat generation for the building. A pair of Burnham natural gas-fired boilers (190 MBH energy input) facilitates supplemental/back-up DHW generation. Domestic hot water is stored in a single large capacity storage tank.

**18. Costs related to the development's boilers and boiler room systems total \$554,137 or \$4,135 per unit in inflated dollars.**

19. The Tecogen cogeneration system is reportedly owned by the development and is maintained under the terms of a full-service contract. No problems/concerns were reported with regards to the cogeneration system. Future costs to replace the cogeneration system are shown in Year 8; these costs also include replacement of the cogen peripheral systems.
20. The Thermal Solutions boilers are reportedly in good operation at the present time. Future replacement costs are shown in Year 5.
21. A series of circulation pumps, of various horsepower, facilitate hydronic heating, and domestic hot water distribution throughout the building. Costs for replacement of these pumps are shown based on pump age, observed conditions, and pump expected useful service lives. The variable frequency drives (VFDs) governing the 5-horsepower primary circulator pumps are shown in Years 1 and 16.
22. The Burnham natural gas-fired DHW backup-up boilers reportedly experience periodic operational issues. Future replacement costs are shown in Year 3, based on a twenty-year expected useful service life.
23. Costs to clean, inspect, and reline the domestic hot water storage tank are shown in Years 2, 7, 12, and 17 of the plan.
24. A pair of above ground fuel oil storage tanks (275-gallon capacity) serve the 155-kW emergency generator. No problems/concerns were reported with regard to the storage tanks. Replacement of the storage tanks is shown in Year 8 of the plan.

## Building Mechanical and Electrical Systems

Major building systems include the fire sprinkler system (equipped with a backflow preventer), distribution piping for domestic hot and cold water, hydronic heat, sanitary wastewater, natural gas services, heating, ventilation and air conditioning (HVAC) services, electrical, fire detection, security, and elevators.

**25. Costs related to the development's mechanical and electrical systems total \$923,353 or \$6,891 per unit in inflated dollars.**

26. The building's solid waste management system features a chute-fed, hydraulic-type compactor. Costs for replacement are shown in Year 3 of the plan.
27. The building is equipped with a wet sprinkler system that is augmented by a 50-horsepower fire pump. This system also includes a backflow preventer, a device designed to keep stagnant sprinkler water from flowing back into the potable water system. The

fire pump and controller date to the time of original construction. Cost to replace the fire pump and controller are shown in Year 8.

28. A split direct-expansion air conditioning system serves the community room. Future costs to replace the air conditioning condenser are shown in Year 10.
29. Ductless mini-split system air conditioners or heat pumps were observed in select ground floor common areas. These units were reportedly taken off-line and replacement is not anticipated. No costs are included in this report.
30. Fresh air is supplied to the building's common hallways by three roof mounted Reznor makeup air units (MAUs). The MAUs were installed in 2019 and no problems/concerns were reported. Full replacement of the MAUs is not anticipated within the plan's timeframe.
31. A series of rooftop-mounted belt-driven and direct drive powered exhausters facilitate apartment unit bathroom ventilation. Costs to replace the older exhausters are shown in Year 3; the recently replaced belt-driven exhausters are shown for replacement in Year 15.
32. The original cold water booster pump system is shown for replacement in Year 1.
33. Costs for as-needed replacement of the interior automatic door operators are shown over a three-year period starting in Years 2 and 14.
34. The building's main switchboard is located within the main electrical room and consists of a fully enclosed freestanding metal structure and distribution sections manufactured by Federal Pacific Electric (FPE) panels with Stab-Lok circuit breakers which are widely known to create safety and fire-hazard issues. It should be noted that these panels have experienced failure issues within the industry and service parts are no longer available or difficult to source. The building's electrical systems should be evaluated and modernized by an electrician. A place holder allowance is included in Year 1, pending review and specifications by a qualified electrician.
35. An original diesel-fueled emergency generator (155 kW rating) serves key building systems in the event of a power failure. The generator appears to be operating beyond the end of its normal expected useful service life, and costs for replacement are shown in Year 1. Future costs to overhaul the generator are shown in Year 16.
36. No problems/concerns were reported with regards to the building's security camera system. Periodic costs for isolated camera replacement and/or component upgrades are shown every five years starting in Year 2.
37. An EST fire alarm control panel monitors hardwired end devices at the building. Future costs to replace the fire alarm panel, including end devices, are shown in Year 3.
38. No problems/concerns were reported with regards to the phone-based entry intercom system. Future replacement costs are shown in Year 8.
39. A pair of hydraulic-type elevators travelling in adjacent shaft ways provides vertical access to each building level. The elevators are reportedly maintained under the terms of a full-service contract. The elevators are scheduled for modernization in Year 2021 (Year 1 of the plan). Future costs to renovate the cab interiors and replace door operators are shown in Year 16. Costs to install elevator machine room air conditioning are shown in Year 1 to ensure proper functionality of the solid-state controls systems. Future condenser replacement is shown in Year 16.

## Building Architectural Systems

The building features a flat roof constructed utilizing a mechanically fastened Ethylene Propylene Diene Monomer (EPDM) roof assembly. The exterior walls are predominantly precast concrete and aggregate panels; limited sections of infill panels and brickwork are present at the front elevation. Prefinished aluminum-framed commercial grade doors are installed at the main entrance. Exterior windows are aluminum-framed fixed and operable models containing insulating glass units (IGU's). Building-mounted light-emitting diode (LED) fixtures provide illumination along the building perimeters. Interior common areas include hallways and stairways, lounge areas, a community room and kitchen, an arts and crafts room, laundry room, office space, and common restrooms.

### **40. Costs related to the development's architectural systems total \$1,619,733 or \$12,088 per unit in inflated dollars.**

41. Overall, the majority of the exterior doorways are in good condition at the present time. The aluminum-framed swing glass doors at the front entrance and rear patio areas are shown for replacement in Year 13. The commercial grade, powered sliding glass door at the side entrance is shown for replacement in Year 20. Dwelling unit patio/balcony doors are shown for replacement starting in Year 15.
42. The parking garage aluminum, open air, motorized coil doors are shown for replacement in Year 3. The flush steel emergency exit doorway serving the parking garage are shown in Year 1. Future costs for replacement of the flush steel service and emergency exit doorways are shown in Year 3.
43. The precast aggregate and concrete panels exhibit good overall conditions. Caulking joints between panels and at balconies were observed to be in very good condition. No water infiltration issues were reported. Isolated areas of cracked/deteriorated and past repairs were observed. Discoloration and organic growth were observed at all elevations of the building. Costs to carry out cleaning and localized repairs are shown in Years 1 and 11; these costs include repointing efforts, crack repairs, as well as cleaning. Interim repairs to address loose/deteriorated concrete sills are shown being handled out of operating accounts. Costs to cut and replace caulking (not including windows and doors) are shown in Year 10 of the plan.
44. The exterior windows are believed to be original to the building. Costs to replace the windows are shown in Year 1 of the plan. Costs for future localized replacement of failed and cracked insulated glass units (IGUs) are shown annually starting in Year 10. Replacement of the exterior caulking at the window and door perimeters is included in door and window replacement costs.
45. The concrete balconies exhibit staining and organic growth. Costs to clean and repair the balcony surfaces are shown concurrent with exterior wall repairs in Years 1 and 11. The original metal balcony railings exhibit age related wear and rust from the mounting brackets which have stained concrete in many areas. Costs to replace the metal railings are shown in Year 1 of the plan.
46. The roof assembly was recoated in 2018 and is in fair condition at the present time. No active roof leakage, drainage issues, or evidence of seam deterioration/failure were observed at the time of the assessment. Replacement costs are shown in Year 6.
47. Flooring replacement in the fifth and fourth floor hallways was underway at the time of the assessment. Management reported that the remaining hallways would be completed within the 2020 calendar year. The new linoleum tile flooring should be maintained as an operating expense going forward. Costs to repair/repaint painted wall surfaces and replace suspended acoustic ceiling tiles are shown in Years 1 and 11.



48. Stairwells feature painted concrete landings, treads, walls, and ceilings. Costs to repair and paint stair surfaces are shown in Years 4 and 19 of the plan. Costs to modify or replace the existing railing systems are included in the Accessibility section of the report.
49. Costs to replace the original recessed wall mailboxes are included in Year 1 of the plan.
50. The majority of the building's community spaces will also receive new linoleum flooring by the end of 2020. The new linoleum tile flooring should be maintained as an operating expense going forward. Costs for common area painting and ceiling repairs are shown based on finish/material age, observed conditions, and finish/material expected useful service lives.
51. The community room kitchen renovation costs are included in the Accessibility section. Future appliance replacement should be handled as an operating expense. Allowances for as needed furniture replacement are shown in Years 1, 8, and 15.

*Additional Notes:*

1. The Physical Assessment of the property was conducted on November 6<sup>th</sup> 2020. Additional information was provided to ON-SITE INSIGHT by site staff and others. OSI was represented on this assignment by Daniel Iles. We would like to thank site staff for their assistance.
2. Regular updates of this plan are recommended to ensure careful monitoring of major building systems and to adjust the program to accommodate unanticipated circumstances surrounding the buildings, operations, and/or occupants.
3. This report is delivered subject to the conditions on Appendix A, *Statement of Delivery*.





View of the asphalt paved north parking lot.



The concrete retaining wall along a section of a municipally owned public sidewalk.



View of the dumpster enclosure.



The painted metal picket fencing exhibits age related wear and surface rust.





The PVC fencing located along the north property boundary.



A shared garden space is located behind the building near the patio.



The shared patio area.



View of the parking garage located under a portion of the building. Note: faded striping and evidence of past repair efforts.





Three Thermal Solution Evolution, modulating, gas-fired boilers produce hydronic heat for the building. Each boiler has a rated input capacity of 1,500-MBH.



The domestic hot water backup boilers are gas-fired 190-MBH Burnham boilers.



View of the domestic hot water storage tank.



The Tecogen cogeneration system that produces domestic hot water and supplemental electricity for the building.



View of the variable frequency drives (VFDs) that govern two base-mounted 5-horsepower circulator pumps.



The original 50-horsepower split case fire pump.



One of three recently replaced Reznor roof mounted makeup air units (MAUs).



The original cold water booster pump skid package equipped with two pumps and controls.

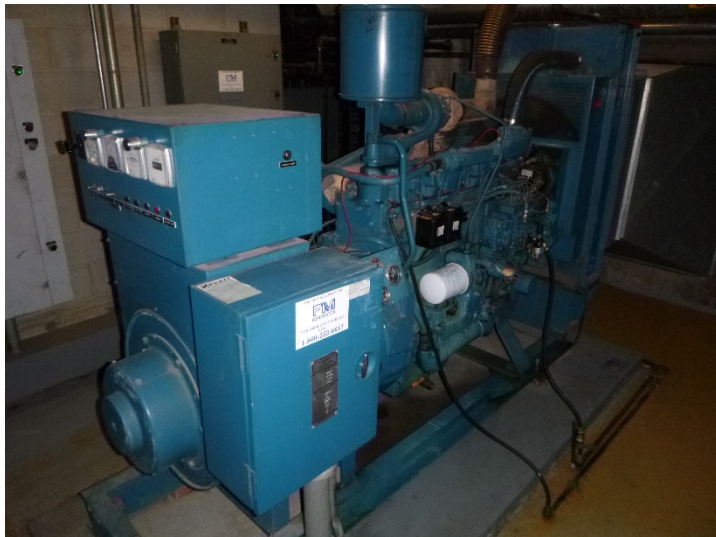




The EST fire alarm control panel.



The EST fire alarm control annunciator panel (top) and intercom panel (bottom) located in the entrance vestibule.



The John Deere emergency generator is rated to provide 155kW of electricity to key building systems in the event of a power failure.



View of the two hydraulic elevator packages.





Typical building architecture as seen at the north elevation.



The front entrance. Note: the front entrance steps and canopy are scheduled to be refurbished in 2021 in conjunction with replacement/rebuilding of the loading dock.



Typical condition of the precast concrete panels at an end wall.  
Note: Staining at upper section of the wall.



View of the side entrance and loading dock area. The loading dock is scheduled to be rebuilt in 2021.





View of the concrete balconies. Concrete surfaces exhibit staining and organic growth. Yellow arrows indicate rust staining near balcony railing mounting brackets.



Typical sliding glass dwelling unit balcony/patio door.



View of a concrete balcony and metal railing system.



No significant cracking/deterioration was observed at the underside of balconies from available vantage points.





Close up of the caulking joints between precast panels.



Organic growth was observed at all elevations.



View of the upper roof surface.



View of the entrance canopy roof surface.





View of the fifth-floor elevator lobby with recently installed linoleum tile flooring.



The fourth-floor elevator lobby and hallway flooring was being replaced at the time of the site visit.



Typical egress stairwell finishes and condition. Note: stairwell railings do not meet current accessibility or safety standards.



The entrance lobby.



View of the original recessed mailboxes.



The laundry room.



The arts and crafts room.



View of the community room.



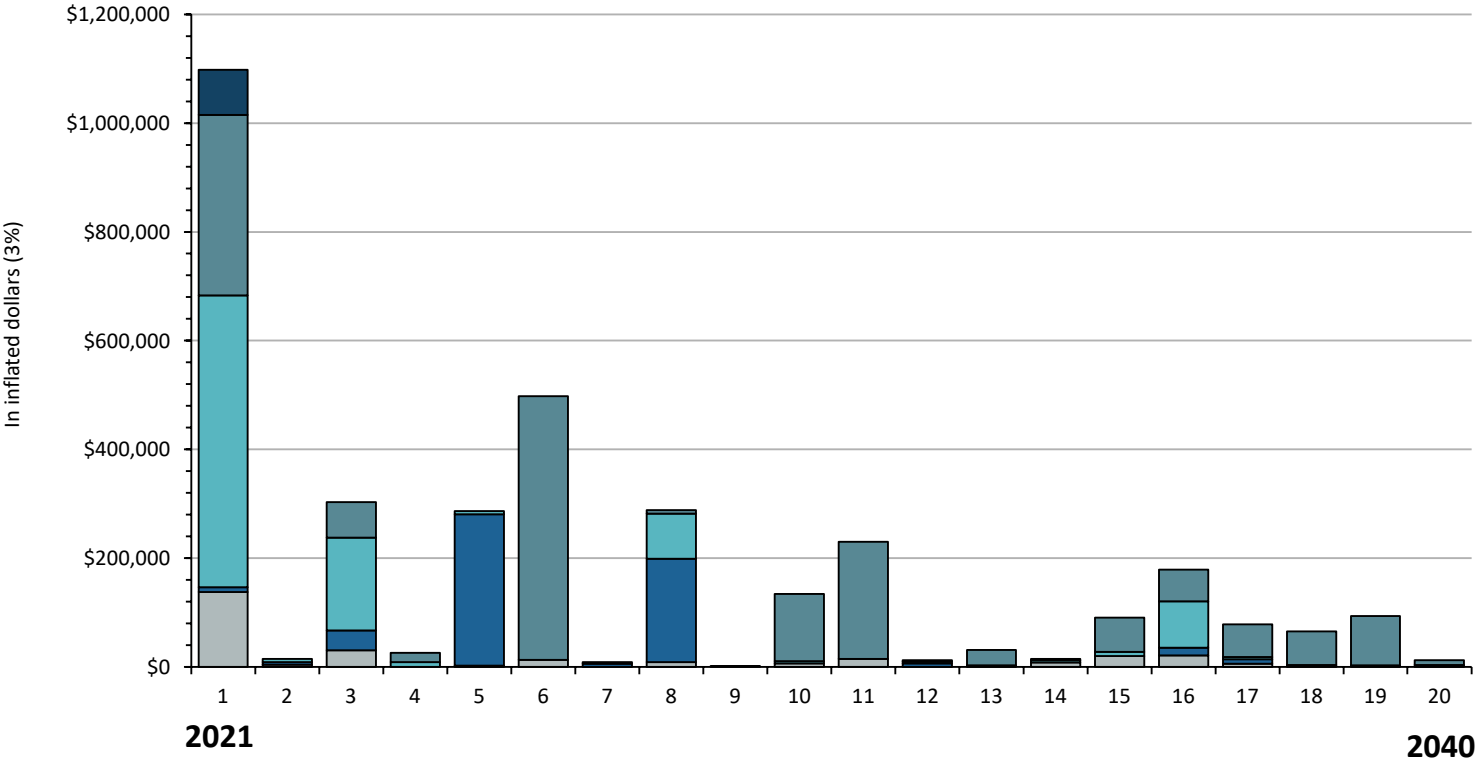


The community room kitchen cabinetry.

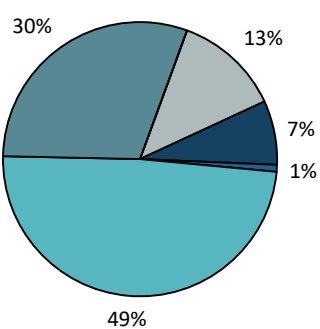


One of two recently renovated public restrooms.

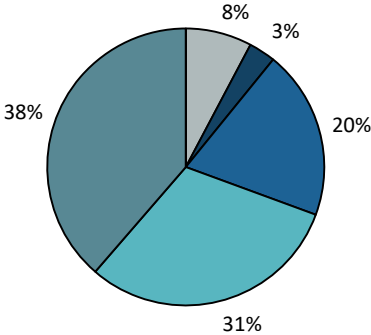
# Capital Needs Summary



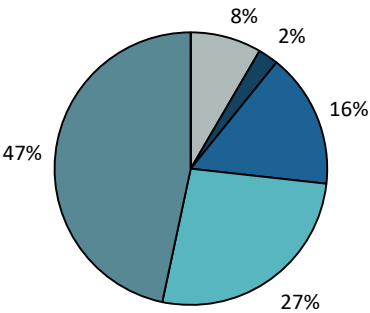
## Bryant Manor



Year One Distribution



Ten Year Distribution



Twenty Year Distribution

Total Costs by Building System (inflated dollars)				
	In Year 1	In Years 1-10	In Years 1-20	
Site Systems	\$137,844 or \$1,029/unit	\$206,398 or \$1,540/unit	\$291,988 or \$2,179/unit	
Accessibility Improvements	\$82,800 or \$618/unit	\$82,800 or \$618/unit	\$82,800 or \$618/unit	
Mechanical Room	\$9,000 or \$67/unit	\$525,171 or \$3,919/unit	\$554,137 or \$4,135/unit	
Building Mech. & Elec.	\$536,500 or \$4,004/unit	\$818,235 or \$6,106/unit	\$923,353 or \$6,891/unit	
Building Architectural	\$331,889 or \$2,477/unit	\$1,029,026 or \$7,679/unit	\$1,619,733 or \$12,088/unit	
Dwelling Units				
In inflated dollars:	\$1,098,033 or \$8,194/unit	\$2,661,631 or \$19,863/unit	\$3,472,011 or \$25,911/unit	
In current dollars:	\$1,098,033 or \$8,194/unit	\$2,453,872 or \$18,312/unit	\$2,992,860 or \$22,335/unit	

# Capital Needs Summary

## Bryant Manor

Somerville, MA 02145

OSI Ref: 20298  
 Property Age: 42 Years  
 Financing: 0

Number of Buildings: 1  
 Total Number of Units: 134  
 Occupancy: Senior/Disabled

	2021 Year 1	2022 Year 2	2023 Year 3	2024 Year 4	2025 Year 5	2026 Year 6	2027 Year 7	2028 Year 8	2029 Year 9	2030 Year 10
<b>Site Systems</b>										
Site Sub-Total	\$137,844	\$4,120	\$31,058	\$0	\$2,532	\$13,093	\$0	\$8,947	\$2,280	\$6,524
<b>Accessibility Improvements</b>										
Site, Circulation, & Facilities	\$82,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Mechanical Room</b>										
Boilers	\$0	\$0	\$0	\$0	\$278,563	\$0	\$0	\$184,481	\$0	\$0
Boiler Room Systems	\$9,000	\$5,150	\$36,177	\$0	\$0	\$0	\$5,970	\$5,830	\$0	\$0
Mechanical Sub-Total	\$9,000	\$5,150	\$36,177	\$0	\$278,563	\$0	\$5,970	\$190,311	\$0	\$0
<b>Building Mech. &amp; Electrical</b>										
Mechanical	\$19,000	\$3,090	\$27,689	\$8,851	\$5,740	\$0	\$0	\$76,252	\$0	\$4,567
Electrical	\$145,000	\$2,575	\$143,222	\$0	\$0	\$0	\$2,985	\$6,764	\$0	\$0
Elevators	\$372,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Mechanical & Electrical Sub-Total	\$536,500	\$5,665	\$170,911	\$8,851	\$5,740	\$0	\$2,985	\$83,016	\$0	\$4,567
<b>Building Architectural</b>										
Structural and Exterior	\$267,308	\$0	\$56,864	\$0	\$0	\$0	\$0	\$0	\$0	\$123,507
Roof Systems	\$0	\$0	\$0	\$0	\$0	\$485,052	\$0	\$1,107	\$0	\$0
Halls, Stairs, Lobbies	\$59,366	\$0	\$0	\$17,333	\$0	\$0	\$0	\$0	\$0	\$0
Community Spaces	\$5,215	\$0	\$8,355	\$0	\$0	\$0	\$0	\$4,919	\$0	\$0
Building Architectural Sub-Total	\$331,889	\$0	\$65,219	\$17,333	\$0	\$485,052	\$0	\$6,026	\$0	\$123,507
<b>Dwelling Units</b>										
Living Areas										
Kitchens										
Bathrooms										
Mechanical & Electrical										
Dwelling Units Sub-Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Capital Costs</b>	\$1,098,033	\$14,935	\$303,364	\$26,184	\$286,836	\$498,144	\$8,955	\$288,301	\$2,280	\$134,597

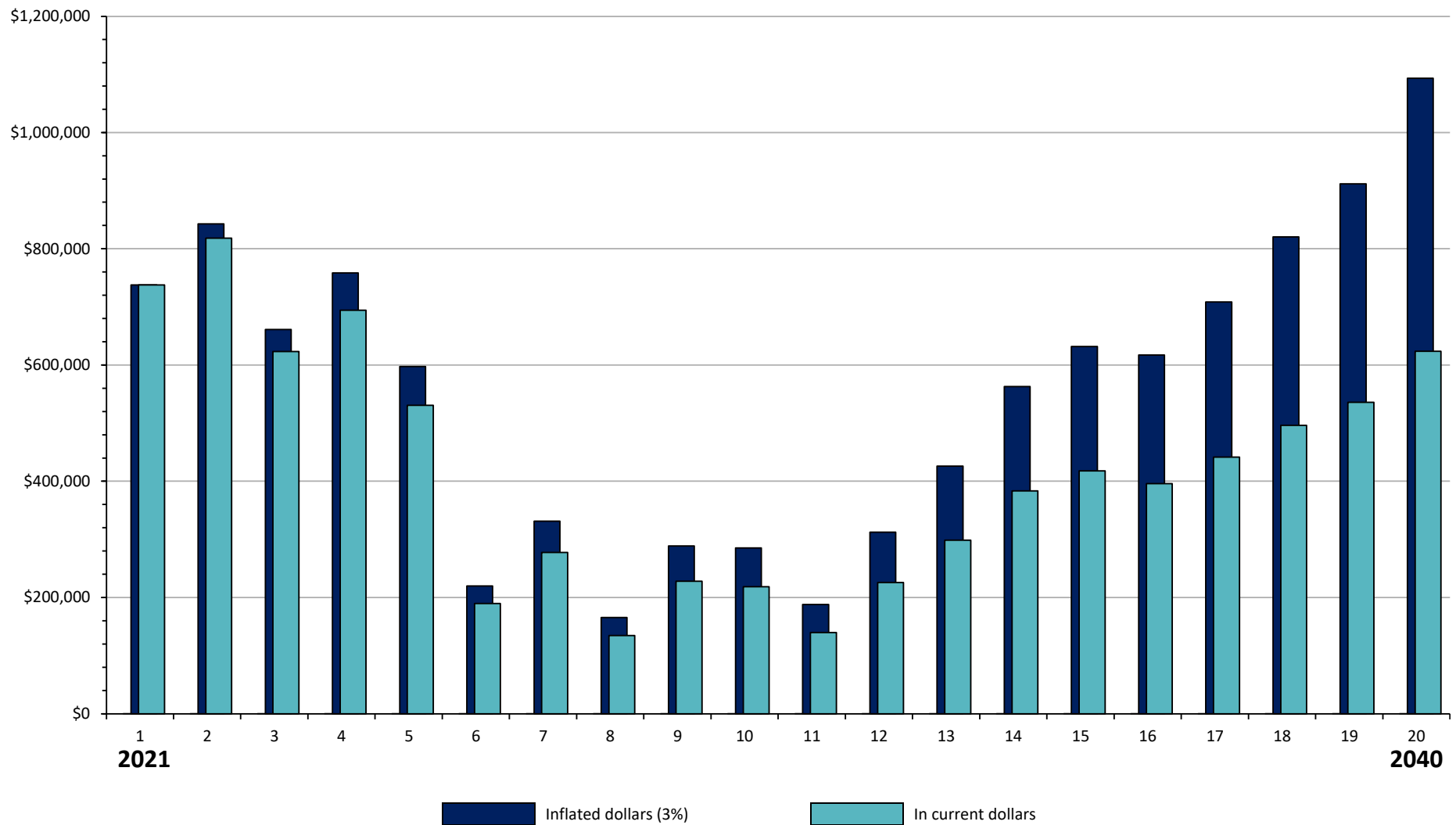
# Bryant Manor

Costs on these two pages are aggregated by category from the Capital Needs worksheets which follow. Total capital costs on these two pages are carried forward to line F of the Replacement Reserve Analysis(es) that follow.

2031 Year 11	2032 Year 12	2033 Year 13	2034 Year 14	2035 Year 15	2036 Year 16	2037 Year 17	2038 Year 18	2039 Year 19	2040 Year 20	
										<b>Site Systems</b>
\$15,178	\$0	\$3,244	\$8,334	\$20,155	\$21,490	\$6,419	\$3,760	\$3,064	\$3,945	Site Sub-Total
										<b>Accessibility Improvements</b>
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Site, Circulation, & Facilities
										<b>Mechanical Room</b>
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Boilers
\$0	\$6,921	\$0	\$0	\$0	\$14,022	\$8,024	\$0	\$0	\$0	Boiler Room Systems
\$0	\$6,921	\$0	\$0	\$0	\$14,022	\$8,024	\$0	\$0	\$0	Mechanical Sub-Total
										<b>Building Mech. &amp; Electrical</b>
\$0	\$0	\$0	\$4,406	\$7,941	\$8,179	\$0	\$0	\$0	\$0	Mechanical
\$0	\$3,461	\$0	\$0	\$0	\$18,696	\$4,012	\$0	\$0	\$0	Electrical
\$0	\$0	\$0	\$0	\$0	\$58,424	\$0	\$0	\$0	\$0	Elevators
\$0	\$3,461	\$0	\$4,406	\$7,941	\$85,299	\$4,012	\$0	\$0	\$0	Mechanical & Electrical Sub-Total
										<b>Building Architectural</b>
\$162,388	\$2,248	\$16,858	\$2,385	\$56,728	\$58,430	\$60,183	\$61,988	\$63,848	\$8,768	Structural and Exterior
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Roof Systems
\$50,969	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$27,005	\$0	Halls, Stairs, Lobbies
\$1,633	\$0	\$11,228	\$0	\$6,050	\$0	\$0	\$0	\$0	\$0	Community Spaces
\$214,990	\$2,248	\$28,086	\$2,385	\$62,778	\$58,430	\$60,183	\$61,988	\$90,852	\$8,768	Building Architectural Sub-Total
										<b>Dwelling Units</b>
										Living Areas
										Kitchens
										Bathrooms
										Mechanical & Electrical
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Dwelling Units Sub-Total
\$230,168	\$12,629	\$31,329	\$15,124	\$90,874	\$179,240	\$78,637	\$65,748	\$93,917	\$12,713	<b>Total Capital Costs</b>

# Replacement Reserve (RR) Analysis: *Plan One*

**Bryant Manor**



Reported Reserve Balance as of /01/1904 : \$0  
 Estimated Reserve Balance as of /01/2020 : \$0  
 Current annual contributions to reserves : \$0

At the end of Year One, Reserve Balances are projected to be: **\$737,767**  
 At the end of Year 20, Reserve Balances are projected to be: **\$1,093,225**  
**All projected capital needs are met throughout the plan**

1. Establish annual contribution to reserves of \$93,800 per year (\$700 per unit per year); and indexed at 3% per year going forward.
2. Infusion of outside capital or initial deposit to reserves of \$1,742,000 (\$13,000/unit) in Year 1.

# Replacement Reserve (RR) Analysis: *Plan One*

**Bryant Manor**

	<div> <div> <b>Reserve Funding In Year 1</b>                      Replacement Reserve (RR) analysis starts here with the starting RR balance reported, or imputed, to have been on hand at the start of Year 1, and current annual RR contributions. The projections below reflect Starting RR Balance (Line A), plus the Total Annual RR Contributions (Line D) and Interest Earnings on RR (Line E), minus Total Annual Capital Costs (Line F), taken from the CNS above. This is expressed arithmetically as (A+D+E)-F=G, Year-End Balances, then carries forward to Line A of the following Year.                 </div> <div>                     Starting replacement reserve balance: <b>\$0</b> or \$00/unit                      Contributions to Reserves: <b>\$93,800</b> or \$700/unit                 </div> </div>									
	2021 Year 1	2022 Year 2	2023 Year 3	2024 Year 4	2025 Year 5	2026 Year 6	2027 Year 7	2028 Year 8	2029 Year 9	2030 Year 10
<b>(A) Reserve Balances</b>										
Starting Replacement Reserves	\$0	\$737,767	\$842,804	\$661,179	\$758,472	\$597,244	\$219,916	\$331,106	\$165,506	\$288,762
<b>(B) Annual Funding</b>										
Contributions Indexed at 3%	\$700	\$721	\$743	\$765	\$788	\$811	\$836	\$861	\$887	\$913
<b>(C) Additional Unit Contributions</b>										
	700	721	743	765	788	811	836	861	887	913
<b>(D) Total Annual Reserve Funding</b>	\$93,800	\$96,614	\$99,512	\$102,498	\$105,573	\$108,740	\$112,002	\$115,362	\$118,823	\$122,388
<b>(E) Interest on Reserves at 3%</b>	\$0	\$23,358	\$22,226	\$20,980	\$20,035	\$12,076	\$8,143	\$7,339	\$6,713	\$8,480
<b>Total Funds Available</b>	<b>\$93,800</b>	<b>\$857,739</b>	<b>\$964,543</b>	<b>\$784,656</b>	<b>\$884,080</b>	<b>\$718,060</b>	<b>\$340,061</b>	<b>\$453,807</b>	<b>\$291,042</b>	<b>\$419,630</b>
<b>(F) Total Capital Cost</b>	\$1,098,033	\$14,935	\$303,364	\$26,184	\$286,836	\$498,144	\$8,955	\$288,301	\$2,280	\$134,597
<b>(G) Reserve Balances</b>	<b>(\$1,004,233)</b>	<b>\$842,804</b>	<b>\$661,179</b>	<b>\$758,472</b>	<b>\$597,244</b>	<b>\$219,916</b>	<b>\$331,106</b>	<b>\$165,506</b>	<b>\$288,762</b>	<b>\$285,032</b>
Outside Capital:	\$1,742,000									
Adjusted Reserve Balances	\$737,767	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

## Notes:

1. Establish annual contribution to reserves of \$93,800 per year (\$700 per unit per year); and indexed at 3% per year going forward.
2. Infusion of outside capital or initial deposit to reserves of \$1,742,000 (\$13,000/unit) in Year 1.

\*ANNUAL RR CONTRIBUTIONS are shown being indexed for inflation at the % specified above except when Additional Contributions are called for.

Line C, Additional Contributions allows for material adjustments in annual RR funding that would enable the property to meet all projected needs out of reserves through Year 20.

\*\*INTEREST EARNINGS ON RESERVES are calculated on 100% of starting balances and on 50% of the total annual contribution for the year at the rate shown



# Replacement Reserve (RR) Analysis: *Plan One*

**Bryant Manor**

Reserve Funding In Year 20										
Projected replacement reserve balance is <b>\$1,093,225</b>					This is \$8,158 per unit in inflated dollars or \$4,653 per unit in uninflated dollars					
Projected annual funding to reserves is <b>\$164,479</b>					This is \$1,227 per unit in inflated dollars or \$700 per unit in current dollars					
2031 Year 11	2032 Year 12	2033 Year 13	2034 Year 14	2035 Year 15	2036 Year 16	2037 Year 17	2038 Year 18	2039 Year 19	2040 Year 20	
										<b>Reserve Balances (A)</b>
\$285,032	\$187,913	\$312,520	\$425,839	\$563,078	\$631,742	\$617,095	\$708,571	\$820,456	\$911,828	Starting Replacement Reserves
										<b>Annual Funding (B)</b>
\$941	\$969	\$998	\$1,028	\$1,059	\$1,091	\$1,123	\$1,157	\$1,192	\$1,227	Contributions Indexed at 3%
										Additional Unit Contributions (C)
941	969	998	1,028	1,059	1,091	1,123	1,157	1,192	1,227	
\$126,059	\$129,841	\$133,736	\$137,748	\$141,881	\$146,137	\$150,521	\$155,037	\$159,688	\$164,479	Total Annual Reserve Funding (D)
\$6,989	\$7,396	\$10,912	\$14,615	\$17,657	\$18,456	\$19,591	\$22,596	\$25,600	\$29,631	Interest on Reserves at 3% (E)
<b>\$418,081</b>	<b>\$325,150</b>	<b>\$457,168</b>	<b>\$578,202</b>	<b>\$722,616</b>	<b>\$796,335</b>	<b>\$787,207</b>	<b>\$886,204</b>	<b>\$1,005,744</b>	<b>\$1,105,938</b>	<b>Total Funds Available</b>
\$230,168	\$12,629	\$31,329	\$15,124	\$90,874	\$179,240	\$78,637	\$65,748	\$93,917	\$12,713	Total Capital Cost (F)
<b>\$187,913</b>	<b>\$312,520</b>	<b>\$425,839</b>	<b>\$563,078</b>	<b>\$631,742</b>	<b>\$617,095</b>	<b>\$708,571</b>	<b>\$820,456</b>	<b>\$911,828</b>	<b>\$1,093,225</b>	<b>Reserve Balances (G)</b>
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

# Bryant Manor

## SITE SYSTEMS

SITE SYSTEMS

(Expected Useful life)

Replacement Items	Quantity	Cost per unit in 2021 \$\$	Total Cost in 2021 \$\$	AGE (Years)	EUL (Years)	Replacement Schedule			Notes
						Year of action AND duration of project			
SURFACE									
Roadways and Parking	9,000 sf	3.00	\$27,000	17	20	3		in 1 Year	Asphalt paved parking areas - cracking and evidence of past repairs
Pending Design and Specifications									
Entrance Steps & Loading Dock	1 ls	85000.00	\$85,000	42	35	1		in 1 Year	Concrete loading dock - scheduled to be rebuilt in 2020 calendar year
Scheduled for 2021									
Crack-Fill and Sealcoat	9,000 sf	0.20	\$1,800	17	5	1 /9 /14 /19		in 1 Year	Costs for surface maintenance and re-striping
Concrete Flatwork	3,500 sf	0.65	\$2,275	42	35	3 /8 /13 /18		in 1 Year	Concrete walkways, repairs observed, mostly original - fair condition
Periodic repair allowances									
Retaining Wall	365 lf	17.81	\$6,500	42	35	1 /6 /11 /16		in 1 Year	Concrete, limited sections of CMU walls - efflorescence and peeling paint
Allowance to clean, repair, and seal surfaces									
Fencing	185 lf	45.00	\$8,325	~10	25	15		in 1 Year	PVC fencing at north property boundary - good condition
Costs to replace									
Fencing	155 lf	25.00	\$3,875	17	30	14		in 1 Year	Chain-link fencing - fair overall condition
Costs to replace									
Fencing	600 lf	35.00	\$21,000	42	20	1		in 1 Year	Painted iron picket fencing - heavy surface rust and metal deterioration
Costs to clean, repair, and repaint iron picket fencing									
Wood posts with HID light fixtures at parking lot area									
Site Lighting (Pole Fixtures)	5 ea	2250.00	\$11,250	varies	20	1		in 1 Year	Costs to install new poles and light fixtures - Discuss
Newer bollard fixtures at rear patio - costs to replace									
Site Lighting (Bollards)	8 ea	500.00	\$4,000	17	15	2 /17		in 1 Year	Bollard fixtures at the front entrance - future replacement
Lawn areas, planting beds and mature trees									
Landscaping	1 ls	5000.00	\$5,000	42	25	1 /8 /15		in 1 Year	Periodic landscaping upgrades; Irrigation controls in Years 1 & 16
No problems observed or reported									
Site Distribution Systems	1 ls		\$0	42	60				Monitor
Chain link fencing - fair condition									
Dumpster Surround	1 ls	2250.00	\$2,250	~10	15	5 /20		in 1 Year	Costs to replace
Concrete parking area surface - discoloration and staining									
Parking Garage									
Garage Surface	7,375 sf	0.65	\$4,794	42	5	1 /6 /11 /16		in 1 Year	Cleaning and repair allowances
LED light fixtures - 24 hour run time									
Light Fixtures	20 ea	150.00	\$3,000	2	12	10		in 1 Year	Future replacement costs
ACCESSIBILITY IMPROVEMENTS (Section 504 Analysis)									
Designated spaces lack signage and stripped barrier free route									
Site and Exterior	1 ls	1300.00	\$1,300	42	60	1		in 1 Year	Front walkway lacks edge protection
Stair egress railings do not meet current safety or accessibility standards									
Circulation	1 ls	55500.00	\$55,500	42	60	1		in 1 Year	Replace knob style hardware at garage egress doors, supply ramp egress
Public Restrooms									
Public Restrooms	1 ls	1000.00	\$1,000	42	60	1		in 1 Year	Reposition grab bars
Community kitchen lacks accessible design features									
Community Kitchen	1 ls	25000.00	\$25,000	42	60	1		in 1 Year	Costs to renovate kitchen
Laundry Facilities									
Laundry Facilities	1 ls		\$0	42	60				No deficiencies noted
Dwelling Units									
Dwelling Units	1 ls		\$0	42	20				Excluded from assessment per management

# Projected Capital Needs Over Twenty Years

## Bryant Manor

### SITE SYSTEMS

Costs inflated at 3%																				
Replacement Items	Year 1 2021	Year 2 2022	Year 3 2023	Year 4 2024	Year 5 2025	Year 6 2026	Year 7 2027	Year 8 2028	Year 9 2029	Year 10 2030	Year 11 2031	Year 12 2032	Year 13 2033	Year 14 2034	Year 15 2035	Year 16 2036	Year 17 2037	Year 18 2038	Year 19 2039	Year 20 2040
SURFACE																				
Roadways and Parking	\$0	\$0	\$28,644	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Entrance Steps & Loading Dock	\$85,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Crack-Fill and Sealcoat	\$1,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,280	\$0	\$0	\$0	\$0	\$2,643	\$0	\$0	\$0	\$0	\$3,064	\$0
Concrete Flatwork	\$0	\$0	\$2,414	\$0	\$0	\$0	\$0	\$2,798	\$0	\$0	\$0	\$0	\$3,244	\$0	\$0	\$0	\$0	\$3,760	\$0	\$0
Retaining Wall	\$6,500	\$0	\$0	\$0	\$0	\$7,535	\$0	\$0	\$0	\$0	\$8,735	\$0	\$0	\$0	\$0	\$10,127	\$0	\$0	\$0	\$0
Fencing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,592	\$0	\$0	\$0	\$0	\$0
Fencing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,691	\$0	\$0	\$0	\$0	\$0	\$0
Fencing	\$21,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Site Lighting (Pole Fixtures)	\$11,250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Site Lighting (Bollards)	\$0	\$4,120	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,610	\$0	\$0	\$0	\$0	\$0	\$0	\$6,419	\$0	\$0	\$0
Landscaping	\$7,500	\$0	\$0	\$0	\$0	\$0	\$0	\$6,149	\$0	\$0	\$0	\$0	\$0	\$0	\$7,563	\$3,895	\$0	\$0	\$0	\$0
Site Distribution Systems	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dumpster Surround	\$0	\$0	\$0	\$0	\$2,532	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,945
Garage Surface	\$4,794	\$0	\$0	\$0	\$0	\$5,557	\$0	\$0	\$0	\$0	\$6,442	\$0	\$0	\$0	\$0	\$7,469	\$0	\$0	\$0	\$0
Light Fixtures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,914	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ACCESSIBILITY IMPROVEMENTS (Section 504 Analysis)																				
Site and Exterior	\$1,300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Circulation	\$55,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Public Restrooms	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Community Kitchen	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Laundry Facilities	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dwelling Units	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

# Bryant Manor

## MECHANICAL ROOM

(Expected Useful life)

Replacement Items	Quantity	Cost per unit in 2021 \$\$	Total Cost in 2021 \$\$	AGE (Years)	EUL (Years)	Replacement Schedule			Notes
						Year of action AND duration of project			
<b>BOILERS</b>									
<i>Pending Design and Specifications</i>									
Boilers	3 ea	82500.00	\$247,500	17	20+	5	in 1 Year	Thermal Solutions Evolution, modulating boilers, 1,500-MBH input rating	
Cogeneration Equipment	1 ea	150000.00	\$150,000	17	25	8	in 1 Year	Costs to install high efficiency condensing boilers - <b>Discuss</b>	
Controls	1 ea		\$0	17	15			Tecogen - electric cogeneration equipment	
Controls	ea							Maintained under the terms of a full service contract - <b>Discuss at Review</b>	
Condensate & Feed Water	ea								
Boiler Water Pumps	3 ea		\$0	17	20			Fractional horsepower boiler water pumps	
Heating Water Pumps	ea							Costs to replace included with boiler modernization above	
Chilled Water Pumps	ea								
Flue Exhaust	ea								
<b>BOILER ROOM SYSTEMS</b>									
Boiler Room Piping/Valves	1 ls		\$0	42	25			No problems observed or reported	
3-Way Valve & Controller	ea							Monitor	
Heat Exchanger for Bldg. Heat	ea								
Secondary DHW Generation	2 ea	8550.00	\$17,100	17	20	3	in 1 Year	Burnham, gas-fired boiler with 190-MBH rated input capacity	
Domestic Hot Water Storage	1 ea	5000.00	\$5,000	42	25	2 /7 /12 /17	in 1 Year	Costs to replace	
Domestic Hot Water Pumps	2 ea	8500.00	\$17,000	17	20	3	in 1 Year	Large capacity domestic hot water storage tank	
Variable Frequency Drives (VFDs)	2 ea	4500.00	\$9,000	17	15	1 /16	in 1 Year	Allowance to clean, inspect, and reline	
Fuel Oil Storage	2 ea	2370.00	\$4,740	17	25	8	in 1 Year	Super-E, 5-horsepower pumps	
Boiler Room Piping Insulation	1 ls		\$0	42	25			Costs to replace	
Sump Pumps	1 ea		\$0	??	15			Costs to replace variable frequency drives	
								Roth 275 gallon capacity fuel storage tanks	
								Serving emergency generator - future tank replacement	
								No problems observed or reported	
								Monitor	
								Submersible sump pump in electrical room pit	
								Operating	

# Projected Capital Needs Over Twenty Years

## Bryant Manor

### MECHANICAL ROOM

*Costs inflated at 3%*

Replacement Items	Year 1 2021	Year 2 2022	Year 3 2023	Year 4 2024	Year 5 2025	Year 6 2026	Year 7 2027	Year 8 2028	Year 9 2029	Year 10 2030	Year 11 2031	Year 12 2032	Year 13 2033	Year 14 2034	Year 15 2035	Year 16 2036	Year 17 2037	Year 18 2038	Year 19 2039	Year 20 2040
<b>BOILERS</b>																				
Boilers	\$0	\$0	\$0	\$0	\$278,563	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cogeneration Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$184,481	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Controls	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Controls	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Condensate & Feed Water	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Boiler Water Pumps	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Heating Water Pumps	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Chilled Water Pumps	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Flue Exhaust	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>BOILER ROOM SYSTEMS</b>																				
Boiler Room Piping/Valves	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3-Way Valve & Controller	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Heat Exchanger for Bldg. Heat	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Secondary DHW Generation	\$0	\$0	\$18,141	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Domestic Hot Water Storage	\$0	\$5,150	\$0	\$0	\$0	\$0	\$5,970	\$0	\$0	\$0	\$0	\$6,921	\$0	\$0	\$0	\$0	\$8,024	\$0	\$0	\$0
Domestic Hot Water Pumps	\$0	\$0	\$18,035	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Variable Frequency Drives (VFDs)	\$9,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,022	\$0	\$0	\$0	\$0
Fuel Oil Storage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,830	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Boiler Room Piping Insulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sump Pumps	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

# Bryant Manor

## BUILDING MECHANICAL AND ELECTRICAL

(Expected Useful life)

Replacement Items	Quantity	Cost per unit in 2021 \$\$	Total Cost in 2021 \$\$	AGE (Years)	EUL (Years)	Replacement Schedule Year of action AND duration of project	Notes
<b>BUILDING MECHANICAL</b>							
Compactors	1 ea	18000.00	\$18,000	17	20	3 in 1 Year	Chute-fed trash compactor to bag Costs to replace
Building Fire Suppression	1 ls	62000.00	\$62,000	42	100	8 in 1 Year	50-horsepower electric fire pump and General compressor Costs to replace pump; interim and future maintenance from Operating
Building Heating Distribution	1 ls		\$0	42	50		No problems observed or reported Monitor
Domestic Water Distribution	1 ls		\$0	42	40		No problems observed or reported Monitor
Sanitary Waste Distribution	1 ls		\$0	42	50		No problems observed or reported Monitor
Natural Gas Distribution	1 ls		\$0	42	40		No problems observed or reported Monitor
Air Handler and Air Conditioning	1 ls	3500.00	\$3,500	~5	15	10 in 1 Year	Air handler and split system air conditioning serving community room Costs to replace split system air condition condenser
Building Exhaust	10 ea	450.00	\$4,500	<5	20	15 over 2 Years	Roof mounted mushroom type exhaust fans, 10 recently replaced Costs to replace fans as needed
	34 ea	450.00	\$15,300	17	20	3 over 3 Years	Reznor, gas-fired makeup air units serving common area hallways Maintain from Operating
Makeup Air Units (MAUs)	3 ea		\$0	2	25		Two pump skid package with controls Costs to replace
Cold Water Booster Pumps	1 ls	19000.00	\$19,000	17+	25	1 in 1 Year	Power door openers Replace as needed
Power Door Openers	4 ea	2250.00	\$9,000	10	12	2 /14 over 3 Years	
<b>BUILDING ELECTRICAL</b>							
		<i>Pending Design and Specifications</i>					Federal Pacific Electric (FPE) switch gear and panels
Building Power Wiring	1 ls	50000.00	\$50,000	42	40	1 in 1 Year	Allowances to modernize select building electrical systems
			\$12,000	0	15	16	1
Emergency Generator	1 ea	95000.00	\$95,000	42	35	1 in 1 Year	John Deere - 155kW diesel fuel generator Costs to replace generator; Future allowances to overhaul engine
Surveillance System	1 ea	2500.00	\$2,500	varies	20	2 /7 /12 /17 in 1 Year	12-camera system with DVR and monitoring station Replace cameras and system components as needed
Smoke / Fire Detection	1 ls	135000.00	\$135,000	17	20	3 in 1 Year	EST - addressable fire alarm control panel Costs to replace panel and all common area devices
Signaling / Communication	1 ls	5500.00	\$5,500	17	25	8 in 1 Year	Costs to replace central intercom panel
<b>BUILDING ELEVATORS</b>							
Shafts and Doorways	2 ea		\$0	42	30		Hydraulic type elevator monitored under the terms of a service contract Monitor
Cabs	2 ea	17500.00	\$35,000	42	15	16 in 1 Year	Vinyl tile floor and LPB wall panels Future costs to refurbish cab interiors and replace door operators
			<i>Costs Pending</i>				Hydraulic package with solid state controls
Elevator Equipment and Controls	2 ea	185000.00	\$370,000	42	35	1 in 1 Year	Elevator modernization scheduled for 2021
Machine Room Air Conditioning	1 ea	2500.00	\$2,500	ADD	15	1 /16 in 1 Year	Costs to add control room air conditioning

# Projected Capital Needs Over Twenty Years

## Bryant Manor

Costs projected at 3%

### BUILDING MECHANICAL AND ELECTRICAL

Replacement Items	Year 1 2021	Year 2 2022	Year 3 2023	Year 4 2024	Year 5 2025	Year 6 2026	Year 7 2027	Year 8 2028	Year 9 2029	Year 10 2030	Year 11 2031	Year 12 2032	Year 13 2033	Year 14 2034	Year 15 2035	Year 16 2036	Year 17 2037	Year 18 2038	Year 19 2039	Year 20 2040
<b>BUILDING MECHANICAL</b>																				
Compactors	\$0	\$0	\$19,096	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Fire Suppression	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$76,252	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Heating Distribution	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Domestic Water Distribution	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sanitary Waste Distribution	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Natural Gas Distribution	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Air Handler and Air Conditioning	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,567	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Exhaust	\$0	\$0	\$5,411	\$5,573	\$5,740	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,403	\$3,505	\$0	\$0	\$0	\$0
Makeup Air Units (MAUs)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cold Water Booster Pumps	\$19,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Power Door Openers	\$0	\$3,090	\$3,183	\$3,278	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,406	\$4,538	\$4,674	\$0	\$0	\$0	\$0
<b>BUILDING ELECTRICAL</b>																				
Building Power Wiring	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Emergency Generator	\$95,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,696	\$0	\$0	\$0	\$0
Surveillance System	\$0	\$2,575	\$0	\$0	\$0	\$0	\$2,985	\$0	\$0	\$0	\$0	\$3,461	\$0	\$0	\$0	\$0	\$4,012	\$0	\$0	\$0
Smoke / Fire Detection	\$0	\$0	\$143,222	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Signaling / Communication	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,764	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>BUILDING ELEVATORS</b>																				
Shafts and Doorways	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cabs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$54,529	\$0	\$0	\$0	\$0
Elevator Equipment and Controls	\$370,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Machine Room Air Conditioning	\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,895	\$0	\$0	\$0	\$0

# Bryant Manor

## BUILDING ARCHITECTURE

(Expected Useful life)

Replacement Items		Quantity	Cost per unit in 2021 \$\$	Total Cost in 2021 \$\$	AGE (Years)	EUL (Years)	Replacement Schedule		Notes
							Year of action AND duration of project		
STRUCTURE									
Foundation	845 lf		\$0	42	100				No issues observed or reported Monitor
Framing	1 ls		\$0	42	100				No issues observed or reported Monitor
Slab	sf								
BUILDING EXTERIOR									
Exterior Common Doors	1 ea	3900.00	\$3,900	17	30	13	in 1 Year		Double-leaf, aluminum/glass store front style door at front entryway Future replacement costs
Exterior Common Doors	3 ea	2100.00	\$6,300	17	30	13	in 1 Year		Single-leaf, aluminum/glass doors - patio access and parking garage vestibule Future replacement costs
Exterior Common Doors	1 ea	5000.00	\$5,000	<5	30	20	in 1 Year		Powered sliding glass door at north elevation, parking lot entrance Future replacement costs; opener included in Mechanical Section
Exterior Sliding Glass Doors	138 ea	1300.00	\$179,400	~10	30	15	over 5 Years		Vinyl-framed sliding glass doors; five are patio style Future replacement costs - <b>Confirm age at review</b>
Parking Garage Doors	2 ea	25000.00	\$50,000	17	20	3	in 1 Year		Aluminum, open air, motorized coil security doors Costs to replace doors and motors
Service Doors	1 ea	1800.00	\$1,800	17	20	3	in 1 Year		Double-leaf, flush steel service door - good condition Future replacement
Service Doors	2 ea	900.00	\$1,800	17	20	3	in 1 Year		Single-leaf, flush steel service door - good condition Future replacement
Service Doors	2 ea	1200.00	\$2,400	42	25	1	in 1 Year		Flush metal garage access doors - rusted frames and door Costs to replace door and frame, minor brick repairs
Exterior Walls	38,915 sf	1.75	\$68,101	42	35	1 /11	in 1 Year		Mix of precast concrete and precast aggregate panels - good condition Costs cleaning and repairs
Exterior Walls	2,848 sf	1.75	\$4,984	42	35	1 /11	in 1 Year		Limited sections of brick at front entrance and privacy dividers Costs cleaning and repairs
Exterior Caulking	12,405 lf	7.50	\$93,034	~5	15	10	in 1 Year		Caulking, does not include windows and doors - good condition observed Future replacement costs - <b>Confirm age at review</b>
Window Frames	134 ea	575.00	\$77,050	42	35	1	in 1 Year		Aluminum framed windows, one fixed panel, one single hung pane Costs to replace
Window Frames	31 ea	750.00	\$23,250	42	35	1	in 1 Year		Fixed windows at ground floor common areas Costs to replace
Window Glass	433 ttl 130 ea	125.00	\$16,238	42	15	10	over 10 Years		Costs to replace fogged window glass as needed
Unit Balconies/Wood Decks	26,356 sf	1.75	\$46,123	42	35	1 /11	in 1 Year		Concrete balconies and wall sections - discoloration and organic growth Clean and repair concurrent with Exterior Walls
Balcony Railings	1,816 lf	25.00	\$45,400	42	30	1	in 1 Year		Aluminum railings - good condition for age Costs to replace
Building Mounted Lighting	6 ea		\$0	<5	12				LED wall packs - Operating



# Projected Capital Needs Over Twenty Years

## Bryant Manor

Costs projected at 3%

### BUILDING ARCHITECTURE

Replacement Items	Year 1 2021	Year 2 2022	Year 3 2023	Year 4 2024	Year 5 2025	Year 6 2026	Year 7 2027	Year 8 2028	Year 9 2029	Year 10 2030	Year 11 2031	Year 12 2032	Year 13 2033	Year 14 2034	Year 15 2035	Year 16 2036	Year 17 2037	Year 18 2038	Year 19 2039	Year 20 2040
STRUCTURE																				
Foundation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Framing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Slab	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
BUILDING EXTERIOR																				
Exterior Common Doors	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,560	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Exterior Common Doors	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,982	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Exterior Common Doors	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,768
Exterior Sliding Glass Doors	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$54,272	\$55,900	\$57,577	\$59,304	\$61,083	\$0
Parking Garage Doors	\$0	\$0	\$53,045	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Service Doors	\$0	\$0	\$1,910	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Service Doors	\$0	\$0	\$1,910	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Service Doors	\$2,400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Exterior Walls	\$68,101	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$91,522	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Exterior Walls	\$4,984	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,698	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Exterior Caulking	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$121,388	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Window Frames	\$77,050	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Window Frames	\$23,250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Window Glass	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,119	\$2,182	\$2,248	\$2,315	\$2,385	\$2,456	\$2,530	\$2,606	\$2,684	\$2,764	\$0
Unit Balconies/Wood Decks	\$46,123	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$61,985	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Balcony Railings	\$45,400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Mounted Lighting	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

# Bryant Manor

## BUILDING ARCHITECTURE--*continued*

(Expected Useful life)

Replacement Items	Quantity	Cost per unit in 2021 \$\$	Total Cost in 2021 \$\$	AGE (Years)	EUL (Years)	Replacement Schedule Year of action AND duration of project	Notes
<b>ROOF SYSTEMS</b>							
Structure	23,245 sf		\$0	42	40		Flat roof structure Monitor
Roof Covering	23,245 sf	18.00	\$418,410	17	20	6 in 1 Year	EPDM rubber roof membrane recently recoated in 2017 Costs to replace the roof surface
Roof Covering	sf						
Roof Covering	sf						
Roof Drainage	1 ls		\$0	42	20		Internal drainage system No problems observed or reported
Skylights	ea						
Access Doors & Hatches	1 ea	900.00	\$900	17	25	8 in 1 Year	Flush metal roof access door Costs to replace
Roof Railings	lf						
<b>HALLS</b>							
Hallway Walls	30,100 sf	0.90	\$27,090	~10	10	1 /11 in 1 Year	Mix of painted wall surfaces and aggregate panels Costs to paint and repair
Hallway Ceilings	12,040 sf	0.90	\$10,836	varies	10	1 /11 in 1 Year	Suspended tile ceilings Replace tiles as needed
Hallway Floors	12,040 sf		\$0	0	20		Luxury vinyl tile installation underway during assessment Monitor and maintain from Operating
Hallway Doors	6 ea		\$0	42	20		Solid core interior fire rated doors Operating
Hallway Railings	1 ls		\$0	42	20		Wood railing at one side Operating
Hallway Interior Lighting	90 ea		\$0	<5	15		T8, two lamp LED fixtures with battery backups Monitor and maintain from Operating
<b>STAIRS</b>							
Stair Walls and Ceilings	6,210 sf	2.25	\$13,973	varies	15	4 /19 in 1 Year	Painted walls and ceilings - good condition Costs to paint and repair
Stair Floors	1,260 sf	1.50	\$1,890	varies	15	4 /19 in 1 Year	Painted landings and stair treads Costs to paint and repair
Stair Doors	12 ea		\$0	42	35		Solid core metal doors
Stair Railings	1 ls		\$0	42	20		Metal railings - painting included with stairwell walls & ceilings Costs included in Accessibility Section

# Projected Capital Needs Over Twenty Years

## Bryant Manor

*Costs inflated at 3%*

BUILDING ARCHITECTURE--*continued*

Replacement Items	Year 1 2021	Year 2 2022	Year 3 2023	Year 4 2024	Year 5 2025	Year 6 2026	Year 7 2027	Year 8 2028	Year 9 2029	Year 10 2030	Year 11 2031	Year 12 2032	Year 13 2033	Year 14 2034	Year 15 2035	Year 16 2036	Year 17 2037	Year 18 2038	Year 19 2039	Year 20 2040
<b>ROOF SYSTEMS</b>																				
Structure	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Roof Covering	\$0	\$0	\$0	\$0	\$0	\$485,052	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Roof Covering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Roof Covering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Roof Drainage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Skylights	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Access Doors & Hatches	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,107	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Roof Railings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>HALLS</b>																				
Hallway Walls	\$27,090	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$36,407	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Hallway Ceilings	\$10,836	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,563	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Hallway Floors	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Hallway Doors	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Hallway Railings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Hallway Interior Lighting	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>STAIRS</b>																				
Stair Walls and Ceilings	\$0	\$0	\$0	\$15,268	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$23,787	\$0
Stair Floors	\$0	\$0	\$0	\$2,065	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,218	\$0
Stair Doors	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Stair Railings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

# Bryant Manor

## BUILDING ARCHITECTURE--continued

(Expected Useful life)

Replacement Items	Quantity	Cost per unit in 2021 \$\$	Total Cost in 2021 \$\$	AGE (Years)	EUL (Years)	Replacement Schedule Year of action AND duration of project	Notes
<b>VESTIBULE/MAIL FACILITIES</b>							
Vestibule Walls & Ceilings	500 sf		\$0	42	10		Mix of brick and painted wall surfaces with suspended ceiling tiles Operating
Vestibule Floors	140 sf		\$0	42	35		Ceramic tile flooring Operating
Mail Facilities	1 ls	21440.00	\$21,440	42	25	1 in 1 Year	Recessed aluminum wall boxes Costs to replace
<b>COMMUNITY ROOMS</b>							
Comm. Room Walls/Ceilings	8,750 sf	0.90	\$7,875	varies	10	3 /13 in 1 Year	Mix of brick and painted wall surfaces with suspended ceiling tiles Operating
Comm. Room Floor Covering	2,500 sf		\$0	0	20		Luxury vinyl tile installation scheduled for fall of 2020 Monitor and maintain from Operating
Comm. Cabinets/Countertop	1 ea		\$0	5	20		Plywood and laminated particleboard cabinetry Costs included in Accessibility Section
Comm. Kitchen Appliances	1 ea		\$0	5	15		Frost-free refrigerator, 30-inch electric range, microwave, coffee maker Costs included in Accessibility Section
Comm. Room Furnishings	1 ls	4000.00	\$4,000	varies	12	1 /8 /15 in 1 Year	Replace furniture as needed
<b>MAINTENANCE OFFICE</b>							
Security Office	1 ls		\$0	17	20		Painted walls and ceilings, VCT floors - fair condition Maintain support areas from Operating
Maintenance Office	1 ls		\$0	17	20		Painted walls, suspended ceiling tiles, VCT floors - fair condition Maintain support areas from Operating
Maintenance Office Restroom	1 ls		\$0	17 / 42	20		Painted walls and ceilings, ceramic floors - fair condition Maintain support areas from Operating
<b>PUBLIC LAUNDRY</b>							
Laundry Walls/Ceilings	1,350 sf	0.90	\$1,215	~10	10	1 /11 in 1 Year	Painted walls and suspended ceiling tiles Costs to paint and repair
Laundry Floors	385 sf		\$0	42	35		Ceramic tile flooring and limited wall tile - dated appearance Maintain from Operating
Laundry Equipment	10 ea		\$0	varies	12		Leased laundry equipment - Operating
<b>PUBLIC RESTROOMS</b>							
Restroom Walls/Ceilings	1,450 sf		\$0	2	10		Painted walls, wall tile, and painted ceilings - good condition Operating
Restroom Floors	390 sf		\$0	2	35		Ceramic tile flooring - good condition Operating
Restroom Fixtures	1 ls		\$0	2	25		Wall sinks with stone countertops, toilet, urinals Modifications included in Accessibility Section
Restroom Accessories	1 ls		\$0	2	25		Typical restroom accessories Modifications included in Accessibility Section

# Projected Capital Needs Over Twenty Years

## Bryant Manor

Costs projected at 3%

BUILDING ARCHITECTURE--continued

Replacement Items	Year 1 2021	Year 2 2022	Year 3 2023	Year 4 2024	Year 5 2025	Year 6 2026	Year 7 2027	Year 8 2028	Year 9 2029	Year 10 2030	Year 11 2031	Year 12 2032	Year 13 2033	Year 14 2034	Year 15 2035	Year 16 2036	Year 17 2037	Year 18 2038	Year 19 2039	Year 20 2040
<b>VESTIBULE/MAIL FACILITIES</b>																				
Vestibule Walls & Ceilings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vestibule Floors	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Mail Facilities	\$21,440	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>COMMUNITY ROOMS</b>																				
Comm. Room Walls/Ceilings	\$0	\$0	\$8,355	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,228	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Comm. Room Floor Covering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Comm. Cabinets/Countertop	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Comm. Kitchen Appliances	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Comm. Room Furnishings	\$4,000	\$0	\$0	\$0	\$0	\$0	\$0	\$4,919	\$0	\$0	\$0	\$0	\$0	\$0	\$6,050	\$0	\$0	\$0	\$0	\$0
<b>MAINTENACE OFFICE</b>																				
Security Office	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Maintenance Office	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Maintenance Office Restroom	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>PUBLIC LAUNDRY</b>																				
Laundry Walls/Ceilings	\$1,215	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,633	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Laundry Floors	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Laundry Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>PUBLIC RESTROOMS</b>																				
Restroom Walls/Ceilings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Restroom Floors	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Restroom Fixtures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Restroom Accessories	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

## **Appendix A: Statement of Delivery**

Our Capital Needs Assessment (the "CNA" or the "Report") on the subject property is delivered subject to the following terms and conditions:

1. The report and analysis may be relied upon by you as a description of the observed current conditions of the building and site improvements, only as of the date of this report, and with the knowledge that certain limitations and exceptions within the report that are the reflective of the scope of services as defined in our contract. Although care has been taken in the performance of this assessment, ON-SITE INSIGHT, Inc. (and/or its representatives) makes no representations regarding latent or concealed defects that may exist and no warranty or guarantee is expressed or implied. This report is made only in the best exercise of our ability and judgment. Conclusions reached in this report assume current and continuing responsible ownership and competent property management.
2. We have undertaken no formal evaluation of environmental concerns, including but not limited to asbestos containing materials (ACMs), lead-based paint, chlorofluorocarbons (CFCs), polychlorinated biphenyls (PCBs), and mildew/mold.
3. Conclusions in this report are based on estimates of the age and normal working life of various items of equipment and/or statistical comparisons. Actual conditions can alter the useful life of any item. When an item needs immediate replacement depends on many factors, including previous use/misuse, irregularity of servicing, faulty manufacture, unfavorable conditions, Acts of God and unforeseen circumstances. Certain components that may be working when we made our inspection might deteriorate or break in the future without notice.
4. To prepare this report, we used historic data on capital activities and costs, blueprints (when available), and current prices for capital actions. We have not independently verified this information, have assumed that it is reliable, but assume no responsibility for its accuracy.
5. Unless otherwise noted in the report, we assume that all building components meet code requirements in force when the property was built.
6. If accessibility issues are referenced in the report, the site elements, common areas, and dwelling units at the development were examined for compliance with the requirements of the Uniform Federal Accessibility Standards (UFAS), and for Massachusetts properties, the Massachusetts Architectural Accessibility Board (AAB). The methodology employed in undertaking this examination is adapted from a Technical Assistance Guide (TAG-88-11) titled "Supplemental Information About the Section 504 Transition Plan Requirements" published by the Coordination and Review section of the U.S. Department of Justice Civil Rights Division, and the AAB Rules and Regulations, 521 CMR effective July 10, 1987. The Guide also incorporates the requirements of UFAS, published April 1, 1988 by the General Services Administration, the Department of Defense, the Department of Housing and Urban Development, and the U.S. Postal Service. Changes in legislation and/or regulations may make some observations moot.
7. Response Actions and estimated costs of responses were developed by ON-SITE INSIGHT, Inc. If additional structural work is necessary, costs for some Response Actions may exceed estimates. Whenever the Response Action is to remove, reposition, or modify walls, a competent structural engineer should be retained before any work is done, because such investigation may disclose that a Response Action is either more costly than estimated, or is not possible.
8. Conclusions reached in this report assume current and continuing responsible ownership and competent property management. Any unauthorized reliance on or use of the report, including any of its information or conclusions, will be at the third party's sole risk. For the same reasons, no warranties or representation, express or implied in this report, are made to any such third party. Reliance on the report by the client and all authorized parties will be subject to the terms, conditions and limitations stated in the contract Terms and Conditions. The limitation of liability defined in the Terms and Conditions is the aggregate limit of ON-SITE INSIGHT's liability to the client and all relying parties.
9. Regular updates of this plan are recommended to ensure careful monitoring of major building systems and to adjust the program to accommodate unanticipated circumstances surrounding the buildings, operations, and/or occupants.