

Overview and Certification

Yarmouth Housing Authority Annual Plan for Fiscal Year 2024 For State-Aided Public Housing

The Annual Plan is a document compiled by housing authority staff in advance of each new fiscal year. The plan serves as both a tool for the Local Housing Authority (LHA) to reflect upon the prior fiscal year, and as an opportunity to develop a clear and transparent plan that builds on successes, identifies needs, and corrects any issues that have arisen in prior years. Additionally, the Annual Plan is an important tool for tenants, who may use the document to better understand the operations and needs of their housing authority, advocate for changes to policies and procedures, access data about the housing authority, and participate in their housing authority's governance.

In addition to the physical document, the Annual Plan is also a process of public engagement. Throughout the Annual Plan process, the LHA executive director or their designee will be expected to review the Plan with any Local Tenant Organizations (LTO's) and Resident Advisory Board (RAB) before the LHA presents the plan to the LHA Board of Commissioners; make a draft available for review to all residents and the general public; post on the website and make a copy available to each LTO at least 30 business days before the public hearing; hold a hearing on the document; and collect, integrate, and report back on substantive comments. Additionally, the Board will read, offer recommendations, and approve the Annual Plan in advance of its submission to DHCD.

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

The Yarmouth Housing Authority's Annual Plan for their 2024 fiscal year includes the following components:

1. Overview and Certification
2. Capital Improvement Plan (CIP)
3. Maintenance and Repair Plan
4. Operating Budget
5. Narrative responses to Performance Management Review (PMR) findings
6. Policies
7. Waivers
8. Glossary
9. Other Elements
 - a. Public Comments
 - b. Cover sheet for tenant satisfaction surveys
 - c. Tenant Satisfaction Survey 667 Program
 - d. Performance Management Review

State-Aided Public Housing Developments

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

Dev No	Type	Development Name	Num Bldgs	Year Built	Dwelling Units
667-01	Elderly	LONG POND PLAZA 667-01	5	1962	40
	Other	Special Occupancy units	1		4
Total			6		44

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.

Yarmouth Housing Authority manages 38 MRVP vouchers.

Federally Assisted Developments

Yarmouth Housing Authority also manages Federally-assisted public housing developments and/or federal rental subsidy vouchers serving 318 households.

LHA Central Office

Yarmouth Housing Authority
534 Winslow Gray Road, South Yarmouth, MA, 02664
Wendy Ohlson, Executive Director
Phone: 508-398-2920
Email: wohlson@yarmouthha.org

LHA Board of Commissioners

	<u>Role</u>	<u>Category</u>	<u>From</u>	<u>To</u>
Joseph Glynn	Vice-Chair		07/12/2016	05/31/2026
John Reed	Treasurer		05/01/2010	05/31/2025
Bambi Rosario-Wyatt	Chair		05/06/2008	05/31/2023
Mary Ann Walsh	Member		05/01/2002	05/31/2022

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.	10/24/2022
B. Advertise the public hearing in public postings.	10/24/2022
C. Notify all LTO's and RAB, if there is one, of the hearing and provide access to the Proposed Annual Plan.	N/A
D. Post draft AP for tenant and public viewing.	10/24/2022
E. Hold quarterly meeting with LTO or RAB to review the draft AP. (Must occur before the LHA Board reviews the Annual Plan.)	N/A
F. Annual Plan Hearing. Hosted by the LHA Board, with a quorum of members present. (For Boston, the Administrator will host the hearing.)	12/13/2022
G. Executive Director presents the Annual Plan to the Board.	12/13/2022
H. Board votes to approve the AP. (For Boston Housing Authority, the Administrator approves and submits the AP.)	12/13/2022

Certification

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

I, Wendy Ohlson, Executive Director of the Yarmouth Housing Authority, certify on behalf of the Housing Authority that I have conducted an annual review of all Yarmouth 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 Yarmouth 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, Wendy Ohlson, Executive Director of the Yarmouth 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: 12/21/2022

The Department of Housing and Community Development (DHCD) completed its review of this Annual Plan (AP) on January 4, 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.

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)	\$110,987.38		Total of all FF awards minus prior FF spending
LHA Emergency Reserve	\$11,098.74		Amount to reserve for emergencies
Net FF Funds (First 3 Years of the CIP)	\$99,888.64	\$103,467.49	Funds to plan & amount actually planned in the first 3 years of the CIP
ADA Set-aside	\$3,737.61	\$3,617.17	Accessibility projects
DMH Set-aside	\$0.00	\$0.00	Dept. of Mental Health facility
DDS Set-aside	\$14,738.22	\$14,738.22	Dept. of Developmental Services facility
Unrestricted Formula Funding (FF)	\$81,412.80	\$85,112.10	Funds awarded by DHCD to be used on projects selected by the LHA and approved by DHCD.
Special DHCD Funding	\$0.00	\$0.00	Targeted awards from DHCD
Community Development Block Grant (CDBG) Funds	\$0.00	\$0.00	Federal funds awarded by a city or town for specific projects.
Community Preservation Act (CPA) Funds	\$0.00	\$0.00	Community Preservation Act funds awarded by a city of town for specific projects.
Operating Reserve(OR) Funds	\$0.00	\$0.00	Funds from the LHA's operating budget.
Other Funds	\$697,932.51	\$697,932.51	Funds other than those in the above categories. See explanation below.
Total funds and planned spending	\$797,821.15	\$801,400.00	Total of all anticipated funding available for planned projects and the total of planned spending.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Capital Improvement Plan (CIP)

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

Cap Hub Project Number	Project Name	Development(s)	Total Cost	Amount Spent Prior to Plan	Remaining Planned for 2022	fy2023 Planned	fy2024	fy2025	fy2026	fy2027
351051	FF: ADA Tub Cutout	LONG POND PLAZA 667-01	\$1,095	\$1,095	\$0	\$0	\$0	\$0	\$0	\$0
351075	SUST: Bathroom Fans with Exterior Ventilation & ARPA Targeted Award	LONG POND PLAZA 667-01	\$461,413	\$5,300	\$0	\$65,162	\$27,823	\$0	\$0	\$0
351076	ADA Accessible Ramp Rear Entrance	LONG POND PLAZA 667-01	\$6,025	\$0	\$0	\$6,025	\$0	\$0	\$0	\$0
351077	New Emergency Generator	LONG POND PLAZA 667-01	\$137,599	\$119,320	\$0	\$0	\$0	\$0	\$0	\$0
351083	Bathroom Exhaust Fan Upgrade Project	VISIONS 689-01	\$12,637	\$0	\$0	\$2,361	\$0	\$0	\$0	\$0
351084	Flooring Replacement Project	VISIONS 689-01	\$8,458	\$0	\$0	\$2,099	\$0	\$0	\$0	\$0
351085	ARPA Targeted Award: Yarmouth Fire Alarm System Replacement	667-01, 689-01	\$219,629	\$0	\$0	\$0	\$0	\$0	\$0	\$0
351086	ARPA FF: Community Building Generator	LONG POND PLAZA 667-01	\$32,670	\$0	\$0	\$0	\$0	\$0	\$0	\$0
351087	ARPA FF: New Asphalt Walkways	LONG POND PLAZA 667-01	\$31,363	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Capital Improvement Plan (CIP)

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

Cap Hub Project Number	Project Name	Development(s)	Total Cost	Amount Spent Prior to Plan	Remaining Planned for 2022	fy2023 Planned	fy2024	fy2025	fy2026	fy2027
•	New Windows Bldg #1	LONG POND PLAZA 667-01	\$137,803	\$0	\$0	\$0	\$0	\$0	\$0	\$23,227
•	Update Attic Insulation *Sustainability*	LONG POND PLAZA 667-01	\$48,370	\$0	\$0	\$0	\$0	\$0	\$0	\$0
•	Vacant Unit Turnover	LONG POND PLAZA 667-01	\$11,798	\$0	\$0	\$0	\$11,798	\$0	\$0	\$0
•	Roof Replacement Community Building	LONG POND PLAZA 667-01	\$39,386	\$0	\$0	\$0	\$0	\$0	\$16,062	\$23,325
•	New Windows	VISIONS 689-01	\$99,809	\$0	\$0	\$0	\$0	\$0	\$0	\$29,891

Capital Improvement Plan (CIP)

FUNDS IN ADDITION TO ANNUAL FORMULA FUNDING AWARD

Cap Hub Project Number	Project Name	DHCD Special Award Comment	Special DHCD Awards				Other Funding			
			Emergency Reserve	Compliance Reserve	Sustainability	Special Awards	CDBG	CPA	Operating Reserve	Other Funds
351075	SUST: Bathroom Fans with Exterior Ventilation & ARPA Targeted Award	Bath fans for 40 units	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$365,923
351085	ARPA Targeted Award: Yarmouth Fire Alarm System Replacement	ARPA Formula Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$219,629
351086	ARPA FF: Community Building Generator	ARPA Formula Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$32,670
351087	ARPA FF: New Asphalt Walkways	ARPA Formula Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$31,363
•	Update Attic Insulation *Sustainability*		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$48,370

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.

Yarmouth 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.

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.

Yarmouth Housing Authority has not requested additional funding.

3. Overall goals of the Housing Authority's CIP

The goal of the YHA is to provide a decent and safe living environment for our elderly/disabled tenants with safety and sanitary conditions being a priority in our capital spending. To accomplish this we try to prioritize our projects based on the foreseeable needs of our aging development while maintaining a safe and sanitary environment.

4. Changes from the Housing Authority's previous CIP

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

No major changes from previous CIP. The YHA continues to address building envelope projects and prioritizes as funding allows. We have moved the C.B. roof replacement project into years 2 and 3 of the CIP.

5. Requirements of previous CIP approval

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

6. Quarterly capital reports

Our most recent quarterly capital report (form 80 and 90) was submitted on 08/19/2022.

7. Capital Planning System (CPS) updates

Our CPS facility data has been updated with current condition information, including changes resulting from projects completed in the past year, as of 09/22/2022.

8. Project priorities

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

9. High priority deficiencies

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

10. Accessibility

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

11. Special needs development

Yarmouth 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 08/08/2022.

12. Energy and water consumption

Our 12 most recent monthly energy reports are for months 9/2021 to 8/2022.

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

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

No developments exceed threshold values.

13. Energy or water saving initiatives

Yarmouth 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.)

0% c. 667 (DHCD Goal 2%)

0% c. 200 (DHCD Goal 2%)

0% c. 705 (DHCD Goal 2%)

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

The YHA continues to prioritize vacant unit turn overs in order to get units back on line as quickly as possible. We have had an unusual high number of vacancies in a short amount of time and have limited maintenance staff to complete unit turn overs.

CIP Approval For Yarmouth Housing Authority for FY 2023

Formula Funding Capital Improvement Plan (CIP), WorkPlan 5001

12/20/2022

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

- Your LHA participates in the Regional Capital Assistance Team (RCAT) program and project implementation responsibilities are as follows:
 - o For projects with construction cost under \$10,000, the LHA has the sole responsibility to initiate, implement and manage the project. RCAT will offer technical assistance upon your request. DHCD recently revised the Small Project Guide to address statutory and policy changes. It is available on the web at <http://www.mass.gov/hed/docs/dhcd/ph/small-projects/dhcdsmallprojectsguide.pdf>. The Guide contains step-by-step instructions to help you make sure that your projects are done efficiently, cost-effectively and according to applicable statutes, rules and regulations. Please be sure to complete projects in accordance with the requirements and procedures described in the Guide.
 - o For projects with construction cost between \$10,000 and \$100,000 the RCAT will have lead responsibility to initiate, implement and manage the project with LHA involvement and oversight throughout the process. If you have projects in this range, you will be working with your RCAT Project Manager who will contact you to initiate your project(s). Please note that DHCD has increased the threshold for independent implementation to \$100,000 construction cost in response to the passage of Chapter 218. Projects with an estimated Construction cost greater than \$25,000 still require soliciting the professional services of an architect or engineer. (See DHCD Small Project guide "When to Hire a Designer" (<http://www.mass.gov/hed/docs/dhcd/ph/small-projects/dhcdsmallprojectsguide.pdf>)). The RCAT may be able to provide "In House" specifications with an estimated construction cost greater than \$25,000, but requires the approval of DHCD before proceeding.
 - o For projects with construction cost over \$100,000, or projects below that threshold that are complex or have a subsequent phase that exceeds \$100,000 construction cost, DHCD will take the lead and draft a WO or RFS to hire a designer to prepare plans and specs. At this point, RCAT will not be involved in the implementation of projects in this range and you will continue to work directly with your DHCD Project Manager and DHCD design staff.

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

CPS Number	FISH #	Project Name	TDC Amount	Primary PM	Project Year
351-667-01-0-22-1730	351088	Vacant Unit Turnover	\$11,798.00	LHA	2023

Construction cost for FY 2023 projects is to be incurred by June 30, 2023.

There are no large or complex projects to be managed by DHCD.

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 Linda Katsudas at (617) 573-1240 with any questions.

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

This document was created on 12/20/2022 by Linda Katsudas, 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.**

Additional Remarks by the Yarmouth Housing Authority

PHA-Network

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	508-398-2920	24/7
Call LHA at Phone Number	508-398-2920	Mon - Thur 8 - 4, Fri 8-1

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 Yarmouth 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

Normal Maintenance Request Process

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

METHOD	CONTACT INFO.	TIMES
Text Phone Number		
Call Answering Service	508-398-2920	24/7
Call Housing Authority Office	508-398-2920	Mon - Thur 8 - 4, Fri 8-1
Submit Online at Website		
Email to Following Email		
Other		

Work Order Management

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

Type of work order system: PHANetwork

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 Yarmouth 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?

We have a good relationship with our tenants and we try to complete all work orders for them as timely as possible.

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

We have made no changes since last year.

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

We have budgeted for some Funds in our CIP to help rehab older units.

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	\$81,088.00	\$16,000.00
Last Fiscal Year Actual Spending	\$78,810.00	\$15,125.00
Current Fiscal Year Budget	\$84,210.00	\$16,000.00

E. Unit Turnover Summary

# Turnovers Last Fiscal Year	2
Average time from date vacated to make Unit "Maintenance Ready"	30 days
Average time from date vacated to lease up of unit	30 days

Attachments

These items have been prepared by the Yarmouth 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.



YARMOUTH HOUSING AUTHORITY

Maintenance Plan



534 Winslow Gray Rd. S. Yarmouth, MA 02664

Updated July 2019

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Yarmouth Housing Authority (YHA) was established in 1960. Plans for Long Pond Plaza were established shortly thereafter. Building construction began in 1960 and was completed in 1962. Our 50th Anniversary of Occupancy was in June 2013. Presently there are 40 apartments occupied by elderly and non-elderly handicapped individuals. Each of the four buildings house ten units. All four buildings are heated by boilers to forced hot water baseboard. The boilers are located in the basements of each building.

The objective of the maintenance plan at Yarmouth Housing Authority (YHA) is ensuring the units are decent, safe, sanitary and in good repair. Yarmouth Housing Authority shall do this through a system of work priorities and organization.

1. Table of Organization

Maintenance Personnel of the Yarmouth Housing Authority is responsible for handling the maintenance function in the most cost-effective manner possible while expanding the function and value of Authority units while striving to provide the best service to our residents. The following table is designed to represent the structure of an effective and efficient maintenance system.

Table 1 Table of Organization



2. Work Procedures

The Maintenance Coordinator will ensure that there are sufficient clear procedures in place to allow staff to implement this maintenance policy statement. All procedures will include the following:

- A statement of purpose
- The job title(s) of the staff member(s) responsible for carrying out the activities in the procedure
- All documentation required to carry out the activities; and
- The frequency of any specified activities.
- After their adoption, maintenance procedures will be reviewed and updated at least annually.

3. Performance Standards and Goals

The Maintenance Staff establish standards that will allow the effectiveness of maintenance systems and activities to be evaluated. In establishing these standards, the Housing Authority will take into consideration certain factors:

- Local/State Building and Fire Safety;
- HUD Uniform Physical Condition Standards (UPCS)
- Yarmouth Housing Authority Collective bargaining agreements (if any)
- Yarmouth Housing Authority job descriptions.

Nothing in the documents listed above will prevent the Housing Authority from setting a standard that is higher than that contained in the documents. These standards and goals will be used to evaluate current operations and performance and to develop strategies to improve performance and meet the guidelines that have been set.

4. Work Order System

The Yarmouth Housing Authority has an internal work order system that includes all work request information: source of work, description of work, priority, and active time. This information is required for the Authority to plan for the completion of maintenance tasks as well as evaluate performance. To obtain the greatest effectiveness from the work order system, all work requests and activities performed by maintenance staff must be recorded on work orders.

Work orders will contain, at a minimum, the following information:

- Preprinted work order number
- Type of request (planned, inspection, requested, etc.)
- Priority assigned
- Location of work
- Date and time received
- Date and time assigned
- Worker assigned
- Description of work requested
- Description of work performed
- Actual time to complete

Table 2 Step Description

Step		
1	Maintenance Request taken/submitted per the Standard Operating procedures above	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2	Maintenance Requests logged into a computerized system or manual log	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3	Maintenance Report(s) or List(s) generated	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4	Work Orders Generated	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5	Work Orders Assigned	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6	Work Orders Tracked	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7	Work Orders Completed/Closed Out	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Table 3 Type of Work Order System

	Check one	Comments
Computer Software System-Web Based	✓	PHA Network
Computer Software System-Non-Web based (e.g. SHARP (MS Access), MS Excel, MSWord, etc.)		
Manual System: please specify in comments section	✓	Verbal instruction
Other: please specify in comments section		

Table 4 Work Order Step Description

Step	Work Order Step Description	
1	Maintenance Request taken/submitted per the Standard Operating procedures above	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2	Maintenance Requests logged into a computerized system or manual log	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3	Maintenance Report(s) or List(s) generated	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4	Work Orders Generated	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5	Work Orders Assigned	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6	Work Orders Tracked	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7	Work Orders Completed/Closed Out	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

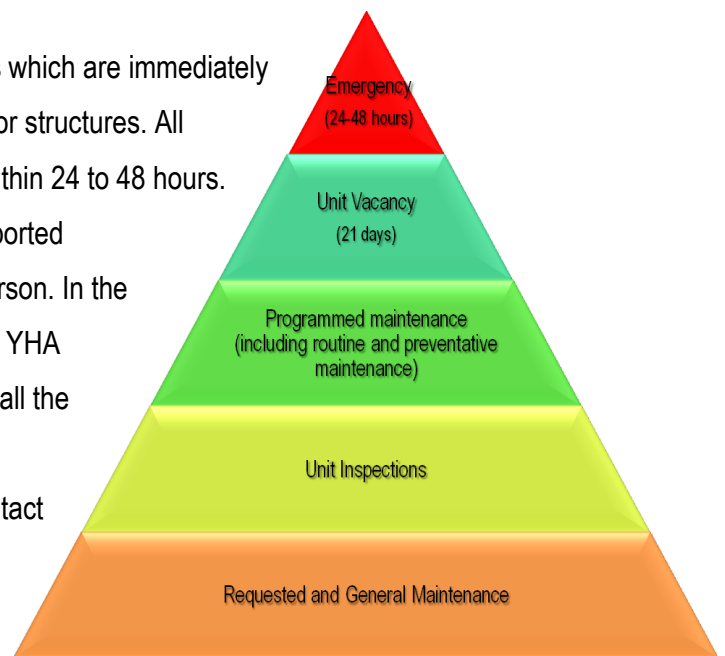
5. Prioritization of Work

There are several classifications of repairs listed in the order in which they will be addressed; emergency repairs, unit vacancy (turnover), programmed maintenance, unit inspections, and requested service

- 1) Emergencies - Emergencies are only those conditions which are immediately threatening to the life or safety of our residents, staff, or structures. All emergency repairs must be initiated and completed within 24 to 48 hours.

- (a) All emergency conditions must be reported immediately, either by phone or in person. In the event that an emergency occurs after YHA business hours, the resident should call the main line, (508) 398-2920.

The answering service is equipped to contact YHA staff 24 hours a day.



6. Emergency Response Standard Operating Procedure (SOP)

There exists an after-hours on call system to respond to emergency maintenance requests 24 hours a day, seven days a week, and the system documents the results of that response. YHA maintains a list (see list below) of items that are considered an emergency. Residents, staff and on-call service have been given copies of this list.

List of Emergencies: The following is a list of matters that DHCD and the State Sanitary Code deem an Emergency.

Table 5 Emergency vs. non-emergency work

EMERGENCY

Fires of any kind
Gas leaks
Electric power failures
Elevator stoppage
Broken water pipes
Sewer blockage
Roof drain blockage
Lock outs
No heat
Inoperative refrigerator
Snow or ice storm

NOT CONSIDERED EMERGENCIES

Faucet dripping
A hole in the wall
Closet door off track
The door squeaks
Screen has hole in it
There are cob webs in the corner
Stove burner is not working
Paint is peeling

Table 6 Contacts for emergency or non-emergency at Yarmouth Housing Authority

Emergency	Yarmouth Housing Authority	Monday -Thursday from 8:00am to 4:00pm and Friday from 8:00am to 1:00pm	(508) 398-2920
Emergency	Yarmouth Housing Authority (Answering service)	Monday -Thursday from 4:00 pm to 8:00am, Friday after 1:00, and Saturday and Sunday, all day	(508) 398-2920
Non-emergency	Yarmouth Housing Authority	Monday -Thursday from 8:00am to 4:00pm and Friday from 8:00am to 1:00pm	(508) 398-2920 or ldolby@yarmouthha.org

7. Unit Vacancy (turnover) Plan

Unit Vacancy (turnover): Vacated units will be prepared for occupancy within 30 calendar days, or if not completed within that timeframe, LHA has a waiver. Timely and efficient preparation of the units for occupancy is essential to ensure there is minimal interruption of rental income. Close cooperation and communication between maintenance and management is required to efficiently turnover vacant units.

It is the policy of the Yarmouth Housing Authority to reoccupy vacant units as soon as possible, while maintaining a quality outcome. This policy allows the Authority to maximize the income produced by its properties and operate attractive and safe properties.

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

- Assess unit preparation needs based on knowledge of procedure
- Estimate both the volume and length of time of needed to prepare the unit(s)
- Control work assignments to ensure prompt completion

The maintenance procedure for reoccupying vacant units relies on the prompt notification by management of the vacancy, fast and accurate inspection of the unit, ready availability of workers and materials, and good communication with those responsible for leasing the unit. The Maintenance Staff will have the ability to hire contractors to support completion (see deferred maintenance plan)

8. Programmed Maintenance Plan (see table 7)

Programmed Maintenance is planned work including those tasks that need to be done on a regular basis to keep your physical property in good shape. Routine maintenance is scheduled maintenance of public areas, buildings, grounds and the YHA vehicle that can be anticipated and scheduled. This includes preventative maintenance, and routine work

b) Routine Work (Long Pond Plaza buildings only): includes those tasks that need to be done on a regular basis to keep the physical property in good shape

- (1) Custodial duties include maintaining clean sanitary conditions of all public areas, buildings and grounds.
- (2) Grounds keeping duties include maintaining grounds through landscaping, snow shoveling and exterior building maintenance duties. Many of these duties are seasonal, which is reflected on Programmed Maintenance plan

(3) Preventative Maintenance Plan (see table 8)

- (a) Preventive maintenance (Long Pond Plaza buildings only): The purpose of the scheduled maintenance program is to preserve and extend the useful life of various elements of your physical property and avoid emergency situations.
 - (i) The preventive maintenance program focuses on the regular service needs of the major systems that keep the properties operating. These systems include heating and air conditioning, electrical, life safety and plumbing.
 - (ii) All major systems and properties should be maintained based on manufacturer's suggested schedules, industry standards and technical consultants.

9. Inspection Plan (see Table 9)

Inspection are conducted annually at the Long Pond Plaza and Station Ave. buildings. Inspections are the visual and operational study of structures and systems managed by YHA to determine their condition and repair needs. The four buildings at YHA as well as the Building on Station Avenue are inspected annually. For all non-emergency inspections, the Resident shall be given at least two (2) days written notice of the inspection.

During each inspection, the staff shall perform specified preventive and routine maintenance tasks. Any other work items noted at the time of the inspection will be documented on the Yarmouth Housing Authority inspection form. All uncompleted work items shall be converted to a work order within twenty-four hours of the completion of the inspection. The maintenance staff shall seek to complete all inspection-generated work items within 30 days of the inspection.

All Maintenance Staff are responsible for monitoring the condition of dwelling units. Whenever a staff member enters a dwelling unit for any purpose, such as completing a resident request for service or accompanying a contractor, he or she shall record on an inspection form any required work he or she sees while in the apartment. These work items shall also be converted to a service request within twenty-four hours of discovery.

10. Deferred Maintenance Plan

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. Deferred Maintenance should not be confused with capital projects that would be included in the Capital Improvement Plan (CIP). No emergency work order should be categorized as Deferred. Any work order meeting the definition of deferred must be categorized as such within 45 days of issuance of the work order.

Items to be included in the Deferred Maintenance Plan:

- Item
- Date Added to Deferred Maintenance Module
- Item Description
- Site or Unit Number
- Reason Deferred
- Estimated Cost

- Materials Needed
- Original Work Order Number
- Target Completion Date
- Actual Completion Date
- Other Comments

11. Requested Service Plan

Requested service is work which is requested by residents or others, and should be accomplished within 14 calendar days as time and funds are available. If work is not completed within 14 calendar days (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. This category of work refers to all resident generated work requests that fall into no other category. These are non-emergency calls made by residents seeking maintenance service. These requests for service cannot be planned in advance or responded to before the resident calls. **It is the goal of the Yarmouth Housing Authority to complete these work requests within seven (7) days.** However, unless the request is an emergency or entails work that compromises the habitability of the unit, these requests will not be given a priority above scheduled routine and preventive maintenance. By following this procedure, the Yarmouth Housing Authority believes it can achieve both good resident service and a maintenance system that completes the most important work first and in the most cost-effective manner.

12. Maintenance Schedules

Table 7: Programmed Maintenance Schedule and Checklist

LHA Name: Yarmouth Housing Authority			Development: Long Pond Plaza											
Landscaping and Grounds: Routine Maintenance														
Task	Frequency	By	January	February	March	April	May	June	July	August	September	October	November	December
Walk property-pick up trash	Daily	staff	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Mow lawn (Mulching lawnmower); edge if needed	Weekly / Seasonal	staff				✓	✓	✓	✓	✓	✓	✓		
Rake leaves (Fall, Spring)	Bi-Annually	staff				✓							✓	
Snow (Shovel, Plow), Treat (Walkways)	Daily / Seasonal	staff	✓	✓	✓								✓	✓
Seasonal cleaning (Spring and Fall)	Bi-Annually	staff				✓							✓	

Table 7: Programmed Maintenance Schedule and Checklist

Building Routine Maintenance

Building Interior

Task	Frequency	By	January	February	March	April	May	June	July	August	September	October	November	December
Clean/Vacuum entrances- all buildings	Monthly	staff	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Wash windows in public areas	Monthly	staff	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Clean/Sanitize/Restock bathrooms-3	Daily / Weekly	staff	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Clean/Vacuum YHA office space	Monthly	staff	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Light Bulbs – Replace if burnt out in common areas and offices	Monthly	staff	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Clean trash cans	Monthly	staff	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Clean trash can areas	Monthly	staff	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

Table 7: Programmed Maintenance Schedule and Checklist

LHA NAME: Yarmouth Housing Authority

LHA NAME: Yarmouth Housing Authority

Other Routine Maintenance

Task	Frequency	By	January	February	March	April	May	June	July	August	September	October	November	December
Maintain Authority inventory	Quarterly	Staff			✓			✓			✓			✓
Attend Staff meetings	Quarterly	Staff			✓			✓			✓			✓
Attend Training sessions	Annually	Staff				✓								
Clean and sharpen tools	Monthly	Staff	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Sharpen mower blades (after each Mowing)	Weekly / Seasonal	Staff				✓	✓	✓	✓	✓	✓			
Vehicle Assessment: 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.	Quarterly	Staff	✓				✓				✓			

Table 8: Preventive Maintenance Schedule and Checklist

Buildings & Grounds Preventive Maintenance

Building Envelope

Task	Frequency	By	January	February	March	April	May	June	July	August	September	October	November	December
			January	February	March	April	May	June	July	August	September	October	November	December
Clear debris from roof, drains/scuppers	Quarterly	staff	✓			✓			✓			✓		
Check each roof for cracks, water pooling, leaks, flashing	Monthly	staff	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Reseal Joints	Every 5yrs	Vendor					✓							
Remove moss, clear debris from gutters / downspouts	Bi-annually	staff				✓				✓				
Recaulk roof flashing	Every two years/ as needed	staff				✓								
Repair wall integrity, mortar joints, replace Bricks (as needed)	Annually/ as needed	staff				✓								
Wash and re-caulk windows, if needed	Annually	staff				✓								
Task	Frequency	By	January	February	March	April	May	June	July	August	September	October	November	December
Wash doors, check weather stripping, re-paint as needed	Annually	staff				✓								
Wash Building decks	Annually	staff				✓								
Check foundation cracks, vent covers	Annually					✓								
Refinish exterior surfaces and fixtures	Every 10yrs					✓								

Table 9 Inspections Schedule and Checklist

LHA NAME: Yarmouth Housing Authority			Development: Long Pond Plaza											
Buildings & Grounds Inspections														
Task	Frequency	By	January	February	March	April	May	June	July	August	September	October	November	December
Building 1: Grey Gull	Annually									✓				
Building 1: Pond View	Annually										✓			
Building 3: Pine Oaks	Annually											✓		
Building 1: Brookside	Annually												✓	
Building 4: Administration Office, Community Room and Common Laundry	Annually										✓			
Station Avenue/Cape Abilities	Annually											✓		
Heat & Smoke detectors														
Task	Frequency	By	January	February	March	April	May	June	July	August	September	October	November	December
Battery Heat / Smoke Detectors – Inspect Condition	Annually									✓	✓	✓	✓	
Battery Heat / Smoke Detectors – Replace batteries	Annually													
Inspect System Heat detectors	Annually													
Pest Control														

Task	Frequency	By	January	February	March	April	May	June	July	August	September	October	November	December
Inspect building for evidence of pests	Annually										✓			

Inspections Schedule and Checklist														
LHA NAME: Yarmouth Housing Authority							Development: Long Pond Plaza							
Buildings & Grounds Inspections														
Building Envelope														
Task	Frequency	By	January	February	March	April	May	June	July	August	September	October	November	December
ROOFS- Shingle	Annually										✓			
ROOFS - Cracks, water pooling, leaks, flashing	Annually										✓			
EXTERIOR WALLS	Annually										✓			
WINDOWS, DOORS - Seals, Operators	Annually										✓			
DECKS, EXT STAIRS - Wash	Annually										✓			
FOUNDATIONS - Cracks, vent covers	Annually										✓			
Building Interior														
FLOORS - Wood, Vinyl	Annually										✓			
CEILINGS	Annually										✓			
WALLS	Annually										✓			
KITCHEN – Inspect Appliances	Annually										✓			
GAS STOVE - Inspect	Annually										✓			
Kitchen, Bath - Cabinets, fixtures	Annually										✓			
LAUNDRY – Machines operational	Annually										✓			

Inspections Schedule and Checklist

LHA NAME: Yarmouth Housing Authority

Development: Station Avenue

Buildings & Grounds Inspections

Building Envelope

Task	Frequency	By	January	February	March	April	May	June	July	August	September	October	November	December
ROOFS- Shingle	Annually											✓		
ROOFS - Cracks, water pooling, leaks, flashing	Annually											✓		
EXTERIOR WALLS	Annually											✓		
WINDOWS, DOORS - Seals, Operators	Annually											✓		
DECKS, EXT STAIRS - Wash	Annually											✓		
FOUNDATIONS - Cracks, vent covers	Annually											✓		
Building Interior														
FLOORS - Wood, Vinyl	Annually											✓		
CEILINGS	Annually											✓		
WALLS	Annually											✓		
KITCHEN – Inspect Appliances	Annually											✓		
GAS STOVE - Inspect	Annually											✓		
Kitchen, Bath - Cabinets, fixtures	Annually											✓		
LAUNDRY – Machines operational	Annually											✓		

Appendix 1: Development Information

Development No. (667-1)		Building 1: Grey Gull	Building 1: Pond View	Building 3: Pine Oaks	Building 4: Brookside	Building 5: Administration Office, Community	Station Avenue/Cape Abilities
Year built							
Development Name & Address							
Major Renovation (Year ONLY).							
Check the Box if applicable							
Number of Floors	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2-4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4-6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	7+	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No of Units	2-4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5-7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	8-10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	11-13+	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Facilities	Community Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Laundry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Main office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Reception	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Storage	Garage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Storage Shed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Container	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Off-site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Appendix 2: Development Details

Development No. (667-1)		Building 1: Grey Gull	Building 1: Pond View	Building 3: Pine Oaks	Building 4: Brookside	Building 5: Administration Office, Community Room and Common Laundry	Station Avenue/Cape Abilities
Check the Box if applicable							
Roof Systems	Shingles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	EPDM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Metal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	BUR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Systems	Elevator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Chairlift	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Generator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Access Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Safety Systems	Fire alarm	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Monitored	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Fire Pump	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sprinklers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Heat	Gas	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Propane	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Co-Gen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Electric	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hot Water	Gas	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Propane	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Co-Gen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Electric	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



YARMOUTH HOUSING AUTHORITY

Maintenance Plan



534 Winslow Gray Rd. S. Yarmouth, MA 02664

Updated July 2019

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Yarmouth Housing Authority (YHA) was established in 1960. Plans for Long Pond Plaza were established shortly thereafter. Building construction began in 1960 and was completed in 1962. Our 50th Anniversary of Occupancy was in June 2013. Presently there are 40 apartments occupied by elderly and non-elderly handicapped individuals. Each of the four buildings house ten units. All four buildings are heated by boilers to forced hot water baseboard. The boilers are located in the basements of each building.

The objective of the maintenance plan at Yarmouth Housing Authority (YHA) is ensuring the units are decent, safe, sanitary and in good repair. Yarmouth Housing Authority shall do this through a system of work priorities and organization.

1. Table of Organization

Maintenance Personnel of the Yarmouth Housing Authority is responsible for handling the maintenance function in the most cost-effective manner possible while expanding the function and value of Authority units while striving to provide the best service to our residents. The following table is designed to represent the structure of an effective and efficient maintenance system.

Table 1 Table of Organization



2. Work Procedures

The Maintenance Coordinator will ensure that there are sufficient clear procedures in place to allow staff to implement this maintenance policy statement. All procedures will include the following:

- A statement of purpose
- The job title(s) of the staff member(s) responsible for carrying out the activities in the procedure
- All documentation required to carry out the activities; and
- The frequency of any specified activities.
- After their adoption, maintenance procedures will be reviewed and updated at least annually.

3. Performance Standards and Goals

The Maintenance Staff establish standards that will allow the effectiveness of maintenance systems and activities to be evaluated. In establishing these standards, the Housing Authority will take into consideration certain factors:

- Local/State Building and Fire Safety;
- HUD Uniform Physical Condition Standards (UPCS)
- Yarmouth Housing Authority Collective bargaining agreements (if any)
- Yarmouth Housing Authority job descriptions.

Nothing in the documents listed above will prevent the Housing Authority from setting a standard that is higher than that contained in the documents. These standards and goals will be used to evaluate current operations and performance and to develop strategies to improve performance and meet the guidelines that have been set.

4. Work Order System

The Yarmouth Housing Authority has an internal work order system that includes all work request information: source of work, description of work, priority, and active time. This information is required for the Authority to plan for the completion of maintenance tasks as well as evaluate performance. To obtain the greatest effectiveness from the work order system, all work requests and activities performed by maintenance staff must be recorded on work orders.

Work orders will contain, at a minimum, the following information:

- Preprinted work order number
- Type of request (planned, inspection, requested, etc.)
- Priority assigned
- Location of work
- Date and time received
- Date and time assigned
- Worker assigned
- Description of work requested
- Description of work performed
- Actual time to complete

Table 2 Step Description

Step		
1	Maintenance Request taken/submitted per the Standard Operating procedures above	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2	Maintenance Requests logged into a computerized system or manual log	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3	Maintenance Report(s) or List(s) generated	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4	Work Orders Generated	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5	Work Orders Assigned	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6	Work Orders Tracked	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7	Work Orders Completed/Closed Out	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Table 3 Type of Work Order System

	Check one	Comments
Computer Software System-Web Based	✓	PHA Network
Computer Software System-Non-Web based (e.g. SHARP (MS Access), MS Excel, MSWord, etc.)		
Manual System: please specify in comments section	✓	Verbal instruction
Other: please specify in comments section		

Table 4 Work Order Step Description

Step	Work Order Step Description	
1	Maintenance Request taken/submitted per the Standard Operating procedures above	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2	Maintenance Requests logged into a computerized system or manual log	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3	Maintenance Report(s) or List(s) generated	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4	Work Orders Generated	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5	Work Orders Assigned	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6	Work Orders Tracked	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7	Work Orders Completed/Closed Out	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

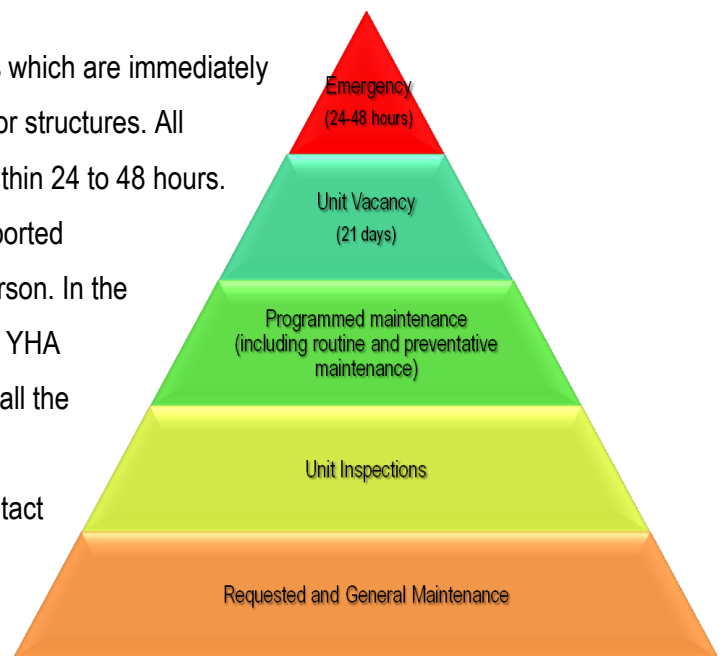
5. Prioritization of Work

There are several classifications of repairs listed in the order in which they will be addressed; emergency repairs, unit vacancy (turnover), programmed maintenance, unit inspections, and requested service

- 1) Emergencies - Emergencies are only those conditions which are immediately threatening to the life or safety of our residents, staff, or structures. All emergency repairs must be initiated and completed within 24 to 48 hours.

- (a) All emergency conditions must be reported immediately, either by phone or in person. In the event that an emergency occurs after YHA business hours, the resident should call the main line, (508) 398-2920.

The answering service is equipped to contact YHA staff 24 hours a day.



6. Emergency Response Standard Operating Procedure (SOP)

There exists an after-hours on call system to respond to emergency maintenance requests 24 hours a day, seven days a week, and the system documents the results of that response. YHA maintains a list (see list below) of items that are considered an emergency. Residents, staff and on-call service have been given copies of this list.

List of Emergencies: The following is a list of matters that DHCD and the State Sanitary Code deem an Emergency.

Table 5 Emergency vs. non-emergency work

EMERGENCY

Fires of any kind
Gas leaks
Electric power failures
Elevator stoppage
Broken water pipes
Sewer blockage
Roof drain blockage
Lock outs
No heat
Inoperative refrigerator
Snow or ice storm

NOT CONSIDERED EMERGENCIES

Faucet dripping
A hole in the wall
Closet door off track
The door squeaks
Screen has hole in it
There are cob webs in the corner
Stove burner is not working
Paint is peeling

Table 6 Contacts for emergency or non-emergency at Yarmouth Housing Authority

Emergency	Yarmouth Housing Authority	Monday -Thursday from 8:00am to 4:00pm and Friday from 8:00am to 1:00pm	(508) 398-2920
Emergency	Yarmouth Housing Authority (Answering service)	Monday -Thursday from 4:00 pm to 8:00am, Friday after 1:00, and Saturday and Sunday, all day	(508) 398-2920
Non-emergency	Yarmouth Housing Authority	Monday -Thursday from 8:00am to 4:00pm and Friday from 8:00am to 1:00pm	(508) 398-2920 or ldolby@yarmouthha.org

7. Unit Vacancy (turnover) Plan

Unit Vacancy (turnover): Vacated units will be prepared for occupancy within 30 calendar days, or if not completed within that timeframe, LHA has a waiver. Timely and efficient preparation of the units for occupancy is essential to ensure there is minimal interruption of rental income. Close cooperation and communication between maintenance and management is required to efficiently turnover vacant units.

It is the policy of the Yarmouth Housing Authority to reoccupy vacant units as soon as possible, while maintaining a quality outcome. This policy allows the Authority to maximize the income produced by its properties and operate attractive and safe properties.

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

- Assess unit preparation needs based on knowledge of procedure
- Estimate both the volume and length of time of needed to prepare the unit(s)
- Control work assignments to ensure prompt completion

The maintenance procedure for reoccupying vacant units relies on the prompt notification by management of the vacancy, fast and accurate inspection of the unit, ready availability of workers and materials, and good communication with those responsible for leasing the unit. The Maintenance Staff will have the ability to hire contractors to support completion (see deferred maintenance plan)

8. Programmed Maintenance Plan (see table 7)

Programmed Maintenance is planned work including those tasks that need to be done on a regular basis to keep your physical property in good shape. Routine maintenance is scheduled maintenance of public areas, buildings, grounds and the YHA vehicle that can be anticipated and scheduled. This includes preventative maintenance, and routine work

b) Routine Work (Long Pond Plaza buildings only): includes those tasks that need to be done on a regular basis to keep the physical property in good shape

- (1) Custodial duties include maintaining clean sanitary conditions of all public areas, buildings and grounds.
- (2) Grounds keeping duties include maintaining grounds through landscaping, snow shoveling and exterior building maintenance duties. Many of these duties are seasonal, which is reflected on Programmed Maintenance plan

(3) Preventative Maintenance Plan (see table 8)

- (a) Preventive maintenance (Long Pond Plaza buildings only): The purpose of the scheduled maintenance program is to preserve and extend the useful life of various elements of your physical property and avoid emergency situations.
 - (i) The preventive maintenance program focuses on the regular service needs of the major systems that keep the properties operating. These systems include heating and air conditioning, electrical, life safety and plumbing.
 - (ii) All major systems and properties should be maintained based on manufacturer's suggested schedules, industry standards and technical consultants.

9. Inspection Plan (see Table 9)

Inspection are conducted annually at the Long Pond Plaza and Station Ave. buildings. Inspections are the visual and operational study of structures and systems managed by YHA to determine their condition and repair needs. The four buildings at YHA as well as the Building on Station Avenue are inspected annually. For all non-emergency inspections, the Resident shall be given at least two (2) days written notice of the inspection.

During each inspection, the staff shall perform specified preventive and routine maintenance tasks. Any other work items noted at the time of the inspection will be documented on the Yarmouth Housing Authority inspection form. All uncompleted work items shall be converted to a work order within twenty-four hours of the completion of the inspection. The maintenance staff shall seek to complete all inspection-generated work items within 30 days of the inspection.

All Maintenance Staff are responsible for monitoring the condition of dwelling units. Whenever a staff member enters a dwelling unit for any purpose, such as completing a resident request for service or accompanying a contractor, he or she shall record on an inspection form any required work he or she sees while in the apartment. These work items shall also be converted to a service request within twenty-four hours of discovery.

10. Deferred Maintenance Plan

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. Deferred Maintenance should not be confused with capital projects that would be included in the Capital Improvement Plan (CIP). No emergency work order should be categorized as Deferred. Any work order meeting the definition of deferred must be categorized as such within 45 days of issuance of the work order.

Items to be included in the Deferred Maintenance Plan:

- Item
- Date Added to Deferred Maintenance Module
- Item Description
- Site or Unit Number
- Reason Deferred
- Estimated Cost

- Materials Needed
- Original Work Order Number
- Target Completion Date
- Actual Completion Date
- Other Comments

11. Requested Service Plan

Requested service is work which is requested by residents or others, and should be accomplished within 14 calendar days as time and funds are available. If work is not completed within 14 calendar days (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. This category of work refers to all resident generated work requests that fall into no other category. These are non-emergency calls made by residents seeking maintenance service. These requests for service cannot be planned in advance or responded to before the resident calls. **It is the goal of the Yarmouth Housing Authority to complete these work requests within seven (7) days.** However, unless the request is an emergency or entails work that compromises the habitability of the unit, these requests will not be given a priority above scheduled routine and preventive maintenance. By following this procedure, the Yarmouth Housing Authority believes it can achieve both good resident service and a maintenance system that completes the most important work first and in the most cost-effective manner.

12. Maintenance Schedules

Table 7: Programmed Maintenance Schedule and Checklist

LHA Name: Yarmouth Housing Authority			Development: Long Pond Plaza											
Landscaping and Grounds: Routine Maintenance														
Task	Frequency	By	January	February	March	April	May	June	July	August	September	October	November	December
Walk property-pick up trash	Daily	staff	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Mow lawn (Mulching lawnmower); edge if needed	Weekly / Seasonal	staff				✓	✓	✓	✓	✓	✓	✓		
Rake leaves (Fall, Spring)	Bi-Annually	staff				✓							✓	
Snow (Shovel, Plow), Treat (Walkways)	Daily / Seasonal	staff	✓	✓	✓								✓	✓
Seasonal cleaning (Spring and Fall)	Bi-Annually	staff				✓							✓	

Table 7: Programmed Maintenance Schedule and Checklist

Building Routine Maintenance

Building Interior

Task	Frequency	By	January	February	March	April	May	June	July	August	September	October	November	December
Clean/Vacuum entrances- all buildings	Monthly	staff	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Wash windows in public areas	Monthly	staff	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Clean/Sanitize/Restock bathrooms-3	Daily / Weekly	staff	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Clean/Vacuum YHA office space	Monthly	staff	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Light Bulbs – Replace if burnt out in common areas and offices	Monthly	staff	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Clean trash cans	Monthly	staff	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Clean trash can areas	Monthly	staff	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

Table 7: Programmed Maintenance Schedule and Checklist

LHA NAME: Yarmouth Housing Authority

LHA NAME: Yarmouth Housing Authority

Other Routine Maintenance

Task	Frequency	By	January	February	March	April	May	June	July	August	September	October	November	December
Maintain Authority inventory	Quarterly	Staff			✓			✓			✓			✓
Attend Staff meetings	Quarterly	Staff			✓			✓			✓			✓
Attend Training sessions	Annually	Staff				✓								
Clean and sharpen tools	Monthly	Staff	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Sharpen mower blades (after each Mowing)	Weekly / Seasonal	Staff				✓	✓	✓	✓	✓	✓			
Vehicle Assessment: 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.	Quarterly	Staff	✓				✓				✓			

Table 8: Preventive Maintenance Schedule and Checklist

Buildings & Grounds Preventive Maintenance

Building Envelope

Task	Frequency	By	January	February	March	April	May	June	July	August	September	October	November	December
			January	February	March	April	May	June	July	August	September	October	November	December
Clear debris from roof, drains/scuppers	Quarterly	staff	✓			✓			✓			✓		
Check each roof for cracks, water pooling, leaks, flashing	Monthly	staff	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Reseal Joints	Every 5yrs	Vendor					✓							
Remove moss, clear debris from gutters / downspouts	Bi-annually	staff				✓				✓				
Recaulk roof flashing	Every two years/ as needed	staff				✓								
Repair wall integrity, mortar joints, replace Bricks (as needed)	Annually/ as needed	staff				✓								
Wash and re-caulk windows, if needed	Annually	staff				✓								
Task	Frequency	By	January	February	March	April	May	June	July	August	September	October	November	December
Wash doors, check weather stripping, re-paint as needed	Annually	staff				✓								
Wash Building decks	Annually	staff				✓								
Check foundation cracks, vent covers	Annually					✓								
Refinish exterior surfaces and fixtures	Every 10yrs					✓								

Table 9 Inspections Schedule and Checklist

LHA NAME: Yarmouth Housing Authority			Development: Long Pond Plaza											
Buildings & Grounds Inspections														
Task	Frequency	By	January	February	March	April	May	June	July	August	September	October	November	December
Building 1: Grey Gull	Annually									✓				
Building 1: Pond View	Annually										✓			
Building 3: Pine Oaks	Annually											✓		
Building 1: Brookside	Annually												✓	
Building 4: Administration Office, Community Room and Common Laundry	Annually										✓			
Station Avenue/Cape Abilities	Annually											✓		
Heat & Smoke detectors														
Task	Frequency	By	January	February	March	April	May	June	July	August	September	October	November	December
Battery Heat / Smoke Detectors – Inspect Condition	Annually									✓	✓	✓	✓	
Battery Heat / Smoke Detectors – Replace batteries	Annually													
Inspect System Heat detectors	Annually													
Pest Control														

Task	Frequency	By	January	February	March	April	May	June	July	August	September	October	November	December
Inspect building for evidence of pests	Annually										✓			

Inspections Schedule and Checklist

LHA NAME: Yarmouth Housing Authority Development: Long Pond Plaza

Buildings & Grounds Inspections

Building Envelope

Task	Frequency	By	January	February	March	April	May	June	July	August	September	October	November	December
ROOFS- Shingle	Annually										✓			
ROOFS - Cracks, water pooling, leaks, flashing	Annually										✓			
EXTERIOR WALLS	Annually										✓			
WINDOWS, DOORS - Seals, Operators	Annually										✓			
DECKS, EXT STAIRS - Wash	Annually										✓			
FOUNDATIONS - Cracks, vent covers	Annually										✓			

Building Interior

FLOORS - Wood, Vinyl	Annually										✓			
CEILINGS	Annually										✓			
WALLS	Annually										✓			
KITCHEN – Inspect Appliances	Annually										✓			
GAS STOVE - Inspect	Annually										✓			
Kitchen, Bath - Cabinets, fixtures	Annually										✓			
LAUNDRY – Machines operational	Annually										✓			

Inspections Schedule and Checklist

LHA NAME: Yarmouth Housing Authority

Development: Station Avenue

Buildings & Grounds Inspections

Building Envelope

Task	Frequency	By	January	February	March	April	May	June	July	August	September	October	November	December
ROOFS- Shingle	Annually											✓		
ROOFS - Cracks, water pooling, leaks, flashing	Annually											✓		
EXTERIOR WALLS	Annually											✓		
WINDOWS, DOORS - Seals, Operators	Annually											✓		
DECKS, EXT STAIRS - Wash	Annually											✓		
FOUNDATIONS - Cracks, vent covers	Annually											✓		
Building Interior														
FLOORS - Wood, Vinyl	Annually											✓		
CEILINGS	Annually											✓		
WALLS	Annually											✓		
KITCHEN – Inspect Appliances	Annually											✓		
GAS STOVE - Inspect	Annually											✓		
Kitchen, Bath - Cabinets, fixtures	Annually											✓		
LAUNDRY – Machines operational	Annually											✓		

Appendix 1: Development Information

	Development No. (667-1)	Building 1: Grey Gull	Building 1: Pond View	Building 3: Pine Oaks	Building 4: Brookside	Building 5: Administration Office, Community	Station Avenue/Cape Abilities
Year built							
Development Name & Address							
Major Renovation (Year ONLY).							
Check the Box if applicable							
Number of Floors	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2-4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4-6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	7+	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No of Units	2-4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5-7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	8-10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	11-13+	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Facilities	Community Room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Laundry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Main office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Reception	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Storage	Garage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Storage Shed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Container	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Off-site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Appendix 2: Development Details

Development No. (667-1)		Building 1: Grey Gull	Building 1: Pond View	Building 3: Pine Oaks	Building 4: Brookside	Building 5: Administration Office, Community Room and Common Laundry	Station Avenue/Cape Abilities
Check the Box if applicable							
Roof Systems	Shingles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	EPDM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Metal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	BUR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Systems	Elevator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Chairlift	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Generator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Access Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Safety Systems	Fire alarm	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Monitored	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Fire Pump	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sprinklers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Heat	Gas	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Propane	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Co-Gen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Electric	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hot Water	Gas	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Propane	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Co-Gen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Electric	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Operating Budget

The tables on the following pages show the approved budget and actual income and spending per budget account (row) for the fiscal year ending 03/31/2022. It also shows the approved budget for the current year (2023) if there is one, and the percent change from last year's spending to this year's approved budget. The final column shows the current approved amount for each account divided by the number of housing units and by 12 months to show the amount per unit per month (PUM). The chart does not show a draft budget for the coming fiscal year as that will typically be developed in the final month of the fiscal year.

The budget format and accounts are mandated by the Department of Housing and Community Development (DHCD). For a better understanding of the accounts and discussion of special situations see the notes following the budget tables and the "Definitions of Accounts" at the end of this section.

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

Operating Reserve

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

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

The Yarmouth Housing Authority operating reserve at the end of fiscal year 2022 was \$68,778.00, which is 56.3% of the full reserve amount defined above.

Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by Yarmouth Housing Authority.						
REVENUE						
Account Number	Account Class	2022 Approved Revenue Budget	2022 Actual Amounts Received	2023 Approved Revenue Budget	% Change from 2022 Actual to 2023 Budget	2023 Dollars Budgeted per Unit per Month
3110	Shelter Rent - Tenants	\$172,000.00	\$180,183.00	\$186,000.00	3.2%	\$387.50
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	\$400.00	\$69.00	\$130.00	88.4%	\$0.27
3611	Interest on Investments - Restricted	\$0.00	\$0.00	\$0.00	0%	\$0.00
3690	Other Revenue	\$8,000.00	\$10,486.00	\$10,000.00	-4.6%	\$20.83
3691	Other Revenue - Retained	\$0.00	\$0.00	\$0.00	0%	\$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)	\$62,057.00	\$41,616.00	\$50,098.00	20.4%	\$104.37
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	\$242,457.00	\$232,354.00	\$246,228.00	6%	\$512.98

Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by Yarmouth Housing Authority.						
EXPENSES						
Account Number	Account Class	2022 Approved Expense Budget	2022 Actual Amounts Spent	2023 Approved Expense Budget	% Change from 2022 Actual to 2023 Budget.	2023 Dollars Budgeted per Unit per Month
4110	Administrative Salaries	\$31,354.00	\$29,892.00	\$32,398.00	8.4%	\$67.50
4120	Compensated Absences	\$0.00	\$0.00	\$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	\$600.00	\$46.00	\$600.00	1204.3%	\$1.25
4170	Accounting Services	\$6,300.00	\$6,450.00	\$6,840.00	6%	\$14.25
4171	Audit Costs	\$4,000.00	\$3,150.00	\$4,000.00	27%	\$8.33
4180	Penalties & Interest	\$0.00	\$0.00	\$0.00	0%	\$0.00
4190	Administrative Other	\$7,000.00	\$7,589.00	\$7,000.00	-7.8%	\$14.58
4191	Tenant Organization	\$0.00	\$0.00	\$0.00	0%	\$0.00
4100	TOTAL ADMINISTRATION	\$49,254.00	\$47,127.00	\$50,838.00	7.9%	\$105.91
4310	Water	\$3,000.00	\$2,372.00	\$3,200.00	34.9%	\$6.67
4320	Electricity	\$26,000.00	\$23,707.00	\$26,000.00	9.7%	\$54.17
4330	Gas	\$28,000.00	\$21,347.00	\$26,000.00	21.8%	\$54.17
4340	Fuel	\$0.00	\$10,471.00	\$0.00	-100%	\$0.00
4360	Net Meter Utility Debit/Energy Conservation	\$0.00	\$0.00	\$0.00	0%	\$0.00
4390	Other	\$11,000.00	\$0.00	\$11,000.00	100%	\$22.92
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	\$68,000.00	\$57,897.00	\$66,200.00	14.3%	\$137.92

Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by Yarmouth Housing Authority.						
EXPENSES						
Account Number	Account Class	2022 Approved Expense Budget	2022 Actual Amounts Spent	2023 Approved Expense Budget	% Change from 2022 Actual to 2023 Budget	2023 Dollars Budgeted per Unit per Month
4410	Maintenance Labor	\$40,694.00	\$44,629.00	\$43,817.00	-1.8%	\$91.29
4420	Materials & Supplies	\$12,394.00	\$7,950.00	\$12,393.00	55.9%	\$25.82
4430	Contract Costs	\$28,000.00	\$26,231.00	\$28,000.00	6.7%	\$58.33
4400	TOTAL MAINTENANCE	\$81,088.00	\$78,810.00	\$84,210.00	6.9%	\$175.44
4510	Insurance	\$11,135.00	\$11,683.00	\$12,000.00	2.7%	\$25.00
4520	Payment in Lieu of Taxes	\$0.00	\$0.00	\$0.00	0%	\$0.00
4540	Employee Benefits	\$32,980.00	\$33,780.00	\$32,980.00	-2.4%	\$68.71
4541	Employee Benefits - GASB 45	\$0.00	\$23,300.00	\$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	\$44,115.00	\$68,763.00	\$44,980.00	-34.6%	\$93.71
4610	Extraordinary Maintenance	\$16,000.00	\$15,125.00	\$16,000.00	5.8%	\$33.33
4611	Equipment Purchases - Non Capitalized	\$2,000.00	\$0.00	\$2,000.00	100%	\$4.17
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	\$81,036.00	\$0.00	-100%	\$0.00
4600	TOTAL OTHER EXPENSES	\$18,000.00	\$96,161.00	\$18,000.00	-81.3%	\$37.50
4000	TOTAL EXPENSES	\$260,457.00	\$348,758.00	\$264,228.00	-24.2%	\$550.48

Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by Yarmouth Housing Authority.						
SUMMARY						
Account Number	Account Class	2022 Approved Budget	2022 Actual Amounts	2023 Approved Budget	% Change from 2022 Actual to 2023 Budget	2023 Dollars Budgeted per Unit per Month
3000	TOTAL REVENUE	\$242,457.00	\$232,354.00	\$246,228.00	6%	\$512.98
4000	TOTAL EXPENSES	\$260,457.00	\$348,758.00	\$264,228.00	-24.2%	\$550.48
2700	NET INCOME (DEFICIT)	\$-18,000.00	\$-116,404.00	\$-18,000.00	-84.5%	\$-37.50
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	\$-18,000.00	\$-116,404.00	\$-18,000.00	-84.5%	\$-37.50

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

Category: Management

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

Rating: No Findings

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

Rating: Paused due to COVID-19

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

Rating: Operational Guidance

Criterion: Completion of mandatory online board member training

Rating: Corrective Action

Reason: Our board members are not taking the mandatory training

Response: We will discuss this at the board meeting and we will attempt to have them all trained asap.

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

Rating: No Findings

Category: Financial

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

Rating: Paused due to COVID-19

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

Rating: No Findings

DHCD response for the Financial Category:

Some areas were paused due to COVID-19

Category: Capital Planning

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

Rating: Paused due to COVID-19

DHCD response for the Capital Planning Category:

Paused due to COVID-19

Category: Facility Management - Health & Safety

Criterion: Health and Safety Violations

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

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

Category: Facility Management - Inspections

Criterion: LHA Conducted 100% of the Unit Inspections.

Rating: Paused due to COVID-19

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

Rating: Paused due to COVID-19

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

Rating: Paused due to COVID-19

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

Rating: Paused due to COVID-19

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

Rating: Paused due to COVID-19

Category: Facility Management - Work Order System

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

Rating: No Findings

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

Rating: No Findings

Criterion: Vacancy work orders identified, tracked and reportable.

Rating: No Findings

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

Rating: No Findings

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

Rating: No Findings

Criterion: Routine work orders should be identified, tracked, reportable and 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
Management	
Occupancy Rate	<p>The rating is calculated using the following formula: (Total Number of Occupied units on Monthly Report divided by (Total Number of Units Minus Units that Received a Waiver Minus Number of Units Vacant less than 30 days on Monthly Report)</p> <ul style="list-style-type: none"> • “No Findings” : Occupancy Rate is at or above 98% • Operational Guidance: Occupancy rate is at 95% up to 97.9% • Corrective Action: Adjusted occupancy rate is less than 95%
Tenant Accounts Receivable (TAR)	<p>This criterion calculates the percentage of uncollected rent and related charges owed by starting with the amount reported by the LHA, as uncollected balances for the TAR (Account 1122 from the Balance Sheet) minus Normal Repayment Agreements* divided by Shelter (Tenant) Rent (account 3110 from the Operating Statement)</p> <ul style="list-style-type: none"> • “No Findings” : At or below 2% • “Operational Guidance”: More than 2% , but less than 5% • “Corrective Action”: 5% or more
Certifications and Reporting Submissions	<p>Housing authorities are required to submit 4 quarterly vacancy certifications by end of the month following quarter end; 4 quarterly operating statements and 4 Tenant Accounts Receivable (TAR) reports within 60 days of quarter end.</p> <ul style="list-style-type: none"> • “No Findings”: At least 11 of the required 12 reports were submitted and at least 9 were submitted on time. • “Operational Guidance”: Less than 11 of the required 12 reports were submitted and/or less than 9 were submitted on time.
Board Member Training	<p>Percentage of board members that have completed the mandatory online board member training.</p> <ul style="list-style-type: none"> • “No Findings” : 80% or more completed training • “Operational Guidance” : 60-79.9% completed training • “Corrective Action” : <60 % completed training
Staff Certifications and Training	<p>Each LHA must have at least one staff member complete a relevant certification or training During the fiscal year. The number of required trainings varies by LHA size.</p> <ul style="list-style-type: none"> • No Findings: LHAs completed the required number of trainings <p>Corrective Action: LHAs have not completed any trainings</p>
Annual Plan (AP) Submitted	<p>Housing authorities are required to submit an annual plan every year.</p> <ul style="list-style-type: none"> • “No Findings” =Submitted on time • “Operational Guidance” =Up to 45 days late • “Corrective Action” =More than 45 days late

CRITERION	DESCRIPTION
CHAMP	
Paper applications	<p>Paper applications are available, received and entered into CHAMP</p> <ul style="list-style-type: none"> • No Findings: Paper applications are available; And paper applications are date and time stamped correctly; And 90% of new paper applications are entered into CHAMP within 15 calendar days of date/time stamp; And 2% or less of new paper applications are entered more than 30 days after date/time stamp • Operational Guidance: Paper applications are available; And paper applications are date and time stamped and entered correctly; And 75% - 89% of new paper applications are entered into CHAMP within 15 calendar days; And 3% - 5% of new paper applications are entered more than 30 days after date/time stamp <p>Corrective Action: Paper applications are not available; Or the LHA has failed to date and time stamp paper applications and/or failed to enter them correctly; Or Less than 75% of new paper applications are entered into CHAMP within 15 calendar days of date/time stamp; Or more than 5% of new paper applications are entered more than 30 days after date/time stamp</p>
Vacancies occupied using CHAMP	<p>Vacancies are recorded correctly and occupied using CHAMP</p> <ul style="list-style-type: none"> • No Findings: All vacancies during the fiscal year are recorded in DHCD's Housing Applications Vacancy System within 30 days; And the housed Applicant ID and Pull List ID match between DHCD's Housing Applications Vacancy System and CHAMP for unit occupied during the fiscal year, excluding administrative transfers; And 25% or less of occupied units have data entry errors • Operational Guidance: All vacancies during the fiscal year are recorded in DHCD's Housing Applications Vacancy System, all vacancies are not recorded within 30 days; Or the Housed Applicant ID and Pull List ID match between DHCD's Housing Applications Vacancy System and CHAMP for units occupied during the fiscal year, excluding administrative transfers; And greater than 25% of occupied units have data entry errors • Corrective Action: All vacancies during the fiscal year are not recorded in DHCD's Housing Applications Vacancy System; Or the Housed Applicant ID and Pull List ID do not match (or data is missing) between DHCD's Housing Applications Vacancy System and CHAMP for units occupied during the fiscal year, excluding administrative transfers

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

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

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

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

Policies

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

Policy	Last Ratified by Board Vote	Notes
*Rent Collection Policy	06/01/2018	
*Personnel Policy	04/01/2018	
*Capitalization Policy	09/01/2016	
*Procurement Policy	10/01/2017	
*Grievance Policy	04/01/1982	
Affirmative Action Policy	10/01/1999	
Criminal Offender Records Information (CORI) Policy	07/01/2016	
Investment Policy	08/01/1999	
Reasonable Accommodations Policy	07/01/2016	
Records Conservation and Disposal Policy	08/01/1999	
Sexual Harassment Policy	07/01/1996	
Language Access Plan		We will address this at an upcoming meeting
Fair Housing Marketing Plan		We will address this at an upcoming 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.

DHCD comment regarding the list of policies:

I have reviewed the submitted list of policies/

Waivers

AP-2024-Yarmouth Housing Authorit-00725 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

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

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

- Public Comments
- Cover sheet for tenant satisfaction surveys
- Tenant Satisfaction Survey 667 Program
- Performance Management Review

Yarmouth Housing Authority
Annual Plan Hearing

We had our Annual Plan Hearing on December 13th, 2022. There were no Public Comments.

Wendy Ohlson
Executive Director

Resident Surveys – Background

Since 2016 DHCD has been working with the Center for Survey Research (CSR) at the University of Massachusetts Boston to survey residents in the state public housing units it oversees. The surveys are confidential, mailed directly to residents, and returned to CSR by mail (or, starting in 2019, completed on-line). CSR surveys residents of elderly/disabled units (also known as Chapter 667) and family units (also known as Chapter 200 and Chapter 705).

During each round all units are mailed surveys, with one exception: in the case of the twelve housing authorities with more than 225 c.200 family units, a randomly selected group of 225 units was surveyed at each housing authority. This group was determined to be large enough to generate statistically useful results. In both rounds, responses from c.200 and c.705 residents are always combined.

Round One Surveys (2016 – 2018)

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

Notes on Round One Surveys

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

Round Two Surveys (2019 – 2022)

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

Notes on Round Two Surveys

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

Yarmouth Housing Authority

Chapter 667 Housing

Fall 2019

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 2019, surveys were sent to 7172 housing units (Chapter 667). 3421 surveys were filled out and returned.

In the **Yarmouth Housing Authority**, surveys were sent to a total of **40** Yarmouth housing units (Chapter 667); **26** surveys were completed.

This report provides some information about how the residents from the **Yarmouth Housing Authority** who answered the survey responded. It compares their answers to those from residents in the entire state and to those from small LHAs in Southeastern Massachusetts. These small LHAs in Southeastern Massachusetts include: Acushnet, Bourne, Dennis, Dighton, East Bridgewater, Falmouth, Hanson, Marshfield, Norton, Orleans, Plainville, Somerset, Taunton, and Yarmouth.

Communication

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

	Yarmouth Housing Authority	Small LHAs in South-East MA *	Entire State
Felt they were usually or always treated with courtesy and respect when they contacted management.....	100%	89%	87%
Knew the Executive Director held a meeting with residents.....	60%	47%	54%

* Small LHAs in Southeastern Massachusetts include: Acushnet, Bourne, Dennis, Dighton, East Bridgewater, Falmouth, Hanson, Marshfield, Norton, Orleans, Plainville, Somerset, Taunton, and Yarmouth.

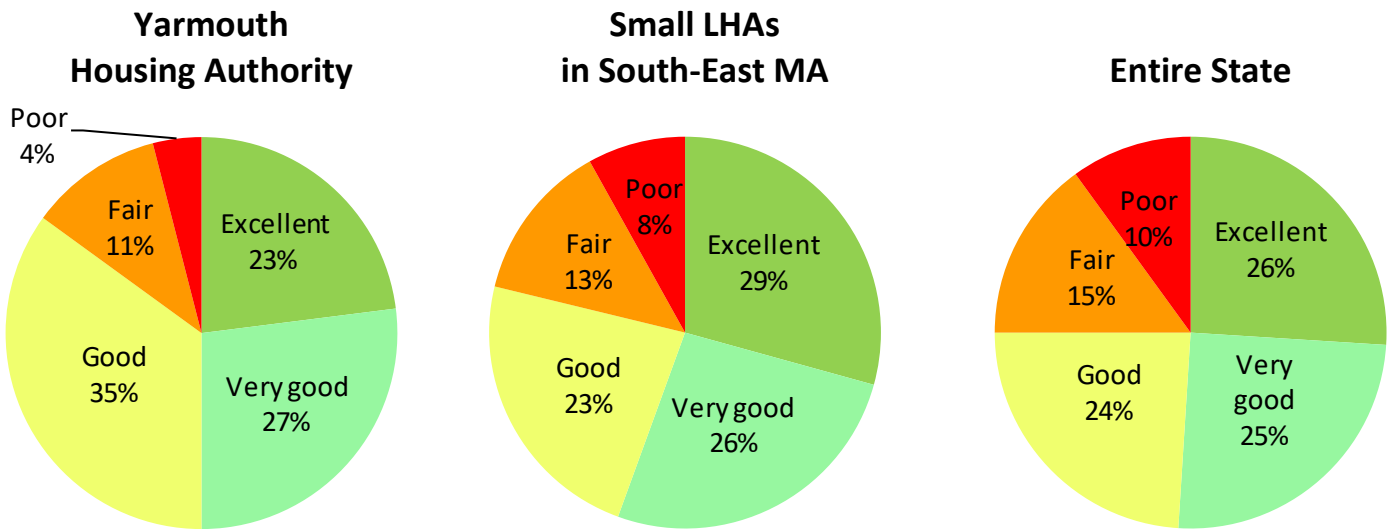
Maintenance and Repair

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

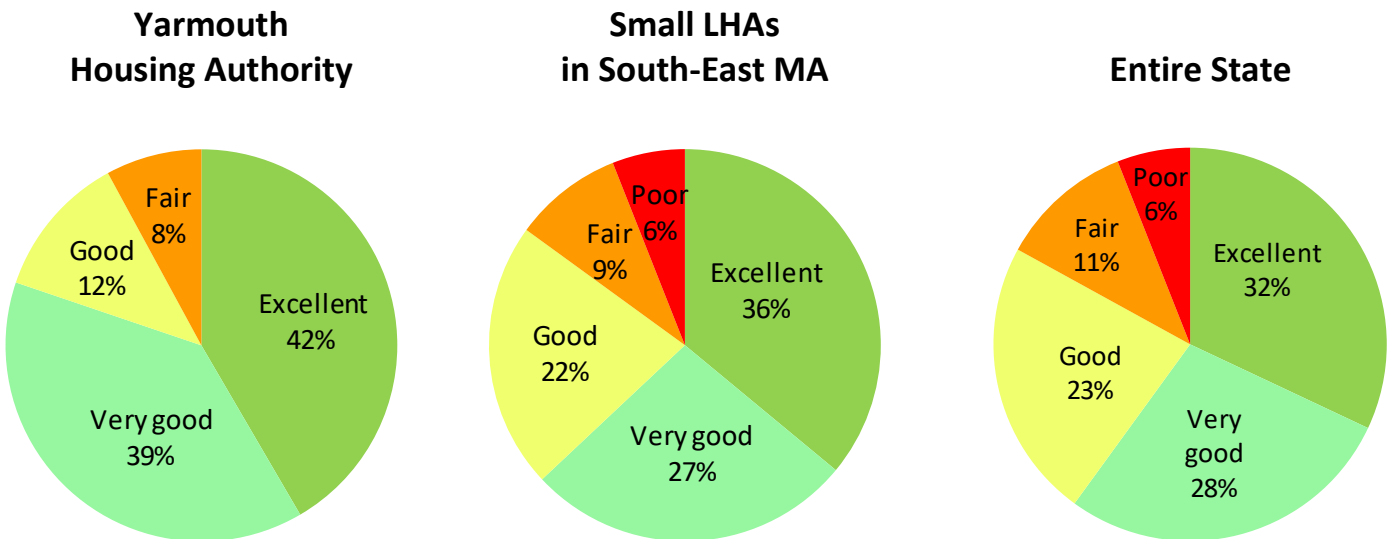
	Yarmouth Housing Authority	Small LHAs in South-East MA	Entire State
Felt they were treated with courtesy and respect when they contacted maintenance.....	96%	91%	89%
Were contacted by the Housing Authority before entering their apartment.....	100%	94%	92%

- Overall maintenance** Respondents were asked how they would they 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:** A half of respondents had a problem with their heating and over two thirds had a plumbing problem in the last 12 months.

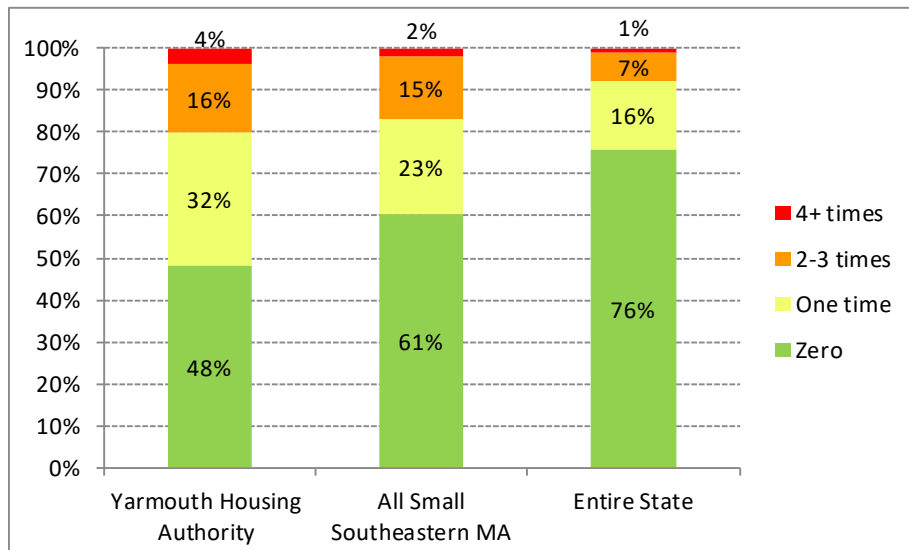
	Yarmouth Housing Authority	Small LHAs in South-East MA	Entire State
Had any heating problem.....	50%	49%	40%
Had any water problem.....	69%	61%	57%

- **Heating Problems**

How many times did residents completely lose heat?

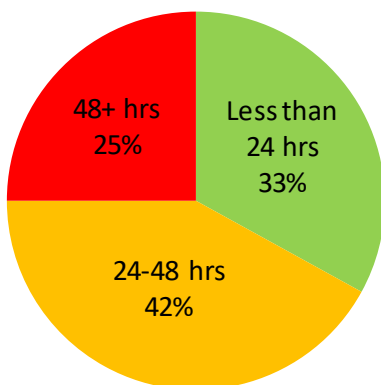
The chart below shows how many times respondents had completely lost heat in the last 12 months.

The green part of the bars shows what percentage of residents 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.

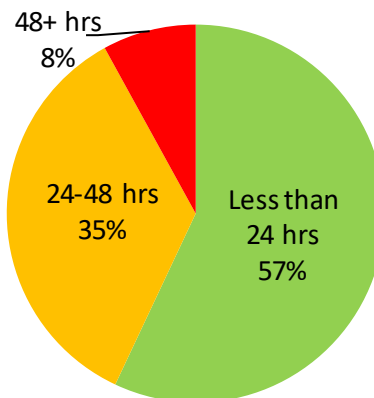


How long did it usually take for heat to come back on? For those respondents who reported completely losing heat, we asked how long it usually took for the heat to come back on – less than 24 hours, 24 - 48 hours, or more than 48 hours.

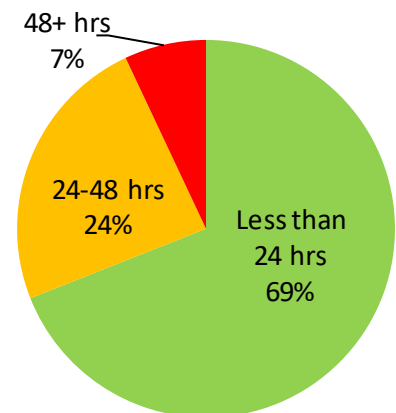
Yarmouth Housing Authority



Small LHAs in South-East MA



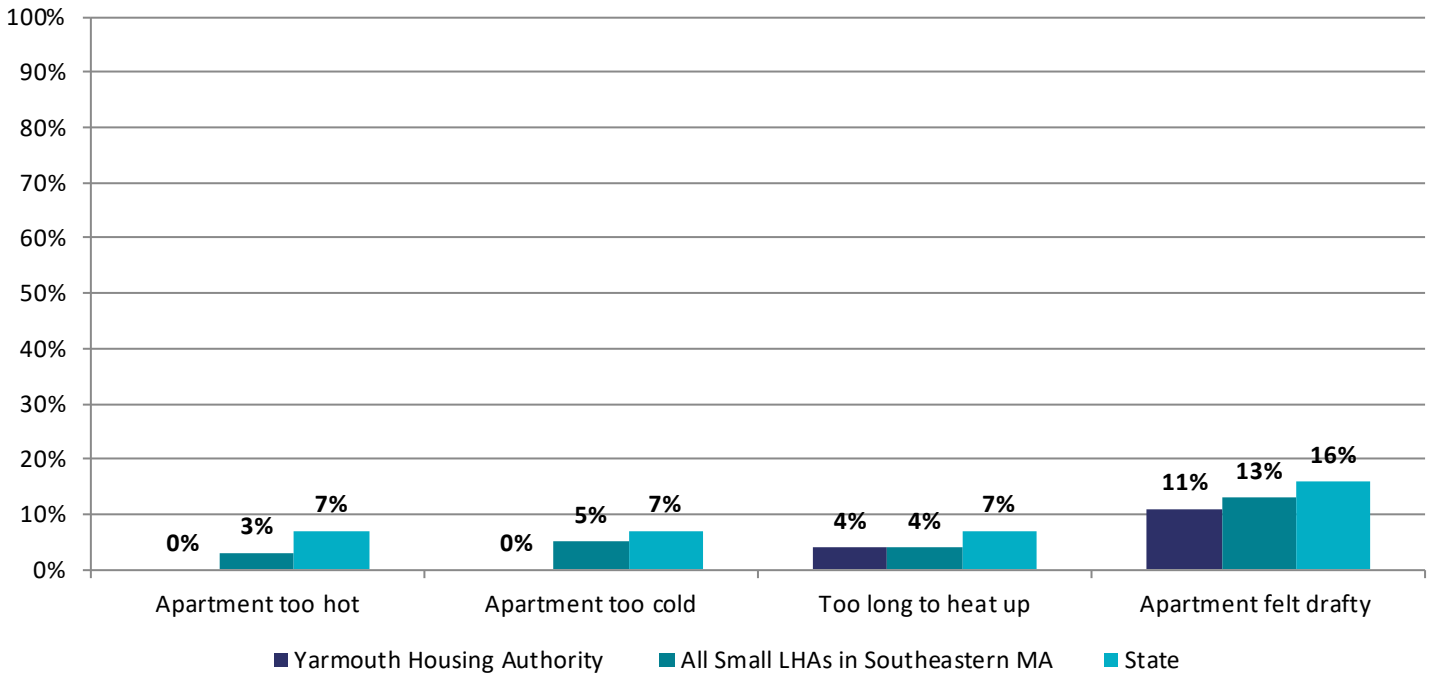
Entire State



- **Other Heating Problems**

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

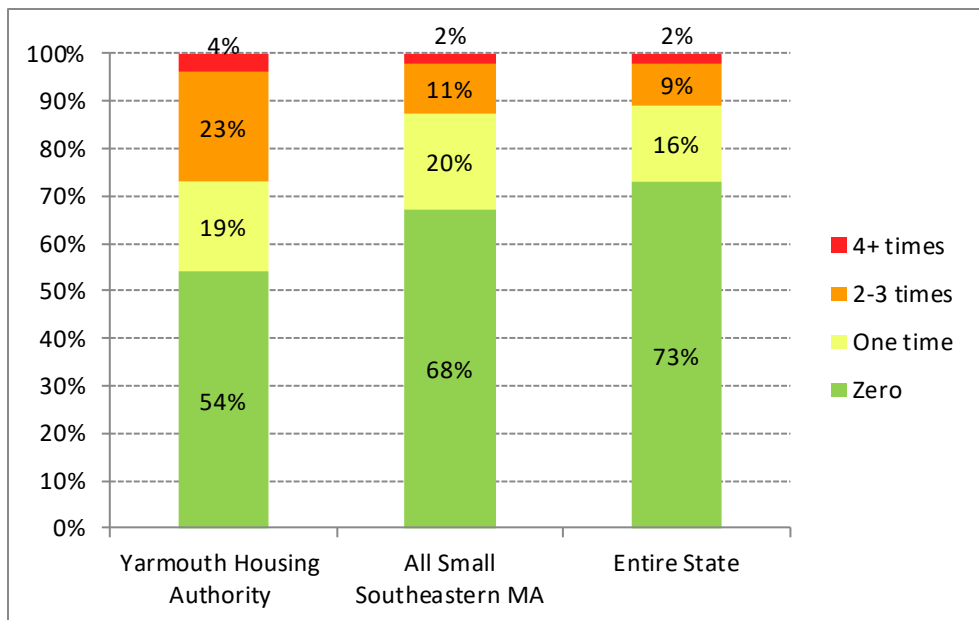
The chart below shows what percentage of residents experienced other heating problems in the last 12 months.



- **Water or Plumbing Problems**

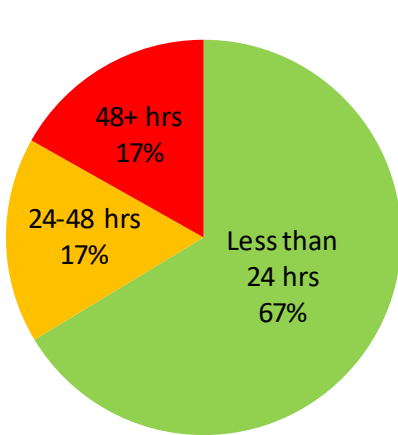
How many times did residents have no hot water in their apartment?

The chart below shows how many times respondents did not have no hot water in their apartment 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.

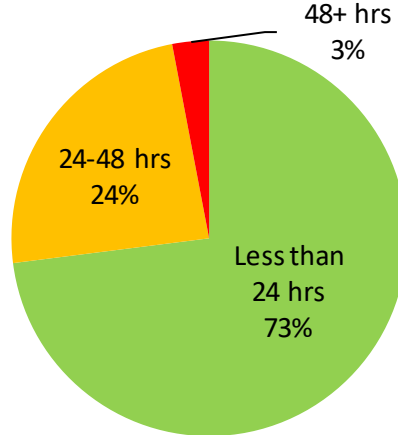


How long did it usually take for hot water to come back on? For those respondents who reported not having hot water in their apartment, we asked how long it usually took for hot water to come back on – less than 24 hours, 24 - 48 hours, or more than 48 hours.

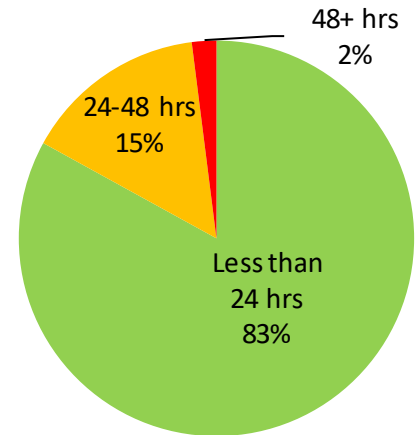
Yarmouth Housing Authority



Small LHAs in South-East MA



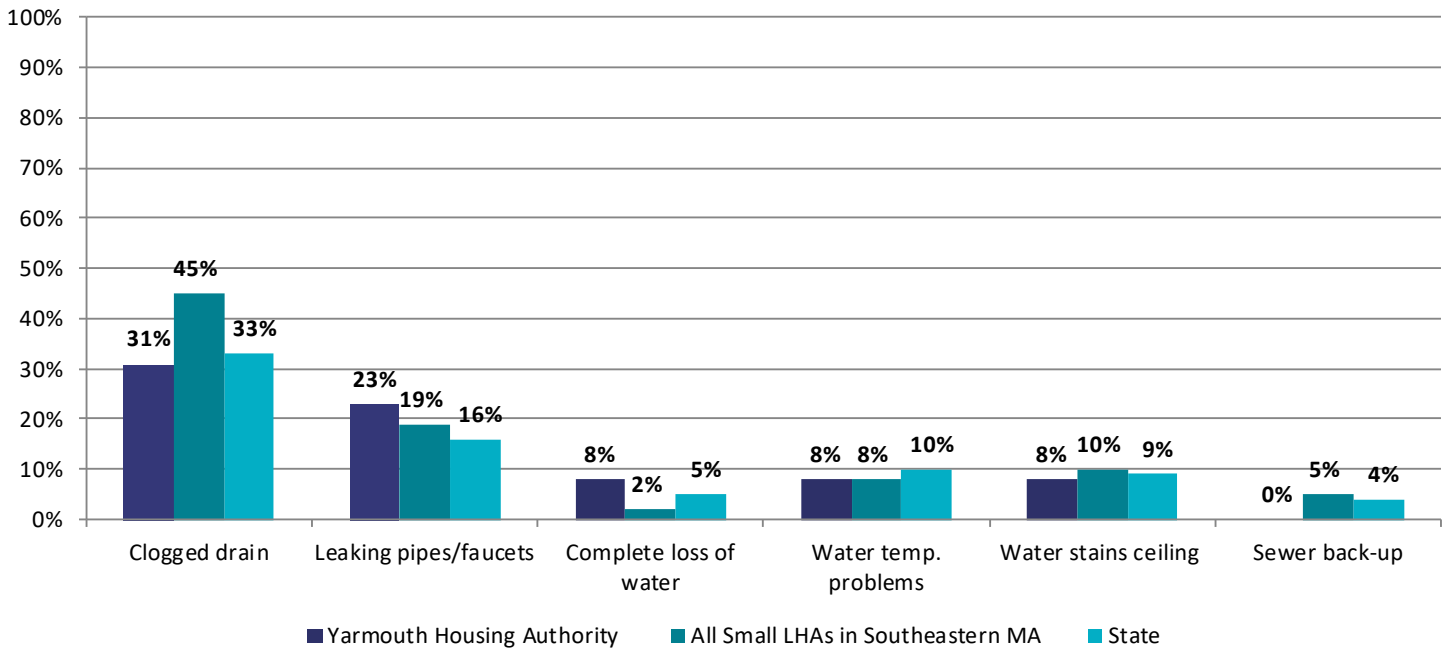
Entire State



• **Other Water or Plumbing Problems**

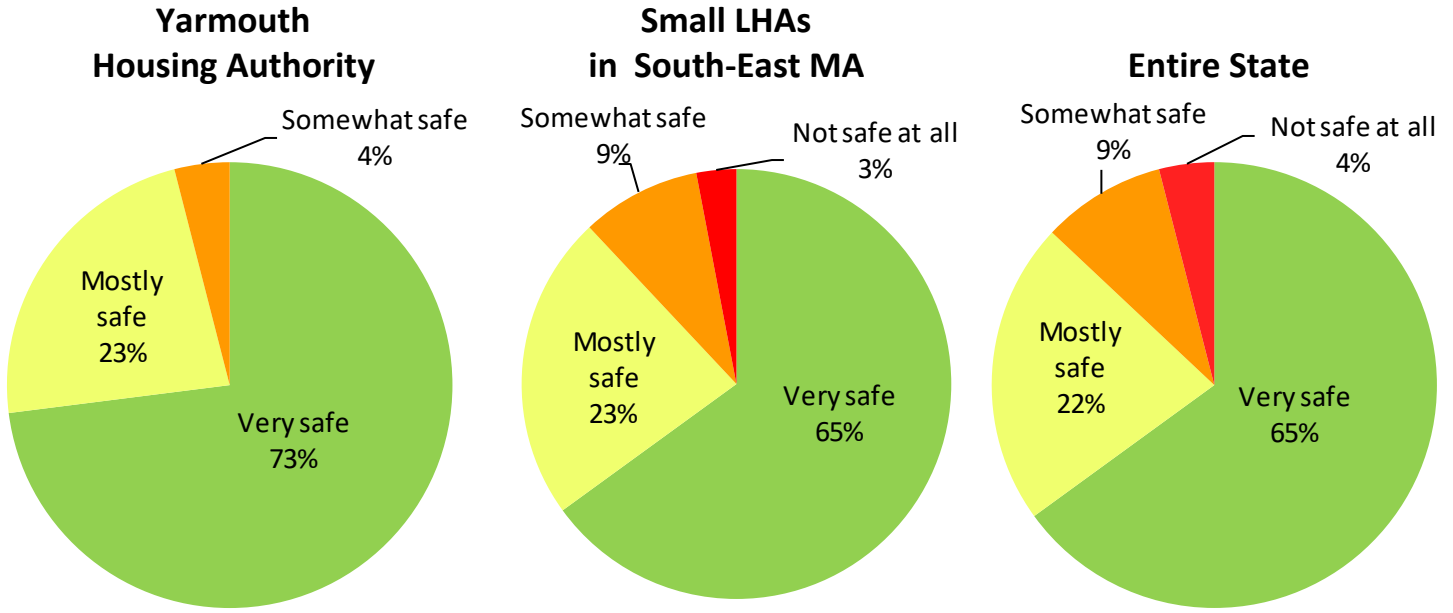
In the last 12 months did residents have other water or plumbing problems?

The chart below shows how many times respondents had other water or plumbing problems in the last 12 months.

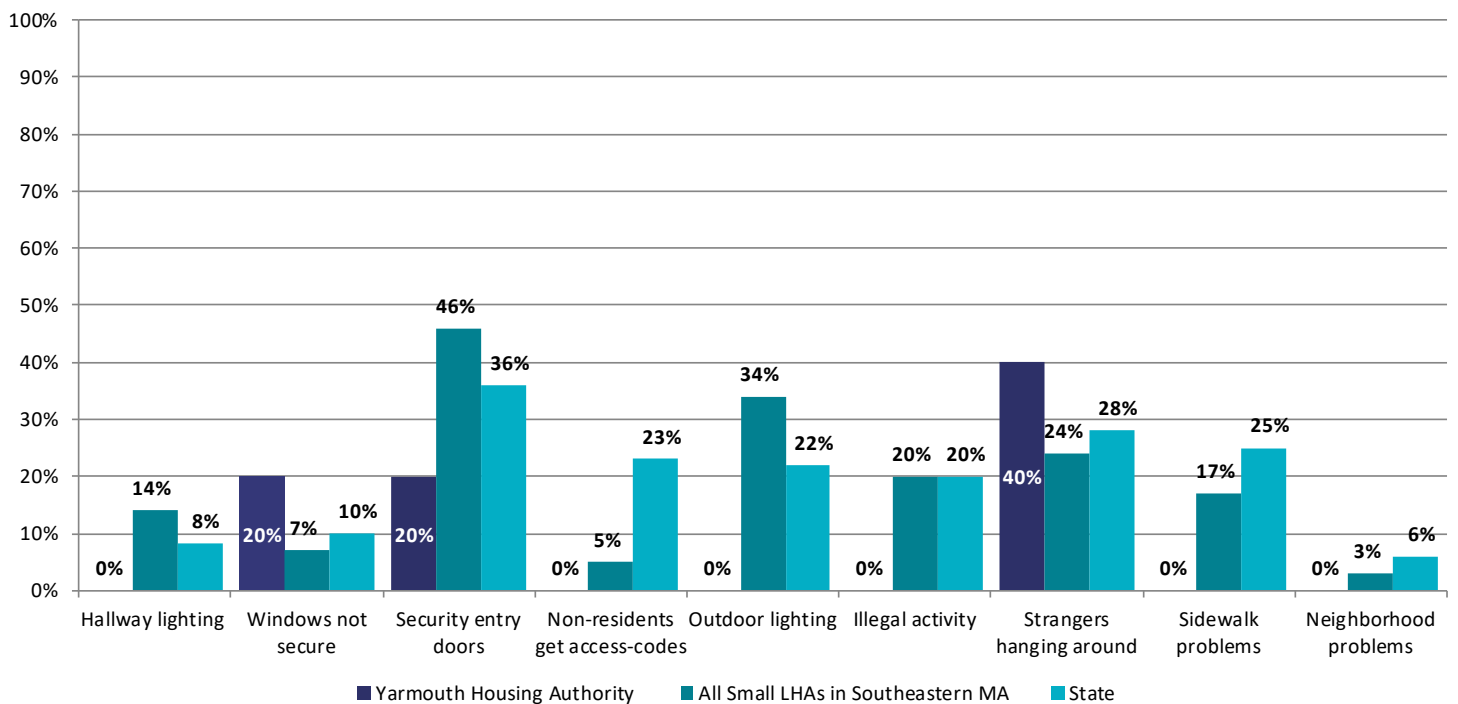


Safety

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



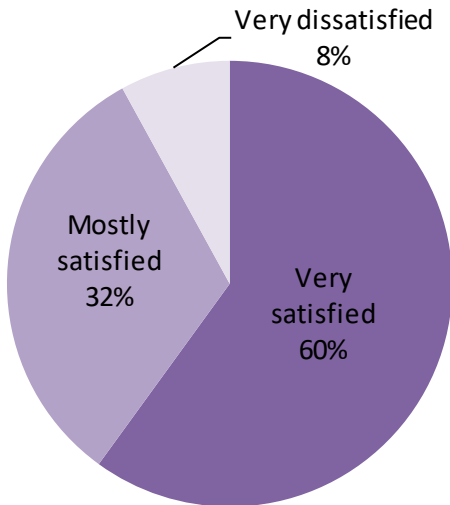
Reasons why respondents felt unsafe in their development: Respondents were asked why they felt unsafe in their development. This chart shows what specific concerns respondents mentioned.



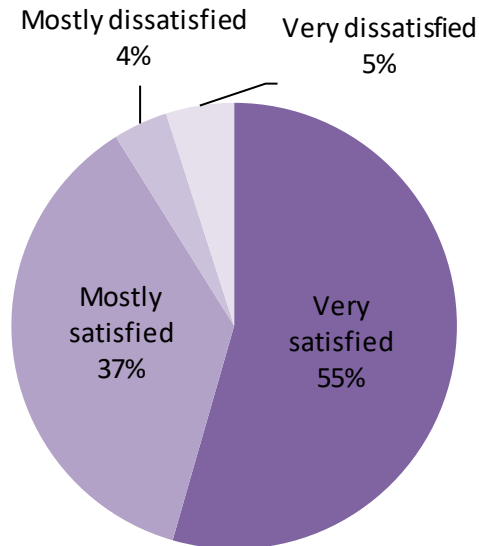
Overall Satisfaction

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

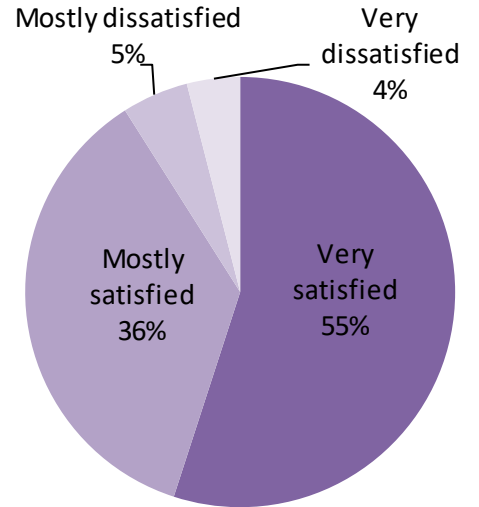
**Yarmouth
Housing Authority**



**Small LHAs
in South-East MA**



Entire State



YARMOUTH 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	Yarmouth Housing Authority			
Fiscal Year Ending	03/31/2022			
Housing Management Specialist	Mary Farrell			
Facilities Management Specialist	Bob Arsenault			
Criteria	Score/Rating			
	Management			
Occupancy Rate	c.667	c.705	c.200	Cumulative
	No Findings	Not Applicable	Not Applicable	No Findings
Tenant Accounts Receivable (TAR)	c.667	c.705	c.200	Cumulative
	Paused due to COVID-19	Not Applicable	Not Applicable	Paused due to COVID-19
Board Member Training	Corrective Action			
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 YARMOUTH HOUSING AUTHORITY

Occupancy

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

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

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: Corrective Action

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

Annual Plan Submission

Rating: No Findings

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

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

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

Housing Authority	Yarmouth Housing Authority
Fiscal Year Ending	3/31/2022
Housing Management Specialist	Mary Farrell
Facilities Management Specialist	Bob Arsenault

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

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

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

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

Additional Notes:

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

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

Additional Notes:

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

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

Additional Notes:

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

Criteria D: Inspection - No Findings

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

Criteria H: Vacancy - No Findings

Criteria K: Routine - No Findings

Criteria L: Requested - No Findings

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

Additional Notes:

Timely Completion of Work Order Types

Criteria E: Inspection - No Findings

Criteria G: Emergency - No Findings

Criteria I: Vacancy - No Findings

Criteria M: Requested - No Findings

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

Additional Notes:

Emergency Work Order:

Vacancy Work Order:

Timeliness Requested Work Order:

Timeliness of Inspection Work Order:

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

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

Additional Notes:

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

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

Additional Notes:

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

Housing Authority	Yarmouth Housing Authority
Fiscal Year Ending	3/31/2022
Housing Management Specialist	Mary Farrell
Facilities Management Specialist	Bob Arsenault

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