

## Overview and Certification

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

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

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

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

**Overview and Certification**

The Fitchburg 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. Fitchburg Housing LTO
  - b. Public Comments
  - c. Cover sheet for tenant satisfaction surveys
  - d. Tenant Satisfaction Survey 667 Program
  - e. Tenant Satisfaction Survey 200 and 705 Program
  - f. 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
705-02	Family	CANTON VALLEY 705-02	10	1957	48
667-05	Elderly	CJ DURKIN APTS 667-05	1	1980	122
667-02	Elderly	DANIEL HEIGHTS 667-02	10	1962	56
200-01	Family	GREEN ACRES VILLAGE 200-01	47	1949	160
667-03	Elderly	WALLACE TOWER 667-03	1	1973	130
	Family	Family units in smaller developments	8		9
	Other	Special Occupancy units	2		16
Total			79		541

**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.

Fitchburg Housing Authority manages 41 MRVP vouchers.

**Federally Assisted Developments**

Fitchburg Housing Authority also manages Federally-assisted public housing developments and/or federal rental subsidy vouchers serving 271 households.

LHA Central Office

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 , Fitchburg, MA, 01420  
 Douglas Bushman, Executive Director  
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LHA Board of Commissioners

	<u>Role</u>	<u>Category</u>	<u>From</u>	<u>To</u>
David Basilio	Member	Labor Appointee	09/12/2017	09/02/2027
Linda Byrne	Chair		12/01/2022	12/01/2027
Adam Goodwin	Vice-Chair		01/27/2020	03/01/2028
Thomas Hughes	Member	State Appointee	06/30/2022	05/07/2026
David Rousseau	Treasurer	State Tenant Rep	03/18/2014	01/01/2024

Local Tenant Organizations

	<u>Date of Recognition by LHA</u>	<u>Date LHA Reviewed Draft AP with LTO</u>
Fitchburg Housing LTO	10/23/2019	10/03/2023

## Plan History

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

REQUIREMENT		DATE COMPLETED
A.	Advertise the public hearing on the LHA website.	08/31/2023
B.	Advertise the public hearing in public postings.	08/31/2023
C.	Notify all LTO's and RAB, if there is one, of the hearing and provide access to the Proposed Annual Plan.	08/31/2023
D.	Post draft AP for tenant and public viewing.	08/31/2023
E.	Hold quarterly meeting with LTO or RAB to review the draft AP. (Must occur before the LHA Board reviews the Annual Plan.)	10/03/2023
F.	Annual Plan Hearing. Hosted by the LHA Board, with a quorum of members present. (For Boston, the Administrator will host the hearing.)	10/18/2023
G.	Executive Director presents the Annual Plan to the Board.	10/18/2023
H.	Board votes to approve the AP. (For Boston Housing Authority, the Administrator approves and submits the AP.)	10/18/2023

## Certification

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

I, Doug Bushman, Executive Director & CPO of the Fitchburg Housing Authority, certify on behalf of the Housing Authority that I have conducted an annual review of all Fitchburg 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 Fitchburg 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, Doug Bushman, Executive Director & CPO of the Fitchburg 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: 10/25/2023

The Department of Housing and Community Development (DHCD) completed its review of this Annual Plan (AP) on November 14, 2023. Review comments have been inserted into the plan.

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

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

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

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

The CIP includes the following parts:

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

**Additional Remarks by Fitchburg Housing Authority**

Software issues (bugs) caused some lengthy delays in constructing the CIP this year. A great team effort was made by all parties/personnel involved in developing the CIP.

**Capital Improvement Plan (CIP)****Aggregate Funding Available for Projects in the First Three Years of the CIP:**

Category of Funds	Allocation	Planned Spending	Description
Balance of Formula Funding (FF)	\$-1,824,435.57		Total of all FF awards minus prior FF spending
LHA Emergency Reserve	\$-273,665.34		Amount to reserve for emergencies
Net FF Funds (First 3 Years of the CIP)	\$-1,550,770.23	\$2,788,978.74	Funds to plan & amount actually planned in the first 3 years of the CIP
ADA Set-aside	\$19,443.61	\$19,443.61	Accessibility projects
DMH Set-aside	\$37,146.76	\$37,081.38	Dept. of Mental Health facility
DDS Set-aside	\$0.00	\$0.00	Dept. of Developmental Services facility
Unrestricted Formula Funding (FF)	\$-1,607,360.61	\$2,732,453.75	Funds awarded by DHCD to be used on projects selected by the LHA and approved by DHCD.
Special DHCD Funding	\$26,572,809.40	\$26,554,609.40	Targeted awards from DHCD
Community Development Block Grant (CDBG) Funds	\$0.00	\$0.00	Federal funds awarded by a city or town for specific projects.
Community Preservation Act (CPA) Funds	\$0.00	\$0.00	Community Preservation Act funds awarded by a city or town for specific projects.
Operating Reserve(OR) Funds	\$51,474.72	\$51,474.72	Funds from the LHA's operating budget.
Other Funds	\$5,052,203.25	\$5,052,203.25	Funds other than those in the above categories. See explanation below.
Total funds and planned spending	\$30,125,717.14	\$34,447,266.11	Total of all anticipated funding available for planned projects and the total of planned spending.



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Capital Improvement Plan (CIP)

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

Cap Hub Project Number	Project Name	Development(s)	Total Cost	Amount Spent Prior to Plan	fy2024 Spent	fy2024 Planned	fy2025	fy2026	fy2027	fy2028
097048	2008 FF Master CFA	CANTON VALLEY 705-02	\$8,500	\$8,500	\$0	\$0	\$0	\$0	\$0	\$0
097076	ER: Green Acres Basements	GREEN ACRES VILLAGE 200-01	\$5,367,005	\$3,427,791	\$0	\$0	\$0	\$0	\$0	\$0
097092	FF: FHA - Green Acres Int. Water Damage Repair	GREEN ACRES VILLAGE 200-01	\$350,831	\$194,431	\$0	\$0	\$0	\$0	\$0	\$0
097097	FF: Plumbing Repairs.	DANIEL HEIGHTS 667-02	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
097110	FF: 667-5 Underground tank removal/CR Request	CJ DURKIN APTS 667-05	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
097120	FF: Parking lot paving, curb replacement	DANIEL HEIGHTS 667-02	\$400,000	\$0	\$0	\$400,000	\$0	\$0	\$0	\$0
097124	SUST -CSI 2019: Envelope and Lighting.	CANTON VALLEY 705-02\ CANTON VALLEY 705-02	\$8,817,545	\$4,846,651	\$86,251	\$0	\$0	\$0	\$0	\$0
097127	Accessible Units 2020 - Update 9 Units to Full Accessibility	CJ DURKIN APTS 667-05	\$1,477,810	\$1,122,036	\$114,335	\$202,323	\$0	\$0	\$0	\$0
097131	ModPhase 2020: Exterior portion	WALLACE TOWER 667-03	\$710,854	\$710,854	\$0	\$0	\$0	\$0	\$0	\$0
097132	ModPhase 2020: Interior Renovations	WALLACE TOWER 667-03	\$14,747,247	\$463,559	\$37,500	\$392,165	\$13,674,195	\$0	\$0	\$0
097136	Federal Conversion	TAFT ST 705-1I	\$632,121	\$198,163	\$0	\$432,309	\$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	fy2024 Spent	fy2024 Planned	fy2025	fy2026	fy2027	fy2028
097147	Force Account Furnace and Ducted Heat Pump System Pilot	GREEN ACRES VILLAGE 200-01	\$197,621	\$176,093	\$0	\$20,103	\$0	\$0	\$0	\$0
097153	Gateway Cities	200-01	\$9,040,900	\$180,617	\$0	\$0	\$51,757	\$0	\$4,082,290	\$4,302,826
097156	Creative Placemaking	CJ DURKIN APTS 667-05	\$319,215	\$34,456	\$0	\$267,718	\$17,042	\$0	\$0	\$0
097160	DMH Project - TBD	Alternatives, Inc. 689-03	\$18,856	\$7,358	\$10,015	\$1,483	\$0	\$0	\$0	\$0
097161	Exterior Repairs, Kitchen Modernization and Asphalt Pavement Replacement	COMMUNITY RESIDENCE 689-01	\$373,447	\$15,500	\$0	\$325,940	\$12,629	\$0	\$0	\$0
097162	667-5 Fire alarm upgrades	CJ DURKIN APTS 667-05	\$16,600	\$5,100	\$0	\$11,500	\$0	\$0	\$0	\$0
097164	FF: Reasonable Accommodation for ADA Vendor Office	CJ DURKIN APTS 667-05	\$65,659	\$60,481	\$0	\$0	\$0	\$0	\$0	\$0
097165	ARPA FF: ModPhase Ph III - SUST FY22 & Unitil - Installation of Air-Source Heat Pumps	WALLACE TOWER 667-03	\$3,718,711	\$0	\$7,211	\$816,277	\$930,279	\$0	\$0	\$0
097167	Asphalt/Walkway /Curb repairs	CANTON VALLEY 705-02	\$25,300	\$0	\$0	\$24,049	\$1,252	\$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	fy2024 Spent	fy2024 Planned	fy2025	fy2026	fy2027	fy2028
097168	Vacancy Turnover - 15 Units (Force Account)	GREEN ACRES VILLAGE 200-01	\$315,759	\$131,984	\$1,291	\$182,484	\$0	\$0	\$0	\$0
097171	Reasonable Accommodation Request to Install Handicapped Ramp	DANIEL HEIGHTS 667-02	\$38,075	\$17,853	\$0	\$14,702	\$0	\$0	\$0	\$0
097172	Emergency Structural Repairs	CANTON VALLEY 705-02	\$45,375	\$0	\$0	\$43,375	\$2,001	\$0	\$0	\$0
097173	ARPA Targeted-Fitchburg Fed Pacific Panels and Fire Alarm Upgrades	2001-01, 667-03, 689-03, 705-02	\$478,800	\$0	\$0	\$104,434	\$355,367	\$0	\$0	\$0
097174	Emergency Elevator Repair for Compliance DHCD CR Request	CJ DURKIN APTS 667-05	\$56,252	\$57,796	\$0	\$0	\$0	\$0	\$0	\$0
097175	Emergency Repair to Water Main - DHCD ER Request	CANTON VALLEY 705-02	\$6,481	\$0	\$0	\$6,481	\$0	\$0	\$0	\$0
097176	Boiler/Furnace/H WH - Replacement DHCD ER/SUST Request - Phase 3	GREEN ACRES VILLAGE 200-01	\$851,454	\$141,025	\$0	\$147,455	\$562,975	\$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	fy2024 Spent	fy2024 Planned	fy2025	fy2026	fy2027	fy2028
097179	Underground Heat Piping Repair-ASHP Install -DHCD ER Request	DANIEL HEIGHTS 667-02	\$203,308	\$50,128	\$0	\$40,813	\$94,499	\$0	\$0	\$0
097180	Reconfiguration of Gas Meters - Canton Valley	CANTON VALLEY 705-02	\$47,322	\$14,503	\$11,228	\$20,109	\$1,483	\$0	\$0	\$0
097181	Storm Door Replacement - Forced Account	GREEN ACRES VILLAGE 200-01	\$147,499	\$0	\$0	\$61,817	\$85,683	\$0	\$0	\$0
097182	Mold Remediation – Green Acres – 4 Units	GREEN ACRES VILLAGE 200-01	\$45,325	\$3,487	\$0	\$39,946	\$1,894	\$0	\$0	\$0
097183	Emergency Roof Repair	WALLACE TOWER 667-03	\$42,848	\$4,800	\$0	\$38,048	\$0	\$0	\$0	\$0
097184	Emergency Elevator Repair - Wallace	WALLACE TOWER 667-03	\$26,469	\$0	\$0	\$24,884	\$1,586	\$0	\$0	\$0
097185	Emergency Generator Repairs	CJ DURKIN APTS 667-05	\$25,047	\$2,277	\$22,770	\$0	\$0	\$0	\$0	\$0
097186	Hot Water Heater Replacements-D urkin	CJ DURKIN APTS 667-05	\$25,625	\$0	\$0	\$24,243	\$1,383	\$0	\$0	\$0
097187	Green Acres Basements - Water Infiltration	GREEN ACRES VILLAGE 200-01	\$50,000	\$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	fy2024 Spent	fy2024 Planned	fy2025	fy2026	fy2027	fy2028
097188	Rooftop Ventilation Unit Repairs - Durkin	CJ DURKIN APTS 667-05	\$80,163	\$0	\$0	\$54,514	\$25,650	\$0	\$0	\$0
097189	Underground Drainage Pipe Repair	CJ DURKIN APTS 667-05	\$121,000	\$0	\$0	\$13,371	\$107,630	\$0	\$0	\$0
097190	Interior Remodel and Structural Repairs	SHERIDAN ST 705-1A	\$302,500	\$0	\$0	\$33,427	\$269,074	\$0	\$0	\$0
•	Vacancy Turnover - Additional 22 Units - Add to FISH 097168	GREEN ACRES VILLAGE 200-01	\$188,760	\$0	\$0	\$188,760	\$0	\$0	\$0	\$0
•	Replace Windows - Durkin Apts	CJ DURKIN APTS 667-05	\$805,836	\$0	\$0	\$0	\$0	\$20,906	\$83,853	\$701,078
•	Replace Windows Phase 2 Durkin Apts.	CJ DURKIN APTS 667-05	\$151,250	\$0	\$0	\$0	\$0	\$0	\$151,250	\$0
•	Interior lighting replacement	Alternatives, Inc. 689-03	\$18,226	\$0	\$0	\$18,226	\$0	\$0	\$0	\$0

## Capital Improvement Plan (CIP)

## FUNDS IN ADDITION TO ANNUAL FORMULA FUNDING AWARD

Cap Hub Project Number	Project Name	DHCD Special Award Comment	Special DHCD Awards				Other Funding			
			Emergency Reserve	Compliance Reserve	Sustain-ability	Special Awards	CDBG	CPA	Operating Reserve	Other Funds
097076	ER: Green Acres Basements	Create One (1) Fully Accessible Unit - two townhouses into one unit	\$3,438,205	\$0	\$0	\$0	\$0	\$0	\$0	\$1,928,800
097092	FF: FHA - Green Acres Int. Water Damage Repair	Ventilation - range hoods, part of larger project	\$0	\$0	\$12,000	\$0	\$0	\$0	\$0	\$156,400
097124	SUST -CSI 2019: Envelope and Lighting.	roof, siding, insulation, exterior doors	\$45,375	\$1,525,000	\$2,268,000	\$7,100	\$0	\$0	\$0	\$4,178,900
097127	Accessible Units 2020 - Update 9 Units to Full Accessibility	asbestos removal	\$0	\$111,964	\$0	\$1,350,000	\$0	\$0	\$0	\$0
097131	ModPhase 2020: Exterior portion	13 ada units upgrades, window replacmt., fire alarm, sprinkler etc.	\$0	\$213,000	\$0	\$459,408	\$0	\$0	\$0	\$0
097132	ModPhase 2020: Interior Renovations	interior upgrades	\$0	\$1,137,583	\$671,547	\$12,810,788	\$0	\$0	\$2,329	\$125,000
097136	Federal Conversion	Milk Street federalization	\$0	\$45,000	\$0	\$345,454	\$0	\$0	\$0	\$0
097153	Gateway Cities	Gateway Cities award	\$0	\$0	\$0	\$8,014,901	\$0	\$0	\$0	\$425,000
097156	Creative Placemaking	Creative Placemaking	\$0	\$0	\$0	\$319,215	\$0	\$0	\$0	\$0

## Capital Improvement Plan (CIP)

## FUNDS IN ADDITION TO ANNUAL FORMULA FUNDING AWARD

Cap Hub Project Number	Project Name	DHCD Special Award Comment	Special DHCD Awards				Other Funding			
			Emergency Reserve	Compliance Reserve	Sustain- ability	Special Awards	CDBG	CPA	Operating Reserve	Other Funds
097161	Exterior Repairs, Kitchen Modernization and Asphalt Pavement Replacement	LHA sales proceeds allocation	\$0	\$12,335	\$0	\$252,340	\$0	\$0	\$0	\$0
097165	ARPA FF: ModPhase Ph III - SUST FY22 & Unitil - Installation of Air-Source Heat Pumps	asbestos removal	\$0	\$24,711	\$2,272,453	\$671,547	\$0	\$0	\$0	\$750,000
097167	Asphalt/Walkway/ Curb repairs		\$0	\$0	\$0	\$25,300	\$0	\$0	\$0	\$0
097168	Vacancy Turnover - 15 Units (Force Account)	rehab of 15 units	\$0	\$0	\$0	\$83,435	\$0	\$0	\$0	\$0
097171	Reasonable Accommodation Request to Install Handicapped Ramp	HP ramp	\$0	\$37,813	\$0	\$0	\$0	\$0	\$0	\$0
097173	ARPA Targeted- Fitchburg Fed Pacific Panels and Fire Alarm Upgrades	ARPA Targeted	\$0	\$0	\$0	\$478,800	\$0	\$0	\$0	\$0



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

Cap Hub Project Number	Project Name	DHCD Special Award Comment	Special DHCD Awards				Other Funding			
			Emergency Reserve	Compliance Reserve	Sustain- ability	Special Awards	CDBG	CPA	Operating Reserve	Other Funds
097174	Emergency Elevator Repair for Compliance DHCD CR Request	code compliant elevator repairs	\$0	\$18,963	\$0	\$0	\$0	\$0	\$0	\$0
097175	Emergency Repair to Water Main - DHCD ER Request	water main break repairs	\$6,481	\$0	\$0	\$0	\$0	\$0	\$0	\$0
097180	Reconfiguration of Gas Meters - Canton Valley	master meter feasibility study	\$0	\$47,322	\$0	\$0	\$0	\$0	\$0	\$0
097187	Green Acres Basements - Water Infiltration		\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$0

## **Capital Improvement Plan (CIP) Narrative**

### **Including Requests to DHCD & Supporting Statements**

#### **1. Request for increased spending flexibility.**

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

Fitchburg 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 year one due to Active Approved Fish Projects

#### **2. Request for additional funding.**

A Housing Authority may request additional funding from DHCD for projects that qualify as emergencies, required legal compliance upgrades, or sustainability improvements.

Fitchburg Housing Authority has not requested additional funding.

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

The continuing primary goal for the Fitchburg's CIP is to begin and complete the four (4) major construction projects at Canton Valley, CJ Durkin, Wallace Tower, and Green Acres. Formula funds have been allocated to the special grant awards for the previously mentioned construction projects. The secondary goal is to renovate the housing authority's two (2) 689 properties and address any accessibility and ADA issues that have been identified by the FHA in all of its locations. Our 3rd goal is to increase the Sustainability and the Accessibility through modernization projects which will allow for increases energy efficiency and decrease in mobility barriers.

#### **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:

There are no additional projects in this CIP due to all the major projects in our on going plan as well as the ones recently added in our recent revision back in June (CIP In Revision - 6/6/2023)

**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 05/22/2023.

**7. Capital Planning System (CPS) updates**

Fitchburg Housing Authority has not completed CPS updates. Our plan going forward is as follows:

We will do our best to Archive the required CPS Projects by Oct of 2023

**8. Project priorities**

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

**9. High priority deficiencies**

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

We have depleted our funding resources at this time. We will address further deficiencies when additional funds become available. We continuously try to find outside funding or other resources to help cover costs such as Unutil which is helping to fund a current FISH project # 097165

**10. Accessibility**

We have identified the following accessibility deficiencies in our portfolio:

Daniel Heights

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

We have a project at Daniel Heights to address the issue

**11. Special needs development**

Fitchburg 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 05/31/2023.

## 12. Energy and water consumption

Our 12 most recent monthly energy reports are for months 7/2022 to 6/2023.

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

	Electric PUM > Threshold	Gas PUM > Threshold	Oil PUM > Threshold	Water PUM > Threshold
Threshold PUM:	\$100	\$80	\$50	\$60
	667-02			705-1B
	667-03			200-01
	667-05			705-1E
				705-1K
				705-1A
				705-02
				705-1C

We are installing some air source heat pumps at our 667's. We will look into reducing the water consumption at our Family Developments

## 13. Energy or water saving initiatives

Fitchburg 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.)

13.5% c. 667 (DHCD Goal 2%)

9.4% c. 200 (DHCD Goal 2%)

19.3% c. 705 (DHCD Goal 2%)

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

Wallace Tower is undergoing a major renovation. Canton Valley has 5 units off line as they are under major construction as well.

# CIP Approval For Fitchburg Housing Authority for FY 2024

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

11/14/2023

Congratulations! The CIP-2024 submitted by Fitchburg Housing Authority is approved, subject to the following conditions:

- Greg Abbe's comment: Depending on the type of windows, LEAN may be able to contribute to their replacement. In addition, they may also be able to assist with interior lighting replacements if they are efficient. Please design all projects to more resilient standards as needed.

Fitchburg 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
097-689-03-0-16-1998	097191	Interior lighting replacement	\$18,226.00	LHA	2024
097-200-01-0-23-708	097193	VU2023: Vacancy Turnover - Additional 22 Units - Force acct.	\$188,760.00	LHA	2025

Construction cost for FY 2024 projects is to be incurred by June 30, 2024. Construction cost for FY 2025 projects is to be incurred between July 1, 2024 and June 30, 2025. Pre-construction costs may be incurred in FY 2024.

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 Cindy Zabriskie-PM at (617) 573-1186 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 11/14/2023 by Cindy Zabriskie-PM, 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 Fitchburg Housing Authority**  
PHA-Web

### 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	9783425222	24/7
Call LHA at Phone Number	9783425222	8:00 am to 3:00 pm, Monday through

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 Fitchburg Housing Authority main office.

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



### Normal Maintenance Request Process

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

METHOD	CONTACT INFO.	TIMES
Text Phone Number		
Call Answering Service	9783425222	24/7
Call Housing Authority Office	9783425222	8:00 am to 3:00 pm, Monday through
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:

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 Fitchburg Housing Authority's answers to questions posed by DHCD.

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

The results of the resident survey conducted by DHCD (now EO-HLC0) in 2022 concerning the FHA's maintenance operations showed a high level of tenant satisfaction. In fact, the question regarding being treated by maintenance staff showed a 87% positive customer experience. The 2022 PMR shows that the FHA needs to be record work orders issues that are fund during unit inspections under the inspection work order and not under a separate work order. This issue has been resolved and we are complying with the PMR standard. However, the overall PMR shows that the FHA has a high-functioning maintenance program with all units inspected and work orders completed within allowable parameters. The AUP for 2022 had no exceptions noted except one issue with procurement that has been addressed. Overall, the objective criteria to measure a local housing authorities' operations clearly shows that the FHA's maintenance system is high functioning only needing minor changes.

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

The FHA after discussions with its assigned EO-HLC facility coordinator decided to reduce its overall maintenance staff and create a new position of Director of Facilities and Maintenance. This was done to ensure proper oversight and planning of maintenance tasks and specifically regarding completion of vacancies in adherence with all vacant unit turnaround time requirements. With a professional leading the maintenance division it is expected that more productivity can be achieved than by simply hiring additional maintenance staff.

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

The FHA has fully implemented item B above by requesting special budget funds from EO-HLC. This budget exemption for additional funds has been approved, and the FHA hired a professional facility manager. The FHA is now in the process of integrating this management position into its existing maintenance division.

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	\$865,076.00	\$20,000.00
Last Fiscal Year Actual Spending	\$917,670.00	\$93,600.00
Current Fiscal Year Budget	\$0.00	\$0.00

E. Unit Turnover Summary

# Turnovers Last Fiscal Year	65
Average time from date vacated to make Unit "Maintenance Ready"	95 days
Average time from date vacated to lease up of unit	114 days

### **Attachments**

These items have been prepared by the Fitchburg 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.

# FITCHBURG HOUSING AUTHORITY

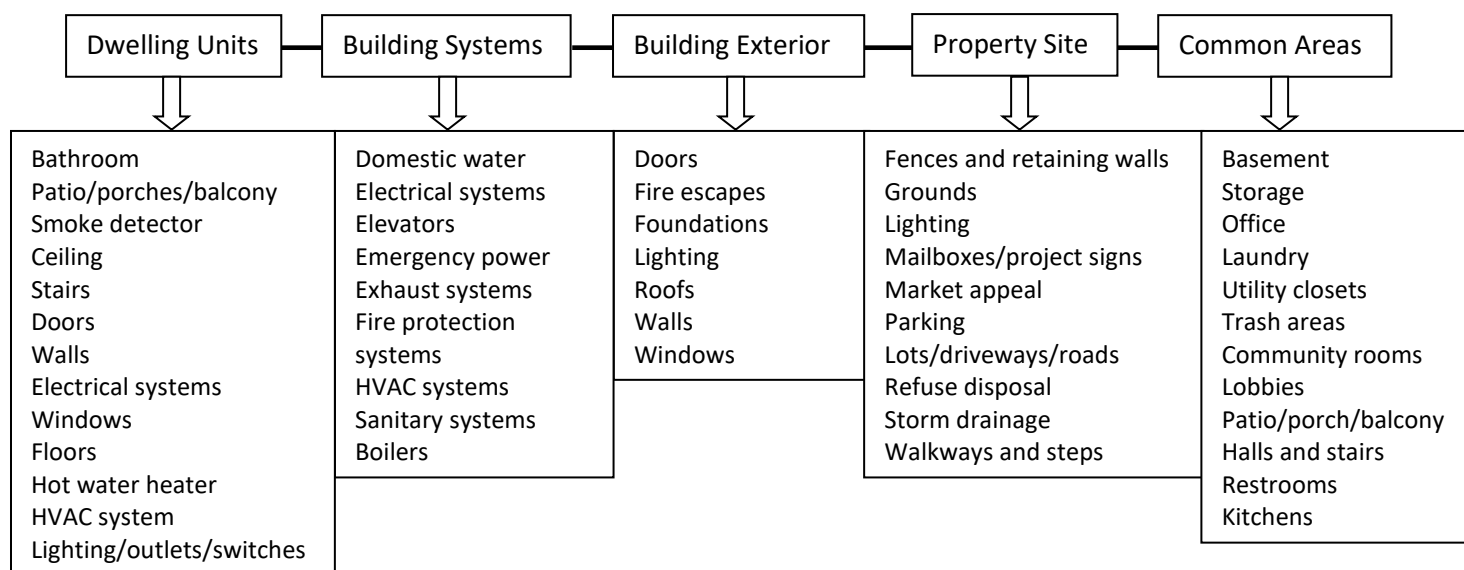
## PREVENTIVE & PROGRAMMED MAINTENANCE PLAN

### (PPMP)

#### 1. General Information

This is the Preventive and Programmed Maintenance Plan and schedule for the Fitchburg Housing Authority's five (5) state-aided public housing developments and eleven (11) scattered site homes. Please note that inventory, annual inspections and the work order policies and procedures are covered in separate administrative policies and should be cross referenced with the Preventive and Programmed Maintenance Plan and schedule. However, when maintenance personnel are undertaking their preventive and programmed maintenance duties, if they discover maintenance problems, a work order should be immediately generated and the maintenance issue should be resolved according to the proper procedures. This administrative procedure only covers scheduled preventive and programmed maintenance issues.<sup>1</sup>

#### Uniform Physical Condition Standard Basic Inspection Items



<sup>1</sup> This is an administrative procedure that can be changed per the directive of the FHA Executive Director; Preventive and Programmed Maintenance Plan Issued July 2020. The FHA Maintenance Union Local 248 also has a Union Agreement with the FHA which should be read in conjunction with this PPMP.

The FHA provides state-aided public housing management and maintenance for the following five (5) project-based apartment complexes and eleven (11) single family homes:

<b>C.J. DURKIN APARTMENTS</b> <i>FHA Administrative Offices</i> 125 Units – 1 Building	50 Day Street  <i>7 Floors</i>
<b>WALLACE TOWER</b> <i>FHA Satellite Office</i> 130 Units – 1 Building	54 Wallace Avenue  <i>14 Floors</i>
<b>DANIELS HEIGHTS</b>  56 Units – 10 Building	351 Daniels Street 5 – 40 Daniels Heights
<b>CANTON VALLEY TERRACE</b>  48 Units – 10 Buildings	1 – 41 Valley Street 379 – 441 Canton Street
<b>GREEN ACRES VILLAGE</b> <i>FHA Satellite Office</i>  160 Units – 47 Buildings	1 – 103 Leyte Road 5 – 141 Normandy Road 34 – 53 Wanoosnoc Road 873 – 919 Water Street
<b>SCATTERED SITE SINGLE FAMILY HOMES FITCHBURG</b> 11 Buildings	76 Mechanic Street 7 Sheridan Street 70 Maryland Street 66 Almount Road 114 Arlington Street 238 Ashburnham Street 174 Milk Street 52 Exeter Street 28 Taft Street 24 Forest Street 110-112 Overland Street

In addition to the above state housing units, the FHA also maintains two (2) State 689 housing programs at 76 Mechanic Street and 240 Ashburnham Street. The FHA maintains Lease agreements with providers in these group homes and those Lease agreements should be referenced in conjunction with this PPMP. The provider agencies also provide auxiliary maintenance assistance from their internal staff.

The primary responsibility of the FHA Maintenance Department is to reoccupy vacancies as quickly as possible and to maintain all properties in safe and sanitary condition per the Lease agreement and State Sanitary and housing codes. **A well-developed PPMP will help to ensure that these goals are consistently met while reducing overall maintenance costs.**

## **2. Maintenance Department**

It is the FHA's goal is to ensure that on-site staff can effectively perform routine, emergency, preventive and programmed maintenance and responsibilities. All maintenance staff report to a Maintenance Foreman. Duties of the maintenance staff are also spelled out in their job description. Their duties include, but are not limited to, the following:

1. Perform general cleaning chores of community, common areas, and office spaces
2. Mow lawns, trim trees/shrubs, maintain appearance of all FHA properties
3. Assist in building maintenance and repair
4. Clean common areas and remove trash
5. Maintain the grounds for all FHA properties
6. Snow removal
7. Ensure the lease terms regarding maintenance of the 689 program group homes are in compliance
8. Clean and maintain floors at all FHA properties

The FHA provides tools and equipment to the Maintenance Department as needed. Maintenance personnel are responsible for proper care and upkeep of all FHA owned tools. Any maintenance staff who use their own tools do so at their own risk and the FHA is not responsible for any personal tools that are lost, stolen, or damaged when used at work.

During the performance of regular maintenance duties, maintenance staff members should be alert to repairs that should be made (Examples: malfunctioning washing machine, a broken light, etc.) and report them to their Maintenance Foreman for action. The Maintenance Foreman should then ask their Program Director to prepare a work order.

The Maintenance Foremen have responsibility for the oversight of operations and maintenance of the physical and mechanical aspects of the properties. The Maintenance Foremen's duties are spelled out in detail in their job description, an example of these duties are:

1. Provide supervision to the maintenance staff
2. Develop a preventive and programmed maintenance schedule for housing units and grounds
3. Perform maintenance and repairs on all FHA properties
4. Ensure that off-shift hours are covered by on-call maintenance staff person
5. Provide for ongoing training and familiarization of systems to other maintenance staff

The Maintenance Foremen report directly to the Deputy Director but are expected to closely work with the Program Directors on a regular basis to coordinate unit turnover, regular maintenance, and other issues.

### **Components of a Maintenance System**

The FHA maintenance system shall include certain components:

- A. Prioritization of work**
- B. Comprehensive work procedures**
- C. Performance standards and goals**
- D. Work order system**
- E. Skills, updates, and training programs**
- F. Long-range planning**

By developing a maintenance system that has these components in place, the FHA will have the tools it needs to control the performance of maintenance work.

### **3. Goals & Objectives**

The management of the physical plant is a crucial part of the overall management process. **A well thought out and executed PPMP will save time and money.** The appearance and condition of the buildings and grounds are essential to resident satisfaction, efficient use of operating funds, and community acceptance of public housing. All maintenance performed shall conform to or exceed the State Sanitary and Building Codes. Maintenance of the physical buildings is an ongoing process, therefore preventative and programmed maintenance should be used to keep operations running efficiently. The following are the three (3) primary standards for which maintenance can follow PPMP.

#### **I. Preventive Maintenance**

Scheduled inspections, service, and repair of various components to maximize the level of services at a property and reduce equipment breakdowns and service interruptions.

#### **II. Programmed Maintenance**

Work which is important and should be completed to the greatest extent possible within time and budget constraint.

#### **III. Deferred Maintenance**

Work orders created that upon commencement of the work it is discovered that more extensive maintenance/repairs are needed which may require specialized equipment, materials, and/or outside contractors to complete are deferred by management until they can be completed.



The Maintenance Foreman is responsible and accountable for the satisfactory performance of maintenance functions and should be aware of all maintenance work on the properties, as well as the overall conditions and property operation.

### **Preventive Maintenance**

Preventive maintenance is performed on a regularly scheduled basis to keep the level of services at the properties high and reduce equipment breakdowns and service interruptions. It requires that the maintenance staff and office make regular inspections for the repair and replacement of items before problems occur.

#### **A. Manufactured Components**

Whenever new equipment, facilities or fixtures are installed, manufacturers' information packets will be consulted regarding service. These recommendations will be immediately scheduled as a part of the FHA Preventive and Programmed Maintenance Plan to keep the component functioning efficiently.

#### **B. Industry Standards**

In the case of standard material and even some equipment and fixtures, industry standards will apply to effective maintenance. Examples might include the frequency of waxing linoleum tile, changing an air filter, etc.

#### **C. Technical Consultants**

In some cases, a consultant may be needed to design the best preventive maintenance strategy for FHA components.

The FHA shall have a schedule for performance of these PPMP tasks. This will include lists of tasks that need to be performed annually, seasonally, quarterly, monthly, weekly, and daily. These lists will be updated whenever new components are installed or new procedures are decided upon. From these lists, a weekly schedule can be assembled and converted into a daily set of work orders using the FHA's work order system.

All maintenance staff will rotate preventive maintenance tasks. This will give all maintenance staff an opportunity to become familiar with all equipment.

Preventive maintenance will be concentrated on one day of the week or one week of the month. This will prevent preventive maintenance work from being rescheduled when it is necessarily "bumped" for a higher priority work order.

## **Preventive Maintenance Components**

The FHA is responsible for coordinating and completing a wide-variety of inspections and preventative maintenance tasks for various components at each property. These inspections occur throughout the year with some of the tasks conducted by outside contractors, such as the elevator inspections, while other tasks can be completed by maintenance staff. The tasks below are for the all FHA properties and not for specific units.

#	Service Type	Responsible Party	Schedule Date
1	Fire & Smoke Alarms	Contract	ANNUAL
2	Fire Extinguishers	Contract	ANNUAL
3	Boilers	Internal	ANNUAL
4	Electrical	Contract	ANNUAL
5	Plumbing	Internal or Contract	ANNUAL
6	Elevators	Contract	ANNUAL
7	Boilers –Magnetic Filter (Canton Valley)	Internal	ANNUAL
8	Boilers	Internal	ANNUAL
9	Furnace	Internal	ANNUAL
10	Emergency Generator Servicing (Including Fluid Check and Fill)	Contract	ANNUAL
11	Fire Sprinkler Systems	Contract	ANNUAL

### **A. Green Acres Village**

#	Service Type	Responsible Party	Schedule Date	Work Order	Vendor	Date Completed
1	Fire & Smoke Alarms	Internal	During AI	N/A	N/A	N/A
2	Fire Extinguishers	Contract	N/A	N/A	N/A	N/A
3	Boilers	Internal	During AI	N/A	Internal	Not Completed
4	Electrical	Contract	As Needed	N/A	Dave Biss	N/A
5	Plumbing	Internal or Contract	Internal/Contract	N/A	N/A	N/A
6	Furnace	Internal	During AI	N/A	Internal	N/A

**B. Canton Valley Terrace**

#	Service Type	Responsible Party	Schedule Date	Vendor	Date Completed
1	Fire & Smoke Alarms	Contract	December 2020	Jupiter Electric	N/A
2	Fire Extinguishers	Contract	N/A	Impact Fire	Sched. Sept 2020
3	Boilers	Internal	June 9, 2020	Liberty Mutual	June 9, 2020
4	Electrical	Contract	N/A	Dave Perry	As Needed
5	Plumbing	Internal or Contract	N/A	Internal	Internal
6	Furnace	Internal	June 9, 2020	Liberty Mutual	June 9, 2020
8	Boilers –Magnetic Filter	Internal	Year 2021	Internal	January 2021

**C. Scattered Sites**

#	Service Type	Responsible Party	Schedule Date	Vendor	Date Completed
1	Fire & Smoke Alarms	Contract	Not Schedule	Internal	Pending
2	Fire Extinguishers	Contract	N/A	N/A	N/A
3	Boilers	Internal	During A. I	Internal	During A.I
4	Electrical	Contract	As Needed	Dave Perry	As Needed
5	Plumbing	Internal or Contract	As Needed	Internal	As Needed
6	Furnace	Internal	During A. I	Internal	During A.I

**D. C.J. Durkin Apartments**

#	Service Type	Responsible Party	Schedule Date	Vendor	Date Completed
1	Fire & Smoke Alarms	Contract	02/25/2020	BEF	02/25/2020
2	Fire Extinguishers	Contract	Sept 2020	Impact Fire	Sept 2020
3	Boilers- HW Tanks	Internal	June 9, 2020	Liberty Mutual	June 9, 2020
4	Electrical	Contract	As Needed	Ken Bisson	As Needed
5	Plumbing	Internal or Contract	As Needed	Internal	As Needed
6	Furnace	Internal	June 9, 2020	Liberty Ins	June 9, 2020
7	Elevators	Contract	July 31, 2020	Elev. Maintenanc	Planning

**E. Wallace Tower**

#	Service Type	Responsible Party	Schedule Date	Vendor	Date Completed
1	Fire & Smoke Alarms	Contract	02/26/2020	BEF	02/26/2020
2	Fire Extinguishers	Contract	Sept 2020	Impact Fire	Sept 2020
3	Boilers	Internal	06/09/2020	Liberty Mutual	06/09/2020
4	Electrical	Contract	As Needed	Ken Bisson	As Needed
5	Plumbing	Internal or Contract	As Needed	Internal	As Needed
6	Furnace	Internal	06/09/2020	Liberty Ins	06/09/2020
7	Elevators	Contract	12/31/2020	Elev Mainten	Planning
8	Sprinkler Systems	Contract	Pending	Metro-Swift	Pending

**F. Daniel Heights Apartments**

#	Service Type	Responsible Party	Schedule Date	Vendor	Date Completed
1	Fire & Smoke Alarms	Contract	02/27/2020	BEF	02/27/2020
2	Fire Extinguishers	Contract	N/A	Impact Fire	N/A
3	Boilers	Internal	June 9, 2020	Liberty Mutual	June 9, 2020
4	Electrical	Contract	As Needed	Ken Bisson	N/A
5	Plumbing	Internal or Contract	As Needed	Internal	N/A
6	Furnace	Internal	06/09/2020	Liberty Mutual	06/09/2020

Preventive tasks that are to be completed in this schedule are entered into PHA-Web even if the task is to be completed by a contractor. Maintenance Foremen are responsible for ensuring these tasks are completed as scheduled. When a contractor completes a preventive task, the Maintenance Foreman who is responsible for oversight must close out the work order and put any necessary comments in the description box. Whenever a work order must be generated as a result of these tasks, the Maintenance Foremen will be responsible for creating the work order and assigning it to maintenance staff.

The PPMP addresses the following areas:

1. Building exterior
  - Entrances
  - Landscaping
  - Grounds
  - Buildings (appearance and evidence of structural cracks)
  - Exterior paint
  - Driveways/parking lots
  - Gutters and downspouts
  - Roofs (evidence of wear and leaks)
  - Windows and door (frames and hardware)
  - Lighting (fixtures, bulbs, switches, and timers)
  - Storm drain systems, catch basins, piping
  - Roof/ventilation fans
2. Building interior and units
  - Office
  - Entrance/lobby and mailboxes
  - Appliances (range, refrigerator)
  - Floors, walls, and ceilings
  - Doors, closets, and cabinets
  - Lighting and electrical outlets
  - Sinks, showers, bathtubs, and toilets
  - Laundry room
  - Community room
3. Major equipment
  - Heating, ventilating, and air conditions
  - Fuel storage and transfer
  - Devices for sensing the outside temperature
  - Pipes and valves
  - Controls that regulate the flow of heat
  - Radiators
  - Security systems
  - Sprinkler and smoke detector systems
  - Plumbing
  - Boilers

4. Elevator check (full monthly/annual inspection and testing contracted out)

Cab

Controls

Mechanical room

Lighting and smooth operation

5. Electrical

Wiring

Control panels

Fixtures

6. Solid waste disposal

Chute

Compactor

Water system

7. Emergency systems

Smoke and heat detecting devices

Emergency lighting

Extinguishers and hoses

8. Security system

Alarm devices

Locks and door buzzers

Regular inspections and servicing are planned for each of the areas listed above. Unlike custodial work, which is performed on the same day each week and therefore scheduled on a monthly basis, preventive maintenance is scheduled over the whole year.

**It is the policy of the FHA to provide a safe and sanitary environment for all its residents.** To that extent the Maintenance Department shall notify the Program Directors of any scheduled and unscheduled pest extermination for all properties. All vacated units will be exterminated as needed during the make-ready process.

### **Programmed Maintenance**

This work is performed after higher priority emergency, vacancy, and preventive maintenance tasks. Programmed maintenance are tasks that can be grouped and scheduled in such a way as to make their completion very efficient. Programmed maintenance comes from two primary sources:

#### **A. Routine Work**

These are not emergencies nor related to vacancies. They cannot be called preventive maintenance because they are not undertaken for the purpose of preserving equipment. Examples: picking up litter, cleaning tools, shoveling snow and plowing, raking, etc.

#### **B. Grouping**

This is appropriate for tasks that require particular tools, equipment, materials, and personnel. Other work can be grouped according to seasonal or timing considerations. In general, work should be grouped and assigned in a matter that assures that repairs will be performed within two (2) weeks.

### **Deferred Maintenance**

When routine work orders uncover larger issues that require more extensive maintenance and/or outside contractors to repair, work orders will be deferred by management until work can be completed. Deferred work orders are determined at regular maintenance meetings after discussion with staff and are deferred in the work order system by management. Management is responsible for the deferred work order schedule and may direct maintenance staff to procure specialized items, equipment, and/or outside contractors to correct certain maintenance issues.

#### **4. Elevators, Fire Alarms, and Fire Equipment**

Certification for elevators, fire alarms, and other fire equipment require annual tests that must be performed by outside contractors. If the State and/or City require additional testing, then those standards must be complied with. Therefore scheduling of said tests must be coordinated through the Maintenance Department in order to ensure scheduled tests coincide with their due inspection date. However, the Maintenance Staff must still regularly check elevators, fire alarms, and fire equipment for any breaks, malfunctions, or other issues which may require immediate attention or calling in of outside certified contractors.

## **5. PPMP Scheduling**

The scheduling method for maintenance tasks is the FHA work order system which is hosted through PHA-Web. Preventive priority work orders are pre-programed into the system by management. Each month, the scheduled preventive work orders will populate into the system with assigned work order numbers. As preventive tasks are completed, the work orders are closed out.

## **6. Detailed Maintenance Records, Forms, and Warranties**

A maintenance repair/work ledger must be kept and maintained for maintenance work performed on all apartment units, buildings, grounds, and equipment. This is done through PHA-Web when work orders are completed. When necessary, maintenance staff should document in the description box any information that may help to explain or note issues that arise during a work order. Individual tasks listed in work orders should always have labor attached by the maintenance staff who completed such task. Multiple employees' labor may be added to one or more tasks on the work order. Any additional tasks completed by maintenance staff should also be added to an existing work order if that work was completed at the same time as the existing work order.

All manufactured products that have warranties must be maintained at both the maintenance department and central office. Each form contained within this PPMP must be filled out and a copy must be provided to the Deputy Director when required. Please note that all logs, records, and reporting forms are public records that can only be disposed of with the approval of management in accordance with all applicable laws and regulations of the Commonwealth of Massachusetts.

## **7. Monthly Property Inspections**

Every month there will be an inspection of one (1) of the five (5) state-aided public housing developments on a rotating basis. These are not unit inspections which are conducted on an annual basis as mandated by DHCD and other government regulations; these inspections are more concerned with outside unit conditions such as common areas, basements, boiler rooms, grounds and laundry rooms. Each month one (1) of the state-aided public housing complexes will have this inspection.<sup>2</sup>

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<sup>2</sup> The two (2) 689 homes that the FHA Leases have auxiliary maintenance and is not schedule for monthly inspection.



The inspections schedule is as follows:

<u>Development</u>	<u>Sample Month</u>
Green Acres –	January
Canton Valley –	February
Daniel Heights –	March
Wallace Tower –	April
CJ Durkin –	May

Any work orders that are generated during these inspections will be considered inspection generated work orders and should be completed within thirty (30) days, excluding emergency work orders. Work orders will be generated and assigned to the Maintenance Foreman of the development who will be responsible for ensuring the work is completed.

#### **8. Review of Collected Data and Planning**

At the beginning of each work week the Deputy Director and Maintenance Foremen and if applicable the Program Directors will meet to review the status of the PPMP and its compliance and future PPMP maintenance tasks. This meeting can also be used to discuss work order reports and budget issues.

## Preventive & Programmed Maintenance Plan Schedule

### **Daily Duties:**

1. Walk FHA properties and ensure grounds and landscaping are acceptable, free of dirt or trash, and gives the general appearance of neatness
2. Check windows and lights for breaks/cracks that need replacement
3. Check stairs, hallways, common areas, laundry and community rooms and ensure they are clean and that the lights work
4. Check for health/safety code violations or possible hazards
5. Check exterior painted surfaces for cracking, chipping, or peeling of paint
6. Inspect exterior lighting
7. Mop and scrub floors in restrooms, laundry rooms, and common rooms as needed
8. Ensure walls, baseboards, and other surfaces are free of slashing and marks and presents an overall appearance of cleanliness
9. Dust/vacuum and wet mop all tile floors as needed, there shall be no dirt, dust, or streaks
10. Check trash chute for blockage at Wallace Tower and CJ Durkin
11. Check boilers for temperature readings and circulators
12. Do tenant requests and non-routine repairs
13. Check on/off emergency pull chord switch for *all* buildings
14. Check common/community room furniture for wear and tear
15. Check community room American flag for wear and tear

### **Weekly Duties:**

1. Service tractors/lawnmowers
2. Gas up trucks and containers
3. Clean main entrances
4. Mop floors in trash rooms
5. Mow lawns for all FHA properties, seed and fertilize as needed
6. Keep beddings clear of weeds, papers, or leaves and trim shrubs as needed; *shrubs are not to cover window sills*
7. Clean boiler rooms as needed
8. Clear dumpster areas of all debris after removal of trash
9. Test emergency backup lights
10. Spot clean walls and wipe down light fixtures
11. Clean drier vents of lint and rubbish
12. Clean floors, sinks, toilets, and trash receptacles in restrooms with disinfectant
13. All door handles, locks, and hinges shall be cleaned and treated, washed and/or painted if needed

**Monthly Duties:**

1. Inspect grounds for all FHA properties
2. Vacuum common halls
3. Check and adjust clocks as needed
4. Organize and reorder stock and supplies
5. Clean and sanitize maintenance areas
6. Clear debris on basement stairs/floors
7. Run/test emergency generators
8. Ensure all drains/catch basins are clear of leaves/rocks or other debris
9. Wash windows in common areas
10. Check washers and driers for any repairs

**Quarterly Duties:**

1. Fire alarm/smoke and heat detector inspections at all FHA properties
2. Check roof tops and attics
3. Clean, disinfect, and spray down trash chute and compactor/compactor room
4. Mop stairwells and clean/inspect handrails for repairs
5. Check and test all sump pumps
6. Update tenant names on buzzer panel
7. Clear gutters of debris/obstruction
8. Lubricate blowers, fans, motors, and circulators
9. Inspect condition of parking lots and repair as needed
10. Change oil on vehicles after 3,000 miles or 6 months
11. Clean carpets at all FHA properties
12. Clean vinyl at all FHA properties three (3) times a year

**Annual Duties:**

1. Check light lenses
2. Check, grease, and change belts on roof fans
3. Inspect fire extinguishers and hoses
4. Check washing machine hoses
5. Inventory tools, equipment, refrigerators, and stoves in stock - *January 1 of each year*
6. Clean, repaint, or replace ceiling tiles in common areas as needed
7. Change oil and all other PM on slow blowers, lawn mowers, and highway sanders
8. Change air filters on rooftop air handler
9. Inspect apartments and change batteries in CO detectors (done during annual inspections)
10. Fire extinguisher inspections and tagging
11. Elevator inspection and sticker

12. Truck inspections and tagging
13. Emergency generator inspection and refuel storage tanks
14. Inspect/grease bearings and check fan belts on exhaust fans
15. Change heating filter in common room on Pleasant Street
16. Shampoo carpets and strip wax floors common areas at *all* properties

### **Seasonal Duties:**

#### *Winter*

1. Turn on heat September 15<sup>th</sup> or as required each season
2. Shovel, snow blow, and snowplow all parking lots, roadways, walkways, ramps, stairs
3. Sand and salt walking areas and parking lots
4. Get sand, ice, and fuel
5. Remove hanging ice from roofs and buildings
6. Keep storm drains clear
7. Routinely pick up fallen tree limbs
8. Check areas for melt and freeze up that need to be re-sanded

#### *Spring*

1. Pick up trash, leaves, tree branches, and other debris left on all FHA properties
2. Sweep up and remove sand from roads and walkways
3. Repair and add loam to grounds that have been disturbed by plows or heavy equipment
4. Mulch and reseed where needed and prune trees and shrubs
5. Turn off heat May 15<sup>th</sup> or as required each season

#### *Summer*

1. Keep flowers watered and prune/cut trees and shrubs as needed
2. Cut lawns and remove weeds/overgrowth
3. Repaint areas outside as needed
4. Deodorize and clean outside trash and dumpster areas
5. Pressure wash mold from all FHA properties
6. Install/maintain fencing
7. Outside light repair/replacement

#### *Fall*

1. Cut lawns and rake grass and leaves at all FHA properties as needed
2. Lay new mulch as needed/remove old mulch or other debris
3. Install storm windows and begin weatherization and winter preparation

I have read the Preventive and Programmed Maintenance Plan and fully understand the duties outlined. Regular preventive maintenance will be carried out according to the above-mentioned schedule. I understand that these duties are crucial for smooth operation of the maintenance department and for optimal service to the tenants.

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Deputy Director	Date
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Maintenance Forman	Date
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Maintenance Staff	Date
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Other Staff	Date
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# FITCHBURG HOUSING AUTHORITY

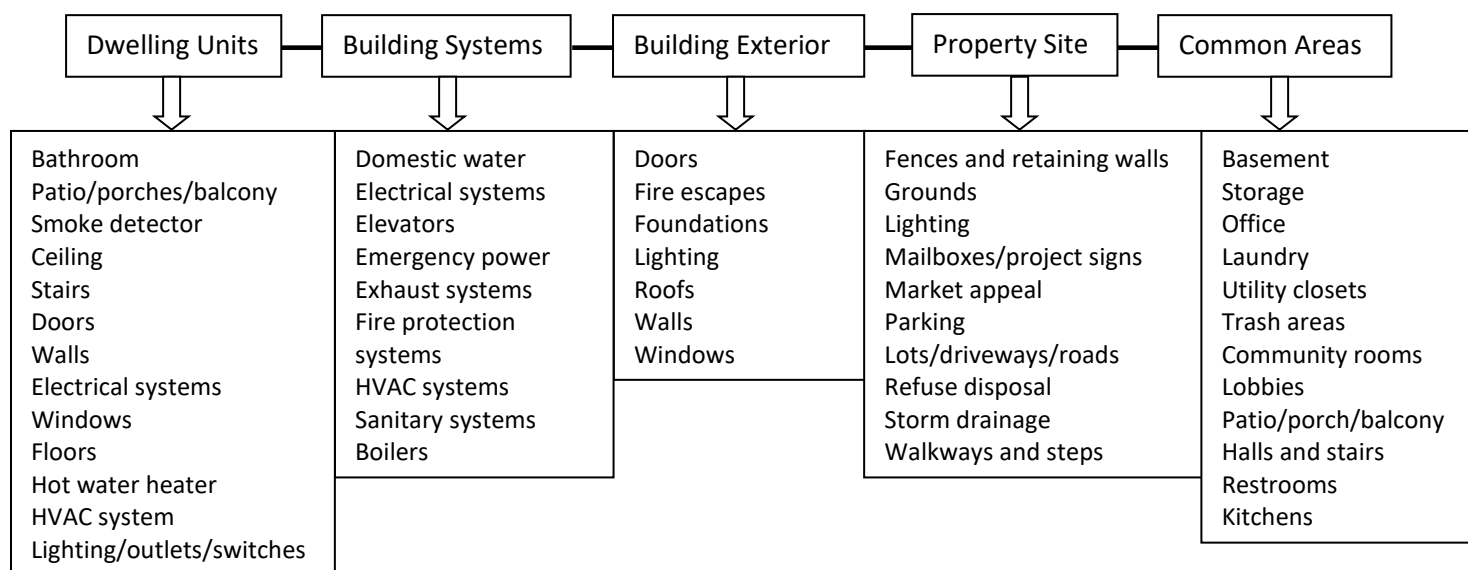
## PREVENTIVE & PROGRAMMED MAINTENANCE PLAN

### (PPMP)

#### 1. General Information

This is the Preventive and Programmed Maintenance Plan and schedule for the Fitchburg Housing Authority's five (5) state-aided public housing developments and eleven (11) scattered site homes. Please note that inventory, annual inspections and the work order policies and procedures are covered in separate administrative policies and should be cross referenced with the Preventive and Programmed Maintenance Plan and schedule. However, when maintenance personnel are undertaking their preventive and programmed maintenance duties, if they discover maintenance problems, a work order should be immediately generated and the maintenance issue should be resolved according to the proper procedures. This administrative procedure only covers scheduled preventive and programmed maintenance issues.<sup>1</sup>

#### Uniform Physical Condition Standard Basic Inspection Items



<sup>1</sup> This is an administrative procedure that can be changed per the directive of the FHA Executive Director; Preventive and Programmed Maintenance Plan Issued July 2020. The FHA Maintenance Union Local 248 also has a Union Agreement with the FHA which should be read in conjunction with this PPMP.

The FHA provides state-aided public housing management and maintenance for the following five (5) project-based apartment complexes and eleven (11) single family homes:

<b>C.J. DURKIN APARTMENTS</b> <i>FHA Administrative Offices</i> 125 Units – 1 Building	50 Day Street  <i>7 Floors</i>
<b>WALLACE TOWER</b> <i>FHA Satellite Office</i> 130 Units – 1 Building	54 Wallace Avenue  <i>14 Floors</i>
<b>DANIELS HEIGHTS</b>  56 Units – 10 Building	351 Daniels Street 5 – 40 Daniels Heights
<b>CANTON VALLEY TERRACE</b>  48 Units – 10 Buildings	1 – 41 Valley Street 379 – 441 Canton Street
<b>GREEN ACRES VILLAGE</b> <i>FHA Satellite Office</i>  160 Units – 47 Buildings	1 – 103 Leyte Road 5 – 141 Normandy Road 34 – 53 Wanoosnoc Road 873 – 919 Water Street
<b>SCATTERED SITE</b> <b>SINGLE FAMILY HOMES FITCHBURG</b> 11 Buildings	76 Mechanic Street 7 Sheridan Street 70 Maryland Street 66 Almount Road 114 Arlington Street 238 Ashburnham Street 174 Milk Street 52 Exeter Street 28 Taft Street 24 Forest Street 110-112 Overland Street

In addition to the above state housing units, the FHA also maintains two (2) State 689 housing programs at 76 Mechanic Street and 240 Ashburnham Street. The FHA maintains Lease agreements with providers in these group homes and those Lease agreements should be referenced in conjunction with this PPMP. The provider agencies also provide auxiliary maintenance assistance from their internal staff.

The primary responsibility of the FHA Maintenance Department is to reoccupy vacancies as quickly as possible and to maintain all properties in safe and sanitary condition per the Lease agreement and State Sanitary and housing codes. **A well-developed PPMP will help to ensure that these goals are consistently met while reducing overall maintenance costs.**

## **2. Maintenance Department**

It is the FHA's goal is to ensure that on-site staff can effectively perform routine, emergency, preventive and programmed maintenance and responsibilities. All maintenance staff report to a Maintenance Foreman. Duties of the maintenance staff are also spelled out in their job description. Their duties include, but are not limited to, the following:

1. Perform general cleaning chores of community, common areas, and office spaces
2. Mow lawns, trim trees/shrubs, maintain appearance of all FHA properties
3. Assist in building maintenance and repair
4. Clean common areas and remove trash
5. Maintain the grounds for all FHA properties
6. Snow removal
7. Ensure the lease terms regarding maintenance of the 689 program group homes are in compliance
8. Clean and maintain floors at all FHA properties

The FHA provides tools and equipment to the Maintenance Department as needed. Maintenance personnel are responsible for proper care and upkeep of all FHA owned tools. Any maintenance staff who use their own tools do so at their own risk and the FHA is not responsible for any personal tools that are lost, stolen, or damaged when used at work.

During the performance of regular maintenance duties, maintenance staff members should be alert to repairs that should be made (Examples: malfunctioning washing machine, a broken light, etc.) and report them to their Maintenance Foreman for action. The Maintenance Foreman should then ask their Program Director to prepare a work order.

The Maintenance Foremen have responsibility for the oversight of operations and maintenance of the physical and mechanical aspects of the properties. The Maintenance Foremen's duties are spelled out in detail in their job description, an example of these duties are:

1. Provide supervision to the maintenance staff
2. Develop a preventive and programmed maintenance schedule for housing units and grounds
3. Perform maintenance and repairs on all FHA properties
4. Ensure that off-shift hours are covered by on-call maintenance staff person
5. Provide for ongoing training and familiarization of systems to other maintenance staff

The Maintenance Foremen report directly to the Deputy Director but are expected to closely work with the Program Directors on a regular basis to coordinate unit turnover, regular maintenance, and other issues.



### **Components of a Maintenance System**

The FHA maintenance system shall include certain components:

- A. Prioritization of work**
- B. Comprehensive work procedures**
- C. Performance standards and goals**
- D. Work order system**
- E. Skills, updates, and training programs**
- F. Long-range planning**

By developing a maintenance system that has these components in place, the FHA will have the tools it needs to control the performance of maintenance work.

### **3. Goals & Objectives**

The management of the physical plant is a crucial part of the overall management process. **A well thought out and executed PPMP will save time and money.** The appearance and condition of the buildings and grounds are essential to resident satisfaction, efficient use of operating funds, and community acceptance of public housing. All maintenance performed shall conform to or exceed the State Sanitary and Building Codes. Maintenance of the physical buildings is an ongoing process, therefore preventative and programmed maintenance should be used to keep operations running efficiently. The following are the three (3) primary standards for which maintenance can follow PPMP.

#### **I. Preventive Maintenance**

Scheduled inspections, service, and repair of various components to maximize the level of services at a property and reduce equipment breakdowns and service interruptions.

#### **II. Programmed Maintenance**

Work which is important and should be completed to the greatest extent possible within time and budget constraint.

#### **III. Deferred Maintenance**

Work orders created that upon commencement of the work it is discovered that more extensive maintenance/repairs are needed which may require specialized equipment, materials, and/or outside contractors to complete are deferred by management until they can be completed.

The Maintenance Foreman is responsible and accountable for the satisfactory performance of maintenance functions and should be aware of all maintenance work on the properties, as well as the overall conditions and property operation.

### **Preventive Maintenance**

Preventive maintenance is performed on a regularly scheduled basis to keep the level of services at the properties high and reduce equipment breakdowns and service interruptions. It requires that the maintenance staff and office make regular inspections for the repair and replacement of items before problems occur.

#### **A. Manufactured Components**

Whenever new equipment, facilities or fixtures are installed, manufacturers' information packets will be consulted regarding service. These recommendations will be immediately scheduled as a part of the FHA Preventive and Programmed Maintenance Plan to keep the component functioning efficiently.

#### **B. Industry Standards**

In the case of standard material and even some equipment and fixtures, industry standards will apply to effective maintenance. Examples might include the frequency of waxing linoleum tile, changing an air filter, etc.

#### **C. Technical Consultants**

In some cases, a consultant may be needed to design the best preventive maintenance strategy for FHA components.

The FHA shall have a schedule for performance of these PPMP tasks. This will include lists of tasks that need to be performed annually, seasonally, quarterly, monthly, weekly, and daily. These lists will be updated whenever new components are installed or new procedures are decided upon. From these lists, a weekly schedule can be assembled and converted into a daily set of work orders using the FHA's work order system.

All maintenance staff will rotate preventive maintenance tasks. This will give all maintenance staff an opportunity to become familiar with all equipment.

Preventive maintenance will be concentrated on one day of the week or one week of the month. This will prevent preventive maintenance work from being rescheduled when it is necessarily "bumped" for a higher priority work order.

## **Preventive Maintenance Components**

The FHA is responsible for coordinating and completing a wide-variety of inspections and preventative maintenance tasks for various components at each property. These inspections occur throughout the year with some of the tasks conducted by outside contractors, such as the elevator inspections, while other tasks can be completed by maintenance staff. The tasks below are for the all FHA properties and not for specific units.

#	Service Type	Responsible Party	Schedule Date
1	Fire & Smoke Alarms	Contract	ANNUAL
2	Fire Extinguishers	Contract	ANNUAL
3	Boilers	Internal	ANNUAL
4	Electrical	Contract	ANNUAL
5	Plumbing	Internal or Contract	ANNUAL
6	Elevators	Contract	ANNUAL
7	Boilers –Magnetic Filter (Canton Valley)	Internal	ANNUAL
8	Boilers	Internal	ANNUAL
9	Furnace	Internal	ANNUAL
10	Emergency Generator Servicing (Including Fluid Check and Fill)	Contract	ANNUAL
11	Fire Sprinkler Systems	Contract	ANNUAL

### **A. Green Acres Village**

#	Service Type	Responsible Party	Schedule Date	Work Order	Vendor	Date Completed
1	Fire & Smoke Alarms	Internal	During AI	N/A	N/A	N/A
2	Fire Extinguishers	Contract	N/A	N/A	N/A	N/A
3	Boilers	Internal	During AI	N/A	Internal	Not Completed
4	Electrical	Contract	As Needed	N/A	Dave Biss	N/A
5	Plumbing	Internal or Contract	Internal/Contract	N/A	N/A	N/A
6	Furnace	Internal	During AI	N/A	Internal	N/A

**B. Canton Valley Terrace**

#	Service Type	Responsible Party	Schedule Date	Vendor	Date Completed
1	Fire & Smoke Alarms	Contract	December 2020	Jupiter Electric	N/A
2	Fire Extinguishers	Contract	N/A	Impact Fire	Sched. Sept 2020
3	Boilers	Internal	June 9, 2020	Liberty Mutual	June 9, 2020
4	Electrical	Contract	N/A	Dave Perry	As Needed
5	Plumbing	Internal or Contract	N/A	Internal	Internal
6	Furnace	Internal	June 9, 2020	Liberty Mutual	June 9, 2020
8	Boilers –Magnetic Filter	Internal	Year 2021	Internal	January 2021

**C. Scattered Sites**

#	Service Type	Responsible Party	Schedule Date	Vendor	Date Completed
1	Fire & Smoke Alarms	Contract	Not Schedule	Internal	Pending
2	Fire Extinguishers	Contract	N/A	N/A	N/A
3	Boilers	Internal	During A. I	Internal	During A.I
4	Electrical	Contract	As Needed	Dave Perry	As Needed
5	Plumbing	Internal or Contract	As Needed	Internal	As Needed
6	Furnace	Internal	During A. I	Internal	During A.I

**D. C.J. Durkin Apartments**

#	Service Type	Responsible Party	Schedule Date	Vendor	Date Completed
1	Fire & Smoke Alarms	Contract	02/25/2020	BEF	02/25/2020
2	Fire Extinguishers	Contract	Sept 2020	Impact Fire	Sept 2020
3	Boilers- HW Tanks	Internal	June 9, 2020	Liberty Mutual	June 9, 2020
4	Electrical	Contract	As Needed	Ken Bisson	As Needed
5	Plumbing	Internal or Contract	As Needed	Internal	As Needed
6	Furnace	Internal	June 9, 2020	Liberty Ins	June 9, 2020
7	Elevators	Contract	July 31, 2020	Elev. Maintenanc	Planning

**E. Wallace Tower**

#	Service Type	Responsible Party	Schedule Date	Vendor	Date Completed
1	Fire & Smoke Alarms	Contract	02/26/2020	BEF	02/26/2020
2	Fire Extinguishers	Contract	Sept 2020	Impact Fire	Sept 2020
3	Boilers	Internal	06/09/2020	Liberty Mutual	06/09/2020
4	Electrical	Contract	As Needed	Ken Bisson	As Needed
5	Plumbing	Internal or Contract	As Needed	Internal	As Needed
6	Furnace	Internal	06/09/2020	Liberty Ins	06/09/2020
7	Elevators	Contract	12/31/2020	Elev Mainten	Planning
8	Sprinkler Systems	Contract	Pending	Metro-Swift	Pending

**F. Daniel Heights Apartments**

#	Service Type	Responsible Party	Schedule Date	Vendor	Date Completed
1	Fire & Smoke Alarms	Contract	02/27/2020	BEF	02/27/2020
2	Fire Extinguishers	Contract	N/A	Impact Fire	N/A
3	Boilers	Internal	June 9, 2020	Liberty Mutual	June 9, 2020
4	Electrical	Contract	As Needed	Ken Bisson	N/A
5	Plumbing	Internal or Contract	As Needed	Internal	N/A
6	Furnace	Internal	06/09/2020	Liberty Mutual	06/09/2020

Preventive tasks that are to be completed in this schedule are entered into PHA-Web even if the task is to be completed by a contractor. Maintenance Foremen are responsible for ensuring these tasks are completed as scheduled. When a contractor completes a preventive task, the Maintenance Foreman who is responsible for oversight must close out the work order and put any necessary comments in the description box. Whenever a work order must be generated as a result of these tasks, the Maintenance Foremen will be responsible for creating the work order and assigning it to maintenance staff.

The PPMP addresses the following areas:

1. Building exterior
  - Entrances
  - Landscaping
  - Grounds
  - Buildings (appearance and evidence of structural cracks)
  - Exterior paint
  - Driveways/parking lots
  - Gutters and downspouts
  - Roofs (evidence of wear and leaks)
  - Windows and door (frames and hardware)
  - Lighting (fixtures, bulbs, switches, and timers)
  - Storm drain systems, catch basins, piping
  - Roof/ventilation fans
2. Building interior and units
  - Office
  - Entrance/lobby and mailboxes
  - Appliances (range, refrigerator)
  - Floors, walls, and ceilings
  - Doors, closets, and cabinets
  - Lighting and electrical outlets
  - Sinks, showers, bathtubs, and toilets
  - Laundry room
  - Community room
3. Major equipment
  - Heating, ventilating, and air conditions
  - Fuel storage and transfer
  - Devices for sensing the outside temperature
  - Pipes and valves
  - Controls that regulate the flow of heat
  - Radiators
  - Security systems
  - Sprinkler and smoke detector systems
  - Plumbing
  - Boilers

4. Elevator check (full monthly/annual inspection and testing contracted out)

Cab

Controls

Mechanical room

Lighting and smooth operation

5. Electrical

Wiring

Control panels

Fixtures

6. Solid waste disposal

Chute

Compactor

Water system

7. Emergency systems

Smoke and heat detecting devices

Emergency lighting

Extinguishers and hoses

8. Security system

Alarm devices

Locks and door buzzers

Regular inspections and servicing are planned for each of the areas listed above. Unlike custodial work, which is performed on the same day each week and therefore scheduled on a monthly basis, preventive maintenance is scheduled over the whole year.

**It is the policy of the FHA to provide a safe and sanitary environment for all its residents.** To that extent the Maintenance Department shall notify the Program Directors of any scheduled and unscheduled pest extermination for all properties. All vacated units will be exterminated as needed during the make-ready process.

### **Programmed Maintenance**

This work is performed after higher priority emergency, vacancy, and preventive maintenance tasks. Programmed maintenance are tasks that can be grouped and scheduled in such a way as to make their completion very efficient. Programmed maintenance comes from two primary sources:

#### **A. Routine Work**

These are not emergencies nor related to vacancies. They cannot be called preventive maintenance because they are not undertaken for the purpose of preserving equipment. Examples: picking up litter, cleaning tools, shoveling snow and plowing, raking, etc.

#### **B. Grouping**

This is appropriate for tasks that require particular tools, equipment, materials, and personnel. Other work can be grouped according to seasonal or timing considerations. In general, work should be grouped and assigned in a matter that assures that repairs will be performed within two (2) weeks.

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1. Service tractors/lawnmowers
2. Gas up trucks and containers
3. Clean main entrances
4. Mop floors in trash rooms
5. Mow lawns for all FHA properties, seed and fertilize as needed
6. Keep beddings clear of weeds, papers, or leaves and trim shrubs as needed; *shrubs are not to cover window sills*
7. Clean boiler rooms as needed
8. Clear dumpster areas of all debris after removal of trash
9. Test emergency backup lights
10. Spot clean walls and wipe down light fixtures
11. Clean drier vents of lint and rubbish
12. Clean floors, sinks, toilets, and trash receptacles in restrooms with disinfectant
13. All door handles, locks, and hinges shall be cleaned and treated, washed and/or painted if needed

**Monthly Duties:**

1. Inspect grounds for all FHA properties
2. Vacuum common halls
3. Check and adjust clocks as needed
4. Organize and reorder stock and supplies
5. Clean and sanitize maintenance areas
6. Clear debris on basement stairs/floors
7. Run/test emergency generators
8. Ensure all drains/catch basins are clear of leaves/rocks or other debris
9. Wash windows in common areas
10. Check washers and driers for any repairs

**Quarterly Duties:**

1. Fire alarm/smoke and heat detector inspections at all FHA properties
2. Check roof tops and attics
3. Clean, disinfect, and spray down trash chute and compactor/compactor room
4. Mop stairwells and clean/inspect handrails for repairs
5. Check and test all sump pumps
6. Update tenant names on buzzer panel
7. Clear gutters of debris/obstruction
8. Lubricate blowers, fans, motors, and circulators
9. Inspect condition of parking lots and repair as needed
10. Change oil on vehicles after 3,000 miles or 6 months
11. Clean carpets at all FHA properties
12. Clean vinyl at all FHA properties three (3) times a year

**Annual Duties:**

1. Check light lenses
2. Check, grease, and change belts on roof fans
3. Inspect fire extinguishers and hoses
4. Check washing machine hoses
5. Inventory tools, equipment, refrigerators, and stoves in stock - *January 1 of each year*
6. Clean, repaint, or replace ceiling tiles in common areas as needed
7. Change oil and all other PM on slow blowers, lawn mowers, and highway sanders
8. Change air filters on rooftop air handler
9. Inspect apartments and change batteries in CO detectors (done during annual inspections)
10. Fire extinguisher inspections and tagging
11. Elevator inspection and sticker

12. Truck inspections and tagging
13. Emergency generator inspection and refuel storage tanks
14. Inspect/grease bearings and check fan belts on exhaust fans
15. Change heating filter in common room on Pleasant Street
16. Shampoo carpets and strip wax floors common areas at *all* properties

### **Seasonal Duties:**

#### *Winter*

1. Turn on heat September 15<sup>th</sup> or as required each season
2. Shovel, snow blow, and snowplow all parking lots, roadways, walkways, ramps, stairs
3. Sand and salt walking areas and parking lots
4. Get sand, ice, and fuel
5. Remove hanging ice from roofs and buildings
6. Keep storm drains clear
7. Routinely pick up fallen tree limbs
8. Check areas for melt and freeze up that need to be re-sanded

#### *Spring*

1. Pick up trash, leaves, tree branches, and other debris left on all FHA properties
2. Sweep up and remove sand from roads and walkways
3. Repair and add loam to grounds that have been disturbed by plows or heavy equipment
4. Mulch and reseed where needed and prune trees and shrubs
5. Turn off heat May 15<sup>th</sup> or as required each season

#### *Summer*

1. Keep flowers watered and prune/cut trees and shrubs as needed
2. Cut lawns and remove weeds/overgrowth
3. Repaint areas outside as needed
4. Deodorize and clean outside trash and dumpster areas
5. Pressure wash mold from all FHA properties
6. Install/maintain fencing
7. Outside light repair/replacement

#### *Fall*

1. Cut lawns and rake grass and leaves at all FHA properties as needed
2. Lay new mulch as needed/remove old mulch or other debris
3. Install storm windows and begin weatherization and winter preparation

I have read the Preventive and Programmed Maintenance Plan and fully understand the duties outlined. Regular preventive maintenance will be carried out according to the above-mentioned schedule. I understand that these duties are crucial for smooth operation of the maintenance department and for optimal service to the tenants.

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Deputy Director	Date
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Maintenance Forman	Date
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Maintenance Staff	Date
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Other Staff	Date
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**Operating Budget**

The tables on the following pages show the approved budget and actual income and spending per budget account (row) for the fiscal year ending 12/31/2022. 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.

**LHA Comments**

We have submitted our budget to EOHLC & are awaiting approval

**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 Fitchburg Housing Authority operating reserve at the end of fiscal year 2022 was \$98,239.00, which is 4.4% of the full reserve amount defined above.



Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by Fitchburg Housing Authority.						
<b>REVENUE</b>						
Account Number	Account Class	2022 Approved Revenue Budget	2022 Actual Amounts Received	2023 Approved Revenue Budget	% Change from 2022 Actual to 2023 Budget	2023 Dollars Budgeted per Unit per Month
3110	Shelter Rent - Tenants	\$1,920,000.00	\$2,088,978.00	\$0.00	0%	\$0.00
3111	Shelter Rent - Tenants - Fraud/Retroactive	\$0.00	\$0.00	\$0.00	0%	\$0.00
3115	Shelter Rent - Federal Section 8	\$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	\$0.00	\$0.00	\$0.00	0%	\$0.00
3611	Interest on Investments - Restricted	\$0.00	\$0.00	\$0.00	0%	\$0.00
3690	Other Revenue	\$35,000.00	\$35,004.00	\$0.00	0%	\$0.00
3691	Other Revenue - Retained	\$439,421.00	\$220,242.00	\$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	\$139,421.00	\$192,855.00	\$0.00	0%	\$0.00
3801	Operating Subsidy - DHCD (4001)	\$1,416,438.00	\$1,579,105.00	\$0.00	0%	\$0.00
3802	Operating Subsidy - MRVP Landlords	\$0.00	\$0.00	\$0.00	0%	\$0.00
3803	Restricted Grants Received	\$0.00	\$0.00	\$0.00	0%	\$0.00
3920	Gain/Loss From Sale/Disp. of Prop.	\$0.00	\$0.00	\$0.00	0%	\$0.00
3000	TOTAL REVENUE	\$3,950,280.00	\$4,116,184.00	\$0.00	0%	\$0.00

**Annual Plan 2024**  
**Annual Operating Budget**

Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by Fitchburg Housing Authority.						
<b>EXPENSES</b>						
Account Number	Account Class	2022 Approved Expense Budget	2022 Actual Amounts Spent	2023 Approved Expense Budget	% Change from 2022 Actual to 2023 Budget.	2023 Dollars Budgeted per Unit per Month
4110	Administrative Salaries	\$662,166.00	\$662,167.00	\$0.00	0%	\$0.00
4120	Compensated Absences	\$0.00	\$50,079.00	\$0.00	0%	\$0.00
4130	Legal	\$34,000.00	\$62,828.00	\$0.00	0%	\$0.00
4140	Members Compensation	\$1,500.00	\$6,245.00	\$0.00	0%	\$0.00
4150	Travel & Related Expenses	\$5,413.00	\$4,386.00	\$0.00	0%	\$0.00
4170	Accounting Services	\$22,080.00	\$22,635.00	\$0.00	0%	\$0.00
4171	Audit Costs	\$14,294.00	\$14,929.00	\$0.00	0%	\$0.00
4180	Penalties & Interest	\$0.00	\$0.00	\$0.00	0%	\$0.00
4190	Administrative Other	\$105,880.00	\$142,210.00	\$0.00	0%	\$0.00
4191	Tenant Organization	\$1,914.00	\$376.00	\$0.00	0%	\$0.00
4100	TOTAL ADMINISTRATION	\$847,247.00	\$965,855.00	\$0.00	0%	\$0.00
4310	Water	\$360,566.00	\$392,029.00	\$0.00	0%	\$0.00
4320	Electricity	\$463,324.00	\$829,918.00	\$0.00	0%	\$0.00
4330	Gas	\$132,237.00	\$122,451.00	\$0.00	0%	\$0.00
4340	Fuel	\$0.00	\$1,067.00	\$0.00	0%	\$0.00
4360	Net Meter Utility Debit/Energy Conservation	\$0.00	\$385,711.00	\$0.00	0%	\$0.00
4390	Other	\$0.00	\$0.00	\$0.00	0%	\$0.00
4391	Solar Operator Costs	\$224,844.00	\$248,454.00	\$0.00	0%	\$0.00
4392	Net Meter Utility Credit (Negative Amount)	\$-224,844.00	\$-634,165.00	\$0.00	0%	\$0.00
4300	TOTAL UTILITIES	\$956,127.00	\$1,345,465.00	\$0.00	0%	\$0.00

Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by Fitchburg Housing Authority.						
<b>EXPENSES</b>						
Account Number	Account Class	2022 Approved Expense Budget	2022 Actual Amounts Spent	2023 Approved Expense Budget	% Change from 2022 Actual to 2023 Budget	2023 Dollars Budgeted per Unit per Month
4410	Maintenance Labor	\$711,336.00	\$705,785.00	\$0.00	0%	\$0.00
4420	Materials & Supplies	\$50,000.00	\$84,172.00	\$0.00	0%	\$0.00
4430	Contract Costs	\$103,740.00	\$127,713.00	\$0.00	0%	\$0.00
4400	TOTAL MAINTENANCE	\$865,076.00	\$917,670.00	\$0.00	0%	\$0.00
4510	Insurance	\$134,069.00	\$130,246.00	\$0.00	0%	\$0.00
4520	Payment in Lieu of Taxes	\$11,026.00	\$10,260.00	\$0.00	0%	\$0.00
4540	Employee Benefits	\$832,728.00	\$885,183.00	\$0.00	0%	\$0.00
4541	Employee Benefits - GASB 45	\$0.00	\$328,587.00	\$0.00	0%	\$0.00
4542	Pension Expense - GASB 68	\$0.00	\$0.00	\$0.00	0%	\$0.00
4570	Collection Loss	\$10,000.00	\$63,938.00	\$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	\$987,823.00	\$1,418,214.00	\$0.00	0%	\$0.00
4610	Extraordinary Maintenance	\$20,000.00	\$93,600.00	\$0.00	0%	\$0.00
4611	Equipment Purchases - Non Capitalized	\$11,000.00	\$24,201.00	\$0.00	0%	\$0.00
4612	Restricted Reserve Expenditures	\$0.00	\$0.00	\$0.00	0%	\$0.00
4715	Housing Assistance Payments	\$0.00	\$0.00	\$0.00	0%	\$0.00
4801	Depreciation Expense	\$0.00	\$835,334.00	\$0.00	0%	\$0.00
4600	TOTAL OTHER EXPENSES	\$31,000.00	\$953,135.00	\$0.00	0%	\$0.00
4000	TOTAL EXPENSES	\$3,687,273.00	\$5,600,339.00	\$0.00	0%	\$0.00

Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by Fitchburg Housing Authority.						
<b>SUMMARY</b>						
Account Number	Account Class	2022 Approved Budget	2022 Actual Amounts	2023 Approved Budget	% Change from 2022 Actual to 2023 Budget	2023 Dollars Budgeted per Unit per Month
3000	TOTAL REVENUE	\$3,950,280.00	\$4,116,184.00	\$0.00	0%	\$0.00
4000	TOTAL EXPENSES	\$3,687,273.00	\$5,600,339.00	\$0.00	0%	\$0.00
2700	NET INCOME (DEFICIT)	\$263,007.00	\$-1,484,155.00	\$0.00	0%	\$0.00
7520	Replacements of Equip. - Capitalized	\$0.00	\$0.00	\$0.00	0%	\$0.00
7540	Betterments & Additions - Capitalized	\$0.00	\$0.00	\$0.00	0%	\$0.00
7500	TOTAL NONOPERATING EXPENDITURES	\$0.00	\$0.00	\$0.00	0%	\$0.00
7600	EXCESS REVENUE OVER EXPENSES	\$263,007.00	\$-1,484,155.00	\$0.00	0%	\$0.00

## Explanation of Budget Accounts

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3802: Operating Subsidy – MRVP/AHVP Landlords:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

4520: Payments in Lieu of Taxes:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Narrative Responses to the Performance Management Review (PMR) Findings**

The Performance Management Review conducted by the Department of Housing and Community Development (DHCD) for the 2022 LHA fiscal year resulted in the following ratings. Criteria which received a 'Corrective Action' rating show both a reason for the rating and a response by the LHA. The reason indicates Fitchburg 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: Operational Guidance

Reason: When the housing courts closed in Massachusetts due to the COVID pandemic an excessive number of tenants stopped paying their rent. In addition, the SHERA program funded by the Federal government while it paid for late rents for those living in public housing it also mandated that no evictions could occur for six months after such payments were made. When the courts reopened however, many tenants believed that rent paying was almost optional. This was reflected in the 2022 TAR.

Response: The FHA has taken the following steps to reduce the excessive TAR rating. First, by educating the tenants that the payment of their rent is an obligation as outlined in their lease. Second, by notifying tenants with late rent that they are in fact late, and there are options to help if they cannot pay their rent. Third, having our in-house resident service coordinators contact tenants who are chronically late with the rent to determine if there are other underlying issues such as domestic violence, disabilities or substance abuse. Fourth, by encouraging the automatic payment of rents. Finally if all these measures do not succeed the FHA will bring those with late rents to court for eviction.

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

Rating: No Findings

Criterion: Completion of mandatory online board member training

Rating: No Findings

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

Rating: No Findings

Criterion: Staff completed relevant certifications or trainings

Rating: No Findings

**Category: Financial**

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

Rating: No Findings

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

Rating: Corrective Action

Reason: The FHA had to account for bad debt related to non-payment of rents and due to the excessive amount of employees accrued sick and vacation time.

Response: The FHA has moved aggressively to collect late rents and has mandated that employees use or lose their accrued vacation time. In addition, the FHA requested and received various budget exemptions in order to bring its reserve rate to the mandated 35%. This was just granted in August of 2023.

**Category: Capital Planning**

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

Rating: No Findings

**Category: CHAMP**

Criterion: Paper applications are available, received and entered into CHAMP

Rating: Corrective Action

Reason: When entering applications in CHAMP, the date stamp of the received application is a field that has a scrollable drop-down box. When someone enters the date in that field, if they scroll down without first clicking out of the field, the date will scroll and change unbeknownst to the person entering the date. This PMR review section is the strictest and even one error leads to corrective action finding. In this year's PMR, the FHA had one application out of ten selected that had this error occur.

Response: The FHA staff have been readvised of this pitfall in the CHAMP system to be more careful when entering applications in CHAMP. It was emphasized to staff that they should double, and triple check entries to ensure what was entered in CHAMP matches with what was stamped on the application. Staff have been advised that failure to properly enter applications can lead to disciplinary action.

Criterion: Vacancies are recorded correctly and occupied using CHAMP

Rating: Operational Guidance

**Category: Facility Management - Inspection Standards and Practices**

Criterion: 100% of units inspected during FYE under review

Rating: No Findings

Criterion: Unit inspection reports create, track, and report work orders for inspection repairs, and inspection WOs completed within 30 days or add to DM / CIP

Rating: Corrective Action

Reason: The FHA was not creating new work orders when issues were found during the inspections. Instead, it was simply noting such issues in the inspection work order. The FHA has now changed its policy on this issue and we create a new work order for issues found during the inspection process.

Response: The FHA has now changed its policy on this issue. Now a new work order is created for those maintenance issues found during the inspection process. Furthermore, the FHA has hired a professional facility manager that is reviewing its entire maintenance operations.

Criterion: Unit inspection reports accurately reflect necessary repairs

Rating: Operational Guidance

**Category: Facility Management - Vacancy Turnover Standards and Practices**

Criterion: Work orders created for every vacancy and completed within 30 days (or waiver requested)

Rating: No Findings

Criterion: Vacancy turnover work orders accurately reflect necessary repairs

Rating: No Findings

**Category: Facility Management - Preventive Maintenance Standards and Practices**

Criterion: LHA Preventive Maintenance Plan accurately reflects all necessary work to maximize life of LHA components

Rating: No Findings

**Category: Facility Management - Work Order Types and Systems**

Criterion: All emergency work orders are created, tracked, reported and completed within 48 hours

Rating: No Findings

Criterion: All requested work orders are created, tracked, reported and completed within 14 days or added to DM/CIP

Rating: No Findings

## Explanation of PMR Criteria Ratings

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

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



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

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

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

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

## **Policies**

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

<b>Policy</b>	<b>Last Ratified by Board Vote</b>	<b>Notes</b>
*Rent Collection Policy	04/27/1994	
*Personnel Policy	09/18/2015	
*Capitalization Policy	03/16/2016	
*Procurement Policy	09/21/1994	
*Grievance Policy	01/04/2017	
Smoking Policy	10/23/2019	
Pet Policy	07/22/2015	
Reasonable Accommodations Policy	12/16/2015	
Maintenance and Other Charges	10/27/2021	
Fair Housing Marketing Plan	11/15/2022	
Language Access Plan	11/15/2022	

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

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

**Waivers**

AP-2024-Fitchburg Housing Authori-00867 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.

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



**Fitchburg Housing Authority**  
**Licensed Tenant Organization**

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October 18, 2023

Executive Office of Housing Livable Communities  
100 Cambridge Street, Suite 300  
Boston, MA 02114

RE: LTO Review and Approval of the ANNUAL & CIP (2024-2028)

To Whom it May Concern:

The Fitchburg Housing Authority Licensed Tenant Organization hereby approves and does not object to the proposed Capital Improvement Plan and Annual Plan for the FHA.

The FHA LTO met with FHA Staff to review this plan October 3, 2023, and tenants were able openly discuss the plan and ask questions of staff.

On October 18, 2023, the FHA Board held the Annual Plan CIP meeting, and it was approved.

Sincerely,

A handwritten signature in blue ink, appearing to read "Holly Progin".

Holly Progin

FHA LTO President  
c/o Fitchburg Housing Authority  
50 Day Street,  
Fitchburg, MA 01420



# Fitchburg Housing Authority

## Extract of Minutes of FHA Regular Board Meeting, October 18, 2023 C. J. Durkin Community Room, 50 Day Street, Fitchburg, MA

A Regular Meeting of the Fitchburg Housing Authority was called to order by Chair, Linda Byrne at 8:30 AM on Wednesday, October 18, 2023, in the C. J. Durkin Community Room at 50 Day Street in the City of Fitchburg, Massachusetts.

### **Present:**

FHA Board Members:  
Linda Byrne, Chair  
Adam Goodwin, Vice Chair  
David Basilio, Assistant Treasurer  
Thomas Hughes, Member

### **Absent:**

FHA Board Members:  
David Rousseau, Treasurer

### FHA Staff:

Douglas M. Bushman, Executive Director, FHA Board Secretary  
Andrew Skoog, Deputy Director  
Yoko Ishii, Executive Assistant  
Genesis Ruiz, Director of Public & Community Housing  
Norma Letamendi, Assistant Director of Public & Community Housing  
Sandra Perez, Leasing Clerk, Public & Community Housing  
Bruce Budrick, Director of Maintenance & Facilities  
Gary Geneau, Foreman, Family Housing Maintenance

Samantha Squailia, Councilor at Large, City of Fitchburg  
Joel Arnold, FHA's CIP Consultant, CyberSense

### FHA Tenants:

Daniels Heights -Janice Spellane  
C. J. Durkin- Sandra Reynolds, Holly Progin, Kathy Leighton

### **Quorum: Yes (Quorum Requirement: Three FHA Board Members)**

#### **1. Motion to Open Meeting**

Chair, Linda Byrne opened the meeting at 8:30 am

**Move: Thomas Hughes**

**Second: David Basilio All in favor**

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***The FHA held a Public Hearing for Capital Improvement Plan and Annual Plan for Fiscal Year 2024 at 10am.***

### **35. Motion to Approve EOHLC Capital Improvement & Annual Plan**

**Move: Adam Goodwin**

**Second: David Basilio**

**All in favor**

The FHA presented the CIP-Annual Plan and the Chair let the FHA tenants speak out for the plan. Kathy Leighton, C. J. Durkin Tenant requested if the FHA would have an air source heat pump project at C. J. Durkin Apartment. Douglas Bushman, Executive Director, answered that Wallace Tower air source heat pump was a part of ModPhase and partially funded by Unitil. The FHA will find an available funding or grants to apply for such a project in the future when available. However, C. J. Durkin currently has an ADA project, and creative placemaking project. Daniels Heights doesn't have a project yet. He explained that there is a HILAPP grant opportunity available for the pavement project at Daniels Heights and some funding for Wallace Tower ModPhase project that he will be applying for.

### **36. Motion to Adjourn (at 10:10am)**

***"Teamwork, Excellence and Ability for Your Home and Family"***

**Move: Adam Goodwin**

**Second: David Basilio**

**All in favor**

***“Teamwork, Excellence and Ability for Your Home and Family”***

## **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, Fall 2021, and Fall 2022. CSR surveyed all family units in Fall 2020.

### *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.

# FITCHBURG HOUSING AUTHORITY

## Chapter 667 Housing Summary 2016 - 2018

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

### Fall 2016:

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

### Fall 2017:

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

### Fall 2018:

- Surveys were sent to 13,304 housing units (Chapter 667). 6717 surveys were filled out and returned.
- In the **Fitchburg Housing Authority**, surveys were sent to a total of **245** housing units (Chapter 667); **137** surveys were completed.

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

## Communication

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

	Fitchburg Housing Authority	Large LHAs in Central MA *	Entire State
Contacted management about a problem or concern.....	75%	75%	78%
Felt they were usually or always treated with courtesy and respect when they contacted management.....	90%	90%	87%
Saw the Capital Improvement Plan.....	26%	24%	30%
Saw the Operating Budget.....	17%	14%	17%
Knew the Executive Director held a meeting with residents...	55%	46%	53%

\* Large LHAs in Central Massachusetts include: Fitchburg, Framingham, and Worcester.

## Services and Programs

**61%** of the Fitchburg Housing Authority residents in Ch. 667 who responded to the survey said they would be interested in services and programs. Here are the services and programs residents said they would be most interested in participating in:

	Fitchburg Housing Authority	Large LHAs in Central MA	Entire State
Job training programs.....	15%	10%	6%
Money management programs ( <i>budgeting, taxes, income building</i> ).....	10%	11%	10%
Children's programs ( <i>tutoring, childcare, afterschool programs</i> ).....	2%	2%	2%
Health and Medical Services ( <i>visiting nurse, meal programs</i> ).....	36%	39%	35%
Adult Education ( <i>GED, ESL, educational counseling</i> ) .....	17%	16%	10%

## Maintenance and Repair

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

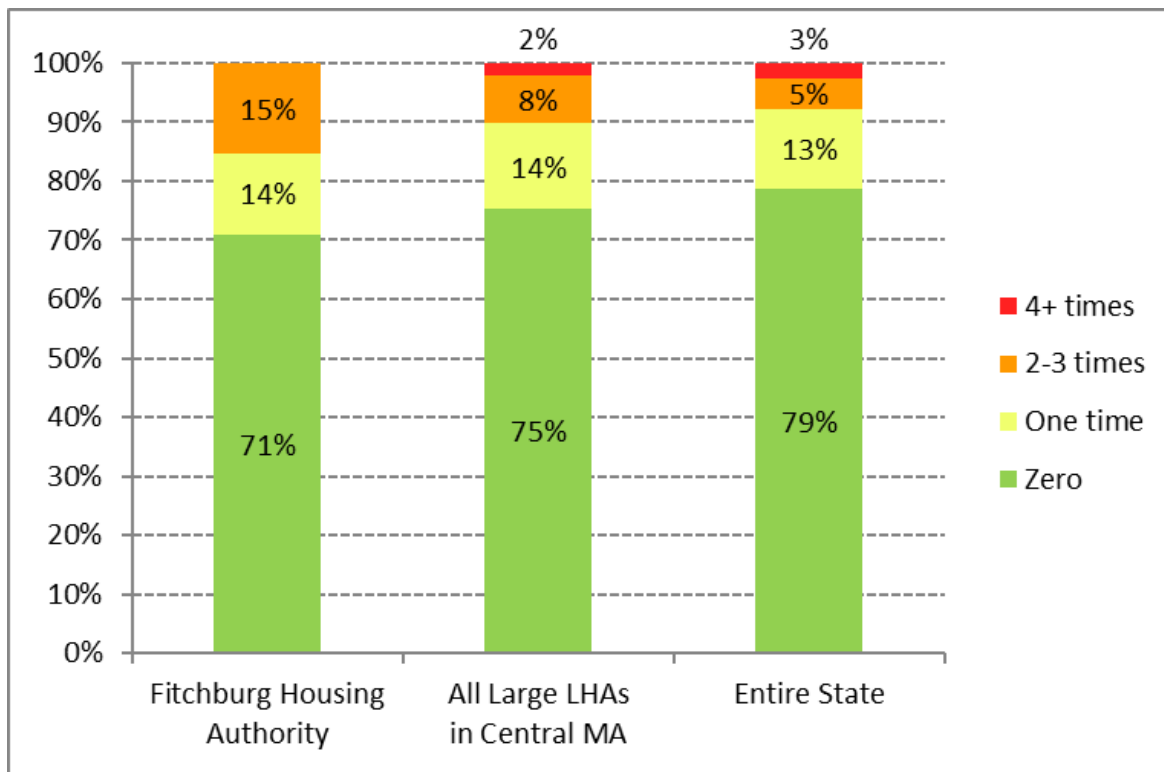
	Fitchburg Housing Authority	Large LHAs in Central MA	Entire State
Had a heating problem.....	29%	25%	21%
Had a problem with water or plumbing.....	48%	40%	49%



- **Heating Problems**

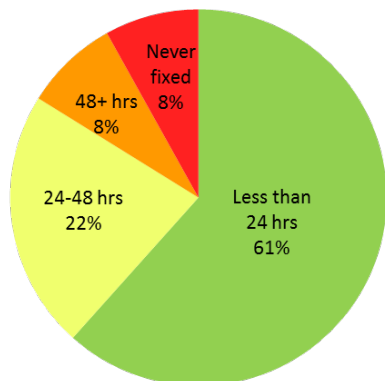
### How many times did residents have heating problems?

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

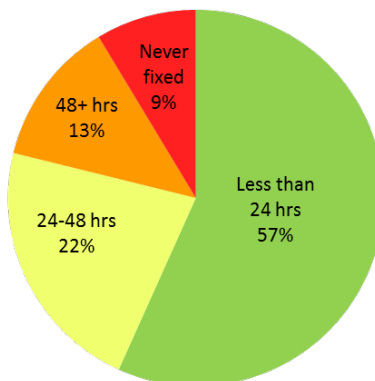


**How long did it take to fix the heating problems?** For those respondents who had problems, we asked how long it usually took for the problems to be fixed – less than 24 hours, 24 - 48 hours, more than 48 hours, or never fixed.

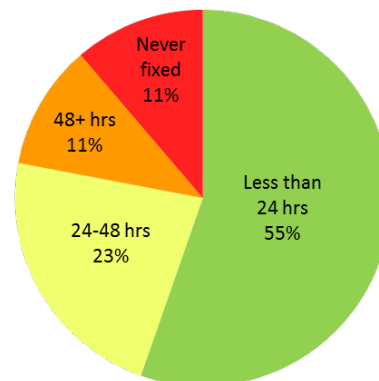
**Fitchburg  
Housing Authority**



**Large LHAs  
in Central MA**



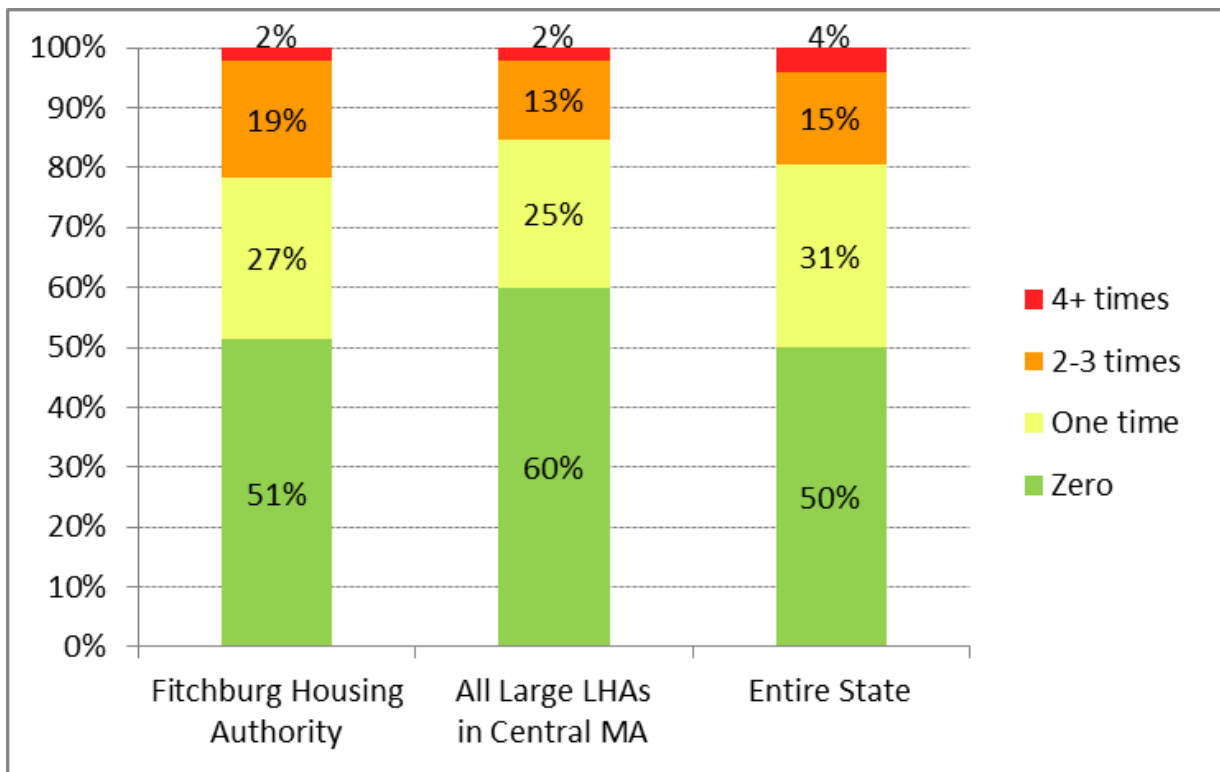
**Entire State**



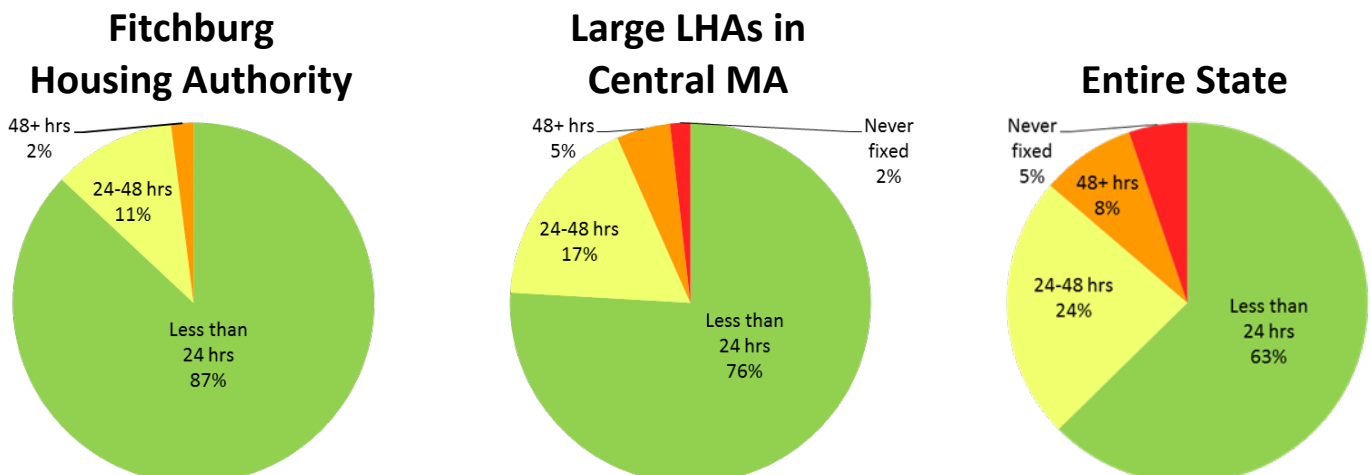
- **Water or Plumbing Problems**

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

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

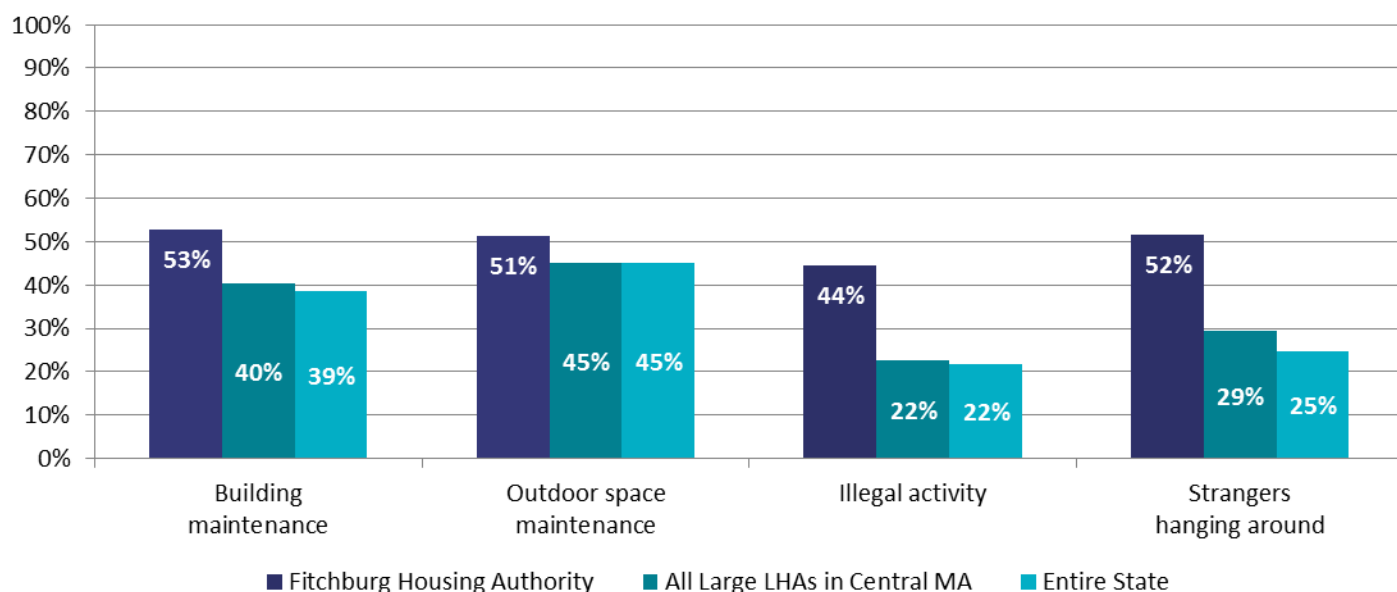


**How long did it take to fix the water or plumbing problems?** For those respondents who had problems, we asked how long it usually took for the problems to be fixed – less than 24 hours, 24 - 48 hours, more than 48 hours, or never fixed.



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

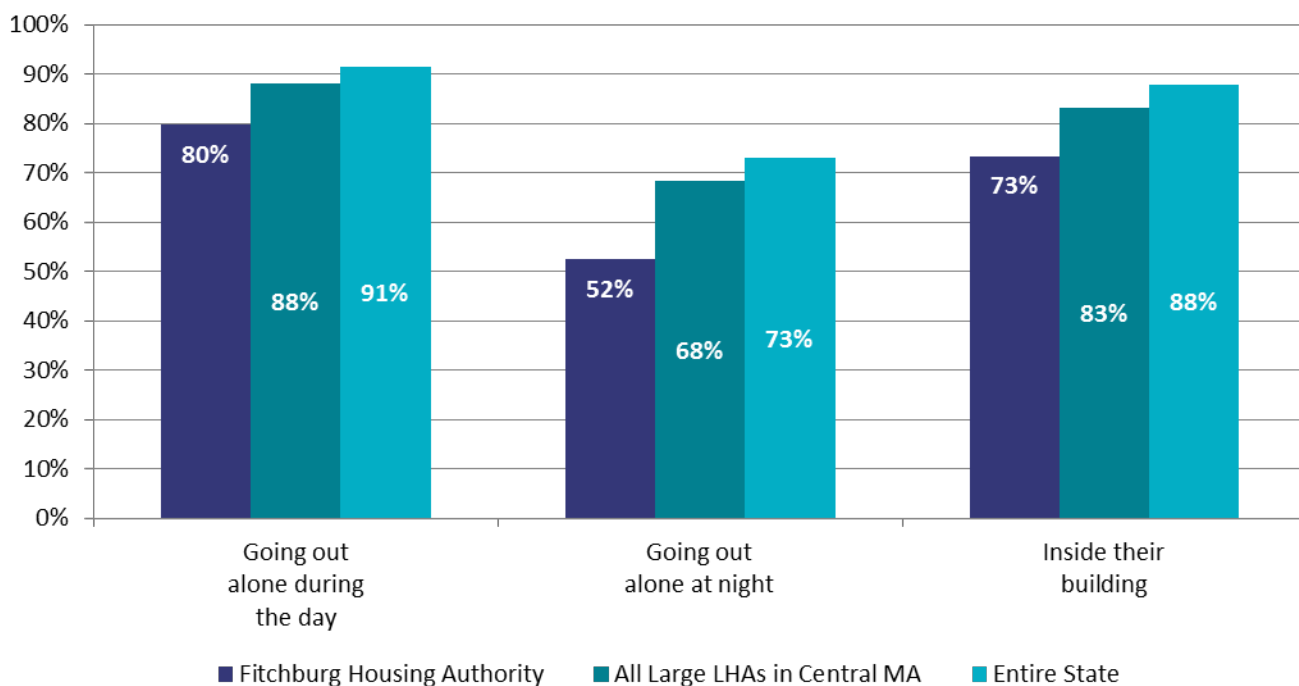
#### Respondents who “always” or “sometimes” had problems with....



## Safety

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

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



**Fitchburg Housing Authority**  
Chapter 200 & Chapter 705 Family Housing  
Fall 2020

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

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

In the **Fitchburg Housing Authority**, surveys were sent to a total of **219** Fitchburg housing units, **42** surveys were completed.

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

## Communication

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

	Fitchburg Housing Authority	Large LHAs in Central MA*	Entire State
Felt they were usually or always treated with courtesy and respect when they contacted management.....	79%	78%	71%
Knew the Executive Director held a meeting with residents.....	38%	25%	15%

\* Large LHAs in Central MA include: Fitchburg, Framingham, Worcester. (Please note that survey data may not have been received from each one of these nearby LHAs.)

## Maintenance and Repair

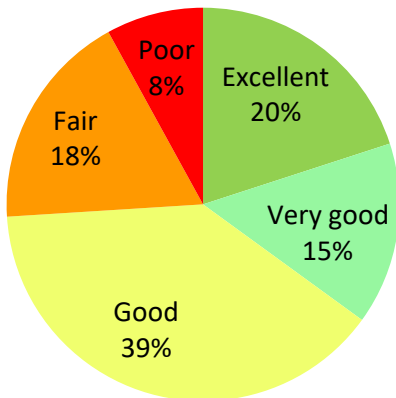
- Communication with maintenance staff:** Residents were asked about their interactions with the Fitchburg Housing Authority maintenance staff in the last 12 months.

	Fitchburg Housing Authority	Large LHAs in Central MA	Entire State
Felt they were usually or always treated with courtesy and respect when they contacted maintenance.....	83%	79%	75%
Were contacted by the Housing Authority before staff entered their apartment.....	88%	87%	86%

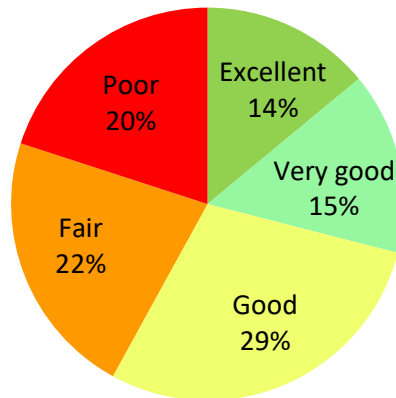
- Overall maintenance:** Respondents were asked how they would rate overall building maintenance (such as clean halls and stairways and having lights and elevators that work) and outdoor space maintenance (such as litter removal and clear walkways) in the last 12 months.

### Building maintenance:

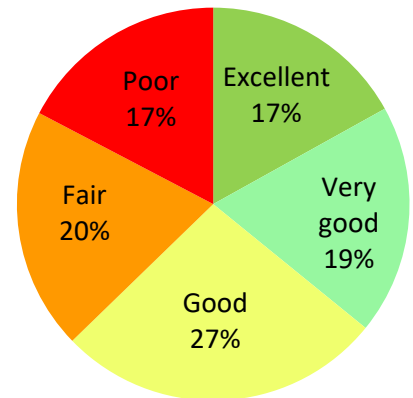
**Fitchburg Housing Authority**



**Large LHAs in Central MA**

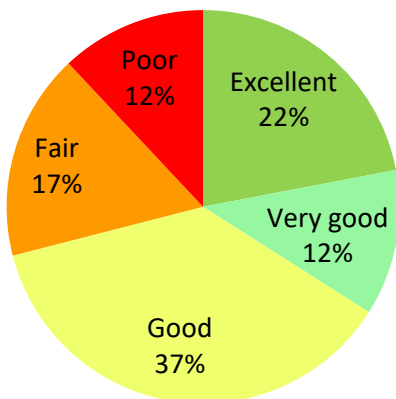


**Entire State**

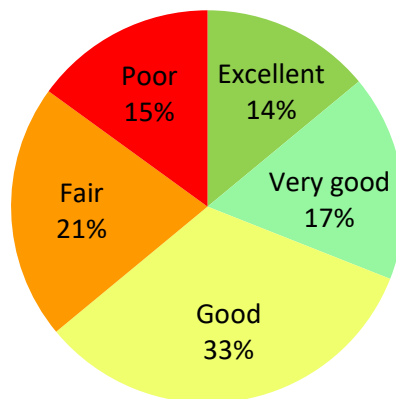


### Outdoor maintenance:

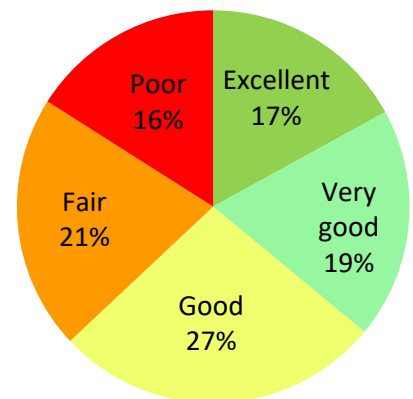
**Fitchburg Housing Authority**



**Large LHAs in Central MA**



**Entire State**



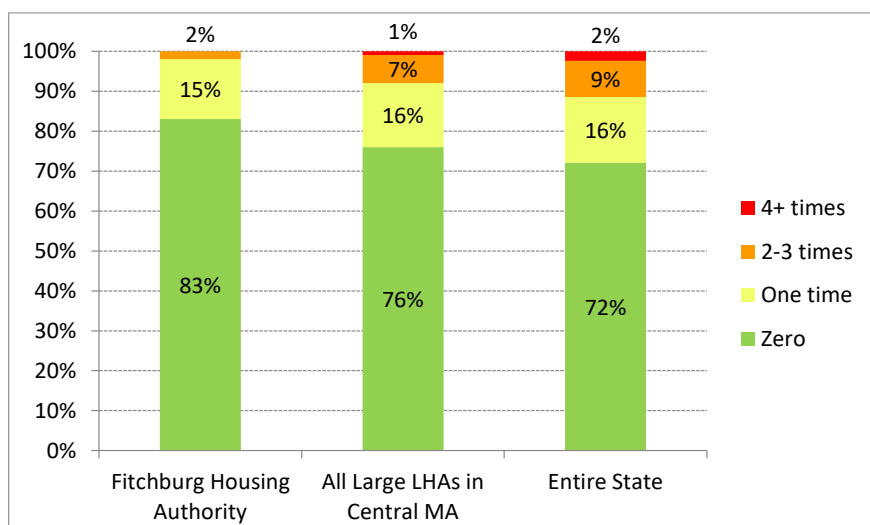
- **Heating and Water Problems:** About two-thirds of respondents had a problem with their heating and about three-quarters had a plumbing problem in the last 12 months.

	Fitchburg Housing Authority	Large LHAs in Central MA	Entire State
Had any heating problem.....	38%	52%	56%
Had any water problem.....	62%	69%	74%

## • Heating Problems

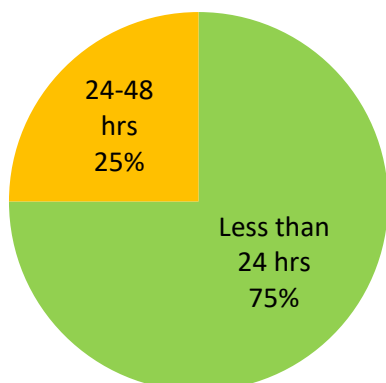
### How many times did residents completely lose heat?

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

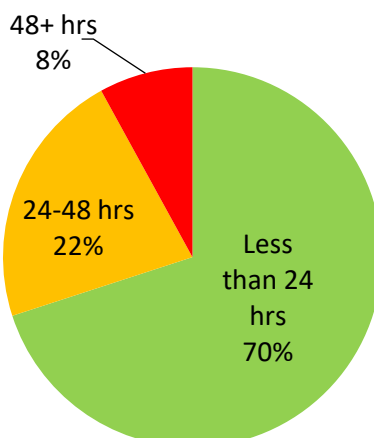


**How long did it usually take for heat to come back on?** For those respondents who reported completely losing heat, we asked how long it usually took for the heat to come back on – less than 24 hours, 24 - 48 hours, or more than 48 hours.

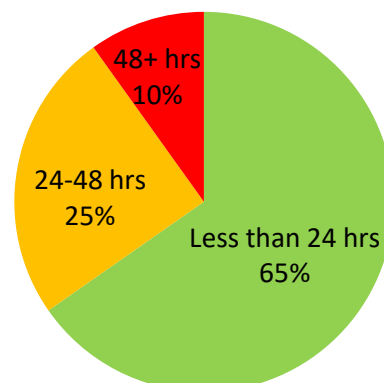
### Fitchburg Housing Authority



### Large LHAs in Central MA



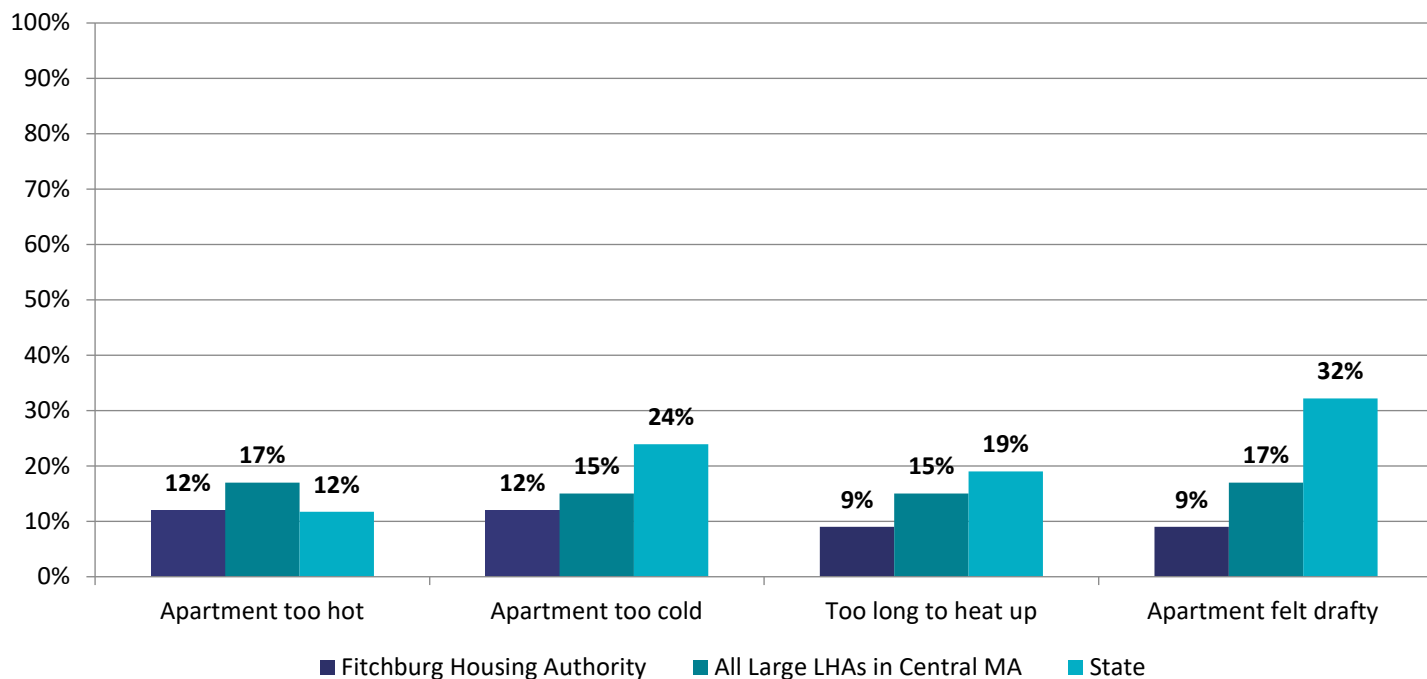
### Entire State



- **Other Heating Problems**

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

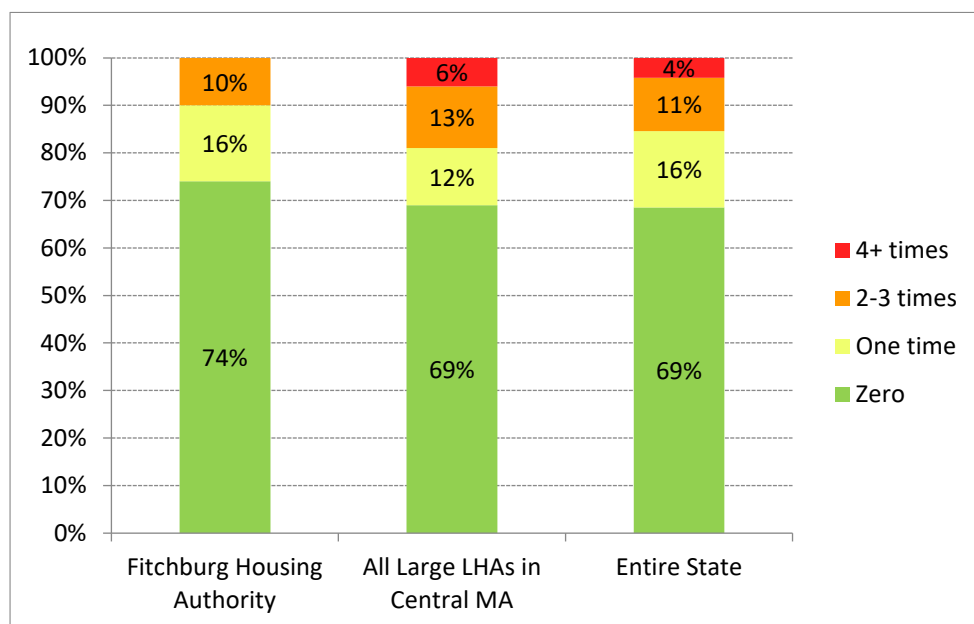
The chart below shows what percentage of residents experienced other heating problems in the last 12 months.



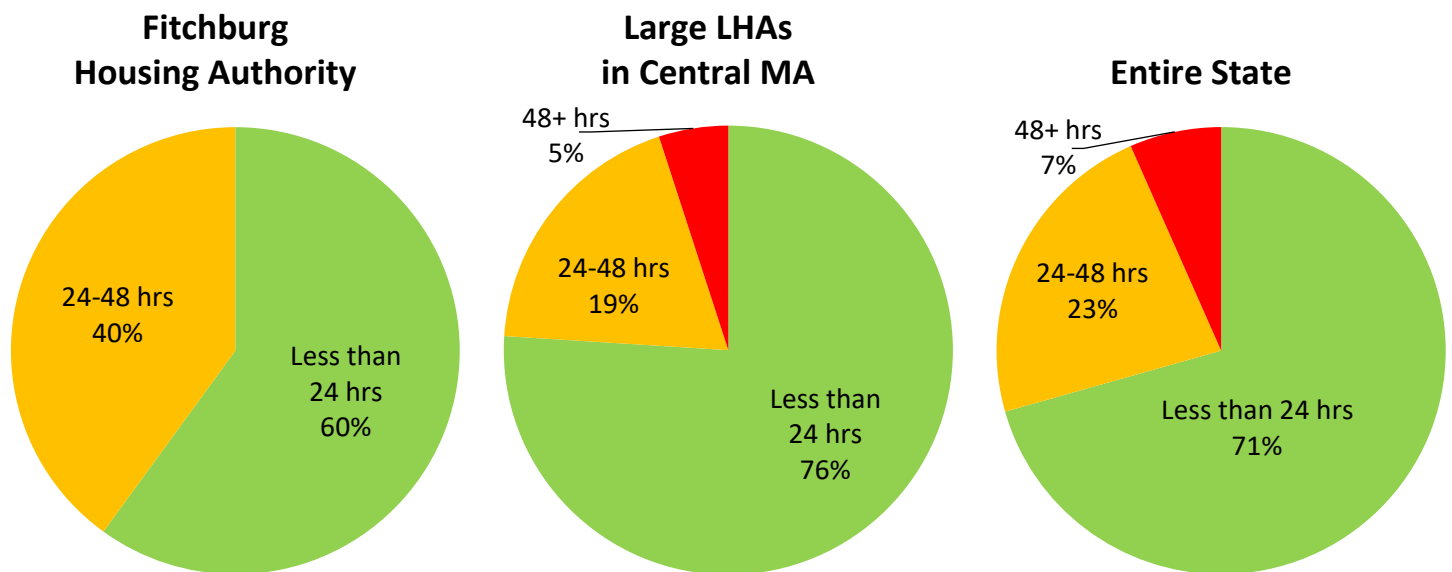
- **Water or Plumbing Problems**

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

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



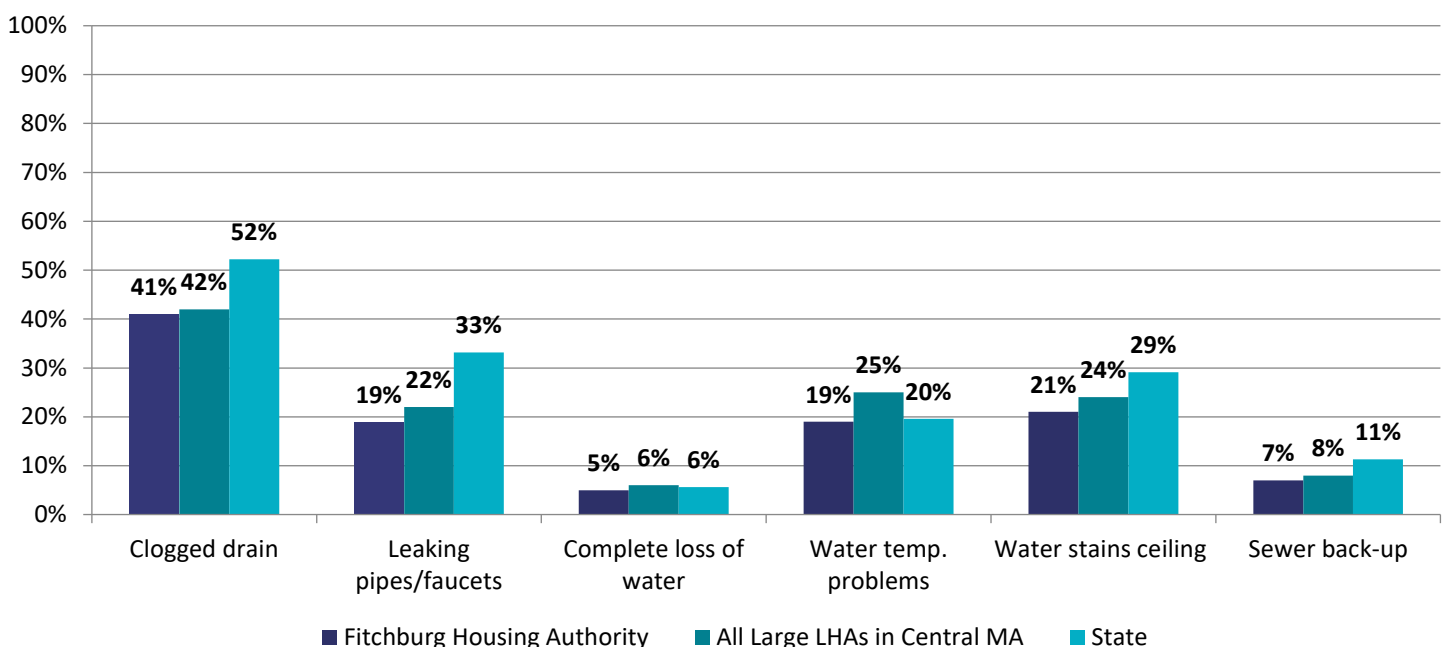
**How long did it usually take for hot water to come back on?** For those respondents who reported not having hot water in their apartment, we asked how long it usually took for hot water to come back on – less than 24 hours, 24 - 48 hours, or more than 48 hours.



## • Other Water or Plumbing Problems

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

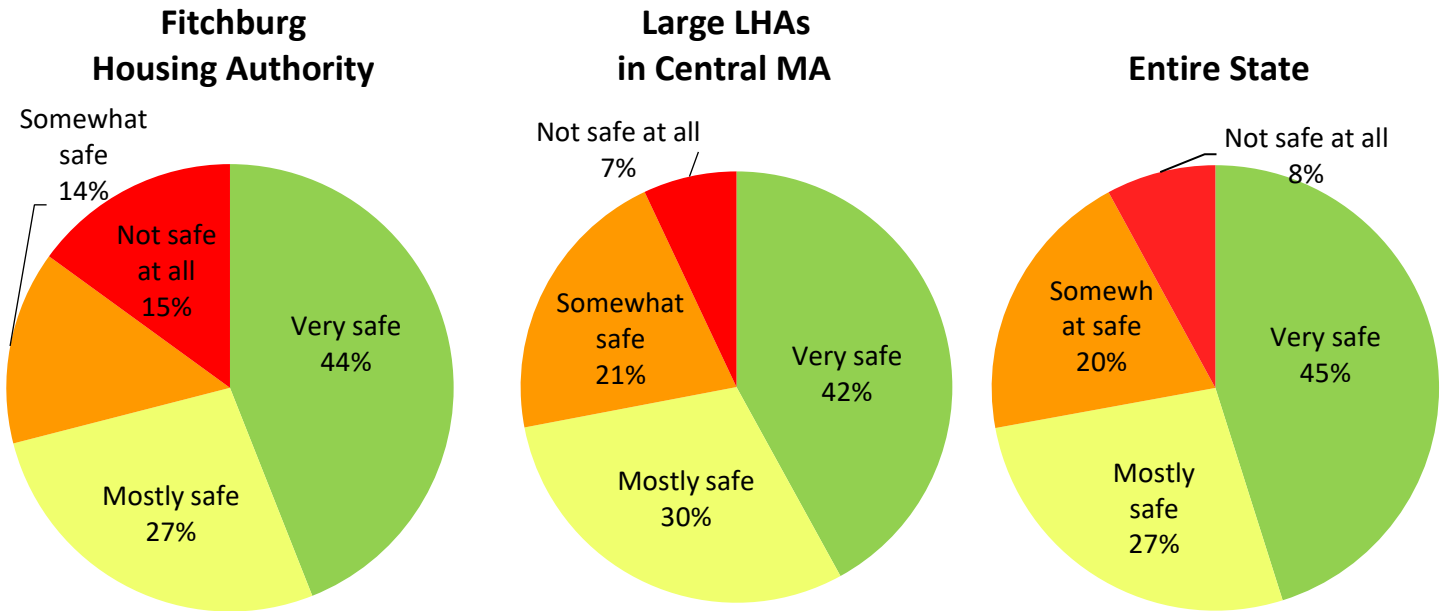
The chart below shows what percentage of residents experienced other water or plumbing problems in the last 12 months.



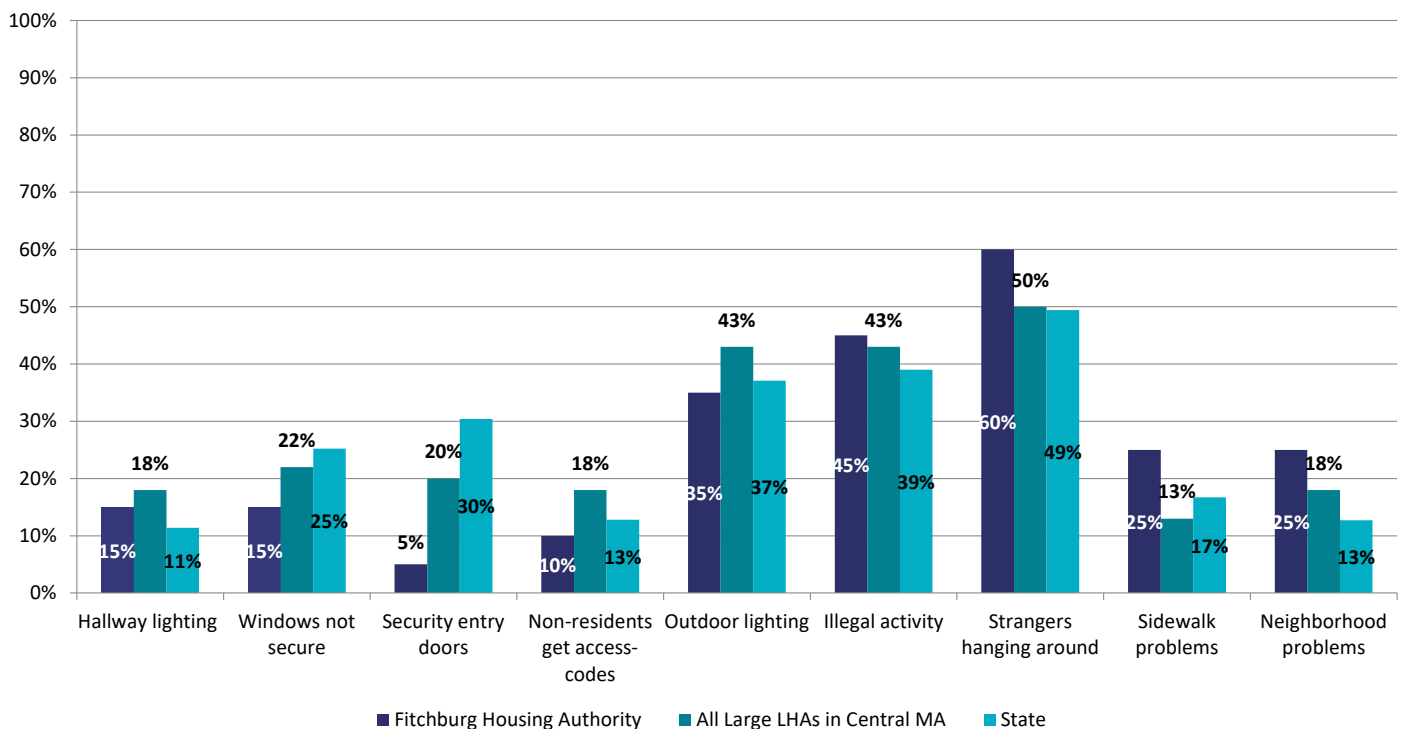


## Safety

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



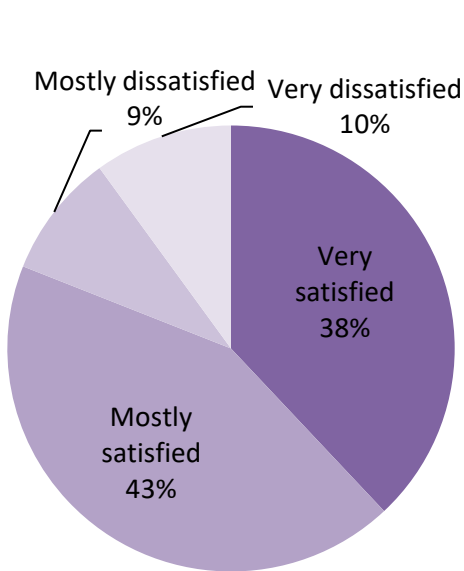
**Reasons why respondents felt unsafe in their development:** Respondents were asked why they felt unsafe in their development. This chart shows what specific concerns respondents mentioned.



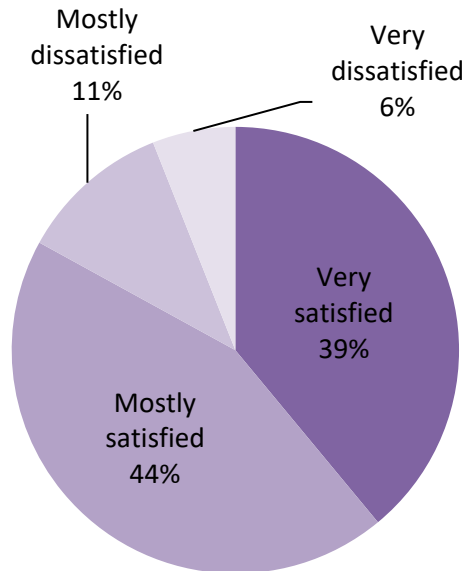
## Overall Satisfaction

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

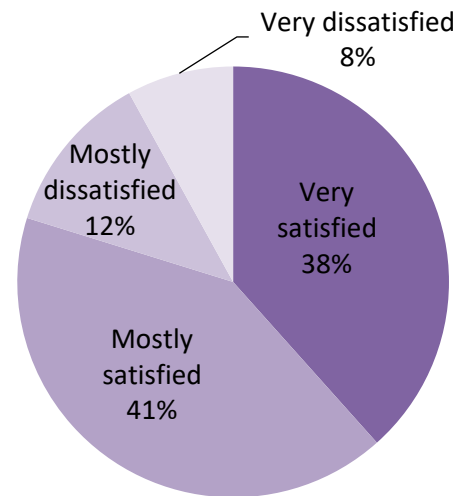
**Fitchburg  
Housing Authority**



**Large LHAs  
in Central MA**



**Entire State**



# Fitchburg

## Performance Management Review (PMR) Report

### Fiscal Year End 12/31/2022

\*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	Fitchburg Housing Authority
Fiscal Year Ending	12/31/2022
Housing Management Specialist	Evelyn Muasya
Facilities Management Specialist	Chad Howard

Criteria	Score/Rating			
	Management			
Occupancy Rate	<b>c.667</b>	<b>c.705</b>	<b>c.200</b>	<b>Cumulative</b>
	No Findings	No Findings	No Findings	No Findings
Tenant Accounts Receivable (TAR)	<b>c.667</b>	<b>c.705</b>	<b>c.200</b>	<b>Cumulative</b>
	No Findings	Corrective Action	Corrective Action	Operational Guidance
Board Member Training	No Findings			
Certifications and Reporting Submissions	No Findings			
Annual Plan	No Findings			
	Financial			
Adjusted Net Income	No Findings			
Operating Reserves	Corrective Action			
	Capital			
Capital Spending	No Findings			

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)**  
**Staff Certification & Training Rating**

**For any questions on your FMS PMR Ratings, please contact your HMS.**

LHA Name	FITCHBURG HOUSING AUTHORITY
FYE	12/31/2022
HMS Name	Evelyn Muasya
FMS Name	Chad Howard

Criteria	Rating
Staff Certification and Training	No Findings

# Fitchburg Housing Authority

## Occupancy

Rating All: No Findings

Rating 667: No Findings

Rating 705: No Findings

Rating 200: No Findings

- ☐ Enter vacancies into system at least monthly and ensure that there are no duplicates. Reach out to HMS if accidental duplicates occur.
- ☐ Use online vacancy system, see user guide if need help. All vacancies must be reported; and quarterly certifications must be completed certifying all data is in system. Request waivers when applicable.
- ☐ Follow tenant selection best practices to improve vacancy turnover (pulling lists in CHAMP as soon as vacancy occurs and previewing list to prescreen in advance of vacancies as needed).
- ☐ Include unit turnovers in capital improvement plan.
- ☐ Engage in a management agreement or contract with private firms to help with heavy unit turnover.
- ☐ Review turnovers with staff weekly or biweekly to monitor status of vacant units.
- ☐ Develop plan for updating units with long term occupancy to limit turn over time at vacancy; family units may need consistent attentions o when lease up, condition is not affecting vacancy turnover time.
- ☐ Ensure that yearly inspection findings are addressed and address tenant damage/lease violations.
- ☐ Please refer to PHN 2022-15 Vacancy Waiver Policy Update, Attachment B.
- ☐ Other:

## Tenant Accounts Receivable (TAR)

Rating All: Operational Guidance

Rating 667: No Findings

Rating 705: Corrective Action

Rating 200 : Corrective Action

- ☐ Create or update rent collection policy and procedures and submit to DHCD for review, with supporting Board vote.
- ☐ Adhere to your rent collection policy and lease, i.e. sending notices, reminder letters, 14 day notice to quit, 30 day notice etc. Send notices to tenants early and frequently.
- ☐ Increase ways to accept rent payment, i.e. check scanners, lock boxes, electronic debit, autopay, etc.
- ☐ Report to credit bureau when resident has vacated unit with past due rent balance.
- ☐ Consider using small claims court (<https://www.mass.gov/info-details/massachusetts-law-about-small-claims>)
- ☒ Create written repayment agreements, either in house or court ordered, and ensure they are adhered to.
- ☒ Evaluate vacated balances to better understand what is collectible and what is unlikely to be collected. Don't allow tenant balances to build-up before doing lease enforcement. Review aged receivables report regularly.
- ☐ Set reasonable thresholds for commencing legal action.
- ☐ Ensure proper documentation of past due balances and collection efforts with tenants.
- ☒ Other: During the year, FHA sent notices to quit to tenants with arrears but there were court related delays.

## Board Member Training

**Rating:** No Findings

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

## Certifications and Reporting Submissions

**Rating:** No Findings

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

## Annual Plan Submission

**Rating:** No Findings

- ☐ Annual Plan submitted up to 45 days late
- ☐ Annual Plan not submitted/submitted more than 45 days late
- ☐ **Other:**

## Adjusted Net Income/Revenue

Rating: No Findings

### Revenue:

- ☐ Update and adhere to rent collection policy
- ☐ Update marketing plan
- ☐ Update internal policies related to vacant unit turnover
- ☐ Review rent roll to identify outstanding rents and/or patterns of rent delinquency.
- ☐ Review operating statements to identify trends in revenue collection such as LHA-wide or development-centered rent issues.
- ☐ 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)
- ☐ Set up repayment agreements with tenants as soon as tenant becomes in arrears; do not let large balances accrue.
- ☐ Make it easier for tenants to pay rent. For example, consider online payments, lockboxes for night time drop-off or extended office hours
- ☐ Review budget reports with both fee accountant/financial staff and your board to stay on top of revenue trends.
- ☐ Ensure rent determinations are completed regularly and are in adherence with DHCD policy

### Expense:

#### *Salaries*

- ☐ Monitor expenses throughout the year; over or underspending in certain budget lines, can be fixed by reducing or increasing other lines to ensure you stay within your ANUEL.
- ☐ Consider a reorganization of staff time/roles and improve processes.
- ☐ Hire temporary workers or offer overtime to current employees to pick up the workload of staff out on leave.
- ☐ Ensure your budget is in compliance with state and federal requirements regarding allocations.

#### *Legal*

- ☐ Review and if needed revise tenant selection process, rent collection process and notice to quit process to reduce evictions/legal costs.
- ☐ Start tracking or better estimate eviction costs based on historical averages throughout the year. If legal costs for evictions are running higher than expected, reduce other budget lines to ensure you stay within your ANUEL.
- ☐ If you qualify, use DHCD's regional attorney program.

#### *Utilities*

- ☐ Use online resources such as WegoWise, MassEnergyInsight or software provided by your utility company to track and monitor utility usage. Review the usage monthly to look for unusual expenditures.
- ☐ Weatherize units to improve insulation. Reach out to maintenance director or DHCD staff for more information.
- ☐ Request a referral from your HMS to DHCD's sustainability coordinator if you are interested in saving money through the installation of low-flow toilets, showerheads, LED lights or other cost-savings, energy-efficient measures. DHCD frequently has incentive programs that pay for the procurement and installation of energy and water saving appliances and tools at your LHA.
- ☐ Ensure that you have an air conditioner policy that precludes a/c being in windows out of season/enforce policy if already in place.



### Maintenance

- ☐ Develop or update your preventive maintenance, deferred maintenance and routine maintenance plans and review monthly with maintenance staff.
- ☐ Develop or update your procurement and purchasing policies and review with staff.
- ☐ Develop a system to schedule and track preventive maintenance, reach out to your facilities management specialist for assistance.
- ☐ If contractor costs are high, see if your current maintenance team can complete the work or if it is possible to contract with a tradesman.
- ☐ Consider bulk purchasing for supplies and shop around for the best deals.
- ☐ Consider investing (through purchase or maintenance) in equipment that may reduce hours spent on maintenance (such as a snow blower to reduce time shoveling).
- ☐ **Other:** Please see Public Housing Notice 2018-08 for due dates.

## Operating Reserve

Rating: Corrective Action

- ☒ Please refer to 2019-01 Revisions to PMR Criteria for 1st Publishing Year and 2018-04 PHN 2018-04 Operating Reserve Augmentation and New Spending Thresholds and current budget guidelines.  
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:**

## Capital Spending

Rating: No Findings

- ☐ Spent 50-79% of the past three years of Formula Funding (FF)
- ☐ Spent less than 50% of the past three years of Formula Funding (FF)
- ☐ **Other:**

## Staff Training and Certification

**Rating:** No Findings

- ☐ Develop an employee training policy (including how to request training, training options)
- ☐ Assess workplace to determine office capabilities to access learning options (e.g. available workspace, hardware equipped to fully participate in webinars)
- ☐ Create a shared calendar of current and upcoming trainings to gauge employee interest.
- ☐ Diversify the LHAs learning options (i.e., online, recorded, phased, in person, etc.) ; Survey the workforce to determine which learning options are preferred
- ☐ Subscribe staff to DHCD Public Housing Constant Contact to receive updates on upcoming DHCD trainings (i.e. CHAMP, FMS, etc.)
- ☐ **Other:**

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

**For any questions on your CHAMP PMR Report, please contact your HMS.**

Housing Authority	Fitchburg Housing Authority
Fiscal Year End Date	December 31, 2022
Dates	January 1, 2022 to December 31, 2022
HMS Name	Evelyn Muasya

**Criteria 1: Paper applications available, received and entered into CHAMP**

**Criteria 1A: Paper Application Availability**

Rating: No Findings

Recommendations: 1. No recommendations.

**Criteria 1B: Paper Application Timestamps**

Rating: Corrective Action

Recommendations: 1. Prioritize the data entry of CHAMP Paper Applications to ensure that all CHAMP Paper Applications are entered into CHAMP accurately.

**Criteria 1C: Paper Application Entry**

Rating: Operational Guidance

Recommendations: 1. Prioritize CHAMP Paper Application data entry to ensure that you LHA increases the number of CHAMP Paper Applications that entered within 15 calendar days. At least 90% of CHAMP Paper Applications must be entered into CHAMP within 15 calendar days of the date/timestamp.  
2. Prioritize CHAMP Paper Application data entry to ensure that your LHA reduces the number of CHAMP Paper Applications entered more than 30 days from receipt. No more than 2% of CHAMP Paper Applications can be entered more than 30 days after date/timestamp.

**Criteria 2: All vacancies are reported and all occupied units filled with CHAMP**

**Criteria 2A: Vacancies Reported and Recorded on Time**

Rating: Operational Guidance

Recommendations: 1. Ensure that all vacancies are recorded in the DHCD Housing Apps Vacancy Reporting System within 30 days of the vacancy date.

**Criteria 2B: Vacancies Filled Using CHAMP**

Rating: Operational Guidance

Recommendations: 1. Ensure that all unit offer data is correctly entered into the DHCD Housing Apps Vacancy Reporting System (Including Application ID, List Pull ID, Applicant Priority/Preference, and Lease Start date)  
2. Prioritize entering Admin Transfers accurately into the Vacancy Reporting System. This includes selecting "Admin" as the priority for the applicant being transferred.

Report Date: May 1, 2023

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

**For any questions on your FMS PMR Ratings, please contact your FMS.**

LHA Name	FITCHBURG HOUSING AUTHORITY
FYE	12/31/2022
HMS Name	Evelyn Muasya
FMS Name	Chad Howard

Criteria 1: 100% of units inspected during FYE under review

Rating: No Findings

- Recommendations:
1. Ensure that all deficiencies found at the time of unit inspection are included in Inspection Reports including tenant violations
  2. FHA reports to DHCD that 95 Clinton St. is no longer in their portfolio.
  3. Ensure that work orders are created, tracked, and completed for all deficiencies identified during unit inspection
  4. Ensure that work orders are created, tracked, and completed for all Health and Safety deficiencies
  5. Ensure all deficiencies identified during annual inspection are reported and tracked on inspection report and affiliated work order, (even if maintenance completes repair work at time of inspection).

Criteria 2: Unit inspection Reports create, track, and report Work Orders for inspection repairs, and Work Orders are completed within 30 days or added to DM/CIP

Rating: Corrective Action

- Recommendations:
1. Ensure that all deficiencies found at the time of unit inspection are included in Inspection Reports including tenant violations
  2. FHA reports to DHCD that 95 Clinton St. is no longer in their portfolio.
  3. Ensure that work orders are created, tracked, and completed for all deficiencies identified during unit inspection
  4. Ensure that work orders are created, tracked, and completed for all Health and Safety deficiencies
  5. Ensure all deficiencies identified during annual inspection are reported and tracked on inspection report and affiliated work order, (even if maintenance completes repair work at time of inspection).

Criteria 3: Unit Inspection Reports accurately reflect necessary repairs

Rating: Operational Guidance

- Recommendations:
1. No recommendations

Criteria 4: Work Orders created for every vacancy and completed within 30 days (or waiver requested)

Rating: No Findings

Recommendations: 1. No recommendations

Criteria 5: Vacancy Turnover Work Orders accurately reflect necessary repairs

Rating: No Findings

Recommendations: 1. No recommendations

Criteria 6: LHA Preventive Maintenance Plan accurately reflects all necessary work to maximize life of LHA components

Rating: No Findings

Recommendations: 1. No recommendations

Criteria 7: All emergency work orders are created, tracked, reported and completed within 48 hours

Rating: No Findings

Recommendations: 1. No recommendations

Criteria 8: All requested work orders are created, tracked, reported and completed within 14 days or added to DM/CIP

Rating: No Findings

Recommendations: 1. No recommendations

### **Health & Safety Deficiencies**

Inspection reports were provided to the LHA at the time of the DHCD site visit. Health and safety deficiencies were identified during the PMR Inspection. These items must be completed or initiated within 48 hours. Following completion of these health and safety deficiencies, the Executive Director must login to the FMS software application and certify, by electronic signature, that all health and safety deficiencies have been completed. Please contact your assigned FMS for further assistance.