

## Overview and Certification

# Waltham Housing Authority Annual Plan for Fiscal Year 2025 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 Waltham Housing Authority's Annual Plan for their 2025 fiscal year includes the following components:

1. Overview and Certification
2. Capital Improvement Plan (CIP)
3. Maintenance and Repair Plan
4. Operating Budget
5. Narrative responses to Performance Management Review (PMR) findings
6. Policies
7. Waivers
8. Glossary
9. Other Elements
  - a. Public Comments
  - b. LTO - Prospect Terrace
  - c. LTO - Chesterbrook
  - d. LTO - Beaverbrook
  - e. LTO - Orange Street
  - f. Cover sheet for tenant satisfaction surveys
  - g. Performance Management Review

## Overview and Certification

**State-Aided Public Housing Developments**

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

<b>Dev No</b>	<b>Type</b>	<b>Development Name</b>	<b>Num Bldgs</b>	<b>Year Built</b>	<b>Dwelling Units</b>
667-02	Elderly	BEAVER BROOK APARTMENTS 667-02	15	1959	60
667-01	Elderly	CAREY COURT 667-01	2	1956	24
200-02	Family	CHESTERBROOK GARDENS 200-02	24	1951	101
200-03	Family	DANA COURT 200-03	3	1954	32
667-03	Elderly	MYRTLE 667-03	3	1962	24
667-04	Elderly	ORANGE STREET 667-04	3	1966	32
200-01	Family	PROSPECT TERRACE 200-01	23	1949	140
667-09	Elderly	SOUTH STREET 667-09	1	1988	20
667-08	Elderly	WINCHESTER - CRANE 667-08	1	1982	59
	Elderly	Elderly units in smaller developments	1		7
	Family	Family units in smaller developments	9		22
	Other	Special Occupancy units	3		12
<b>Total</b>			<b>88</b>		<b>533</b>

**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.

Waltham Housing Authority manages 35 MRVP vouchers.

LHA Central Office

Waltham Housing Authority  
 110 Pond Street, Waltham, MA, 02451-4505  
 John Gollinger, Executive Director  
 Phone: 781-894-3357  
 Email: jgoll@walhouse.org

LHA Board of Commissioners

	<u>Role</u>	<u>Category</u>	<u>From</u>	<u>To</u>
Gail David	Member	Federal Tenant Rep	05/01/2023	05/01/2026
Kelly Durkee-Erwin	Vice-Chair	State Appointee	05/26/2018	04/30/2022
Scott Hovsepian	Treasurer	Labor Appointee	04/12/2009	04/30/2022
Robert LeBlanc	Member		04/12/2013	04/30/2022
Patricia McGrath	Chair		04/12/2007	04/30/2022

Local Tenant Organizations

	<u>Date of Recognition by LHA</u>	<u>Date LHA Reviewed Draft AP with LTO</u>
LTO for 667-04 Lesley Gore	05/20/2020	05/28/2024
LTO for 200-01 Heather Richards	05/29/2020	05/28/2024
LTO for 200- 02 Isabel Smalls	05/29/2020	05/28/2024
LTO JOAN GLASHEEN 667-2	05/21/2020	05/28/2024

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.	04/24/2024
B.	Advertise the public hearing in public postings.	04/24/2024
C.	Notify all LTO's and RAB, if there is one, of the hearing and provide access to the Proposed Annual Plan.	04/24/2024
D.	Post draft AP for tenant and public viewing.	04/24/2024
E.	Hold quarterly meeting with LTO or RAB to review the draft AP. (Must occur before the LHA Board reviews the Annual Plan.)	05/28/2024
F.	Annual Plan Hearing. Hosted by the LHA Board, with a quorum of members present. (For Boston, the Administrator will host the hearing.)	06/11/2024
G.	Executive Director presents the Annual Plan to the Board.	06/11/2024
H.	Board votes to approve the AP. (For Boston Housing Authority, the Administrator approves and submits the AP.)	06/11/2024

## Certification

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

I, Mark Anthony Johnson, Assistant Executive Director of the Waltham Housing Authority, certify on behalf of the Housing Authority that I have conducted an annual review of all Waltham 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 Waltham 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, Mark Johnson, Assistant Executive Director of the Waltham 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: 06/20/2024

The Department of Housing and Community Development (DHCD) completed its review of this Annual Plan (AP) on July 25, 2024. Review comments have been inserted into the plan.

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

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

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

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

The CIP includes the following parts:

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

## Capital Improvement Plan (CIP)

## Aggregate Funding Available for Projects in the First Three Years of the CIP:

Category of Funds	Allocation	Planned Spending	Description
Balance of Formula Funding (FF)	\$2,605,535.82		Total of all FF awards minus prior FF spending
LHA Emergency Reserve	\$390,830.37		Amount to reserve for emergencies
Net FF Funds (First 3 Years of the CIP)	\$2,214,705.45	\$2,741,315.84	Funds to plan & amount actually planned in the first 3 years of the CIP
ADA Set-aside	\$38,571.89	\$38,623.95	Accessibility projects
DMH Set-aside	\$0.00	\$0.00	Dept. of Mental Health facility
DDS Set-aside	\$69,249.81	\$69,249.81	Dept. of Developmental Services facility
Unrestricted Formula Funding (FF)	\$2,106,883.75	\$2,633,442.08	Funds awarded by DHCD to be used on projects selected by the LHA and approved by DHCD.
Special DHCD Funding	\$3,409,960.86	\$3,409,960.86	Targeted awards from DHCD
Community Development Block Grant (CDBG) Funds	\$802,746.42	\$802,746.42	Federal funds awarded by a city or town for specific projects.
Community Preservation Act (CPA) Funds	\$0.00	\$0.00	Community Preservation Act funds awarded by a city or town for specific projects.
Operating Reserve(OR) Funds	\$0.00	\$0.00	Funds from the LHA's operating budget.
Other Funds	\$1,833,389.78	\$1,833,389.78	Funds other than those in the above categories. See explanation below.
Total funds and planned spending	\$8,260,802.50	\$8,787,412.89	Total of all anticipated funding available for planned projects and the total of planned spending.



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Capital Improvement Plan (CIP)

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

Cap Hub Project Number	Project Name	Development(s)	Total Cost	Amount Spent Prior to Plan	Remaining Planned for 2024	fy2025 Planned	fy2026	fy2027	fy2028	fy2029
315123	Balcony rail repair	ORANGE STREET 667-04	\$597,254	\$35,545	\$8,555	\$0	\$0	\$0	\$0	\$0
315128	Balcony support study	ORANGE STREET 667-04	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
315129	Replace Exterior Components	HAMMOND ST 167-01	\$102,980	\$98,656	\$5,325	\$0	\$0	\$0	\$0	\$0
315148	FF: 689-4 Exterior & Interior Renovations 689-4 (5 Brookway Rd)	CHESTERBROOK GARDENS 200-02	\$134,138	\$117,844	\$4,286	\$12,009	\$0	\$0	\$0	\$0
315150	Kitchen-Bathroom modernization - Phase 2 DC	DANA COURT 667-04	\$1,933,747	\$1,011,498	\$54,703	\$0	\$0	\$0	\$0	\$0
315154	Replace Bulkheads	BEAVER BROOK APARTMENTS 667-02	\$34,160	\$0	\$0	\$34,160	\$0	\$0	\$0	\$0
315156	Roof Replacement - Mult Roofs - 200-01 - CPA	PROSPECT TERRACE 200-01	\$517,500	\$14,400	\$0	\$0	\$0	\$0	\$0	\$0
315161	Roof Replacement - Mult Roofs - Membrane Roof Replacement - CPA	BEAVER BROOK APARTMENTS 667-02	\$1,968,045	\$163,987	\$0	\$0	\$0	\$0	\$0	\$0
315164	Fence Replacement	ORANGE STREET 667-04	\$4,394	\$4,394	\$0	\$0	\$0	\$0	\$0	\$0
315166	EMG - Replace Water Line	BANKS ST 667-07	\$4,200	\$0	\$554	\$3,647	\$0	\$0	\$0	\$0

Capital Improvement Plan (CIP)

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

Cap Hub Project Number	Project Name	Development(s)	Total Cost	Amount Spent Prior to Plan	Remaining Planned for 2024	fy2025 Planned	fy2026	fy2027	fy2028	fy2029
315168	Siding Repairs - Banks Street	BANKS ST 667-07	\$2,750	\$0	\$0	\$0	\$0	\$0	\$0	\$0
315170	Prospect Terrace Boiler motor replacement/Dist Pumps	PROSPECT TERRACE 200-01	\$327,634	\$305,312	\$0	\$0	\$0	\$0	\$0	\$0
315171	Trash Pad/Dumpster Enclosures - Chesterbrook	CHESTERBROOK GARDENS 200-02	\$1,422,103	\$712,145	\$6,036	\$0	\$0	\$0	\$0	\$0
315172	H&S FY20: Tree trimming/Removal at Prospect Terr. 200-01	PROSPECT TERRACE 200-01	\$21,245	\$13,690	\$0	\$7,555	\$0	\$0	\$0	\$0
315173	Asbestos Abatement - Units - CR Request	BEAVER BROOK APARTMENTS 667-02	\$50,750	\$3,380	\$0	\$47,371	\$0	\$0	\$0	\$0
315175	Security Cameras	PROSPECT TERRACE 200-01	\$40,191	\$25,836	\$0	\$12,510	\$1,845	\$0	\$0	\$0
315176	Security Cameras	CHESTERBROOK GARDENS 200-02	\$36,000	\$21,717	\$0	\$12,784	\$1,500	\$0	\$0	\$0
315177	ADA - Auto Doors	WINCHESTER - CRANE 667-08	\$30,430	\$25,621	\$0	\$4,809	\$0	\$0	\$0	\$0
315178	Replace Sprinkler Heads/Valves - Fire Suppression System	WINCHESTER - CRANE 667-08	\$29,743	\$17,948	\$1,435	\$10,361	\$0	\$0	\$0	\$0
315179	Update Fire Alarm Modules	WINCHESTER - CRANE 667-08	\$7,389	\$6,050	\$147	\$1,193	\$0	\$0	\$0	\$0

Capital Improvement Plan (CIP)

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

Cap Hub Project Number	Project Name	Development(s)	Total Cost	Amount Spent Prior to Plan	Remaining Planned for 2024	fy2025 Planned	fy2026	fy2027	fy2028	fy2029
315180	200-02 Boiler Replacement 10 & 11 Chester Lane	CHESTERBROOK GARDENS 200-02	\$46,470	\$38,771	\$0	\$7,700	\$0	\$0	\$0	\$0
315181	Sewer Main Replacement - Dana Court	DANA COURT 200-03	\$23,950	\$13,938	\$1,236	\$8,777	\$0	\$0	\$0	\$0
315182	Install New Security Cameras	SOUTH STREET 667-09	\$2,600	\$1,216	\$176	\$1,209	\$0	\$0	\$0	\$0
315183	Replace Kitchen - South Street	SOUTH STREET GROUP HOME 689-03	\$14,773	\$9,836	\$592	\$4,346	\$0	\$0	\$0	\$0
315184	Unit Inspection - Renovation -Health & Safety - 200-03	200-03, 667-01, 667-02, 667-03, 667-04, 667-08, 667-09, 705-02, 705-2A, 705-03	\$57,718	\$23,986	\$0	\$26,832	\$0	\$0	\$0	\$0
315186	Replace Boilers -ABCD - Hammond	TOWNSEND STREET 689-01	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
315187	ADA Walk In Shower - Request CR	Family Barrier Free (200-2 Bldg. # 24) 689-04	\$23,139	\$14,998	\$1,002	\$7,141	\$0	\$0	\$0	\$0
315189	Targeted ARPA funds: Fire Alarm Upgrades - 667-4 Orange Street and 667-3 Myrtle Street	ORANGE STREET 667-04	\$510,527	\$0	\$15,862	\$0	\$0	\$0	\$0	\$0
315190	Fire Alarm EMG Repairs	ORANGE STREET 667-04	\$27,833	\$18,279	\$940	\$6,787	\$0	\$0	\$0	\$0

Capital Improvement Plan (CIP)

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

Cap Hub Project Number	Project Name	Development(s)	Total Cost	Amount Spent Prior to Plan	Remaining Planned for 2024	fy2025 Planned	fy2026	fy2027	fy2028	fy2029
315192	Repair/Replace Broken Sprinkler and Sewer Pipe	CHESTERBROOK GARDENS 200-02	\$37,813	\$22,606	\$0	\$15,208	\$0	\$0	\$0	\$0
315193	ADA Unit Upgrades -City Funds-HILAPP	BEAVER BROOK APARTMENTS 667-02	\$2,434,560	\$35,574	\$0	\$0	\$1,598,986	\$0	\$0	\$0
315195	Repair/Replace Sprinkler Pipe & Electrical Panel - Unit	BANKS ST 667-07	\$31,878	\$13,545	\$0	\$18,334	\$0	\$0	\$0	\$0
315196	SHMCAP Solar PV & Storage	ORANGE STREET 667-04	\$10,000	\$0	\$765	\$3,018	\$0	\$0	\$0	\$0
315197	ARPA Targeted Federal Pacific Panels	ORANGE STREET 667-04	\$377,260	\$0	\$37,447	\$311,946	\$14,478	\$0	\$0	\$0
315199	Community Room Floor/Carpet Replacement - 22 Brookway Road	CHESTERBROOK GARDENS 200-02	\$22,016	\$12,795	\$1,165	\$8,057	\$0	\$0	\$0	\$0
315200	Repair/Replace - Sewer Pipe Emergency- 22 Brookway Road	CHESTERBROOK GARDENS 200-02	\$53,302	\$13,852	\$866	\$7,618	\$0	\$0	\$0	\$0
315201	Water Main Replacement - Hammond St - Emergency	HAMMOND ST 689-02	\$23,308	\$13,825	\$1,185	\$8,299	\$0	\$0	\$0	\$0
315203	Kitchen-Bath Modernization, Phase 2 Year 18 & 19	Carey Court 667-1 and Hammond Street 689-2	\$768,308	\$0	\$0	\$738,338	\$29,971	\$0	\$0	\$0

Capital Improvement Plan (CIP)

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

Cap Hub Project Number	Project Name	Development(s)	Total Cost	Amount Spent Prior to Plan	Remaining Planned for 2024	fy2025 Planned	fy2026	fy2027	fy2028	fy2029
315205	Security Cameras (Prospect) Phase 2	PROSPECT TERRACE 200-01	\$14,369	\$0	\$3,281	\$11,089	\$0	\$0	\$0	\$0
315206	Security Cameras (Chesterbrook) Phase 2	CHESTERBROOK GARDENS 200-02	\$14,369	\$0	\$0	\$0	\$0	\$0	\$0	\$0
315207	Boiler Replacement - Dana Court	DANA COURT 200-03	\$42,350	\$0	\$0	\$42,350	\$0	\$0	\$0	\$0
315208	Security Cameras (Dana Court)	DANA COURT 200-03	\$26,469	\$0	\$0	\$20,369	\$0	\$0	\$0	\$0
315209	New Laundry Room (Carey Court)	CAREY COURT 667-01	\$285,863	\$0	\$0	\$0	\$0	\$0	\$0	\$0
315210	Security Cameras (Beaver Brook Apts)	BEAVER BROOK APARTMENTS 667-02	\$22,688	\$0	\$5,181	\$17,508	\$0	\$0	\$0	\$0
315211	Security Cameras (New Grove)	NEW GROVE STREET 705-03	\$12,856	\$0	\$2,936	\$9,921	\$0	\$0	\$0	\$0
315212	Boiler & DHW Pipe Replacement - Pipe Insulation - Dana Court - EMG	DANA COURT 200-03	\$156,224	\$0	\$11,586	\$134,138	\$0	\$0	\$0	\$0
315213	DER Feasibility Study	PROSPECT TERRACE 200-01	\$12,453	\$0	\$0	\$405	\$373	\$0	\$0	\$0
315214	Sewer Line Project - Chesterbrook	CHESTERBROOK GARDENS 200-02	\$162,423	\$0	\$0	\$129,151	\$33,273	\$0	\$0	\$0

Capital Improvement Plan (CIP)

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

Cap Hub Project Number	Project Name	Development(s)	Total Cost	Amount Spent Prior to Plan	Remaining Planned for 2024	fy2025 Planned	fy2026	fy2027	fy2028	fy2029
315215	Main Sewer Line - Replacement	CHESTERBROOK GARDENS 200-02	\$12,100	\$0	\$2,763	\$9,338	\$0	\$0	\$0	\$0
315216	Road and walkway patch & repair - 200-02	CHESTERBROOK GARDENS 200-02	\$92,263	\$0	\$0	\$92,263	\$0	\$0	\$0	\$0
315217	Kitchen-Bathroom modernization	BEAVER BROOK APARTMENTS 667-02	\$757,449	\$0	\$15,605	\$711,844	\$30,000	\$0	\$0	\$0
315218	ADA Ramps - 75 & 85 Myrtle Street	MYRTLE 667-03	\$33,275	\$0	\$0	\$28,275	\$0	\$0	\$0	\$0
315219	Replace Windows - Winchester - Crane	WINCHESTER - CRANE 667-08	\$1,506,942	\$0	\$0	\$0	\$0	\$0	\$0	\$0
315222	Hot Water Storage Tank Replacement - Prospect (Dermody & Hanson)	PROSPECT TERRACE 200-01	\$53,830	\$0	\$0	\$14,610	\$0	\$0	\$0	\$0
315223	Bathroom Upgrade HP - Roll In Shower - Phase 1	CHESTERBROOK GARDENS 200-02	\$28,468	\$0	\$0	\$8,861	\$0	\$0	\$0	\$0
315224	200-02 Boiler Replacement 18 & 86 Chester Lane	CHESTERBROOK GARDENS 200-02	\$45,375	\$0	\$0	\$45,375	\$0	\$0	\$0	\$0
315225	Replace Sprinkler Heads - South Street	SOUTH STREET 667-09	\$13,613	\$0	\$800	\$5,476	\$0	\$0	\$0	\$0

Capital Improvement Plan (CIP)

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

Cap Hub Project Number	Project Name	Development(s)	Total Cost	Amount Spent Prior to Plan	Remaining Planned for 2024	fy2025 Planned	fy2026	fy2027	fy2028	fy2029
315226	Vacancy Unit Turnover-Multiple Units-Prospect	PROSPECT TERRACE 200-01	\$73,356	\$0	\$0	\$73,356	\$0	\$0	\$0	\$0
315227	Underground Pex Piping Replacement - Prospect	PROSPECT TERRACE 200-01	\$189,970	\$0	\$0	\$142,998	\$46,973	\$0	\$0	\$0
315228	Vacancy Unit Turnover-Multiple Units-Chesterbrook	CHESTERBROOK GARDENS 200-02	\$74,869	\$0	\$0	\$74,869	\$0	\$0	\$0	\$0
315229	Vacancy Unit Turnover-Multiple Units - Beaverbrook	BEAVER BROOK APARTMENTS 667-02	\$26,469	\$0	\$0	\$26,469	\$0	\$0	\$0	\$0
315230	Vacancy Unit Turnover-Multiple Units - Winchester-Crane	WINCHESTER - CRANE 667-08	\$88,028	\$0	\$0	\$88,028	\$0	\$0	\$0	\$0
315231	Vacancy Unit Turnover-Multiple Units - New Grove St.	NEW GROVE STREET 705-03	\$37,056	\$0	\$0	\$37,056	\$0	\$0	\$0	\$0
•	Fence Replacement	PROSPECT TERRACE 200-01	\$99,825	\$0	\$0	\$0	\$99,825	\$0	\$0	\$0
•	Kitchen-Bathroom Modernization - Phase 1 DC	DANA COURT 200-03	\$1,429,313	\$0	\$0	\$0	\$0	\$37,102	\$111,000	\$861,865



**Capital Improvement Plan (CIP)**

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

Cap Hub Project Number	Project Name	Development(s)	Total Cost	Amount Spent Prior to Plan	Remaining Planned for 2024	fy2025 Planned	fy2026	fy2027	fy2028	fy2029
•	Kitchen-Bathroom Modernization - BBA - Phase 2	BEAVER BROOK APARTMENTS 667-02	\$525,140	\$0	\$0	\$24,157	\$177,054	\$323,930	\$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	Sustainability	Special Awards	CDBG	CPA	Operating Reserve	Other Funds
315123	Balcony rail repair	Insulation - roof	\$0	\$33,500	\$7,875	\$0	\$0	\$0	\$0	\$553,155
315129	Replace Exterior Components	Rebate for FF: Replace Exterior Components	\$0	\$0	\$0	\$905	\$0	\$0	\$0	\$0
315148	FF: 689-4 Exterior & Interior Renovations 689-4 (5 Brookway Rd)	E-Bidding/E-Hosting rebate for #315148	\$0	\$0	\$0	\$862	\$0	\$0	\$0	\$0
315150	Kitchen-Bathroom modernization - Phase 2 DC		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$867,546
315156	Roof Replacement - Mult Roofs - 200-01 - CPA		\$0	\$0	\$0	\$0	\$0	\$517,500	\$0	\$0
315161	Roof Replacement - Mult Roofs - Membrane Roof Replacement - CPA	asbestos removal	\$0	\$25,000	\$0	\$0	\$0	\$1,627,850	\$0	\$0
315168	Siding Repairs - Banks Street		\$0	\$0	\$0	\$0	\$2,750	\$0	\$0	\$0
315170	Prospect Terrace Boiler motor replacement/Dist Pumps	replace boiler motor and distribution pumps	\$278,554	\$0	\$0	\$0	\$0	\$0	\$0	\$0
315171	Trash Pad/Dumpster Enclosures - Chesterbrook		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$648,777

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
315172	H&S FY20: Tree trimming/Removal at Prospect Terr. 200-01	tree trimming	\$0	\$0	\$0	\$21,245	\$0	\$0	\$0	\$0
315173	Asbestos Abatement - Units - CR Request	asbestos removal of ceiling tiles	\$0	\$47,250	\$0	\$0	\$0	\$0	\$0	\$0
315177	ADA - Auto Doors	automatic door openers	\$0	\$15,867	\$0	\$0	\$0	\$0	\$0	\$0
315180	200-02 Boiler Replacement 10 & 11 Chester Lane		\$46,470	\$0	\$0	\$0	\$0	\$0	\$0	\$0
315181	Sewer Main Replacement - Dana Court		\$23,950	\$0	\$0	\$0	\$0	\$0	\$0	\$0
315184	Unit Inspection - Renovation -Health & Safety - 200-03	unit asbestos removal required by Mass. DEP	\$0	\$57,718	\$0	\$0	\$0	\$0	\$0	\$0
315186	Replace Boilers -ABCD - Hammond		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000
315187	ADA Walk In Shower - Request CR	Roll-in shower installation	\$0	\$23,139	\$0	\$0	\$0	\$0	\$0	\$0

Capital Improvement Plan (CIP)

FUNDS IN ADDITION TO ANNUAL FORMULA FUNDING AWARD

Cap Hub Project Number	Project Name	DHCD Special Award Comment	Special DHCD Awards				Other Funding			
			Emergency Reserve	Compliance Reserve	Sustain-ability	Special Awards	CDBG	CPA	Operating Reserve	Other Funds
315189	Targeted ARPA funds: Fire Alarm Upgrades - 667-4 Orange Street and 667-3 Myrtle Street	ARPA Targeted	\$0	\$0	\$0	\$510,527	\$0	\$0	\$0	\$0
315193	ADA Unit Upgrades -City Funds-HILAPP	ADA unit upgrades	\$0	\$0	\$0	\$800,000	\$800,000	\$0	\$0	\$0
315196	SHMCAP Solar PV & Storage	SHMCAP Solar Battery Storage	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0
315197	ARPA Targeted Federal Pacific Panels	ARPA Targeted	\$0	\$0	\$0	\$377,260	\$0	\$0	\$0	\$0
315203	Kitchen-Bath Modernization, Phase 2 Year 18 & 19	ARPA FF	\$0	\$0	\$0	\$669,861	\$0	\$0	\$0	\$0
315209	New Laundry Room (Carey Court)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$285,863
315212	Boiler & DHW Pipe Replacement - Pipe Insulation - Dana Court - EMG	DHW piping sections replacement	\$156,224	\$0	\$0	\$0	\$0	\$0	\$0	\$0
315213	DER Feasibility Study	DER Feasibility Study	\$0	\$0	\$1,865	\$0	\$0	\$0	\$0	\$10,588
315214	Sewer Line Project - Chesterbrook	sewer line pipe replacement	\$162,423	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Capital Improvement Plan (CIP)

FUNDS IN ADDITION TO ANNUAL FORMULA FUNDING AWARD

Cap Hub Project Number	Project Name	DHCD Special Award Comment	Special DHCD Awards				Other Funding			
			Emergency Reserve	Compliance Reserve	Sustainability	Special Awards	CDBG	CPA	Operating Reserve	Other Funds
315218	ADA Ramps - 75 & 85 Myrtle Street	ADA ramps at myrtle street	\$0	\$28,275	\$0	\$0	\$0	\$0	\$0	\$5,000
315219	Replace Windows - Winchester - Crane		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,506,942
315222	Hot Water Storage Tank Replacement - Prospect (Dermody & Hanson)	HW storage tank replacement	\$40,838	\$0	\$0	\$0	\$0	\$0	\$0	\$0
315223	Bathroom Upgrade HP - Roll In Shower - Phase 1	bath upgrade walk in shower	\$0	\$28,468	\$0	\$0	\$0	\$0	\$0	\$0
315226	Vacancy Unit Turnover-Multiple Units-Prospect	vu rehab prospect 200-1	\$0	\$0	\$0	\$73,356	\$0	\$0	\$0	\$0
315227	Underground Pex Piping Replacement - Prospect	underground pex piping replacement	\$189,970	\$0	\$0	\$0	\$0	\$0	\$0	\$0
315228	Vacancy Unit Turnover-Multiple Units-Chesterbrook	vu rehab	\$0	\$0	\$0	\$74,869	\$0	\$0	\$0	\$0
315229	Vacancy Unit Turnover-Multiple Units - Beaverbrook	6677-2 vu	\$0	\$0	\$0	\$26,469	\$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	Sustainability	Special Awards	CDBG	CPA	Operating Reserve	Other Funds
315230	Vacancy Unit Turnover-Multiple Units - Winchester-Crane	vu 667-8	\$0	\$0	\$0	\$88,028	\$0	\$0	\$0	\$0
315231	Vacancy Unit Turnover-Multiple Units - New Grove St.	vu 705-3	\$0	\$0	\$0	\$37,056	\$0	\$0	\$0	\$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.

Waltham 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 the 1st year due to Active numerous 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.

Waltham Housing Authority has not requested additional funding.

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

The continuing goals for the Waltham Housing Authority are to reduce our carbon footprint, reduce energy costs, maximize the Tax credit opportunities through replacement of boilers with energy efficient heat pumps and A/C units whenever possible. The WHA continues to turn units over at historic levels in an effort to reduce vacancies, shorten vacancy turnaround times and provide safe, decent, sanitary and affordable housing. The housing authority has also engaged in utilizing forced accounts in addressing unit turnovers

### **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:

In prior years we have planned to do many projects that utilizes the maximum of our formula funds. Thus, this year due to very careful planning we have not added any additional projects. We will address further deficiencies as additional funding becomes available.

**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 02/13/2024.

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

Our CPS facility data has been updated with current condition information, including changes resulting from projects completed in the past year, as of 06/03/2023.

**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 exhausted our funding resources at this time. We intend to address other deficiencies as additional funding becomes available.

**10. Accessibility**

We have identified the following accessibility deficiencies in our portfolio:

We are currently addressing these

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

We do have several ADA projects going on at our 667-08, 689-04, 667-02

**11. Special needs development**

Waltham 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 04/05/2023.



**12. Energy and water consumption**

Our 12 most recent monthly energy reports are for months 3/2023 to 2/2024.

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
	667-04	200-02		667-01
				200-03
				200-01
				705-03
				667-08
				200-02
				705-02
				667-02

We have installed LED lighting in order to cut down on electrical usage, as well as Low Flow Toilets and Shower Head Aerators. The rates in Waltham have gone up as well.

**13. Energy or water saving initiatives**

Waltham 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.)

7% c. 667 (DHCD Goal 2%)

3% c. 200 (DHCD Goal 2%)

0% c. 705 (DHCD Goal 2%)

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

We have several projects that will help to reduce the rates. We have been having better success filling units as of lately . It appears we have a higher rate at our 667 Elderly as tenants do pass on. We continuously try to turnover units as quickly as possible and do our best to fill them as quickly as possible using the CHAMP System.

# CIP Approval For Waltham Housing Authority for FY 2025

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

7/25/2024

Congratulations! The CIP-2025 submitted by Waltham Housing Authority is approved, subject to the following conditions:

- Design all projects to resilient standards as needed.

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

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

CPS Number	FISH #	Project Name	TDC Amount *	Other Funding	DHCD Staff Arch/ Eng	WO/RFS Date
315-667-02-0-22-563	315232	Kitchen-Bathroom Modernization - BBA - Phase 2	\$525,140.00	\$0.00	DCANN	08/27/2024

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.

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

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

This document was created on 7/25/2024 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 Waltham Housing Authority

PHA-Web

**Emergency Request System**

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

<b>METHOD</b>	<b>CONTACT INFO.</b>	<b>TIMES</b>
Call Answering Service	781-899-6363	24-7
Call LHA at Phone Number	781-899-6363	8:00am - 4:30pm Mon, Tues, Wedne
Other	781-844-1202	24-7

The WHA contracts with Able Answering Service. Able provides 24 hour telephone coverage and is in direct contact with the on call maintenance mechanic for all Emergency calls.

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 Waltham Housing Authority main office.

<b>QUALIFYING EMERGENCY WORK REQUESTS</b>
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:

<b>METHOD</b>	<b>CONTACT INFO.</b>	<b>TIMES</b>
Text Phone Number		
Call Answering Service	781-899-6363	24-7
Call Housing Authority Office	781-899-6363	24-7
Submit Online at Website	<a href="http://walhouse.org/Work_">http://walhouse.org/Work_</a>	24-7
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"/>

D. Additional comments by the LHA regarding work order management:

Work orders are review daily by the Maintenance Director, Maintenance foreman and Assistant Executive Director.

**Maintenance Plan Narrative**

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

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

Our Maintenance department had been selected by EOHLC as a standard for other Housing authorities to strive towards in work order completion, preventative maintenance, and working with the Capital Department to update properties. We strive to be as proactive as possible. WHA has upgraded the use of technology such as paperless work orders and real-time feedback on work completion using PHA Web software. We have geared our efforts toward quality control by performing with a minimum call backs to make sure residents are satisfied with the work performed by the WHA Staff. The Maintenance Department has been recognized by the Waltham Fire Department as going above and beyond our responsibilities to resolve issues.

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



Our Maintenance department has purchased two new trucks and a used one over the past year and we have filled a few open positions within this department. WHA has upgraded the use of technology to include such items as paperless work orders giving us real-time feedback on work completion using PHA Web software. We also have migrated our vacancy turnover process into One Drive for the Program Managers to have real-time status on Maintenance Vacancies and to track progress on turnover over. The Maintenance Department also tracking is tracking actual vacancy costs and waiver status. This further will reduce vacancy fees by real-time tracking and extending waivers if necessary.

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

- 1.) Technology upgrades at all properties including Wi-Fi coverage to monitor smart Thermostats remotely installed by Paradigm/Lean Energy.
- 2.) Further expansion of CCTV system throughout the portfolio
- 3.) Tracking work orders labor usage by having Maintenance Personnel track time in and time out of each work order through PHA Web software
- 4.) Automation of timecards

D. Maintenance Budget Summary

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

	Total Regular Maintenance Budget	Extraordinary Maintenance Budget
Last Fiscal Year Budget	\$0.00	\$0.00
Last Fiscal Year Actual Spending	\$0.00	\$0.00
Current Fiscal Year Budget	\$0.00	\$0.00

E. Unit Turnover Summary

# Turnovers Last Fiscal Year	44
Average time from date vacated to make Unit "Maintenance Ready"	3 days
Average time from date vacated to lease up of unit	4 days

### **Attachments**

These items have been prepared by the Waltham 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.

## Waltham Housing Authority Recurring Work Orders Report

Filter Criteria Includes: 1) Program: State 200, State 667, State 705, State 689-1 +4, 2) Project: 200-1 Prospect Terrace, 200-2 Chesterbrook Gardens, 200-3 Dana Court (Lowell, Gardner St.) +15, 3) Priority: All Priorities

Description	Priority	Start Date	End Date	Last Processed	Type	Frequency
<i>Program: State 200 Project: 200-1 Prospect Terrace</i>						
Annual Fire Alarm Testing 2/13/2023 9:51:03 AM	Preventive	02/06/2023	-	02/06/2024	Monthly	Every 12th month on the 6th day
Anode Replace if needed 1/10/2020 6:06:02 AM	Preventive	01/10/2020	-	10/05/2023	Monthly	Every 12th month on the 5th day
Anode; Check/Replace if n 1/10/2020 6:11:33 AM	Preventive	01/10/2020	-	10/05/2023	Monthly	Every 12th month on the 5th day
Anode; Check/Replace if n 1/10/2020 6:17:20 AM	Preventive	01/10/2020	-	10/05/2023	Monthly	Every 12th month on the 5th day
Anode; Check/Replace if n 1/10/2020 6:22:56 AM	Preventive	01/10/2020	-	10/05/2023	Monthly	Every 12th month on the 5th day
clean all storm Drains 20 6/25/2019 8:23:52 AM	Preventive	06/25/2019	-	09/15/2023	Monthly	Every 36th month on the 15th day
cut North side properties 6/14/2019 1:59:58 PM	Routine	04/01/2019	11/01/2019	11/01/2019	Weekly	Days: F
Infra-red scan of all com 12/7/2019 9:36:35 AM	Preventive	12/07/2019	-	10/14/2023	Monthly	Every 12th month on the 14th day
PHT heat flush in crawl spaces	Preventive	07/01/2022	-	07/01/2023	Monthly	Every 12th month on the 1st day
Replace all fire stops ev 4/6/2023 9:47:41 AM	Preventive	04/06/2023	-	04/06/2024	Monthly	Every 60th month on the 6th day
Strainer Cleaning before zone valves	Preventive	07/01/2022	-	07/01/2023	Monthly	Every 12th month on the 1st day
Trash walk all of Prospec 6/14/2019 1:18:06 PM	Routine	06/14/2019	-	04/05/2024	Weekly	Days: F
<i>Program: State 200 Project: 200-2 Chesterbrook Gardens</i>						
Annual Fire Alarm Testing 2/13/2023 9:39:11 AM	Preventive	02/02/2023	-	02/02/2024	Monthly	Every 12th month on the 2nd day
Infra-red scan of all com 12/7/2019 9:38:14 AM	Preventive	12/07/2019	-	10/15/2023	Monthly	Every 12th month on the 15th day
Service AC units at the C 9/7/2023 9:41:54 AM	Routine	09/30/2023	-	09/30/2023	Monthly	Last day of every 12th month
<i>Program: State 200 Project: 200-3 Dana Court (Lowell, Gardner St.)</i>						
Annual Fire Alarm Testing 2/13/2023 9:37:24 AM	Preventive	01/31/2023	-	01/31/2024	Monthly	Last day of every 12th month
Infra-red scan of all com 12/7/2019 9:40:06 AM	Preventive	12/07/2019	-	10/16/2023	Monthly	Every 12th month on the 16th day
Replace all fire stops ev 5/2/2023 2:06:37 PM	Preventive	04/06/2023	-	04/06/2024	Monthly	Every 60th month on the 6th day
<i>Program: State 667 Project: 667-1 Carey Court- 269-279 School St.</i>						
Infra-red scan of all com 12/7/2019 9:41:37 AM	Preventive	12/07/2019	-	10/17/2023	Monthly	Every 12th month on the 17th day
<i>Program: State 667 Project: 667-2 Beaver Brook Apts (old grove) 298-324</i>						
Assist Ann Callahan with 12/12/2023 7:15:58 AM	Routine	12/12/2023	-	-	Weekly	Days: M, T, W, Th, F
Clean Dumpster areas at 4 6/14/2019 12:41:40 PM	Routine	06/14/2019	10/23/2023	10/17/2023	Weekly	Days: T
cut, weed whack and clean 6/14/2019 2:07:27 PM	Routine	04/01/2019	11/01/2019	11/01/2019	Weekly	Days: F
Food Pantry with Ann Call 1/10/2023 6:23:49 AM	Routine	01/10/2023	-	-	Weekly	Days: M, T, W, Th, F
Food Pantry with Ann Call 8/10/2021 7:03:21 AM	Routine	08/10/2021	-	-	Weekly	Days: M, T, W, Th, F
Infra-red scan of all com 12/7/2019 9:44:43 AM	Preventive	12/07/2019	-	10/15/2023	Monthly	Every 12th month on the 15th day
Old Grove Weekly Cleaning	Routine	06/14/2019	-	04/05/2024	Weekly	Days: F
SOUTH SIDE WEEKLY	Routine	05/11/2020	06/28/2021	06/28/2021	Weekly	Days: M

## Waltham Housing Authority Recurring Work Orders Report

Filter Criteria Includes: 1) Program: State 200, State 667, State 705, State 689-1 +4, 2) Project: 200-1 Prospect Terrace, 200-2 Chesterbrook Gardens, 200-3 Dana Court (Lowell, Gardner St.) +15, 3) Priority: All Priorities

Description	Priority	Start Date	End Date	Last Processed	Type	Frequency
<i>Program: State 667 Project: 667-3 Myrtle Street (75-85)</i>						
Infra-red scan of all com 12/7/2019 9:46:04 AM	Preventive	12/07/2019	-	10/15/2023	Monthly	Every 12th month on the 15th day
Sweep & mop all common areas	Routine	02/11/2020	-	03/11/2024	Monthly	Every month on the 11st day
<i>Program: State 667 Project: 667-4 Whalen Apts- (82-86 Orange St.)</i>						
Clean & Stock Community R 7/21/2023 6:44:42 AM	Routine	07/21/2023	-	04/05/2024	Weekly	Days: F
Infra-red scan of all com 12/7/2019 9:54:32 AM	Preventive	12/07/2019	-	10/15/2023	Monthly	Every 12th month on the 15th day
Knock on door to check to 12/13/2021 9:07:32 AM	Urgent	12/13/2021	12/17/2021	12/17/2021	Weekly	Days: M, W, F
<i>Program: State 667 Project: 667-8: Winchester Crane (101 Prospect St.)</i>						
Ask for Task force volunteers for Oct. 15	Routine	09/30/2021	-	09/30/2023	Monthly	Last day of every 12th month
Cancel Urgent Task force April 15th each year	Routine	04/15/2021	-	04/15/2023	Monthly	Every 12th month on the 15th day
Check all Maint. Guys drivers licenses	Routine	01/03/2022	-	01/02/2024	Monthly	Every 12th month on the 2nd day
Distribute Maint. Vacation Forms for Summer	Routine	03/01/2022	-	03/01/2024	Monthly	Every 12th month on the 1st day
Empty solar garbage and r 6/14/2019 1:13:01 PM	Routine	06/14/2019	07/14/2023	07/15/2023	Monthly	Every month on the 15th day
Flush and jet all drain l 6/25/2019 8:29:21 AM	Preventive	06/25/2019	-	09/01/2023	Monthly	Every 12th month on the 1st day
Flush hot water heaters	Routine	07/06/2020	01/09/2024	01/06/2024	Monthly	Every 12th month on the 6th day
Infra-red scan of all com 12/7/2019 9:57:57 AM	Preventive	12/07/2019	-	10/15/2023	Monthly	Every 12th month on the 15th day
Need to grease all pumps 9/29/2022 3:26:03 PM	Routine	08/01/2022	09/29/2022	08/01/2022	Monthly	Every 2nd month on the 1st day
North Side Weekend Disinf 7/9/2020 7:54:46 AM	Routine	07/11/2020	09/27/2020	09/27/2020	Weekly	Days: Sa, Su
Order Maint. Person jackets	Routine	07/15/2021	-	07/16/2023	Monthly	Every 24th month on the 16th day
Order Maint. Person. Uniforms	Routine	07/15/2021	-	07/16/2023	Monthly	Every 12th month on the 16th day
Post Maintenance Personnel seniority List Jan 1	Routine	12/31/2021	-	12/31/2023	Monthly	Last day of every 12th month
Schedule Maint. men boot	Routine	09/01/2021	-	09/01/2023	Monthly	Every 12th month on the 1st day
Shampoo Clean all rugs at 3/15/2021 1:35:20 PM	Routine	03/22/2021	-	03/23/2024	Monthly	Every 6th month on the 23rd day
Take Diesel on Highway fo 6/25/2021 6:32:44 AM	Preventive	06/29/2021	07/11/2023	07/11/2023	Weekly	Days: T
Test Bucket truck per Man 6/14/2019 12:39:05 PM	Preventive	06/14/2019	-	04/08/2024	Weekly	Days: M
Vehicle Inspection Sticke 2/20/2020 12:04:45 PM	Routine	05/01/2022	-	12/01/2023	Monthly	Every 12th month on the 1st day
Vehicle Inspection Sticker	Routine	07/01/2020	-	10/01/2023	Monthly	Every 12th month on the 1st day
Vehicle Inspection Sticker	Routine	08/01/2020	-	10/01/2023	Monthly	Every 12th month on the 1st day
Vehicle Inspection Stickers	Routine	06/01/2020	12/28/2023	10/01/2023	Monthly	Every 12th month on the 1st day
Vehicle Inspection Stickers	Routine	10/01/2020	-	10/01/2023	Monthly	Every 12th month on the 1st day
Vehicle Oil changes on all 6/18/2019 6:47:39 AM	Preventive	06/14/2019	-	12/15/2023	Monthly	Every 6th month on the 15th day
WC DAILY	Routine	03/12/2020	-	04/09/2024	Weekly	Days: M, T, W, Th, F
<i>Program: State 667-7 Project: 667-7 -Banks St.(37)</i>						
Infra-red scan of all com 12/7/2019 9:55:59 AM	Preventive	12/07/2019	-	10/15/2023	Monthly	Every 12th month on the 15th day

## Waltham Housing Authority Recurring Work Orders Report

Filter Criteria Includes: 1) Program: State 200, State 667, State 705, State 689-1 +4, 2) Project: 200-1 Prospect Terrace, 200-2 Chesterbrook Gardens, 200-3 Dana Court (Lowell, Gardner St.) +15, 3) Priority: All Priorities

Description	Priority	Start Date	End Date	Last Processed	Type	Frequency
<i>Program: State 667-9 Project: 667-9 -300 South St. (Congregate Housing)</i>						
Annual Fire Alarm Testing 5/4/2023 8:58:30 AM	Preventive	03/06/2023	-	03/06/2024	Monthly	Every 12th month on the 6th day
Infra-red scan of all com 12/7/2019 9:59:24 AM	Preventive	12/07/2019	-	10/15/2023	Monthly	Every 12th month on the 15th day
<i>Program: State 689-1 Project: 689-1 - Townsend St.(15)</i>						
Infra-red scan of all com 12/7/2019 10:01:02 AM	Preventive	12/07/2019	-	10/15/2023	Monthly	Every 12th month on the 15th day
<i>Program: State 689-3 Project: 689-3 - South St (284)</i>						
Infra-red scan of all com 12/7/2019 10:03:51 AM	Preventive	12/07/2019	-	10/15/2023	Monthly	Every 12th month on the 15th day
<i>Program: State 705 Project: 705-2 - Bright Street (113-119 )</i>						
Infra-red scan of all com 12/7/2019 10:05:25 AM	Preventive	12/07/2019	-	10/15/2023	Monthly	Every 12th month on the 15th day
Replace all fire stops ev 5/2/2023 2:08:30 PM	Preventive	04/06/2023	-	04/06/2024	Monthly	Every 60th month on the 6th day
<i>Program: State 705 Project: 705-2A - South Street (288-298)</i>						
Infra-red scan of all com 12/7/2019 10:07:26 AM	Preventive	12/07/2019	-	10/15/2023	Monthly	Every 12th month on the 15th day
Replace all fire stops ev 5/2/2023 2:10:21 PM	Preventive	04/06/2023	-	04/06/2024	Monthly	Every 60th month on the 6th day
<i>Program: State 705 Project: 705-3 New Grove Street (326-340)</i>						
Infra-red scan of all com 12/7/2019 10:09:29 AM	Preventive	12/07/2019	-	10/15/2023	Monthly	Every 12th month on the 15th day
Replace all fire stops ev 5/2/2023 2:13:49 PM	Preventive	04/06/2023	-	04/06/2024	Monthly	Every 60th month on the 6th day
<i>Program: State 705 Project: 705-5 - Marguerite Ave (35-45)</i>						
Infra-red scan of all com 12/7/2019 10:17:01 AM	Preventive	12/07/2019	-	10/15/2023	Monthly	Every 12th month on the 15th day
Replace all fire stops ev 5/2/2023 2:15:04 PM	Preventive	04/06/2023	-	04/06/2024	Monthly	Every 60th month on the 6th day

**Total Recurring Work Orders: 69**

*End of Report*

## Waltham Housing Authority Deferred Work Order Report

Filter Criteria Includes: 1) Program: State 200, State 667, State 705, State 689-1 +4 2) Project: 200-1 Prospect Terrace, 200-2 Chesterbrook Gardens, 200-3 Dana Court (Lowell, Gardner St.) +15 3) Types: All Types 4) Deferred Note: N/A 5) Completed Date: 1/1/2021 to 4/5/2024

Work Order Number	Completed Date/Time	Deferred Note	Deferred Type
1209	12/7/2021 10:48 AM	Not required until spring	Deferred Maintenance Plan
1768	12/7/2021 10:54 AM	Will be done as a building project	Deferred Maintenance Plan
1771	12/9/2021 7:29 AM	as project	Deferred Maintenance Plan
1837	12/29/2021 2:00 PM	Will be done as a project	Deferred Maintenance Plan
1852	12/9/2021 7:30 AM	as project	Deferred Maintenance Plan
1858	12/9/2021 7:31 AM	as project	Deferred Maintenance Plan
1864	12/9/2021 7:32 AM	as project	Deferred Maintenance Plan
1878	12/9/2021 7:32 AM	as project	Deferred Maintenance Plan
1879	12/9/2021 7:34 AM	as project	Deferred Maintenance Plan
2235	1/10/2022 10:03 AM	as project	Deferred Maintenance Plan
2294	12/9/2021 9:05 AM	as project	Deferred Maintenance Plan
2991	12/9/2021 1:22 PM	Will be done as a building project	Deferred Maintenance Plan
3269	12/9/2021 9:10 AM	Will be done as a building project	Deferred Maintenance Plan
3289	12/9/2021 11:37 AM	Will be done as a building project	Deferred Maintenance Plan
3299	12/9/2021 11:39 AM	Will be done as a building project	Deferred Maintenance Plan
3479	12/9/2021 11:41 AM	Will be done as a building project	Deferred Maintenance Plan
3498	12/9/2021 11:45 AM	Will be done as a building project	Deferred Maintenance Plan
3501	12/9/2021 11:48 AM	Will be done as a building project	Deferred Maintenance Plan
3681	12/9/2021 4:40 PM	Deferred for Capital whole floor asbestos	Deferred Maintenance Plan
3902	12/9/2021 11:50 AM	Will be done as a building project	Deferred Maintenance Plan
3904	12/9/2021 11:51 AM	Will be done as a building project	Deferred Maintenance Plan
4046	12/9/2021 12:25 PM	Will be done as a building project	Deferred Maintenance Plan
4075	12/9/2021 7:37 AM	as project	Deferred Maintenance Plan
4077	12/29/2021 1:28 PM	Will be done as a project	Deferred Maintenance Plan
4078	12/9/2021 7:38 AM	as project	Deferred Maintenance Plan
4088	12/9/2021 7:39 AM	as project	Deferred Maintenance Plan
4092	12/9/2021 7:40 AM	as project	Deferred Maintenance Plan
4106	12/9/2021 8:38 AM	as project	Deferred Maintenance Plan
4109	12/9/2021 8:23 AM	as project	Deferred Maintenance Plan
4149	1/10/2022 2:21 PM	as project	Deferred Maintenance Plan
4175	12/9/2021 8:44 AM	as project	Deferred Maintenance Plan
4550	12/9/2021 8:24 AM	as project	Deferred Maintenance Plan
5164	12/9/2021 8:25 AM	as project	Deferred Maintenance Plan
5165	12/9/2021 8:26 AM	as project	Deferred Maintenance Plan
5166	12/9/2021 8:26 AM	as project	Deferred Maintenance Plan
5179	12/9/2021 8:27 AM	as project	Deferred Maintenance Plan
5213	12/9/2021 8:27 AM	as project	Deferred Maintenance Plan
5223	12/9/2021 8:28 AM	as project	Deferred Maintenance Plan
5224	12/9/2021 8:28 AM	as project	Deferred Maintenance Plan
5241	12/9/2021 8:29 AM	as project	Deferred Maintenance Plan
5254	12/9/2021 8:29 AM	as project	Deferred Maintenance Plan
5255	12/9/2021 8:31 AM	as project	Deferred Maintenance Plan
5256	12/9/2021 7:35 AM	as project	Deferred Maintenance Plan
5516	12/29/2021 1:33 PM	Referred to contractor	Deferred Maintenance Plan
6273	12/9/2021 8:32 AM	as project	Deferred Maintenance Plan
6274	12/9/2021 8:32 AM	as project	Deferred Maintenance Plan
6275	12/9/2021 8:33 AM	as project	Deferred Maintenance Plan
6281	12/9/2021 8:33 AM	as project	Deferred Maintenance Plan
6282	12/9/2021 8:34 AM	as project	Deferred Maintenance Plan
6442	12/9/2021 9:05 AM	as project	Deferred Maintenance Plan

## Waltham Housing Authority Deferred Work Order Report

Filter Criteria Includes: 1) Program: State 200, State 667, State 705, State 689-1 +4 2) Project: 200-1 Prospect Terrace, 200-2 Chesterbrook Gardens, 200-3 Dana Court (Lowell, Gardner St.) +15 3) Types: All Types 4) Deferred Note: N/A 5) Completed Date: 1/1/2021 to 4/5/2024

6751	12/9/2021 8:34 AM	as project	Deferred Maintenance Plan
6894	12/9/2021 12:34 PM	Will be done as a building project	Deferred Maintenance Plan
6895	12/9/2021 12:35 PM	Will be done as a building project	Deferred Maintenance Plan
6912	12/9/2021 11:52 AM	Will be done as a building project	Deferred Maintenance Plan
6918	12/9/2021 11:53 AM	Will be done as a building project	Deferred Maintenance Plan
6919	12/9/2021 11:53 AM	Will be done as a building project	Deferred Maintenance Plan
6922	12/9/2021 11:54 AM	Will be done as a building project	Deferred Maintenance Plan
6936	12/9/2021 11:54 AM	Will be done as a building project	Deferred Maintenance Plan
6945	12/9/2021 12:36 PM	Will be done as a building project	Deferred Maintenance Plan
7026	12/9/2021 12:27 PM	Will be done as a building project	Deferred Maintenance Plan
7029	12/9/2021 12:28 PM	Will be done as a building project	Deferred Maintenance Plan
7038	12/9/2021 12:29 PM	Will be done as a building project	Deferred Maintenance Plan
7123	12/9/2021 11:57 AM	Will be done as a building project	Deferred Maintenance Plan
7130	12/9/2021 11:57 AM	Will be done as a building project	Deferred Maintenance Plan
7135	12/9/2021 11:58 AM	Will be done as a building project	Deferred Maintenance Plan
7137	12/9/2021 11:59 AM	Will be done as a building project	Deferred Maintenance Plan
7138	12/9/2021 12:00 PM	Will be done as a building project	Deferred Maintenance Plan
7143	12/9/2021 12:00 PM	Will be done as a building project	Deferred Maintenance Plan
7151	12/9/2021 12:01 PM	Will be done as a building project	Deferred Maintenance Plan
7521	12/9/2021 12:35 PM	Will be done as a building project	Deferred Maintenance Plan
7690	12/9/2021 1:13 PM	Will be done as a building project	Deferred Maintenance Plan
7701	12/9/2021 12:01 PM	Will be done as a building project	Deferred Maintenance Plan
7709	12/9/2021 12:02 PM	Will be done as a building project	Deferred Maintenance Plan
7712	12/9/2021 12:02 PM	Will be done as a building project	Deferred Maintenance Plan
7731	12/9/2021 12:02 PM	Will be done as a building project	Deferred Maintenance Plan
7734	12/9/2021 12:03 PM	Will be done as a building project	Deferred Maintenance Plan
7742	12/9/2021 12:04 PM	Will be done as a building project	Deferred Maintenance Plan
7748	12/9/2021 12:04 PM	Will be done as a building project	Deferred Maintenance Plan
7766	12/9/2021 4:39 PM	Deferred for Capital whole floor asbestos	Deferred Maintenance Plan
7970	12/9/2021 1:23 PM	Will be done as a building project	Deferred Maintenance Plan
7971	1/3/2022 2:12 PM	Will be done as a project	Deferred Maintenance Plan
8213	11/1/2023 4:00 PM	Dependent on funding	Capital Improvement Plan
8214	4/1/2024 4:00 PM	Dependent on funding	Capital Improvement Plan
8221	5/10/2021 4:00 PM	Dependent on funding	Capital Improvement Plan
8250	6/1/2021 12:00 AM	This is a Capital Project	Deferred Maintenance Plan
8257	12/9/2021 8:43 AM	as project	Deferred Maintenance Plan
8277	12/9/2021 8:43 AM	as project	Deferred Maintenance Plan
8306	12/9/2021 8:45 AM	as project	Deferred Maintenance Plan
8739	12/9/2021 8:45 AM	as project	Deferred Maintenance Plan
8742	12/9/2021 8:46 AM	as project	Deferred Maintenance Plan
9007	3/1/2021 12:00 AM	Awaiting funding	Capital Improvement Plan
9080	12/9/2021 8:46 AM	as project	Deferred Maintenance Plan
9087	12/9/2021 8:48 AM	as project	Deferred Maintenance Plan
9107	12/9/2021 8:49 AM	as project	Deferred Maintenance Plan
9121	12/9/2021 7:35 AM	as project	Deferred Maintenance Plan
9128	12/9/2021 8:50 AM	as project	Deferred Maintenance Plan
11971	3/15/2022 10:06 AM	Will be done as a project	Deferred Maintenance Plan
11978	12/9/2021 12:35 PM	Will be done as a building project	Deferred Maintenance Plan
12055	12/9/2021 8:51 AM	as project	Deferred Maintenance Plan
12062	12/9/2021 8:51 AM	as project	Deferred Maintenance Plan
12128	12/9/2021 12:05 PM	Will be done as a building project	Deferred Maintenance Plan

## Waltham Housing Authority Deferred Work Order Report

Filter Criteria Includes: 1) Program: State 200, State 667, State 705, State 689-1 +4 2) Project: 200-1 Prospect Terrace, 200-2 Chesterbrook Gardens, 200-3 Dana Court (Lowell, Gardner St.) +15 3) Types: All Types 4) Deferred Note: N/A 5) Completed Date: 1/1/2021 to 4/5/2024

12144	12/9/2021 12:05 PM	Will be done as a building project	Deferred Maintenance Plan
12148	12/9/2021 12:05 PM	Will be done as a building project	Deferred Maintenance Plan
12152	12/9/2021 12:07 PM	Will be done as a building project	Deferred Maintenance Plan
12221	12/9/2021 1:09 PM	Will be done as a building project	Deferred Maintenance Plan
12327	12/9/2021 12:11 PM	Will be done as a building project	Deferred Maintenance Plan
12339	12/9/2021 12:11 PM	Will be done as a building project	Deferred Maintenance Plan
12345	12/9/2021 12:12 PM	Will be done as a building project	Deferred Maintenance Plan
12347	12/9/2021 12:13 PM	Will be done as a building project	Deferred Maintenance Plan
12787	12/9/2021 8:52 AM	as project	Deferred Maintenance Plan
12790	12/9/2021 8:52 AM	as project	Deferred Maintenance Plan
12791	12/20/2021 9:09 AM	Will be done as a project	Deferred Maintenance Plan
12792	12/9/2021 8:53 AM	as project	Deferred Maintenance Plan
12797	12/9/2021 8:56 AM	as project	Deferred Maintenance Plan
12811	12/9/2021 12:32 PM	Will be done as a building project	Deferred Maintenance Plan
12812	12/9/2021 12:34 PM	Will be done as a building project	Deferred Maintenance Plan
13252	12/9/2021 8:57 AM	as project	Deferred Maintenance Plan
13253	12/9/2021 8:58 AM	as project	Deferred Maintenance Plan
13256	12/9/2021 8:58 AM	as project	Deferred Maintenance Plan
13276	12/9/2021 8:45 AM	as project	Deferred Maintenance Plan
13665	12/9/2021 8:59 AM	as project	Deferred Maintenance Plan
13667	12/9/2021 8:59 AM	a	Deferred Maintenance Plan
13668	12/9/2021 8:26 AM	as project	Deferred Maintenance Plan
13669	12/29/2021 1:42 PM	Will be done as a project	Deferred Maintenance Plan
13672	12/9/2021 9:00 AM	as project	Deferred Maintenance Plan
14417	12/9/2021 9:01 AM	as project	Deferred Maintenance Plan
14428	12/9/2021 9:05 AM	as project	Deferred Maintenance Plan
14744	8/2/2021 10:00 AM	as project	Deferred Maintenance Plan
14815	12/9/2021 9:06 AM	as project	Deferred Maintenance Plan
14936	5/21/2021 10:00 AM	as project	Deferred Maintenance Plan
15044	1/10/2022 10:02 AM	as project	Deferred Maintenance Plan
15171	12/9/2021 12:26 PM	Will be done as a building project	Deferred Maintenance Plan
15262	1/10/2022 10:04 AM		Deferred Maintenance Plan
15286	6/18/2021 10:00 AM	as project	Deferred Maintenance Plan
15542	7/15/2021 10:00 AM	as project	Deferred Maintenance Plan
15729	1/10/2022 1:36 PM	as project	Deferred Maintenance Plan
16326	12/9/2021 12:29 PM	Will be done as a building project	Deferred Maintenance Plan
16544	12/9/2021 12:13 PM	Will be done as a building project	Deferred Maintenance Plan
16546	12/9/2021 1:07 PM	Will be done as a building project	Deferred Maintenance Plan
16549	12/9/2021 12:14 PM	Will be done as a building project	Deferred Maintenance Plan
16555	12/9/2021 12:14 PM	Will be done as a building project	Deferred Maintenance Plan
16577	12/9/2021 1:09 PM	Will be done as a building project	Deferred Maintenance Plan
16587	12/9/2021 12:15 PM	Will be done as a building project	Deferred Maintenance Plan
16734	12/9/2021 12:30 PM	Will be done as a building project	Deferred Maintenance Plan
16737	12/9/2021 12:30 PM	Will be done as a building project	Deferred Maintenance Plan
16741	12/9/2021 12:31 PM	Will be done as a building project	Deferred Maintenance Plan
16912	12/9/2021 12:16 PM	Will be done as a building project	Deferred Maintenance Plan
16914	12/9/2021 12:17 PM	Will be done as a building project	Deferred Maintenance Plan
16953	12/9/2021 12:17 PM	Will be done as a building project	Deferred Maintenance Plan
16961	12/9/2021 12:18 PM	Will be done as a building project	Deferred Maintenance Plan
16963	12/9/2021 12:18 PM	Will be done as a building project	Deferred Maintenance Plan
16964	12/9/2021 12:18 PM	Will be done as a building project	Deferred Maintenance Plan



## Waltham Housing Authority Deferred Work Order Report

Filter Criteria Includes: 1) Program: State 200, State 667, State 705, State 689-1 +4 2) Project: 200-1 Prospect Terrace, 200-2 Chesterbrook Gardens, 200-3 Dana Court (Lowell, Gardner St.) +15 3) Types: All Types 4) Deferred Note: N/A 5) Completed Date: 1/1/2021 to 4/5/2024

16967	12/9/2021 12:19 PM	Will be done as a building project	Deferred Maintenance Plan
17422	12/9/2021 12:19 PM	Will be done as a building project	Deferred Maintenance Plan
17428	12/9/2021 12:20 PM	Will be done as a building project	Deferred Maintenance Plan
17438	12/9/2021 12:21 PM	Will be done as a building project	Deferred Maintenance Plan
17458	12/9/2021 12:21 PM	Will be done as a building project	Deferred Maintenance Plan
17460	12/9/2021 12:22 PM	Will be done as a building project	Deferred Maintenance Plan
17466	12/9/2021 12:22 PM	Will be done as a building project	Deferred Maintenance Plan
17467	12/9/2021 12:23 PM	Will be done as a building project	Deferred Maintenance Plan
17596	1/24/2022 2:54 PM	Will be done as a project	Deferred Maintenance Plan
17658	1/24/2022 2:54 PM	Will be done as a project	Deferred Maintenance Plan
17661	1/24/2022 2:54 PM	Will be done as a project	Deferred Maintenance Plan
17871	12/8/2021 1:59 PM	Will be done as a building project	Deferred Maintenance Plan
17928	12/16/2021 1:30 PM	as project	Deferred Maintenance Plan
17929	12/16/2021 5:08 PM	Will be done as a project	Deferred Maintenance Plan
17930	12/17/2021 10:18 AM	Will be done as a project	Deferred Maintenance Plan
17934	10/1/2023 12:00 AM	Deferred due to budget constraints	Deferred Maintenance Plan
17938	12/16/2021 5:09 PM	Will be done as a project	Deferred Maintenance Plan
17939	12/16/2021 5:10 PM	Will be done as a project	Deferred Maintenance Plan
17943	12/16/2021 5:10 PM	Will be done as a project	Deferred Maintenance Plan
17969	12/16/2021 5:12 PM	Will be done as a project	Deferred Maintenance Plan
17971	12/16/2021 5:12 PM	Will be done as a project	Deferred Maintenance Plan
17975	12/16/2021 5:12 PM	Will be done as a project	Deferred Maintenance Plan
17976	12/17/2021 9:09 AM	Will be done as a project	Deferred Maintenance Plan
17984	12/16/2021 5:13 PM	Will be done as a project	Deferred Maintenance Plan
17985	12/16/2021 5:13 PM	Will be done as a project	Deferred Maintenance Plan
17987	12/16/2021 5:14 PM	Will be done as a project	Deferred Maintenance Plan
17989	12/16/2021 5:15 PM	W	Deferred Maintenance Plan
17990	12/16/2021 5:15 PM	Will be done as a project	Deferred Maintenance Plan
18008	10/1/2023 9:15 AM	Deferred due to budget constraints	Deferred Maintenance Plan
18184	1/4/2022 9:23 AM	Will be done as a project	Deferred Maintenance Plan
18185	1/4/2022 9:47 AM	Will be done as a project	Deferred Maintenance Plan
18186	1/4/2022 10:54 AM	Will be done as a project	Deferred Maintenance Plan
18278	1/14/2022 11:50 AM	Will be done as a project	Deferred Maintenance Plan
18279	1/24/2022 1:33 PM		Deferred Maintenance Plan
18280	1/14/2022 11:50 AM	Will be done as a project	Deferred Maintenance Plan
18281	1/24/2022 1:34 PM		Deferred Maintenance Plan
18282	1/14/2022 11:51 AM	Will be done as a project	Deferred Maintenance Plan
18283	10/1/2023 12:00 AM	Deferred due to budget constraints	Deferred Maintenance Plan
18286	10/1/2023 12:00 AM	Deferred due to budget constraints	Deferred Maintenance Plan
18288	1/14/2022 11:52 AM	Will be done as a project	Deferred Maintenance Plan
18289	1/24/2022 1:32 PM		Deferred Maintenance Plan
18291	10/1/2023 12:00 AM	Deferred due to budget constraints	Deferred Maintenance Plan
18293	1/14/2022 11:52 AM	Will be done as a project	Deferred Maintenance Plan
18297	1/14/2022 11:52 AM	Will be done as a project	Deferred Maintenance Plan
18298	1/14/2022 11:52 AM	Will be done as a project	Deferred Maintenance Plan
18310	1/14/2022 11:53 AM	Will be done as a project	Deferred Maintenance Plan
18312	1/14/2022 11:53 AM	Will be done as a project	Deferred Maintenance Plan
18313	1/14/2022 11:53 AM	Will be done as a project	Deferred Maintenance Plan
18315	1/14/2022 11:54 AM	Will be done as a project	Deferred Maintenance Plan
18316	1/14/2022 11:54 AM	W	Deferred Maintenance Plan
18426	10/1/2023 12:00 AM	Deferred due to budget constraints	Deferred Maintenance Plan

## Waltham Housing Authority Deferred Work Order Report

Filter Criteria Includes: 1) Program: State 200, State 667, State 705, State 689-1 +4 2) Project: 200-1 Prospect Terrace, 200-2 Chesterbrook Gardens, 200-3 Dana Court (Lowell, Gardner St.) +15 3) Types: All Types 4) Deferred Note: N/A 5) Completed Date: 1/1/2021 to 4/5/2024

18669	2/3/2022 9:39 AM	Will be done as a project	Deferred Maintenance Plan
18674	2/3/2022 9:40 AM	Will be done as a project	Deferred Maintenance Plan
18682	2/3/2022 9:42 AM	Will be done as a project	Deferred Maintenance Plan
18688	2/3/2022 9:43 AM	Will be done as a project	Deferred Maintenance Plan
18691	10/1/2023 12:00 AM	Deferred due to budget constraints	Deferred Maintenance Plan
18704	10/1/2023 12:00 AM	Deferred due to budget constraints	Deferred Maintenance Plan
18707	2/3/2022 9:46 AM	Will be done as a project	Deferred Maintenance Plan
18708	2/3/2022 9:46 AM	Will be done as a project	Deferred Maintenance Plan
18710	2/3/2022 9:47 AM	Will be done as a project	Deferred Maintenance Plan
18715	2/3/2022 9:47 AM	Will be done as a project	Deferred Maintenance Plan
18849	2/9/2022 10:15 AM	Will be done as a project	Deferred Maintenance Plan
18901	2/14/2022 3:19 PM	Will be done as a project	Deferred Maintenance Plan
19038	3/1/2022 10:00 AM	as project	Deferred Maintenance Plan
19053	3/1/2022 11:20 AM	as project	Deferred Maintenance Plan
19055	10/1/2023 12:00 AM	Deferred due to budget constraints	Deferred Maintenance Plan
19087	3/10/2022 1:54 PM	Will be done as a project	Deferred Maintenance Plan
19099	3/10/2022 1:54 PM	W	Deferred Maintenance Plan
19105	3/10/2022 1:54 PM	Will be done as a project	Deferred Maintenance Plan
19571	4/21/2022 10:53 AM	Screen door closer missing	Deferred Maintenance Plan
19574	4/21/2022 10:55 AM	Screen door closer missing	Deferred Maintenance Plan
19575	4/20/2022 2:17 PM	screen door missing	Deferred Maintenance Plan
19577	4/21/2022 10:56 AM	Holes in screen	Deferred Maintenance Plan
19583	4/21/2022 10:57 AM	Screen door closer missing	Deferred Maintenance Plan
19612	10/1/2023 12:00 AM	Deferred due to budget constraints	Deferred Maintenance Plan
19625	7/1/2022 11:55 AM	To be done as a project	Deferred Maintenance Plan
19627	4/21/2022 11:00 AM	Both screen door closer missing	Deferred Maintenance Plan
19629	10/1/2023 12:00 AM	Deferred due to budget constraints	Deferred Maintenance Plan
19633	4/29/2022 11:40 AM		Deferred Maintenance Plan
19634	4/21/2022 11:01 AM	Hole in screen	Deferred Maintenance Plan
20053	7/1/2022 11:59 AM	To be done as a project	Deferred Maintenance Plan
20057	7/1/2022 12:00 PM	To be done as a project	Deferred Maintenance Plan
20298	6/2/2022 10:15 AM		Deferred Maintenance Plan
20300	7/1/2022 12:00 PM	To be done as a project	Deferred Maintenance Plan
20304	7/1/2022 12:03 PM	To be done as a project	Deferred Maintenance Plan
20307	7/1/2022 12:04 PM	To be done as a project	Deferred Maintenance Plan
20360	7/1/2022 12:04 PM	To be done as a project	Deferred Maintenance Plan
20593	7/1/2022 12:04 PM	To be done as a project	Deferred Maintenance Plan
21284	5/1/2023 2:58 PM	To be done as a project	Deferred Maintenance Plan
21361	5/1/2023 12:00 AM	To be done as a project	Deferred Maintenance Plan
21371	5/1/2023 3:09 PM	To be done as a project	Deferred Maintenance Plan
21833	10/1/2023 12:00 AM	Deferred due to budget constraints	Deferred Maintenance Plan
21969	5/1/2023 12:00 AM	To be done as a project	Deferred Maintenance Plan
21973	5/1/2023 12:00 AM	To be done as a project	Deferred Maintenance Plan
22032	5/1/2023 12:00 AM	To be done as a project	Deferred Maintenance Plan
22264	10/1/2023 12:00 AM	Deferred due to budget constraints	Deferred Maintenance Plan
22274	5/1/2023 12:00 AM	To be done as a project	Deferred Maintenance Plan
22380	10/1/2023 12:00 AM	Deferred due to budget constraints	Deferred Maintenance Plan
22863	5/1/2023 12:00 AM	To be done as a project	Deferred Maintenance Plan
22934	5/1/2023 12:00 AM	To be done as a project	Deferred Maintenance Plan
22946	5/1/2023 12:00 AM	To be done as a project	Deferred Maintenance Plan
22986	3/8/2024 12:00 AM		Deferred Maintenance Plan

## Waltham Housing Authority Deferred Work Order Report

Filter Criteria Includes: 1) Program: State 200, State 667, State 705, State 689-1 +4 2) Project: 200-1 Prospect Terrace, 200-2 Chesterbrook Gardens, 200-3 Dana Court (Lowell, Gardner St.) +15 3) Types: All Types 4) Deferred Note: N/A 5) Completed Date: 1/1/2021 to 4/5/2024

23224	5/1/2023 12:21 PM	To be done as a project	Deferred Maintenance Plan
23226	10/1/2023 12:00 AM	D	Deferred Maintenance Plan
23227	10/1/2023 12:00 AM	Deferred due to budget constraints	Deferred Maintenance Plan
23228	10/1/2023 12:00 AM	Deferred due to budget constraints	Deferred Maintenance Plan
23229	5/1/2023 12:21 PM	To be done as a project	Deferred Maintenance Plan
23232	5/1/2023 12:22 PM	To be done as a project	Deferred Maintenance Plan
23249	10/1/2023 12:00 AM	Deferred due to budget constraints	Deferred Maintenance Plan
23251	5/1/2023 12:22 PM	To be done as a project	Deferred Maintenance Plan
23256	5/1/2023 12:23 PM	To be done as a project	Deferred Maintenance Plan
23260	5/1/2023 12:23 PM	To be done as a project	Deferred Maintenance Plan
23261	10/1/2023 12:00 AM	Deferred due to budget constraints	Deferred Maintenance Plan
23262	5/1/2023 12:24 PM	To be done as a project	Deferred Maintenance Plan
23265	10/1/2023 12:00 AM	Deferred due to budget constraints	Deferred Maintenance Plan
23374	12/1/2023 2:08 PM	This will be done as a Capital Project	Capital Improvement Plan
23898	5/1/2023 12:00 AM	To be done as a project	Deferred Maintenance Plan
23899	5/1/2023 12:00 AM	To be done as a project	Deferred Maintenance Plan
23901	5/1/2023 12:00 AM	To be done as a project	Deferred Maintenance Plan
23907	5/1/2023 12:00 AM	To be done as a project	Deferred Maintenance Plan
23910	5/1/2023 12:00 AM	T	Deferred Maintenance Plan
23932	5/1/2023 12:00 AM	To be done as a project	Deferred Maintenance Plan
23937	5/1/2023 12:00 AM	To be done as a project	Deferred Maintenance Plan
24035	5/1/2023 12:24 PM	T	Deferred Maintenance Plan
24036	5/1/2023 12:00 AM	Deferred due to budget constraints	Deferred Maintenance Plan
24039	5/1/2023 12:00 AM	To be done as a project	Deferred Maintenance Plan
24051	5/1/2023 12:00 AM	To be done as a project	Deferred Maintenance Plan
24053	5/1/2023 12:00 AM	To be done as a project	Deferred Maintenance Plan
24649	5/1/2023 12:00 AM	To be done as a project	Deferred Maintenance Plan
24671	5/1/2023 12:00 AM	To be done as a project	Deferred Maintenance Plan
24673	5/1/2023 12:00 AM	To be done as a project	Deferred Maintenance Plan
25024	9/1/2023 12:00 AM	To be done as a project	Deferred Maintenance Plan
25039	9/1/2023 12:00 AM	To be done as a project	Deferred Maintenance Plan
25040	9/1/2023 12:00 AM	To be done as a project	Deferred Maintenance Plan
25064	9/1/2023 12:00 AM	To be done as a project	Deferred Maintenance Plan
25067	9/1/2023 12:00 AM	To be done as a project	Deferred Maintenance Plan
25074	9/1/2023 12:00 AM	To be done as a project	Deferred Maintenance Plan
25078	9/1/2023 12:00 AM	To be done as a project	Deferred Maintenance Plan
25419	4/1/2024 12:00 AM		Capital Improvement Plan

*End of Report*

**Operating Budget**

The tables on the following pages show the approved budget and actual income and spending per budget account (row) for the fiscal year ending 09/30/2023. It also shows the approved budget for the current year (2024) 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.

**LHA Comments**

We have submitted our budget to EOHLC and awaiting approval.

Refer also to the Performance Management Review (PMR) section of this Annual Report for the LHA's response to a "Corrective Action" finding for the "Adjusted Net Income" rating.

**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 Waltham Housing Authority operating reserve at the end of fiscal year 2023 was \$0.00, which is 0% of the full reserve amount defined above.

## Explanation of Budget Accounts

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3802: Operating Subsidy – MRVP/AHVP Landlords:

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

4520: Payments in Lieu of Taxes:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## 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 2023 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 Waltham 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: Corrective Action

Reason: TARRs reports were completed but not submitted on time due to a minor oversight.

Response: The WHA submitted the 2023 and 2024 budgets. The WHA continues to monitor and track submission deadlines to assure a timely document delivery.

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

Rating: Operational Guidance

Criterion: Completion of mandatory online board member training

Rating: No Findings

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

Rating: No Findings

Criterion: Staff completed relevant certifications or trainings

Rating: No Findings

### **Category: Financial**

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

Rating: Corrective Action

Reason: TARRs reports were completed but not submitted on time, due to a minor oversight.

Response: The WHA submitted the 2023 and 2024 budgets. The WHA continues to monitor and track submission deadlines to assure timely document delivery. TARRs reports were completed and submitted.

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

Rating: Corrective Action

Reason: TARRs reports were completed but not submitted on time, due to a minor oversight.

Response: The WHA submitted the 2023 and 2024 budgets. The WHA continues to monitor and track submission deadlines to assure a timely document delivery.

**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: Some of the date stamps did not transmit legibly. Some of the addresses did not correlate with the applicants. Staff has been instructed to slow down and pay more attention to detail.

Response: We ordered a new time stamp machine. We are paying more attention to the details of the reporting. Staff has been instructed to pay closer attention to detail

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: A few W/O were not closed out but had been completed in a timely manner. The WHA also completed 88 unit turnovers this year almost 30 more than the previous year.

Response: The WHA has reviewed the process and has developed benchmarks to meet the 30 day close out process. The WHA also applied for and received Unit turnover money.

Criterion: Unit inspection reports accurately reflect necessary repairs

Rating: No Findings

**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 Waltham Housing Authority:

<b>Policy</b>	<b>Last Ratified by Board Vote</b>	<b>Notes</b>
*Rent Collection Policy	06/09/2020	
*Personnel Policy	06/09/2020	
*Capitalization Policy	06/09/2020	
*Procurement Policy	06/09/2020	
*Grievance Policy	06/09/2020	
Pet Policy	06/09/2020	
Smoking Policy	06/09/2020	
Sexual Harassment Policy	06/09/2020	
Parking	06/09/2020	
Other – Define in the ‘Notes’ column	08/04/2020	ACOP - Admissions and Continuing Occupancy Policy
Language Access Plan	09/13/2022	
Reasonable Accommodations Policy	04/12/2022	
Other – Define in the ‘Notes’ column	04/12/2022	VAWA - Violence against women act
Other – Define in the ‘Notes’ column	04/12/2022	CORI Policy
Fair Housing Marketing Plan	09/13/2022	

\* 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-2025-Waltham Housing Authority-01076 has no current waivers from the regulations of the Department of Housing and Community Development (DHCD).

## Glossary

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

**AHVP:** Alternative Housing Voucher Program

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

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

**ANUEL:** Allowable Non-Utility Expense Level

**AP:** Annual Plan

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

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

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

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

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

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

**CIP:** A Capital Improvement Plan (CIP) is a five (5) year plan which identifies capital projects, provides a planning scope, schedule and budget for each capital project and identifies options for financing and implementing the plan. The contents of a CIP are limited to available resources. An approved CIP is required in order to receive Formula Funds.

**CNA:** Capital Needs Assessment



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

**Deferred Maintenance** is maintenance, upgrades, or repairs that are deferred to a future budget cycle or postponed for some other reason. Sometimes it is referred to as extraordinary maintenance.

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

**DHCD:** Massachusetts Department of Housing & Community Development

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

**FF:** Formula Funding

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

**FYE:** Fiscal Year End

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

**HHA:** Host Housing Authority for the RCAT program.

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

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

**LHA:** Local Housing Authority

**LTO:** Local Tenants Organization

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

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

**MOR:** Management and Occupancy Report

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

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

**Performance Management Review (PMR):**

**PMR:** Performance Management Review

**RCAT:** Regional Capital Assistance Team

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

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

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

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

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

## Attachments

**Attachments**

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

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

- Public Comments
- LTO - Prospect Terrace
- LTO - Chesterbrook
- LTO - Beaverbrook
- LTO - Orange Street
- Cover sheet for tenant satisfaction surveys
- Performance Management Review

**Explanation of Attachments**

All 4 of the uploaded LTO letters were not being recognized until the "Check here if the RAB is approving on behalf of the LTOs" - This must be a bug in the programming and should be fixed/repaired.

Waltham HA does not have any RAB's just LTO's. Thus we should not have to click the check box for RAB's to clear the Page Errors. (PHASRS Ticket #

Waltham Housing Authority  
Annual plan hearing

---

We had our Annual Plan hearing on June 11<sup>th</sup>, 2024. There were no public comments at that time.

Mark Johnson  
Assistant Executive Director

*Waltham Housing Authority*  
110 POND STREET  
WALTHAM, MASSACHUSETTS 02451-4505

KELLY DURKEE-ERWIN  
SCOTT HOVSEPIAN  
PATRICIA MCGRATH  
ROBERT LEBLANC

TEL: (781) 894-3357  
FAX: (781) 894-7595  
TDD: (781) 894-3357

JOHN F. GOLLINGER  
Executive Director

May 28, 2024

LTO Local Tenant Organizations

Dear Tenant President,

Please find attached a copy of the Waltham Housing Authority's Capital Improvement Plan for the fiscal year 2025. The plan outlines the WHA's proposed Capital Improvement Projects for the next 5 years. Please review the plan with the tenants in your development. Please feel free to make comments or suggestions as well. The Department of Housing Communities and Development requires you as the President to sign off on the plan.

I the Tenant President (your name) Heather Richards from (Prospect Terrace) apartments (200-1) have reviewed the plan and will share it with other tenants from my development.

(Sign here) X  5-28-2024

Thank you,

Mark A. Johnson

MMS, CSL-Unrestricted  
PHM  
Assistant Executive Director  
Waltham Housing Authority

Office 781-894-3357 x 267  
Cell 781-844-1199

*Waltham Housing Authority*  
110 POND STREET  
WALTHAM, MASSACHUSETTS 02451-4505

KELLY DURKEE-ERWIN  
SCOTT HOVSEPIAN  
PATRICIA MCGRATH  
ROBERT LEBLANC

TEL: (781) 894-3357  
FAX: (781) 894-7595  
TDD: (781) 894-3357

JOHN F. GOLLINGER  
Executive Director

May 28, 2024

LTO Local Tenant Organizations

Dear Tenant President,

Please find attached a copy of the Waltham Housing Authority's Capital Improvement Plan for the fiscal year 2025. The plan outlines the WHA's proposed Capital Improvement Projects for the next 5 years. Please review the plan with the tenants in your development. Please feel free to make comments or suggestions as well. The Department of Housing Communities and Development requires you as the President to sign off on the plan.

I the Tenant President (your name) Isabel Small from (Chesterbrook apartments (200-2) have reviewed the plan and will share it with other tenants from my development.

(Sign here) X 

Thank you,

Mark A. Johnson

MMS, CSL-Unrestricted  
PHM  
Assistant Executive Director  
Waltham Housing Authority

Office 781-894-3357 x 267  
Cell 781-844-1199

*Waltham Housing Authority*  
110 POND STREET  
WALTHAM, MASSACHUSETTS 02451-4505

KELLY DURKEE-ERWIN  
SCOTT HOVSEPIAN  
PATRICIA MCGRATH  
ROBERT LEBLANC

TEL: (781) 894-3357  
FAX: (781) 894-7595  
TDD: (781) 894-3357

JOHN F. GOLLINGER  
Executive Director

May 28, 2024

LTO Local Tenant Organizations

Dear Tenant President,

Please find attached a copy of the Waltham Housing Authority's Capital Improvement Plan for the fiscal year 2024. The plan outlines the WHA's proposed Capital Improvement Projects for the next 5 years. Please review the plan with the tenants in your development. Please feel free to make comments or suggestions as well. The Department of Housing Communities and Development requires you as the President to sign off on the plan.

I the Tenant President (your name) Joan Glasheen from (Beaverbrook) apartments (667-2) have reviewed the plan and will share it with other tenants from my development.

(Sign here) X  5-28-2024

Thank you,

Mark A. Johnson

MMS, CSL-Unrestricted  
PHM  
Assistant Executive Director  
Waltham Housing Authority

Office 781-894-3357 x 267  
Cell 781-844-1199

*Waltham Housing Authority*  
110 POND STREET  
WALTHAM, MASSACHUSETTS 02451-4505

KELLY DURKEE-ERWIN  
SCOTT HOVSEPIAN  
PATRICIA MCGRATH  
ROBERT LEBLANC

TEL: (781) 894-3357  
FAX: (781) 894-7595  
TDD: (781) 894-3357

JOHN F. GOLLINGER  
Executive Director

May 28, 2024

LTO Local Tenant Organizations

Dear Tenant President,

Please find attached a copy of the Waltham Housing Authority's Capital Improvement Plan for the fiscal year 2025. The plan outlines the WHA's proposed Capital Improvement Projects for the next 5 years. Please review the plan with the tenants in your development. Please feel free to make comments or suggestions as well. The Department of Housing Communities and Development requires you as the President to sign off on the plan.

I the Tenant President (your name) Leslie Gore from (Orange 667-4) apartments **have** reviewed the plan and will share it with other tenants from my development.

(Sign here) X  5-28-2024

Thank you,

Mark A. Johnson

MMS, CSL-Unrestricted  
MPHA  
Assistant Executive Director  
Waltham Housing Authority

Office 781-894-3357 x 267  
Cell 781-844-1199



## **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).

## **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.

## **Round Three Surveys (2023 – 2027)**

Round Three of the surveys began in 2023. CSR surveyed about one-third of the elderly/disabled units and one-third of family units in Fall 2023. Data has not been received from these recent mailings.

# **WALTHAM HOUSING AUTHORITY**

## **Performance Management Review (PMR) Report**

**Fiscal Year End 9/30/2023**

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

# Executive Office of Housing and Livable Communities (EOHLC)

## 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	WALTHAM HOUSING AUTHORITY
Fiscal Year Ending	Sep 2023
Housing Management Specialist	Robert Pelletier
Facilities Management Specialist	Wilzor Exantus

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

**EXECUTIVE OFFICE OF HOUSING AND LIVABLE COMMUNITIES (EOHLC)  
Staff Certification & Training Rating**

LHA Name	WALTHAM HOUSING AUTHORITY
FYE	Sep 2023
HMS Name	Robert Pelletier
FMS Name	Wilzor Exantus

Criteria	Rating
Staff Certification and Training	No Findings

**EXECUTIVE OFFICE OF HOUSING AND LIVABLE COMMUNITIES (EOHLC)**  
**CFA Submission**

LHA Name	WALTHAM HOUSING AUTHORITY
FYE	Sep 2023
HMS Name	Robert Pelletier
FMS Name	Wilzor Exantus

CFA Submission (Planning Year)

Rating: No Rating

Recommendations: 1. No Recommendations

# EXECUTIVE OFFICE OF HOUSING AND LIVABLE COMMUNITIES (EOHLC) PMR Desk Audit Recommendations Report

LHA Name	WALTHAM HOUSING AUTHORITY
FYE	Sep 2023
HMS Name	Robert Pelletier
FMS Name	Wilzor Exantus

## Occupancy

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

1. No Recommendations

## Tenant Accounts Receivable (TAR)

Rating All: Corrective Action  
Rating 667: Corrective Action  
Rating 705: Corrective Action  
Rating 200: Corrective Action

1. We cannot evaluate the criteria for TAR because all of the quarterly reports have not been submitted to EOHLC. Please see Public Housing Notice 2018-08 for due dates.

## Board Member Training

Rating: No Findings

1. No Recommendations

## Certifications and Reporting Submissions

Rating: Operational Guidance

1. Submit all four quarterly vacancy certifications by the end of the month following the quarter end.
2. Submit all four quarters of Tenants Accounts Receivables (TAR) application within 60 days of quarter end.
3. Submit all four quarterly operating statements within 60 days of the quarter end.

## Annual Plan Submission

Rating: No Findings

1. No Recommendations

## Adjusted Net Income/Revenue

Rating: Corrective Action

### Revenue

1. No Recommendations

### Expense

#### Salaries

1. No Recommendations

#### Legal

1. No Recommendations

#### Utilities

1. No Recommendations

**Maintenance**

1. No Recommendations

**Other**

1. We cannot evaluate the criteria for ANI because all of the quarterly reports have not been submitted to EOHLC. Please see Public Housing Notice 2018-08 for due dates.

**Operating Reserve**

Rating: Corrective Action

1. We cannot evaluate the criteria for the Operating Reserve because all of the quarterly reports have not been submitted to EOHLC. Please see Public Housing Notice 2018-08 for due dates.

**EXECUTIVE OFFICE OF HOUSING AND LIVABLE COMMUNITIES (EOHLC)**  
**CHAMP Close Out Report**

LHA Name	WALTHAM HOUSING AUTHORITY
FYE	Sep 2023
HMS Name	Robert Pelletier
FMS Name	Wilzor Exantus

**CHAMP Criteria 1a**

Rating: No Findings

Recommendations: 1. No Recommendations

**CHAMP Criteria 1b**

Rating: Corrective Action

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

**CHAMP Criteria 1c**

Rating: No Findings

Recommendations: 1. No Recommendations

**CHAMP Criteria 2a**

Rating: No Findings

Recommendations: 1. No Recommendations

**CHAMP Criteria 2b**

Rating: Operational Guidance

Recommendations: 1. Ensure that all offers of housing were made using CHAMP for all units occupied in the Fiscal Year (Excluding Admin Transfers).  
2. Ensure that all unit offer data is correctly entered into the EOHLC Housing Apps Vacancy Reporting System (Including Application ID, List Pull ID, Applicant Priority/Preference, and Lease Start date)

**CHAMP Criteria 3a**



Rating: No Findings

Recommendations: 1. No Recommendations

CHAMP Criteria 3b (Planning Year)

Rating: No Rating

Recommendations: 1. No Recommendations

CHAMP Criteria 3c (Planning Year)

Rating: No Rating

Recommendations: 1. No Recommendations

**EXECUTIVE OFFICE OF HOUSING AND LIVABLE COMMUNITIES (EOHLC)  
PMR Physical Condition Report**

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

LHA Name	WALTHAM HOUSING AUTHORITY
FYE	Sep 2023
HMS Name	Robert Pelletier
FMS Name	Wilzor Exantus

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

Rating: No Findings

- Recommendations:
1. In the future, every unit inspection requires a signature.
  2. Ensure that work orders are created, tracked, and completed for all deficiencies identified during unit inspection
  3. In the future, please attach the work orders that have the completed tasks and completion date.
  4. Ensure that all work orders for all Health and Safety deficiencies are completed in the appropriate timeframe
  5. Ensure that all Notices of Lease Violation are issued for all tenant related deficiencies identified during unit inspection
  6. Ensure that all Lease Violations are resolved per EOHLC guidance
  7. No lease violation was sent to the tenant.

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. No Recommendations

Criteria 3: Unit Inspection Reports accurately reflect necessary repairs

Rating: No Findings

- 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. Ensure that all Lease Violations are resolved per EOHLC guidance

2. 275-279 SCHOOL STREET - 1: Unit 277-4  
FLAMMABLES: Flammables  
or combustibles improperly  
stored  
Please remove foil paper  
around all stove top burners.  
Fires hazard.

3. 275-279 SCHOOL STREET - 1: Unit 277-4  
1. FLAMMABLES: Flammables  
or combustibles improperly  
stored.  
Please remove foil paper  
around all stove top burners.  
Fires hazard.

4. 10 DERMODY ROAD - 12: Unit 10F  
Health & Safety  
ELECTRICAL: Water or  
Rust/Liquid Streaks Present  
on or near electrical  
equipment  
The electrical extension cord is  
not rated for outside.

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 EOHLC site visit. There were no Health and Safety deficiencies identified during the PMR Inspection.

