

Overview and Certification

Gloucester Housing Authority Annual Plan for Fiscal Year 2026 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 Gloucester Housing Authority's Annual Plan for their 2026 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. Gloucester FY26 AP LTO Support Letters Sheedy
 - b. Gloucester FY26 AP LTO Support Letters Lincoln
 - c. Gloucester FY26 AP LTO Support Letters McPherson
 - d. Public Comments and LHA Responses
 - e. Cover sheet for tenant satisfaction surveys
 - f. Tenant Satisfaction Survey 667 Program
 - 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.

Dev No	Type	Development Name	Num Bldgs	Year Built	Dwelling Units
667-06	Elderly	CURTIS B. CLARK 667-06	1	1983	56
667-01	Elderly	LINCOLN PARK 667-01	13	1959	52
667-04	Elderly	MCPHERSON PARK 667-04	1	1975	97
667-02	Elderly	POPLAR PARK 667-02	14	1964	76
200-01	Family	RIVERDALE PARK 200-01	66	1949	160
667-05	Elderly	SHEEDY BUILDING 667-05	1	1981	81
	Other	Special Occupancy units	1		8
Total			97		530

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.

Gloucester Housing Authority manages 42 MRVP vouchers.

Federally Assisted Developments

Gloucester Housing Authority also manages Federally-assisted public housing developments and/or federal rental subsidy vouchers serving 779 households.

Additional Remarks on LHA Data

The GHA also operates the DMH Rental Assistance Program, Family Self-sufficiency Program, A Better Life Program, Housing First Program, Senior Supportive Housing Program, and Homeownership Education Programs

LHA Central Office

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LHA Board of Commissioners

	<u>Role</u>	<u>Category</u>	<u>From</u>	<u>To</u>
Scott Duffany	Chair	Labor Appointee	05/29/2020	05/28/2025
Irene Frontiero	Vice-Chair		05/29/2024	05/28/2028
Linnea Hagberg	Member		03/20/2024	05/28/2027
Jennifer-Lee Levitz Aronson	Treasurer	State Appointee	01/31/2022	06/05/2026
Barbara Snare		State Tenant Rep	05/29/2023	05/28/2028

Local Tenant Organizations

	<u>Date of Recognition by LHA</u>	<u>Date LHA Reviewed Draft AP with LTO</u>
McPherson Park Tenant Association	07/13/2022	02/11/2025
Lincoln Park Tenant Association	12/14/2022	02/20/2025
Sheedy Building Tenant Association	04/12/2023	02/25/2025

Overview and Certification

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.	01/24/2025
B.	Advertise the public hearing in public postings.	01/24/2025
C.	Notify all LTO's and RAB, if there is one, of the hearing and provide access to the Proposed Annual Plan.	01/17/2025
D.	Post draft AP for tenant and public viewing.	01/24/2025
E.	Hold quarterly meeting with LTO or RAB to review the draft AP. (Must occur before the LHA Board reviews the Annual Plan.)	02/25/2025
F.	Annual Plan Hearing. Hosted by the LHA Board, with a quorum of members present. (For Boston, the Administrator will host the hearing.)	03/12/2025
G.	Executive Director presents the Annual Plan to the Board.	03/12/2025
H.	Board votes to approve the AP. (For Boston Housing Authority, the Administrator approves and submits the AP.)	03/12/2025

Certification

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

I, David S. Houlden, Executive Director of the Gloucester Housing Authority, certify on behalf of the Housing Authority that I have conducted an annual review of all Gloucester 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 Gloucester 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, David Houlden, Executive Director of the Gloucester 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: 03/13/2025

This Annual Plan (AP) will be reviewed by the Department of Housing and Community Development (DHCD) following the public comment period, the public hearing, and LHA approval.

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

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

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

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

The CIP includes the following parts:

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

Additional Remarks by Gloucester Housing Authority

We have added two projects for elevator modernization at Sheedy and Clark buildings, to ensure the continued occupancy of those buildings. The CIP also addresses code issues related to electrical panels, fire alarm systems and natural gas piping in addition to such health & safety issues as paving, heating distribution lines and window replacement and heating system improvements to address energy efficiency. There is also a major climate resiliency project funded for Riverdale Park.

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)	\$14,636,056.19		Total of all FF awards minus prior FF spending
LHA Emergency Reserve	\$2,195,408.43		Amount to reserve for emergencies
Net FF Funds (First 3 Years of the CIP)	\$12,440,647.76	\$2,139,814.80	Funds to plan & amount actually planned in the first 3 years of the CIP
ADA Set-aside	\$12,879.86	\$13,000.00	Accessibility projects
DMH Set-aside	\$7,096.85	\$8,000.00	Dept. of Mental Health facility
DDS Set-aside	\$0.00	\$0.00	Dept. of Developmental Services facility
Unrestricted Formula Funding (FF)	\$12,420,671.05	\$2,118,814.80	Funds awarded by DHCD to be used on projects selected by the LHA and approved by DHCD.
Special DHCD Funding	\$6,615,080.61	\$6,542,680.61	Targeted awards from DHCD
Community Development Block Grant (CDBG) Funds	\$0.00	\$0.00	Federal funds awarded by a city or town for specific projects.
Community Preservation Act (CPA) Funds	\$0.00	\$0.00	Community Preservation Act funds awarded by a city or town for specific projects.
Operating Reserve(OR) Funds	\$0.00	\$0.00	Funds from the LHA's operating budget.
Other Funds	\$0.00	\$0.00	Funds other than those in the above categories. See explanation below.
Total funds and planned spending	\$19,055,728.37	\$8,682,495.41	Total of all anticipated funding available for planned projects and the total of planned spending.

Additional notes about funding:

Inflationary factors are slowing the number of projects that can be scheduled for FY 2026 despite additional ARPA funding.

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 2025	fy2026 Planned	fy2027	fy2028	fy2029	fy2030
107105	ModPHASE Ph 2: SUST: Kitchen, Partial Bath, MEP	MCPHERSON PARK 667-04	\$10,453,429	\$5,630,705	\$267,789	\$0	\$0	\$0	\$0	\$0
107113	ARPA FF+FF: Walkway Paving	LINCOLN PARK 667-01	\$1,288,936	\$62,275	\$265,214	\$0	\$0	\$0	\$0	\$0
107127	SUST-R Resiliency: mechanical systems & electrical 200-1	RIVERDALE PARK 200-01	\$4,887,000	\$2,289,991	\$331,801	\$0	\$0	\$0	\$0	\$0
107132	McPherson Fire Alarm Panel	MCPHERSON PARK 667-04	\$70,331	\$70,427	\$0	\$0	\$0	\$0	\$0	\$0
107133	ARPA Targeted Award- Fed Pac and Fire Alarm System Upgrades	667-05, 667-06, 689-01	\$1,074,481	\$0	\$982,004	\$44,917	\$0	\$0	\$0	\$0
107134	ARPA FF+FF: Poplar Heating Distribution Line Replacement	POPLAR PARK 667-02	\$490,139	\$10,168	\$830	\$0	\$0	\$0	\$0	\$0
107135	Clark Window Replacement - Armory Section - Phase II	CURTIS B. CLARK 667-06	\$200,135	\$10,699	\$34,331	\$0	\$0	\$0	\$0	\$0
107136	Hillcrest Porch & Exterior Trim Replacement	HILLCREST 689-01	\$106,564	\$14,335	\$13,674	\$0	\$0	\$0	\$0	\$0
107137	Sust-R Resiliency: trimming & site flood resilience 200-1	RIVERDALE PARK 200-01	\$5,003,146	\$207,303	\$1,734,027	\$135,764	\$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 2025	fy2026 Planned	fy2027	fy2028	fy2029	fy2030
107138	ARPA FF: McPherson Masonry Repairs	MCPHERSON PARK 667-04	\$37,451	\$0	\$120	\$0	\$0	\$0	\$0	\$0
107139	Master Meter Upgrade	667-01, 667-02	\$1,520,556	\$16,575	\$94,101	\$1,408,231	\$0	\$0	\$0	\$0
107140	Riverdale Window Replacement -Phase 1	RIVERDALE PARK 200-01	\$873,275	\$0	\$788,929	\$63,415	\$0	\$0	\$0	\$0
107141	Riverdale Furnace Replacement - Upper Veterans Way/Washington	RIVERDALE PARK 200-01	\$635,250	\$0	\$0	\$612,890	\$22,361	\$0	\$0	\$0
107142	Lincoln Heating Distribution Line Replacement	LINCOLN PARK 667-01	\$97,937	\$0	\$10,823	\$87,115	\$0	\$0	\$0	\$0
107143	Lincoln Water/Sewer Line Replacment	LINCOLN PARK 667-01	\$484,979	\$0	\$0	\$467,908	\$17,072	\$0	\$0	\$0
107144	Sheedy Elevator 1 Modernization	SHEEDY BUILDING 667-05	\$375,599	\$0	\$9,578	\$366,022	\$0	\$0	\$0	\$0
107145	Clark Elevator Modernization	CURTIS B. CLARK 667-06	\$446,550	\$0	\$14,580	\$431,971	\$0	\$0	\$0	\$0
•	Riverdale Window Replacement - Phase 2	RIVERDALE PARK 200-01	\$916,074	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Capital Improvement Plan (CIP)

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

Cap Hub Project Number	Project Name	Development(s)	Total Cost	Amount Spent Prior to Plan	Remaining Planned for 2025	fy2026 Planned	fy2027	fy2028	fy2029	fy2030
•	Riverdale Window Replacment - Phase 3	RIVERDALE PARK 200-01	\$678,160	\$0	\$0	\$0	\$0	\$0	\$0	\$0
•	Riverdale Furnace Replacement - Phase 2	RIVERDALE PARK 200-01	\$907,500	\$0	\$0	\$0	\$0	\$0	\$0	\$94,226
•	Riverdale Furnace Replacement - Phase 4	RIVERDALE PARK 200-01	\$1,179,750	\$0	\$0	\$0	\$0	\$0	\$0	\$92,071
•	Poplar Window replacement	POPLAR PARK 667-02	\$632,778	\$0	\$0	\$0	\$0	\$0	\$65,701	\$567,078
•	Convert boiler to ASHP - Hillcrest	HILLCREST 689-01	\$40,838	\$0	\$0	\$0	\$0	\$40,838	\$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
107105	ModPHASE Ph 2: SUST: Kitchen, Partial Bath, MEP	IAQ	\$0	\$0	\$158,000	\$5,838,279	\$0	\$0	\$0	\$4,457,150
107113	ARPA FF+FF: Walkway Paving	ARPA Formula Funding	\$0	\$0	\$0	\$400,000	\$0	\$0	\$0	\$0
107127	SUST-R Resiliency: mechanical systems & electrical 200-1	SUST-R Flood-proofing, Flood Barriers, Emergency Plan, Backwater Valves, and Tree Trimming	\$0	\$8,000	\$2,679,000	\$0	\$0	\$0	\$0	\$2,200,000
107133	ARPA Targeted Award- Fed Pac and Fire Alarm System Upgrades	107133 - Fed Pac and Fire Alarm System Upgrades	\$275,138	\$0	\$0	\$799,343	\$0	\$0	\$0	\$0
107134	ARPA FF+FF: Poplar Heating Distribution Line Replacement	ARPA Formula Funding	\$0	\$0	\$0	\$59,751	\$0	\$0	\$0	\$0
107135	Clark Window Replacement - Armory Section - Phase II	ARPA Formula Funding	\$0	\$0	\$0	\$126,128	\$0	\$0	\$0	\$0
107137	Sust-R Resiliency: trimming & site flood resilience 200-1	Site Flood Resilience	\$0	\$8,000	\$2,745,600	\$72,400	\$0	\$0	\$0	\$1,367,737

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
107138	ARPA FF: McPherson Masonry Repairs	ARPA Formula Funding	\$0	\$0	\$0	\$37,451	\$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.

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

- Other

Project 107127 and 107137 are Resiliency and Furnace replacement projects that have funding issues that EOHLC is working to correct.

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.

Gloucester Housing Authority has requested \$1,520,556.00 in DHCD Compliance Reserve funding for project #107-667-01-0-22-1731\ 107-667-02-0-22-1732, Master Meter Upgrade. Reason: Cited by DPU for Master Metering Non-compliance.

3. Overall goals of the Housing Authority's CIP

The Gloucester HA's overall goal is to maintain full occupancy and ensure the preservation of our portfolio. GHA is concentrating on capital projects that stabilize the building envelopes and systems and address site safety issues. We had added two additional furnace replacement projects and a window replacement project to ensure continued occupancy.

4. Changes from the Housing Authority's previous CIP

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

We have deferred two window replacement projects that were scheduled for future years to address immediate health and safety concerns.

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 01/13/2025.

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 01/22/2025.

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 not been able to include all of our high priority (CPS priority 1 and 2) projects in our CIP: Please see attached.

10. Accessibility

We have identified the following accessibility deficiencies in our portfolio:

We have identified the following accessibility deficiencies in our portfolio: Lack of family housing accessible units.

We are completing projects to address walkway improvements at Lincoln Park, Poplar Park, Sheedy Building, and Riverdale.

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

We are completing projects to address walkway improvements at Lincoln Park, Poplar Park, Sheedy Building, and Riverdale.

11. Special needs development

Gloucester 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 01/13/2025.

12. Energy and water consumption

Our 12 most recent monthly energy reports are for months 11/2023 to 10/2024.

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			667-05
				667-04
				667-01
				200-01

Water and sewer line replacement at 667-1 and Heating Distribution Line project at 667-1 should both reduce consumption at that development.

13. Energy or water saving initiatives

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

14. Vacancy rate

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

- 1% c. 667 (DHCD Goal 2%)
- 2% c. 200 (DHCD Goal 2%)
- 0% c. 705 (DHCD Goal 2%)

Maintenance and Repair Plan

Maintenance Objective

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

About This Maintenance and Repair Plan

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

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

Classification and Prioritization of Maintenance Tasks

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

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

Emergency Request System

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

METHOD	CONTACT INFO.	TIMES
Call Answering Service	617-629-1381	After business hours.
Call LHA at Phone Number	978-283-4770	M-Th 8AM - 4:15PM, F 8AM-12PM

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 Gloucester Housing Authority main office.

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

Normal Maintenance Request Process

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

METHOD	CONTACT INFO.	TIMES
Text Phone Number		
Call Answering Service	617-629-1381	After business hours.
Call Housing Authority Office	978-283-4770	M-Th 8AM-4:15PM, F 8AM-12PM
Submit Online at Website		
Email to Following Email		
Other		

Work Order Management

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

Type of work order system:

Work order classification used:

Emergency	
Vacancy	
Preventative Maintenance	
Routine	
Inspections	
Tenant Requests	

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

C. Our work order process includes the following steps:

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

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

We use PHA Web for work orders, all types.

Maintenance Plan Narrative

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

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

The Operations Department of the GHA is responsible for managing all maintenance functions of the agency in the most cost-effective manner while maximizing the useful life of GHA properties and providing the best service to GHA residents. The GHA's PMR & AUP had no findings or comments related to our maintenance activities and we receive ongoing compliments from residents concerning the quality of work and courtesy of our staff. Our most recent tenant satisfaction survey indicated that 94% of the respondents felt they were treated with courtesy and respect when they were contacted by maintenance.

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

Operations Director and Maintenance Supervisor have increased monitoring of work-order status and have shifted staffing assignments resulting in greater compliance with benchmarks. The GHA has increased the extent of renovations during unit turnover, resulting in fewer inspection related work orders and greater tenant satisfaction. There has been a major focus on pest control, which resulted in the development of a better integrated pest management protocol and change in pest management contract. A re-organization of the Operations and Executive Department’s has created segregation of operational and capital activities and the creation of a new housing inspector position.

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

Major goals for FY 2026 include continued reduction in work order completion time and decreasing deferred work orders. The GHA will continue to strengthen unit turnover quality control, inspection processes and integrate additional preventative maintenance items at completion of each capital improvement project.

D. Maintenance Budget Summary

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

	Total Regular Maintenance Budget	Extraordinary Maintenance Budget
Last Fiscal Year Budget	\$1,503,934.00	\$109,850.00
Last Fiscal Year Actual Spending	\$1,422,666.00	\$8,139.00
Current Fiscal Year Budget	\$0.00	\$0.00

E. Unit Turnover Summary

# Turnovers Last Fiscal Year	69
Average time from date vacated to make Unit "Maintenance Ready"	5 days
Average time from date vacated to lease up of unit	7 days

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

The GHA continues to be proud of its Maintenance Staff’s efforts. Their commitment to preserve decent, safe and sanitary housing to our residents are a credit to their profession.

Attachments

These items have been prepared by the Gloucester 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.

GHA Preventative/Scheduled Maintenance

Item	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Responsible Party
Boiler Room Inspections/Oil Lube motors - Lincoln	▲				▲			▲			▲		Staff Plumber
Boiler Room Inspections/Oil Lube motors- Poplar	▲				▲			▲			▲		Staff Plumber
Boiler Room Inspections/Oil Lube motors - Macpherson	▲				▲			▲			▲		Staff Plumber
Boiler Room Inspections/Oil Lube motors- Clark	▲				▲			▲			▲		Staff Plumber
Check Antifreeze level in Heating System-Essex St Apts											▲		Staff Plumber
Boiler Room Inspections - Hillcrest		▲				▲				▲			Staff Plumber
Boiler Room Inspections - Main Office		▲				▲				▲			Staff Plumber
Boiler Room Inspections - Mason		▲				▲				▲			Staff Plumber
Boiler Room Inspections - Prospect Sq.		▲				▲				▲			Staff Plumber
Boiler Room Inspections - Sargent		▲				▲				▲			Staff Plumber
Boiler Room Inspections - Sheedy		▲				▲				▲			Staff Plumber
Boiler Room Inspections/Oil Lube motors- Willowood		▲				▲				▲			Staff Plumber
Inspect and Recharge all Fire extinguishers/ Call Vendor to Schedule								▲					Working Supervisor
Change Heat Filters - Clark										▲			Working Supervisor
Change Furnace Filters - Riverdale									▲				Working Supervisor
Check Compactor Eye, gauge, oil & hydraulics - McPherson					▲						▲		Working Supervisor
Check Compactor Eye, gauge, oil & hydraulics - Sheedy					▲						▲		Working Supervisor
Check all Crawlspace/Test Sump pumps - Poplar									▲				Working Supervisor
Check Crawlspace/Evidence of Mold - Poplar									▲				Working Supervisor
Check Emergency Lights - Clark											▲		Working Supervisor
Check Emergency Lights - Lincoln Comm Room					▲						▲		Working Supervisor
Check Emergency Lights - McPherson					▲						▲		Working Supervisor
Check Emergency Lights - Poplar Comm Room					▲						▲		Working Supervisor
Check Emergency Lights - Riverdale Comm Room					▲						▲		Working Supervisor
Check Emergency Lights - Sheedy					▲						▲		Working Supervisor
Check Emergency Lights - Willowood Comm Room					▲						▲		Working Supervisor
Clear out any debris from bridge culvert entrances - Poplar					▲					▲			Working Supervisor
Clean out Grease Trap - McPherson				▲						▲			Staff Plumber
Change all Air Filter, water jet clean all condenser coils -McP Com.Rm. Air Handler					▲						▲		Staff Plumber
Boiler Inspection - Essex								▲					Working Supervisor
Boiler Inspection - Griffin								▲					Working Supervisor
Inspect Both Bridge Culverts - Poplar Park				▲						▲			Working Supervisor
Inspect/Repair Roof Exhaust Fans - Clark				▲						▲			Working Supervisor
Inspect/Repair Roof Exhaust Fans - McPherson				▲									Working Supervisor

GHA Preventative/Scheduled Maintenance

Item	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Responsible Party
Inspect/Repair Roof Exhaust Fans - Sheedy				▲								▲	Working Supervisor
Change all filters in Roof Makeup Air unit - Sheedy				▲								▲	Working Supervisor
Replace Air Filters in end hallway air handler units -all 6 floors -McPherson										▲			Working Supervisor
Replace filters in Community Room HVAC-Sheedy					▲								Working Supervisor
Clean filter screen in all mini split heads in all GHA Main Offices equipped						▲							Working Supervisor
Test/Check Emergency Generator & Check Fuel Gauge Level -Clark	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	Working Supervisor
Test/Check Emergency Generator & Check Fuel Gauge Level -McPherson	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	Working Supervisor
Test/Check Emergency Generator & Check Fuel Gauge Level -Sheedy	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	Working Supervisor
Test run Sprinkler Pump and grease bearings at Clark Building		▲				▲				▲			Working Supervisor
Test run Sprinkler Pump and grease bearings at Sheedy Building			▲				▲				▲		Working Supervisor
Test run Sprinkler Pump and grease bearings at McPherson Building				▲				▲				▲	Working Supervisor
Replace Aqualine AP431 Water Filter Cartridges at Poplar Park			▲						▲				Staff Plumber
Replace Aqualine AP431 Water Filter Cartridges at Lincoln Park			▲						▲				Staff Plumber
Replace Water Filter on Viesman Boiler at McPherson Park				▲									Staff Plumber
Renew all Acid Nurtralizer cartridges for Boiler water drains at Poplar Park								▲					Staff Plumber
Renew all Acid Nurtralizer cartridges for Boiler water drains at Lincoln Park								▲					Staff Plumber
Renew all Acid Nurtralizer cartridges for Boiler water drains at Sheedy Park								▲					Staff Plumber
Renew all Acid Nurtralizer cartridges for Boiler water drains at Clark Building								▲					Staff Plumber
Renew all Acid Nurtralizer cartridges for Boiler water drains at Willowood								▲					Staff Plumber
any sediment from boiler and components, Clean out Condensate Trap, Service								▲					Staff Plumber
Check all Hydraulics for Leaks, Inspect and Test all Operating Components, Contact									▲				Staff Plumber
Lochinvar Boiler Maint. Clean Heat Exchanger, Ign and Flame sensor electrodes. Operate Relief Valve. Inspect All vents for leaks. Poplar Boiler Rm 1							▲						Staff Plumber
Lochinvar Boiler Maint. Clean Heat Exchanger, Ign and Flame sensor electrodes. Operate Relief Valve. Inspect All vents for leaks. Poplar Boiler Rm 2							▲						Staff Plumber
Lochinvar Boiler Maint. Clean Heat Exchanger, Ign and Flame sensor electrodes. Operate Relief Valve. Inspect All vents for leaks. Poplar Boiler Rm 3							▲						Staff Plumber
Lochinvar Boiler Maint. Clean Heat Exchanger, Ign and Flame sensor electrodes. Operate Relief Valve. Inspect All vents for leaks. Poplar Boiler Rm 4							▲						Staff Plumber
Lochinvar Boiler Maint. Clean Heat Exchanger, Ign and Flame sensor electrodes. Operate Relief Valve. Inspect All vents for leaks. Poplar Boiler Rm 5							▲						Staff Plumber
Lochinvar Boiler Maint. Clean Heat Exchanger, Ign and Flame sensor electrodes. Operate Relief Valve. Inspect All vents for leaks. Poplar Boiler Rm 6								▲					Staff Plumber

GHA Preventative/Scheduled Maintenance

Item	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Responsible Party
Lochinvar Boiler Maint. Clean Heat Exchanger, Ign and Flame sensor electrodes. Operate Relief Valve. Inspect All vents for leaks Lincoln Boiler Rm 1								▲					Staff Plumber
Lochinvar Boiler Maint. Clean Heat Exchanger, Ign and Flame sensor electrodes. Operate Relief Valve. Inspect All vents for leaks Lincoln Boiler Rm 2								▲					Staff Plumber
Lochinvar Boiler Maint. Clean Heat Exchanger, Ign and Flame sensor electrodes. Operate Relief Valve. Inspect All vents for leaks. Lincoln Boiler Rm 3								▲					Staff Plumber
Lochinvar Boiler Maint. Clean Heat Exchanger, Ign and Flame sensor electrodes. Operate Relief Valve. Inspect All vents for leaks. Lincoln Boiler Rm 4								▲					Staff Plumber
Lochinvar Boiler Maint. Clean Heat Exchanger, Ign and Flame sensor electrodes. Operate Relief Valve. Inspect All vents for leaks. 7-1 Arthur St.								▲					Staff Plumber
Lochinvar Boiler Maint. Clean Heat Exchanger, Ign and Flame sensor electrodes. Operate Relief Valve. Inspect All vents for leaks. 7-2 Arthur St.								▲					Staff Plumber
Lochinvar Boiler Maint. Clean Heat Exchanger, Ign and Flame sensor electrodes. Operate Relief Valve. Inspect All vents for leaks. 7-3 Arthur St.								▲					Staff Plumber
Lochinvar Boiler Maint. Clean Heat Exchanger, Ign and Flame sensor electrodes. Operate Relief Valve. Inspect All vents for leaks. 7-4 Arthur St.								▲					Staff Plumber
Lochinvar Boiler Maint. Clean Heat Exchanger, Ign and Flame sensor electrodes. Operate Relief Valve. Inspect All vents for leaks. 7-5 Arthur St.								▲					Staff Plumber
Lochinvar Boiler Maint. Clean Heat Exchanger, Ign and Flame sensor electrodes. Operate Relief Valve. Inspect All vents for leaks. 7-6 Arthur St.								▲					Staff Plumber
Lochinvar Boiler Maint. Clean Heat Exchanger, Ign and Flame sensor electrodes. Operate Relief Valve. Inspect All vents for leaks. 7-7 Arthur St.								▲					Staff Plumber
Lochinvar Boiler Maint. Clean Heat Exchanger, Ign and Flame sensor electrodes. Operate Relief Valve. Inspect All vents for leaks. 7-8 Arthur St.								▲					Staff Plumber
Lochinvar Boiler Maint. Clean Heat Exchanger, Ign and Flame sensor electrodes. Operate Relief Valve. Inspect All vents for leaks. 7-9 Arthur St.								▲					Staff Plumber
Lochinvar Boiler Maint. Clean Heat Exchanger, Ign and Flame sensor electrodes. Operate Relief Valve. Inspect All vents for leaks. 7-10 Arthur St.								▲					Staff Plumber
Lochinvar Boiler Maint. Clean Heat Exchanger, Ign and Flame sensor electrodes. Operate Relief Valve. Inspect All vents for leaks. 7-11 Arthur St.								▲					Staff Plumber
Lochinvar Boiler Maint. Clean Heat Exchanger, Ign and Flame sensor electrodes. Operate Relief Valve. Inspect All vents for leaks. 7-12 Arthur St.								▲					Staff Plumber

GHA Preventative/Scheduled Maintenance

Item	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Responsible Party
Lochinvar Boiler Maint. Clean Heat Exchanger, Ign and Flame sensor electrodes. Operate Relief Valve. Inspect All vents for leaks. 7-13 Arthur St.								▲					Staff Plumber
Lochinvar Boiler Maint. Clean Heat Exchanger, Ign and Flame sensor electrodes. Operate Relief Valve. Inspect All vents for leaks. 7-14 Arthur St.								▲					Staff Plumber
Lochinvar Boiler Maint. Clean Heat Exchanger, Ign and Flame sensor electrodes. Operate Relief Valve. Inspect All vents for leaks. 7-15 Arthur St.								▲					Staff Plumber
18 Essex St. Clean Boiler #1 Heat Exchanger, Ignition & Flame Sensor replacement. Inspect for Leaks								▲					Staff Plumber
18 Essex St. Clean Boiler #2 Heat Exchanger, Ignition & Flame Sensor replacement. Inspect for Leaks								▲					Staff Plumber
18 Essex St. Clean Boiler #3 Heat Exchanger, Ignition & Flame Sensor replacement. Inspect for Leaks								▲					Staff Plumber
17 Washington Sq. Clean Boiler #1 Heat Exchanger, Ignition & Flame Sensor replacement. Inspect for Leaks								▲					Staff Plumber
17 Washington Sq. Clean Boiler #2 Heat Exchanger, Ignition & Flame Sensor replacement. Inspect for Leaks								▲					Staff Plumber
17 Washington Sq. Clean Boiler #3 Heat Exchanger, Ignition & Flame Sensor replacement. Inspect for Leaks								▲					Staff Plumber
Clean Mini Split Filter Screens in all GHA offices			▲			▲			▲			▲	Staff Plumber
Clean Mini Split Filter Screens in Senior Care Office at McPherson Bldg.			▲			▲			▲			▲	Staff Plumber
Clean Heat Exchangers in all Mini Split Systems-Riverdale									▲				Staff Plumber
Test/Run Emergency Generators at Main Office, Shop Yard, Lincoln & Poplar Parks	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	
Sheedy Bldg. - Drain, Flush, Refill Compactor Hydraulic Fluid w/AW68 or equivalent											▲		
McPherson Bldg. - Drain, Flush, Refill Compactor Hydraulic Fluid w/AW68 or equivalent									▲		▲		
McPherson - Change Filters, Clean Condenser Air Unit on Community Room Roof									▲		▲		

GHA Preventative Routine HA Requested Maintenance

1/10/2025

Item	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Responsible Party
Turn on Outside Water Spikots-Lincoln , Poplar, Arthur St					▲								Working Supervisor
Turn off Outside Water Spikots-Lincoln , Poplar, Arthur St										▲			Working Supervisor
Call Pitney Bowes to Service/Clean Mailing Machine					▲						▲		Operations Director
Tugger Power Pusher-McPh. & Sheedy - Lubricate roller chains w/ #30 oil, adjust chains at maximum slack not over 1/2" midway between sprockets		▲											Working Supervisor
Schedule Fire Alarm/Sprinkler Testing at all Highrises with Hayden					▲								Operations Director
Inspect/replace bad bulbs all common area lighting -Clark	▲						▲						Working Supervisor
Inspect/replace bad bulbs all common area lighting - Sheedy	▲						▲						Working Supervisor
Inspect/replace bad bulbs all common lighting - McPherson	▲						▲						Working Supervisor
Set Exterior lights Timers at Poplar, Lincoln and Willowood on at 8:00 pm			▲										Working Supervisor
Set Exterior lights Timers at Poplar, Lincoln and Willowood on at 5:00 pm									▲				Working Supervisor
Check Exterior Lighting - Clark					▲						▲		Working Supervisor
Check Exterior Lighting - Lincoln					▲						▲		Working Supervisor
Check Exterior Lighting - Main Office					▲						▲		Working Supervisor
Check Exterior Lighting - McPherson					▲						▲		Working Supervisor
Check Exterior Lighting - Poplar					▲						▲		Working Supervisor
Check Exterior Lighting - Riverdale Comm/maint Building					▲						▲		Working Supervisor
Check Exterior Lighting - Sheedy					▲						▲		Working Supervisor
Check Exterior Lighting - Willowood											▲		Working Supervisor
Clear all Debris from all Roof areas - Clark, Sheedy, McPherson								▲					Working Supervisor
Clean hallway makeup air unit filters - all 6 floors at McPherson	▲			▲			▲			▲			Working Supervisor
Install/Remove A/C - Sunroom, Lobby, Attic, Downstairs Conf. Rm, Cliff's office, Resident Services offices					▲					▲			Working Supervisor
Stock all sites with Bagged Ice Melt										▲			Working Supervisor
Clean Gutters/Repair Joints - Griffin Court											▲		Working Supervisor
Clean Gutters/Repair Joints - Lincoln Park											▲		Working Supervisor
Clean Gutters/Repair Joints - Poplar Park											▲		Working Supervisor
Install/Remove A/C - Poplar Comm Room					▲					▲			Working Supervisor
Test A/C - Clark, Main Office, McPherson, Sheedy, Willowood					▲								Working Supervisor
Remove All A/C units - Main Offices, LP,PP, Riverdale Comm.Rms.										▲			Working Supervisor
Change Heat Filters - Clark									▲				Working Supervisor
Clean Laundry Room Behind Dryers - Sheedy, Clark, LP, PP, McPh.	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	Working Supervisor
Disinfect Trash Barrels & Trash Room, Clark				▲						▲			Working Supervisor

GHA Preventative Routine HA Requested Maintenance

1/10/2025

Item	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Responsible Party
Empty Smoking Recepticles -Clark, McPherson, Sheedy	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	Working Supervisor
Loose Grounds Trash Pickup at Riverdale, Willowood, Lincoln, Poplar -2nd & 15th of each month	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	Working Supervisor
Set Up Xmas Tree in Community Room, & Install Lights on Outdoor Trees/shrubs - Lincoln, Poplar, McPherson, Sheedy Clark												▲	Working Supervisor
Remove Xmas Tree in Community Room, & Install Lights on Outdoor Trees/shrubs - Lincoln, Poplar, McPherson, Sheedy Clark	▲												Working Supervisor
Install the temporary Speed Bumps at Willowood Gardens						▲							Working Supervisor
Remove the temporary Speed Bumps at Willowood Gardens in preparation for snow removal											▲		Working Supervisor
Laundry Rooms - Clean Dryer Vents at Clark			▲						▲				Working Supervisor
Laundry Rooms - Clean Dryer Vents at McPherson													Working Supervisor
Laundry Rooms - Clean Dryer Vents at Sheedy			▲						▲				Working Supervisor
Clean out dryer exhaust Duct/vent - 7-1 Arthur St.			▲						▲				Working Supervisor
Clean out dryer exhaust Duct/vent - 7-2 Arthur St.			▲						▲				Working Supervisor
Clean out dryer exhaust Duct/vent - 7-3 Arthur St.			▲						▲				Working Supervisor
Clean out dryer exhaust Duct/vent - 7-4 Arthur St.			▲						▲				Working Supervisor
Clean out dryer exhaust Duct/vent - 7-5 Arthur St.			▲						▲				Working Supervisor
Clean out dryer exhaust Duct/vent - 7-6 Arthur St.			▲						▲				Working Supervisor
Clean out dryer exhaust Duct/vent - 7-7Arthur St.			▲						▲				Working Supervisor
Clean out dryer exhaust Duct/vent - 7-8 Arthur St.			▲						▲				Working Supervisor
Clean out dryer exhaust Duct/vent - 7-9 Arthur St.			▲						▲				Working Supervisor
Clean out dryer exhaust Duct/vent - 7-10 Arthur St.			▲						▲				Working Supervisor
Clean out dryer exhaust Duct/vent - 7-11 Arthur St.			▲						▲				Working Supervisor
Clean out dryer exhaust Duct/vent - 7-12 Arthur St.			▲						▲				Working Supervisor
Clean out dryer exhaust Duct/vent - 7-13 Arthur St.			▲						▲				Working Supervisor
Clean out dryer exhaust Duct/vent - 7-14Arthur St.			▲						▲				Working Supervisor
Clean out dryer exhaust Duct/vent - 7-15 Arthur St.			▲						▲				Working Supervisor
Laundry Room - All Elderly - Clean & Sanitize all laundry equipment, wiping down inside of the machine with a bleached based cleaner. Run washing machines on a bleach wash cycle with hot water.	▲			▲			▲			▲			Working Supervisor

Gloucester Housing Authority Deferred Work Order Report

Filter Criteria Includes: 1) Program: Massachusetts 400 Program 2) Project: 667 - 001 - Lincoln Park, 667 - 002 - Poplar Park, 667 - 006 - C.B. Clark E
3) Types: All Types 4) Deferred Reason: N/A 5) Completed Date: 1/1/2024 to 1/10/2025

Work Order Number	Completed Date/Time	Deferred Reason
80108	1/2/2024 12:00 AM	STILL LIVE-CBC FLAGPOLE
80440	1/25/2024 12:00 AM	STILL LIVE 59PC
80443	2/12/2024 12:00 AM	STILL LIVE-39PC
80660	2/5/2024 12:00 AM	STILL LIVE-53PC
81291	4/5/2024 12:00 AM	STILL LIVE 27PP
81295	4/5/2024 12:00 AM	STILL LIVE 27PP
81450	3/26/2024 12:00 AM	STILL LIVE 20VW
81474	3/27/2024 12:00 AM	STILL LIVE 63PP
81517	4/1/2024 12:00 AM	STILL LIVE 30PP
82052	5/10/2024 12:00 PM	STILL LIVE 28PC
82054	5/10/2024 12:00 PM	STILL LIVE-28PC
82103	5/16/2024 12:00 AM	Still Live 16VW
82147	5/17/2024 12:00 AM	STILL LIVE 57VW
82202	6/4/2024 12:00 AM	STILL LIVE 87VW
82210	5/21/2024 12:00 AM	STILL LIVE 47VW
82212	5/21/2024 12:00 AM	STILL LIVE 47VW
82587	5/16/2024 12:00 AM	STILL LIVE MCP FLAGPOLE
83505	7/31/2024 12:00 AM	STILL LIVE 97VW
84573	10/1/2024 12:00 AM	STILL LIVE 20PC
84652	10/3/2024 12:00 AM	STILL LIVE 20PC
84782	10/23/2024 12:00 AM	STILL LIVE 4VW
84783	10/23/2024 12:00 AM	STILL LIVE 4VW
84784	10/23/2024 12:00 AM	STILL LIVE 4VW
84786	10/10/2024 12:00 AM	STILL LIVE 12VW
84787	10/10/2024 12:00 AM	STILL LIVE 12VW
84788	10/10/2024 12:00 AM	STILL LIVE-12VW
84789	10/10/2024 12:00 AM	STILL LIVE 12VW
84790	10/10/2024 12:00 AM	STILL LIVE12VW
84792	10/10/2024 12:00 AM	STILL LIIVE 12VW
84805	10/23/2024 12:00 AM	STILL LIVE 24PC
84815	10/23/2024 12:00 AM	STILL LIVE 54PC
84816	10/23/2024 12:00 AM	STILL LIVE 54PC
84819	10/23/2024 12:00 AM	STILL LIVE-54PC
84820	10/24/2024 12:00 AM	STILL LIVE 27PC
84823	10/24/2024 12:00 AM	STILL LIVE 27PC
84824	10/23/2024 12:00 AM	STILL LIVE 27PC
84826	10/24/2024 12:00 AM	STILL LIVE 27PC
84847	10/10/2024 12:00 AM	STILL LIVE CBC SITE
84926	10/10/2024 12:00 AM	STILL LIVE RP SITE
84927	10/10/2024 12:00 AM	STILL LIVE RP SITE
85009	10/23/2024 12:00 AM	STILL LIVE 13VW
85010	10/23/2024 12:00 AM	STILL LIVE 13VW
85011	10/23/2024 12:00 AM	STILL LIVE 13VW
85012	10/23/2024 12:00 AM	STILL LIVE 13VW
85022	10/23/2024 12:00 AM	STILL LIVE 18VW
85025	10/23/2024 12:00 AM	STILL LIVE 24VW
85027	10/23/2024 12:00 AM	STILL LIVE 24VW
85028	10/23/2024 12:00 AM	STILL LIVE 24VW
85030	10/23/2024 12:00 AM	STILL LIVE 24VW
85031	10/23/2024 12:00 AM	STILL LIVE 24VW
85032	10/23/2024 12:00 AM	STILL LIVE 24VW

Gloucester Housing Authority Deferred Work Order Report

Filter Criteria Includes: 1) Program: Massachusetts 400 Program 2) Project: 667 - 001 - Lincoln Park, 667 - 002 - Poplar Park, 667 - 006 - C.B. Clark E
3) Types: All Types 4) Deferred Reason: N/A 5) Completed Date: 1/1/2024 to 1/10/2025

85039	11/15/2024 12:00 AM	STILL LIVE 33VW
85043	11/15/2024 12:00 AM	STILL LIVE 33VW
85048	10/10/2024 12:00 AM	STILL LIVE 27VW
85049	10/10/2024 12:00 AM	STILL LIVE 27VW
85050	10/10/2024 12:00 AM	STILL LIVE 27VW
85052	10/10/2024 12:00 AM	STILL LIVE 27VW
85053	10/10/2024 12:00 AM	STILL LIVE 27VW
85055	10/10/2024 12:00 AM	STILL LIVE 27VW
85056	10/10/2024 12:00 AM	STILL LIVE 27VW
85073	11/15/2024 12:00 AM	STILL LIVE 71VW
85074	11/15/2024 12:00 AM	STILL LIVE 71VW
85081	10/24/2024 12:00 AM	STILL LIVE 25VW
85085	10/23/2024 12:00 AM	STILL LIVE 79VW
85086	10/23/2024 12:00 AM	STILL LIVE 79VW
85087	11/1/2024 12:00 AM	STILL LIVE-40PC
85088	10/22/2024 12:00 AM	STILL LIVE 40PC
85102	11/8/2024 12:00 AM	STILL LIVE 83VW
85121	10/15/2024 12:00 AM	STILL LIVE 90VW
85122	10/15/2024 12:00 AM	STILL LIVE 90VW
85123	10/15/2024 12:00 AM	STILL LIVE 90VW
85124	10/15/2024 12:00 AM	STILL LIVE 90VW
85125	10/15/2024 12:00 AM	STILL LIVE 90VW
85126	10/15/2024 12:00 AM	STILL LIVE 90VW
85127	10/15/2024 12:00 AM	STILL LIVE 95VW
85128	10/15/2024 12:00 AM	STILL LIVE 95VW
85129	10/15/2024 12:00 AM	STILL LIVE 95VW
85130	10/15/2024 12:00 AM	STILL LIVE 95VW
85131	10/15/2024 12:00 AM	STILL LIVE 95VW
85133	10/15/2024 12:00 AM	STILL LIVE 95VW
85134	10/15/2024 12:00 AM	STILL LIVE 101VW
85136	10/15/2024 12:00 AM	STILL LIVE 101VW
85137	10/15/2024 12:00 AM	STILL LIVE 101VW
85138	10/15/2024 12:00 AM	STILL LIVE 101VW
85139	10/15/2024 12:00 AM	STILL LIVE 101VW
85140	10/15/2024 12:00 AM	STILL LIVE 101VW
85141	10/15/2024 12:00 AM	STILL LIVE 101VW
85142	10/15/2024 12:00 AM	STILL LIVE 101VW
85143	10/15/2024 12:00 AM	STILL LIVE 101VW
85208	10/23/2024 12:00 AM	STILL LIVE CBC SITE
85209	11/1/2024 12:00 AM	STILL LIVE 34CBC
85215	11/1/2024 12:00 AM	STILL LIVE 15PP
85321	11/8/2024 12:00 AM	STILL LIVE 27PP
85358	12/1/2024 12:00 AM	STILL LIVE 28VW
85359	12/1/2024 12:00 AM	STILL LIVE 28VW
85392	10/23/2024 12:00 AM	STILL LIVE MCPH SITE
85400	11/8/2024 12:00 AM	STILL LIVE 26PC
85401	10/23/2024 12:00 AM	STILL LIVE CBC SITE
85454	11/8/2024 12:00 AM	STILL LIVE 25LP
85621	11/15/2024 12:00 AM	STILL LIVE 47PP
85622	11/15/2024 12:00 AM	STILL LIVE 24PP
85659	11/15/2024 12:00 AM	STILL LIVE 49B CBC
85674	11/15/2024 12:00 AM	STILL LIVE MCPH SITE
85693	11/15/2024 12:00 AM	STILL LIVE 56CBC
85699	12/1/2024 12:00 AM	STILL LIVE 20VW

**Gloucester Housing Authority
Deferred Work Order Report**

Filter Criteria Includes: 1) Program: Massachusetts 400 Program 2) Project: 667 - 001 - Lincoln Park, 667 - 002 - Poplar Park, 667 - 006 - C.B. Clark E
3) Types: All Types 4) Deferred Reason: N/A 5) Completed Date: 1/1/2024 to 1/10/2025

86005	12/1/2024 12:00 AM	STILL LIVE 30LP
86019	12/6/2024 12:00 AM	STILL LIVE 502SP
86040	11/11/2024 12:00 AM	STILL LIVE 57PC
86485	12/13/2024 12:00 AM	STILL LIVE -MCP ELEV.#2
86486	12/13/2024 12:00 AM	STILL LIVE MCP ELEV.#1 FAN
86598	12/30/2024 12:00 AM	STILL LIVE 402MCP

End of Report

Deferred Maintenance Plan
Deferred Maintenance Plan
Deferred Maintenance Plan
Deferred Maintenance Plan
Deferred Maintenance Plan
Deferred Maintenance Plan

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 06/30/2024. It also shows the approved budget for the current year (2025) if there is one, and the percent change from last year's spending to this year's approved budget. The final column shows the current approved amount for each account divided by the number of housing units and by 12 months to show the amount per unit per month (PUM). The chart does not show a draft budget for the coming fiscal year as that will typically be developed in the final month of the fiscal year.

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

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

Operating Reserve

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

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

The Gloucester Housing Authority operating reserve at the end of fiscal year 2024 was \$1,155,684.00, which is 58.5% of the full reserve amount defined above.

Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by Gloucester Housing Authority.						
REVENUE						
Account Number	Account Class	2024 Approved Revenue Budget	2024 Actual Amounts Received	2025 Approved Revenue Budget	% Change from 2024 Actual to 2025 Budget	2025 Dollars Budgeted per Unit per Month
3110	Shelter Rent -Tenants	\$2,754,000.00	\$3,187,028.00	\$0.00	0%	\$0.00
3111	Shelter Rent - Tenants - Fraud/Retroactive	\$0.00	\$0.00	\$0.00	0%	\$0.00
3115	Shelter Rent -Federal Section 8\MRVP One-time Leased up Rev.	\$0.00	\$0.00	\$0.00	0%	\$0.00
3190	Nondwelling Rentals	\$0.00	\$0.00	\$0.00	0%	\$0.00
3400	Administrative Fee - MRVP	\$0.00	\$0.00	\$0.00	0%	\$0.00
3610	Interest on Investments - Unrestricted	\$60,000.00	\$77,771.00	\$0.00	0%	\$0.00
3611	Interest on Investments - Restricted	\$0.00	\$0.00	\$0.00	0%	\$0.00
3690	Other Revenue	\$37,000.00	\$52,838.00	\$0.00	0%	\$0.00
3691	Other Revenue - Retained	\$88,000.00	\$220,063.00	\$0.00	0%	\$0.00
3692	Other Revenue - Operating Reserves	\$0.00	\$0.00	\$0.00	0%	\$0.00
3693	Other Revenue - Energy Net Meter	\$0.00	\$0.00	\$0.00	0%	\$0.00
3801	Operating Subsidy - EOHLC (4001)	\$828,981.00	\$350,453.00	\$0.00	0%	\$0.00
3802	Operating Subsidy - MRVP Landlords	\$0.00	\$0.00	\$0.00	0%	\$0.00
3803	Restricted Grants Received	\$0.00	\$0.00	\$0.00	0%	\$0.00
3920	Gain/Loss From Sale/Disp. of Prop.	\$0.00	\$2,500.00	\$0.00	0%	\$0.00
3000	TOTAL REVENUE	\$3,767,981.00	\$3,890,653.00	\$0.00	0%	\$0.00

Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by Gloucester Housing Authority.						
EXPENSES						
Account Number	Account Class	2024 Approved Expense Budget	2024 Actual Amounts Spent	2025 Approved Expense Budget	% Change from 2024 Actual to 2025 Budget.	2025 Dollars Budgeted per Unit per Month
4110	Administrative Salaries	\$436,026.00	\$418,243.00	\$0.00	0%	\$0.00
4120	Compensated Absences	\$0.00	\$66,624.00	\$0.00	0%	\$0.00
4130	Legal	\$111,997.00	\$148,584.00	\$0.00	0%	\$0.00
4140	Members Compensation	\$19,000.00	\$24,443.00	\$0.00	0%	\$0.00
4150	Travel & Related Expenses	\$3,000.00	\$2,504.00	\$0.00	0%	\$0.00
4170	Accounting Services	\$24,000.00	\$24,000.00	\$0.00	0%	\$0.00
4171	Audit Costs	\$7,500.00	\$7,500.00	\$0.00	0%	\$0.00
4180	Penalties & Interest	\$0.00	\$0.00	\$0.00	0%	\$0.00
4190	Administrative Other	\$201,688.00	\$188,595.00	\$0.00	0%	\$0.00
4191	Tenant Organization	\$3,132.00	\$8,406.00	\$0.00	0%	\$0.00
4100	TOTAL ADMINISTRATION	\$806,343.00	\$888,899.00	\$0.00	0%	\$0.00
4310	Water	\$297,111.00	\$247,126.00	\$0.00	0%	\$0.00
4320	Electricity	\$283,427.00	\$330,404.00	\$0.00	0%	\$0.00
4330	Gas	\$143,615.00	\$134,911.00	\$0.00	0%	\$0.00
4340	Fuel	\$0.00	\$0.00	\$0.00	0%	\$0.00
4360	Net Meter Utility Debit/Energy Conservation	\$0.00	\$0.00	\$0.00	0%	\$0.00
4390	Other	\$0.00	\$220,063.00	\$0.00	0%	\$0.00
4391	Solar Operator Costs	\$164,000.00	\$84,973.00	\$0.00	0%	\$0.00
4392	Net Meter Utility Credit (Negative Amount)	\$-164,000.00	\$-305,036.00	\$0.00	0%	\$0.00
4300	TOTAL UTILITIES	\$724,153.00	\$712,441.00	\$0.00	0%	\$0.00

Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by Gloucester Housing Authority.						
EXPENSES						
Account Number	Account Class	2024 Approved Expense Budget	2024 Actual Amounts Spent	2025 Approved Expense Budget	% Change from 2024 Actual to 2025 Budget	2025 Dollars Budgeted per Unit per Month
4410	Maintenance Labor	\$631,829.00	\$590,844.00	\$0.00	0%	\$0.00
4420	Materials & Supplies	\$356,695.00	\$373,621.00	\$0.00	0%	\$0.00
4430	Contract Costs	\$515,410.00	\$458,201.00	\$0.00	0%	\$0.00
4400	TOTAL MAINTENANCE	\$1,503,934.00	\$1,422,666.00	\$0.00	0%	\$0.00
4510	Insurance	\$160,156.00	\$141,251.00	\$0.00	0%	\$0.00
4520	Payment in Lieu of Taxes	\$5,760.00	\$5,760.00	\$0.00	0%	\$0.00
4540	Employee Benefits	\$567,635.00	\$668,941.00	\$0.00	0%	\$0.00
4541	Employee Benefits - GASB 45	\$0.00	\$93,276.00	\$0.00	0%	\$0.00
4542	Pension Expense - GASB 68	\$0.00	\$0.00	\$0.00	0%	\$0.00
4570	Collection Loss	\$30,000.00	\$53,003.00	\$0.00	0%	\$0.00
4571	Collection Loss - Fraud/Retroactive	\$0.00	\$0.00	\$0.00	0%	\$0.00
4580	Interest Expense	\$0.00	\$0.00	\$0.00	0%	\$0.00
4590	Other General Expense	\$0.00	\$0.00	\$0.00	0%	\$0.00
4500	TOTAL GENERAL EXPENSES	\$763,551.00	\$962,231.00	\$0.00	0%	\$0.00
4610	Extraordinary Maintenance	\$109,850.00	\$8,139.00	\$0.00	0%	\$0.00
4611	Equipment Purchases - Non Capitalized	\$49,000.00	\$47,101.00	\$0.00	0%	\$0.00
4612	Restricted Reserve Expenditures	\$0.00	\$0.00	\$0.00	0%	\$0.00
4715	Housing Assistance Payments	\$0.00	\$0.00	\$0.00	0%	\$0.00
4801	Depreciation Expense	\$0.00	\$661,910.00	\$0.00	0%	\$0.00
4600	TOTAL OTHER EXPENSES	\$158,850.00	\$717,150.00	\$0.00	0%	\$0.00
4000	TOTAL EXPENSES	\$3,956,831.00	\$4,703,387.00	\$0.00	0%	\$0.00

Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by Gloucester Housing Authority.						
SUMMARY						
Account Number	Account Class	2024 Approved Budget	2024 Actual Amounts	2025 Approved Budget	% Change from 2024 Actual to 2025 Budget	2025 Dollars Budgeted per Unit per Month
3000	TOTAL REVENUE	\$3,767,981.00	\$3,890,653.00	\$0.00	0%	\$0.00
4000	TOTAL EXPENSES	\$3,956,831.00	\$4,703,387.00	\$0.00	0%	\$0.00
2700	NET INCOME (DEFICIT)	\$-188,850.00	\$-812,734.00	\$0.00	0%	\$0.00
7520	Replacements of Equip. - Capitalized	\$41,650.00	\$40,916.00	\$0.00	0%	\$0.00
7540	Betterments & Additions - Capitalized	\$0.00	\$-40,916.00	\$0.00	0%	\$0.00
7500	TOTAL NONOPERATING EXPENDITURES	\$41,650.00	\$0.00	\$0.00	0%	\$0.00
7600	EXCESS REVENUE OVER EXPENSES	\$-230,500.00	\$-812,734.00	\$0.00	0%	\$0.00

Explanation of Budget Accounts

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3802: Operating Subsidy – MRVP/AHVP Landlords:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4520: Payments in Lieu of Taxes:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Narrative Responses to the Performance Management Review (PMR) Findings

The Performance Management Review conducted by the Department of Housing and Community Development (DHCD) for the 2024 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 Gloucester Housing Authority's understanding of why they received the rating, while the responses describe their goals and the means by which they will meet or improve upon the performance-based assessment standards established by DHCD in the PMR. When the PMR rating is 'Operational Guidance', the LHA may have responded, but was not required to.

Category: Management

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

Rating: No Findings

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

Rating: No Findings

Reason: The GHA's adjusted Tenant Account Receivable balance for its C. 200 Program exceeded the 2% EOHLC-established benchmark.

Response: The GHA adopted a new Rent Collection Policy in FY 2025 and is strictly adhering to that policy. Although the GHA is promptly initiating collection/eviction actions for non-payment, the Housing Court remains slow in scheduling cases, which often exasperates tenant balances as does the requirement that the court take no action if there is a pending application by a tenant for emergency assistance.

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

Rating: No Findings

Criterion: Completion of mandatory online board member training

Rating: No Findings

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

Rating: No Findings

Criterion: Staff completed relevant certifications or trainings

Rating: No Findings

Category: Financial

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

Rating: No Findings

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

Rating: No Findings

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: No Findings

Criterion: Vacancies are recorded correctly and occupied using CHAMP

Rating: Corrective Action

Reason: There was one instance where a unit offer was made verbally to an applicant and the list pull had expired prior to staff making entry in CHAMP system. There were also several data entry errors in the vacancy system.

Response: Staff are encouraged to copy and paste data from housing management system into vacancy system to reduce data entry errors and staff have been advised to make unit offers through the CHAMP system and provide notice to the applicant prior to any verbal confirmation of offer.

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: No Findings

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

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

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

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

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

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

Policies

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

Policy	Last Ratified by Board Vote	Notes
*Rent Collection Policy	03/08/2023	
*Personnel Policy	09/14/2022	
*Capitalization Policy	04/13/2016	
*Procurement Policy	01/12/2022	
*Grievance Policy	10/09/2013	Board will review in FY2026
Fair Housing Marketing Plan	06/08/2022	
Anti-Discriminatory Harassment Policy	09/14/2022	
Community Room Use	01/09/2013	
Credit/Debit Card Policy	03/09/2016	
Criminal Offender Records Information (CORI) Policy	06/13/2012	
Equal Employment Opportunity Policy and Affirmative Action Plan	01/08/1994	Board will review in FY 2026
Investment Policy	07/01/1994	
Language Access Plan	02/09/2022	
Maintenance and Other Charges	06/12/2024	
Parking	07/11/2018	
Pet Policy	01/09/2019	
Reasonable Accommodations Policy	10/13/2021	

Policy	Last Ratified by Board Vote	Notes
Sexual Harassment Policy	06/13/2014	
Smoking Policy	07/09/2014	
Travel Policy	08/08/2012	Included in Personnel Policy
Other – Define in the ‘Notes’ column	11/09/2011	Air Conditioner Policy
Other – Define in the ‘Notes’ column	02/13/2013	Disposition Policy
Other – Define in the ‘Notes’ column	06/14/2017	Yard Policy - Family Housing
Other – Define in the ‘Notes’ column	01/09/2013	Yard Policy - Chapter 667 Housing
Other – Define in the ‘Notes’ column	05/11/2005	Satellite Dish Policy
Other – Define in the ‘Notes’ column	12/10/2008	No Trespass Policy

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

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

Waivers

Gloucester Housing Authority has received the following waivers from DHCD’s regulations. This list does not include vacancy waivers, pet waivers, or any waivers that would release personally identifiable tenant or applicant data.

Description	Reason	Date Waiver Approved by DHCD	Date Expired
Security Deposit Waiver	Allow GHA to collect security deposits from all tenants.	01/29/1998	06/30/2025

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

Attachments

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

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

- Gloucester FY26 AP LTO Support Letters Sheedy
- Gloucester FY26 AP LTO Support Letters Lincoln
- Gloucester FY26 AP LTO Support Letters McPherson
- Public Comments and LHA Responses
- Cover sheet for tenant satisfaction surveys
- Tenant Satisfaction Survey 667 Program
- Performance Management Review

SHEEDY BUILDING TENANT ASSOCIATION

25 FEB 27 9:28 AM

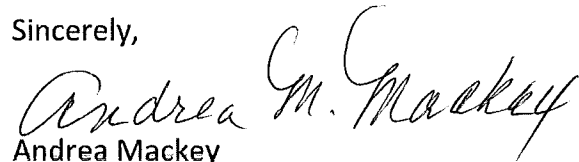
February 25, 2025

David Houlden, Executive Director
Gloucester Housing Authority
259 Washington Street
Gloucester, MA 01930

Dear Mr. Houlden

Thank you for meeting with us to review the proposed EOHLC Annual Plan for FY 2026. After careful consideration, the Sheedy Building Tenant Association (SBTA) has decided to support the EOHLC Annual Plan submission for the fiscal year ending June 30, 2026 (FY25)

Sincerely,



Andrea Mackey
SBTA President

February 26, 2025
David Houlden, Executive Director
Gloucester Housing Authority
259 Washington Street
Gloucester, MA 01930

Dear Mr. Houlden

Thank you for meeting with us to review the proposed EOHLC Annual Plan for FY 2025. After careful consideration, the Lincoln Park Tenant Association (LPTA) has decided to support the EOHLC Annual Plan submission for the fiscal year ending June 30, 2025 (FY25)

Sincerely,

A handwritten signature in black ink that reads "Reuben James". The signature is written in a cursive style with a large, looping initial "R".

LPTA Officer

MCPHERSON PARK TENANT ASSOCIATION

February 11, 2025

David Houlden, Executive Director
Gloucester Housing Authority
259 Washington Street
Gloucester, MA 01930

Dear Mr. Houlden

Thank you for meeting with us to review the proposed EOHLC Annual Plan for FY 2026. After careful consideration, the McPherson Park Tenant Association (MPTA) has decided to support the EOHLC Annual Plan submission for the fiscal year ending June 30, 2026 (FY26)

Sincerely,



Carol Terrell
MPTA President

March Regular Meeting of the City Board of Commissioners for the meeting was conducted at GHA's Administrative Offices at 259 Washington Street, Gloucester, MA.

The Public Hearing Notice was posted on the GHA website, posted as a Public Meeting with the City of Gloucester Clerk's Office, posted at each State-aided Housing Development, and provided to the Local Tenant Organization (LTO) on January 17, 2025.

In attendance were Board Commissioners Scott B. Duffany, Chair; Irene Frontiero, Vice-Chair; Jennifer-Lee Levitz Aronson, Treasurer; Barbara Snare, Asst. Treasurer and Linnea Hagberg, Member.

Also in attendance were David S. Houlden, Executive Director, Jennifer Hapgood-White, Assistant Executive Director and Sharon Fortado, Executive Assistant.

There were no residents or other members of the public in attendance.

The Chair opened the Public Hearing at 4:30 p.m. The Executive Director then provided an overview of the Plan. This is the third year of the Annual Plan process which is required by the Housing Reform Act of 2014 to provide greater transparency for housing authorities. The plan covers the following elements for our State-aided Programs:

1. Proposed Capital Improvement Plan (5-year)
2. Proposed Maintenance and Repair Plan
3. Current Operating Budget
4. Responses to the Performance Management Review (PMR) findings
5. List of the 26 Board-approved housing authority policies
6. List of the one waiver from governing regulations of the Department of Housing and Community Development (DHCD) to collect Security Deposits.
7. Other elements

The Director provided an overview of each plan section, including proposed capital projects. The Director discussed the responses on the most recent PMR related to elevated TAR levels for the Chapter 200 Program and CHAMP data entry errors. The last resident survey was conducted in 2019 and was favorable.

After the Executive Director completed his presentation, the Chair allowed individuals to speak in favor or oppose the plan and to offer any comments. No member of the public came forward to speak in favor or in opposition to the plan or offered any comments.

After some questions clarifying when the plan needed to be approved by, members of the Board spoke in favor of the plan and commended the Executive Director and staff for all their efforts developing the plan.

The Chair then closed the Public Hearing at 5:05 p.m.

Respectfully,

A handwritten signature in black ink, appearing to read "David S. Houlden", written in a cursive style.

David S. Houlden, Executive Director/Secretary Ex-officio

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.



NOTE

This copy of the survey shows the percentage of respondents who chose each answer. DHCD also collected demographic information from survey respondents, such as gender, race, education, and age. The responses to these demographic questions are not included in this report in order to protect the anonymity of respondents.

In the fall of 2019, surveys were sent to **200** housing units (Chapter 667) in the Gloucester Housing Authority. **95** surveys were completed. The percentages presented here are based on that number.

1. How many years have you lived in your current apartment?

- 20%** Less than 2 years
- 31%** 2 to 5 years
- 22%** 6 to 10 years
- 27%** More than 10 years

Maintenance & Repair

8. In the last 12 months, how often were you treated with courtesy and respect by the maintenance staff of your development??
 - 0%** Never
 - 6%** Sometimes
 - 15%** Usually
 - 79%** Always
9. Does the Housing Authority let you know before they enter your apartment??
 - 90%** Yes
 - 4%** No
 - 5%** Don't Know
10. "Building maintenance" includes things such as clean halls and stairways and having lights and elevators that work. In the last 12 months, how would you rate the overall building maintenance??
 - 1%** Poor
 - 18%** Fair
 - 31%** Good
 - 22%** Very Good
 - 28%** Excellent
11. In the last 12 months, how would you rate how well the outdoor space is maintained at your development (such as litter removal and clear walkways)?
 - 4%** Poor
 - 14%** Fair
 - 34%** Good
 - 25%** Very Good
 - 23%** Excellent
12. In the last 12 months, how many times did you completely lose heat in your apartment?
 - 61%** Never → **If Never, go to #14**
 - 21%** Once
 - 14%** 2 or 3 times
 - 3%** 4 times or more

13. How long did it usually take for your heat to come back on?

57% Less than 24 hours

29% 24 to 48 hours

14% More than 48 hours

14. In the last 12 months, did you have any of these other heating problems?

	Yes
a. Apartment was too hot	12%
b. Apartment was too cold	6%
c. Took too long for apartment to heat up	5%
d. Apartment felt too drafty	13%

15. In the last 12 months, how many times did you have no hot water in your apartment?

61% Never → **If Never, go to #17**

24% Once

15% 2 or 3 times

0% 4 times or more

16. How long did it usually take for the hot water to come back on?

75% Less than 24 hours

25% 24 to 48 hours

0% More than 48 hours

17. In the last 12 months, did you have any of these other water or plumbing problems?

	Yes
a. Clogged drains (sink, toilet, shower)	40%
b. Leaking pipes or faucets	22%
c. Complete loss of water	4%
d. Water temperature problems (too hot, too cold, unreliable)	12%
e. Water stains on the ceiling	10%
f. Sewer backed-up into your apartment	3%

Communication

18. In the last 12 months, has the Executive Director at your development held any meetings with residents??

85% Yes

2% No

13% Don't remember

19. In the last 12 months, how often were you treated with courtesy and respect by the management office of your development?

2% Never

10% Sometimes

15% Usually

73% Always

Safety

20. In the last 12 months, in general, how safe did you feel in your development?

57% Very safe → **If Very safe, go to #22**

26% Mostly safe

10% Somewhat safe

6% Not at all safe

21. For those who felt not at all, somewhat, or mostly safe: Why do you feel unsafe in your development? (Check all that apply.)

Building/Indoor Concerns

0% Not enough lighting in the hallways

10% Windows are not secure

26% Security of entry doors

51% Other tenants give door access code to non-residents

Outdoor Concerns

10% Not enough outdoor lights

33% Illegal activity in the development

44% Strangers hanging around who should not be there

33% Sidewalks are difficult to walk on

Other Concerns

18% The neighborhood/area the development is in

28% Another reason

22. Overall, how satisfied are you living in your development?

51% Very satisfied

44% Mostly satisfied

4% Mostly dissatisfied

1% Very dissatisfied

GLOUCESTER HOUSING AUTHORITY

Performance Management Review (PMR) Report

Fiscal Year End 6/30/2024

*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	GLOUCESTER HOUSING AUTHORITY
Fiscal Year Ending	Jun 2024
Housing Management Specialist	Melanie Loveland-Hale
Facilities Management Specialist	Bob Arsenault

Criteria	Score/Rating			
	Management			
	c.667	c.705	c.200	Cumulative
Occupancy Rate	No Findings	Not Applicable	No Findings	No Findings
	c.667	c.705	c.200	Cumulative
Tenant Accounts Receivable (TAR)	No Findings	Not Applicable	Operational Guidance	No Findings
Board Member Training	No Findings			
Certifications and Reporting Submissions	No Findings			
Annual Plan	No Findings			
	Financial			
Adjusted Net Income	No Findings			
Operating Reserves	No Findings			

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

LHA Name	GLOUCESTER HOUSING AUTHORITY
FYE	Jun 2024
HMS Name	Melanie Loveland-Hale
FMS Name	Bob Arsenault

Criteria	Rating
Staff Certification and Training	No Findings

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

LHA Name	GLOUCESTER HOUSING AUTHORITY
FYE	Jun 2024
HMS Name	Melanie Loveland-Hale
FMS Name	Bob Arsenault

CFA Submission

Rating: No Findings

Recommendations: 1. No Recommendations

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

LHA Name	GLOUCESTER HOUSING AUTHORITY
FYE	Jun 2024
HMS Name	Melanie Loveland-Hale
FMS Name	Bob Arsenault

Occupancy

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

1. No Recommendations

Tenant Accounts Receivable (TAR)

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

1. Continue existing efforts to enforce repayment agreements, both court ordered and in-house.

Board Member Training

Rating: No Findings

1. No Recommendations

Certifications and Reporting Submissions

Rating: No Findings

1. No Recommendations

Annual Plan Submission

Rating: No Findings

1. No Recommendations

Adjusted Net Income/Revenue

Rating: No Findings

Revenue

1. No Recommendations

Expense

Salaries

1. No Recommendations

Legal

1. No Recommendations

Utilities

1. No Recommendations

Maintenance

1. No Recommendations

Other

1. No Recommendations

Operating Reserve

Rating: No Findings

1. No Recommendations

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

LHA Name	GLOUCESTER HOUSING AUTHORITY
FYE	Jun 2024
HMS Name	Melanie Loveland-Hale
FMS Name	Bob Arsenault

CHAMP Criteria 1a

Rating: No Findings

Recommendations: 1. No Recommendations

CHAMP Criteria 1b

Rating: No Findings

Recommendations: 1. No Recommendations

CHAMP Criteria 1c

Rating: No Findings

Recommendations: 1. No Recommendations

CHAMP Criteria 2a

Rating: No Findings

Recommendations: 1. No Recommendations

CHAMP Criteria 2b

Rating: Corrective Action

Recommendations: 1. 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)
2. Ensure that administrative transfers are recorded correctly in HAFIS vacancy system.

CHAMP Criteria 3a

Rating: No Findings

Recommendations: 1. No Recommendations

CHAMP Criteria 3b

Rating: No Findings

Recommendations: 1. No Recommendations

CHAMP Criteria 3c

Rating: No Findings

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	GLOUCESTER HOUSING AUTHORITY
FYE	Jun 2024
HMS Name	Melanie Loveland-Hale
FMS Name	Bob Arsenault

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

Rating: No Findings

Recommendations: 1. No Recommendations

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: No Findings

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. No Recommendations

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

Rating: No Findings

Recommendations: 1. No Recommendations

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

Rating: No Findings

Recommendations: 1. No Recommendations

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

Rating: No Findings

Recommendations: 1. No Recommendations

Health & Safety Deficiencies

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