

## **Notice of Public Hearing**

### **THE CHELSEA HOUSING AUTHORITY invites all tenants and the general public to a review of the Authority's Proposed Annual Plan for Fiscal Year 2027**

The Annual Plan is intended to provide insight into the Authority's operations and plans for the coming fiscal year as they affect the Authority's state-aided public housing. The Proposed Annual Plan is comprised of the following elements:

1. Proposed Capital Improvement Plan
2. Proposed Maintenance and Repair Plan
3. Current Operating Budget
4. Responses to the Performance Management Review (PMR) findings
5. List of housing authority policies
6. List of waivers from governing regulations of the Executive Office of Housing and Livable Communities (EOHLC)
7. Other elements



Hearing time and date: 8:30 AM on 11/18/2026

Hearing location: Conference Room  
54 Locke Street  
Chelsea, MA 02150

Residents and the general public are invited to review the Annual Plan before the hearing and may submit public comments as noted below. The Authority shall consider the concerns of any Local Tenants' Organization (LTO) or Resident Advisory Board (RAB) regarding needs and priorities and incorporate some or all of such needs and priorities in the draft plan if deemed by the Authority to be consistent with sound management. Substantive comments will be summarized and included in the Annual Plan when it is submitted to the Executive Office of Housing and Livable Communities (EOHLC).

- o Copies of the Annual Plan are available at the Authority's office or may be reviewed online at <https://publichousingfacilityreview.mass.gov/Public?ap=296>
- o Comments may be submitted orally at the hearing, by emailing the housing authority office, or by submitting written comments at the housing authority office. Comments must be received no later than the close of the public hearing.
- o For reasonable accommodation requests contact the housing authority office by 11/4/2026 at 4:00 PM
- o Contact information for CHELSEA HOUSING AUTHORITY:  
Office: 54 Locke Street Chelsea, MA 02150  
Phone: 617-409-5320  
Email: [pnowicki@chelseaha.com](mailto:pnowicki@chelseaha.com)

## **Detailed Instructions for Remote Access**

Upon Request. Call 617-409-5333

**CHELSEA HOUSING AUTHORITY**  
**Proposed Annual Plan for Fiscal Year 2027**  
**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 EOHLC.

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

The CHELSEA HOUSING AUTHORITY's Annual Plan for their 2027 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, which may include:
  - a. Approval documents and any Public Comments
  - b. Tenant Satisfaction Survey
  - c. Performance Management Review report
  - d. Other documents added by LHA

**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 |
|--------|---------|----------------------------------|-----------|------------|----------------|
| 667-02 | Elderly | BUCKLEY                          | 1         | 1961       | 208            |
| 200-01 | Family  | FITZPATRICK (no maintenance)     | 12        | 1948       | 70             |
| 200-02 | Family  | PRATTVILLE APTS (no maintenance) | 8         | 1950       | 128            |
| 667-01 | Elderly | UNION PARK                       | 7         | 1960       | 56             |
| Total  |         |                                  | 28        |            | 462            |

**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.

CHELSEA HOUSING AUTHORITY manages 80 MRVP vouchers.

**Federally Assisted Developments**

CHELSEA HOUSING AUTHORITY also manages Federally-assisted public housing developments and/or federal rental subsidy vouchers serving 959 households.

**LHA Central Office**

CHELSEA HOUSING AUTHORITY  
54 Locke Street Chelsea, MA 02150

Paul Nowicki, Executive Director  
Phone: 617-409-5320  
Email: pnowicki@chelseaha.com

**LHA Board of Commissioners**

|                   | <b><u>Role</u></b> | <b><u>Category</u></b> | <b><u>From</u></b> | <b><u>To</u></b> |
|-------------------|--------------------|------------------------|--------------------|------------------|
| Antonio Hernandez | Member             |                        | 03/20/2026         | 03/20/2031       |
| Betzaida Acevedo  | Member             |                        | 02/25/2025         | 02/25/2030       |
| Juan Vega         | Chair              |                        | 07/03/2012         | 07/04/2027       |
| Sharon Caulfield  | Member             |                        | 11/08/2025         | 11/08/2030       |

**Additional Remarks**

We are in the process of complete redevelopment of our Veteran's family housing. We have hired a developer (JJC) and they are currently doing site exploration and investigations, taking core samples etc. to prepare for the newly designed sites.

## **Plan History**

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

| <b>REQUIREMENT</b> |                                                                                                                                           | <b>DATE COMPLETED</b> |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| A.                 | Advertise the public hearing on the LHA website.                                                                                          | 10/1/2026             |
| B.                 | Advertise the public hearing in public postings.                                                                                          | 10/1/2026             |
| C.                 | Notify all LTOs or RAB (if there is one) of the hearing and provide access to the Proposed Annual Plan.                                   |                       |
| D.                 | Post draft AP for tenant and public viewing.                                                                                              | 9/30/2026             |
| E.                 | Hold quarterly meeting with LTO or RAB to review the draft AP.<br>(Must occur before the LHA Board reviews the Annual Plan.)              |                       |
| F.                 | Annual Plan Hearing. Hosted by the LHA Board, with a quorum of members present.<br>(For Boston, the Administrator will host the hearing.) |                       |
| G.                 | Executive Director presents the Annual Plan to the Board.                                                                                 |                       |
| H.                 | Board votes to approve the AP.<br>(For Boston Housing Authority, the Administrator approves and submits the AP.)                          |                       |

This Annual Plan (AP) will be reviewed by the Executive Office of Housing and Livable Communities (EOHLC) following the public comment period, the public hearing, and LHA approval.

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

### **What Is the Capital Improvement Plan?**

The Capital Improvement Plan (CIP) is a five-year plan that outlines major repairs and improvements to housing authority properties. It describes each project's scope, estimated cost, and timeline, while reflecting the Local Housing Authority's prioritization of its most critical needs, particularly those related to resident health and safety. The plan also identifies how projects may be funded and when they are anticipated to take place, based on the Massachusetts Executive Office of Housing and Livable Communities (EOHLC) fiscal year (July 1 through June 30).

### **How Projects Are Funded Each Year**

Each year, every Local Housing Authority (LHA) receives a Formula Funding Award from EOHLC. This annual award provides the primary source of funding for new projects included in the CIP. While funding levels may vary, it is generally reasonable to anticipate that similar award amounts will be available over the next two years, which helps inform project planning and scheduling. LHAs may also apply for additional "special awards" from EOHLC for specific projects that meet certain criteria, such as emergency repairs, regulatory compliance, or energy and water conservation improvements.

### **Why Plans and Costs May Change**

The CIP is a planning document and must be submitted to EOHLC for review and approval. While the plan reflects current cost estimates, project budgets often increase between the time they are planned and when construction begins. As a result, available funding may not go as far as originally anticipated, and some projects may need to be adjusted, delayed, or completed in phases.

### **Why Project Schedules Can Shift**

Because the CIP is updated each year, project schedules and priorities may change over time. In particular, previously unidentified conditions or urgent repair needs may arise after the plan is developed; due to their impact on health, safety, or building integrity, these issues may take precedence over projects that were previously scheduled. When this occurs, the plan may be updated through CIP Revision.

To better understand how a plan has changed—including which projects were advanced, delayed, or added—it is helpful to compare the current year's CIP with the prior year's CIP. This comparison can show how EOHLC funding decisions and plan revisions have affected project timing and priorities.

## Other Funding Sources

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. However, not all of these funding sources are available every year, or in all communities.

The CIP includes the following parts:

1. A list of existing projects approved in last year's CIP Plan or added to the plan through CIP Revision during the year.
2. A list of planned capital projects showing spending per fiscal year.
3. 'Narrative Questions' with a variety of additional information.

## Active and Proposed Projects with Projected Spending by Fiscal Year

| Active Projects |                                                                              |                                  |                        |
|-----------------|------------------------------------------------------------------------------|----------------------------------|------------------------|
| Project #       | Project Title                                                                | Development                      | Total Development Cost |
| 057137          | AIP: 667 Routine Turnovers                                                   |                                  | \$0.00                 |
| 057142          | Unit #117, Flood damage remediation/repair                                   | BUCKLEY                          | \$0.00                 |
| 057144          | Prattville/Fitzpatrick predevelopment                                        |                                  | \$400,000.00           |
| 057145          | Emergency Elevator Mechanical Room HVAC Replacement                          | BUCKLEY                          | \$25,000.00            |
| 057146          | Buckley Apts Elevator #2 Emergency Drive Repair                              | BUCKLEY                          | \$29,920.00            |
| 057147          | Orange St. emergency boiler replacement                                      | UNION PARK                       | \$37,500.00            |
| 057110          | SUST-R -- Floodproofing                                                      | PRATTVILLE APTS (no maintenance) | \$1,003,896.19         |
| 057113          | Structural study                                                             |                                  | \$0.00                 |
| 057115          | ARPA Targeted Award - FA Upgrade and Smoke Detector Replacement - Prattville | PRATTVILLE APTS (no maintenance) | \$92,611.85            |
| 057116          | façade study Bloomingdale                                                    | BUCKLEY                          | \$25,000.00            |
| 057120          | Replace Windows, Balcony Doors, Common Area & Unit Electric Baseboard Heat   | BUCKLEY                          | \$817,000.00           |
| 057122          | Laundry facility upgrades                                                    |                                  | \$13,942.00            |
| 057124          | Rewire main feed and replace main panels                                     |                                  | \$58,088.00            |
| 057127          | Replace roof, fascia, and gutters - Priority Project                         | UNION PARK                       | \$413,331.75           |
| 057128          | Resiliency Feasibility Study Union Park                                      | UNION PARK                       | \$0.00                 |
| 057129          | Replace fencing and extend fencing                                           | UNION PARK                       | \$77,463.00            |
| 057130          | Resiliency Feasibility Study Buckley                                         |                                  | \$0.00                 |
| 057131          | Facade and Structural Support Column Repair                                  | BUCKLEY                          | \$1,644,424.13         |
| 057132          | Valve replacement (kitchen/hallway)                                          | BUCKLEY                          | \$462,750.00           |
| 057133          | Entryway improvements (canopy, seating area)                                 | BUCKLEY                          | \$128,563.00           |
| 057136          | Electrical system upgrades                                                   | BUCKLEY                          | \$27,225.00            |
| 057138          | 61 Exeter St emergency sewer pipe lining                                     | PRATTVILLE APTS (no maintenance) | \$11,320.00            |
| 057139          | Install sump pumps in elevator pit                                           | BUCKLEY                          | \$23,988.00            |
| 057140          | Replace DHW Heaters, Drain Pans,                                             | UNION PARK                       | \$174,058.61           |

| Active Projects |                                                   |                             |                 |
|-----------------|---------------------------------------------------|-----------------------------|-----------------|
|                 | Shut-off Valves, Leak Detectors                   |                             |                 |
| 057143          | Shower replacements for reasonable accommodations | BUCKLEY                     | \$55,936.00     |
| 057092          | Innes PEHO Grant                                  | INNES APTS (no maintenance) | \$40,947,856.98 |
| Total           |                                                   |                             | \$46,469,874.51 |

| <b>Proposed Projects</b>                                       |                                   |                               |                                   |
|----------------------------------------------------------------|-----------------------------------|-------------------------------|-----------------------------------|
| <b>FY2027</b>                                                  | <b>Available Formula Funding:</b> |                               | <b>\$628,410.95</b>               |
| <b>Project Title</b>                                           | <b>Development</b>                | <b>Total Development Cost</b> | <b>Special Award(s) Requested</b> |
| Window and Balcony door replacement                            | BUCKLEY                           | \$1,284,922.00                |                                   |
| Flagpole Installation                                          | BUCKLEY                           | \$3,002.00                    |                                   |
| Underground Utility Study Prior to Paving and Landscaping work | UNION PARK                        | \$4,695.00                    |                                   |
| Total                                                          |                                   | \$1,292,619.00                |                                   |

| <b>Proposed Projects</b>                   |                                     |                               |
|--------------------------------------------|-------------------------------------|-------------------------------|
| <b>FY2028</b>                              | <b>Anticipated Formula Funding:</b> | <b>\$628,410.95</b>           |
| <b>Project Title</b>                       | <b>Development</b>                  | <b>Total Development Cost</b> |
| carport/first floor waste line replacement | BUCKLEY                             | \$587,318.00                  |
| Landscaping and paving improvements        | UNION PARK                          | \$225,000.00                  |
| Total                                      |                                     | \$812,318.00                  |

| <b>Proposed Projects</b>                                                   |                                     |                               |
|----------------------------------------------------------------------------|-------------------------------------|-------------------------------|
| <b>FY2029</b>                                                              | <b>Anticipated Formula Funding:</b> | <b>\$628,410.95</b>           |
| <b>Project Title</b>                                                       | <b>Development</b>                  | <b>Total Development Cost</b> |
| Buckley Roof Restoration/Replacement                                       | BUCKLEY                             | \$562,877.00                  |
| Union Park phase 2 roof replacement/restoration, gutter/fascia replacement | UNION PARK                          | \$375,000.00                  |
| Total                                                                      |                                     | \$937,877.00                  |

| <b>Years 4 (reflect estimated annual planning amounts)</b> |                    |                                   |
|------------------------------------------------------------|--------------------|-----------------------------------|
| <b>FY2030</b>                                              |                    |                                   |
| <b>Project Title</b>                                       | <b>Development</b> | <b>Total<br/>Development Cost</b> |
| Bathroom modernization                                     | BUCKLEY            | \$4,787,532.00                    |
| Buckley Common Area Paint                                  | BUCKLEY            | \$577,851.00                      |
| Total                                                      |                    | \$5,365,383.00                    |

| <b>Years 5 (reflect estimated annual planning amounts)</b> |                    |                                   |
|------------------------------------------------------------|--------------------|-----------------------------------|
| <b>FY2031</b>                                              |                    |                                   |
| <b>Project Title</b>                                       | <b>Development</b> | <b>Total<br/>Development Cost</b> |
| shower replacement                                         | BUCKLEY            | \$3,976,159.00                    |
| Buckley Kitchen Renovation                                 | BUCKLEY            | \$998,089.00                      |
| Total                                                      |                    | \$4,974,248.00                    |

## The ‘Narrative Questions’ with Additional Information

### **1. Project Closeout**

Have you reviewed in progress projects, contacted your PM to close out old projects, and recirculated unused funds? Please explain why or why not.

Answer: Yes

Explanation: 057139, 057116, 057129, 057138, 057139 need to be closed. Their budgets are zero balance, and schedules are complete.

### **2. Request for Additional Funding**

Request additional funding from EOHLC by going to the project’s detail page and adding a comment that includes the funding type and requested amount. Upload any relevant attachments at the bottom of this form. Do not include requests already approved in your latest CIP.

### **3. Overall Goals of the Capital Improvement Plan**

What do you plan to achieve with this year’s CIP plan and how do the projects you’ve selected support this goal?

Explanation: The CHA aims to enhance its aging infrastructure and provide safe, affordable housing for families and elderly residents. Although redevelopment plans are underway for the 200-1 and 200-2 sites, we are in the beginning stages of replacing fire alarm devices at 200-2. The rest of our projects are at 667-1 and 667-2, replacing/restoring roofs, and replacing windows, doors and installing new HVAC systems in the units; the latter of which will likely require additional funding from various sources and/or scope revision (potential SUST funds). Future projects include landscaping improvements, plumbing upgrades, and future bathroom and painting projects.

### **4. Changes from the Previous CIP**

Aside from completing projects that were listed in your previous CIP and adding new projects in the new planning year(s), in what way does your new CIP differ from your previous CIP?

Explanation: No significant differences

## **5. Requirements from previous CIP approval**

### A. Approval Requirements

Did your previous CIP Approval Letter include conditions to be satisfied when implementing the CIP projects or conditions to be included in your new CIP?

Answer: No

## **6. Project Priorities**

Does your CIP only include high priority capital projects (Priority 1 and 2 projects)? If no, explain your rationale for including lower priority projects.

Answer: Yes

## **7. High Priority Deficiencies**

Are there any high priority capital deficiencies (priority 1 or 2 projects) in your CPS Backlog that you could not fit in your year 1 or 2 CIP plan? If yes, provide an explanation and the plan to address the deficiencies. Make sure to go through the CPS Backlog and update priorities when necessary.

Answer: No

## **8. Accessibility**

Are you aware of any accessibility deficiencies in your portfolio (units, common areas, and sites)? If yes, describe the deficiencies and list the projects in this CIP that will address them.

Answer: No

## **9. Special Needs Development**

### A. DMH/DDS Developments

LHAs must meet with each service provider on an annual basis to discuss the physical condition and necessary repairs of each of the DDS/DMH developments (167 or 689). Does your LHA have one or more DDS/DMH developments? If yes, provide details from the service provider input.

Answer: No

## **10. Sustainability Program**

Are you requesting Sustainability Funding for any of your projects?

Answer: No

## **11. Solar Initiatives**

Does your current CIP contain roof replacement projects?

Answer: Yes

If yes, does this project include installing solar panels on the new roofs? If no, please explain why not.

Answer: No

Explanation: 057-667-01-S01-26-1423 "Union Park phase 2 roof replacement/restoration" is chosen for Year 3. Phase 1 did not include any solar panels but we are willing to consider it, if SUST funds could be added.

## **12. Resilience**

Are any of your developments flagged for weather vulnerabilities in CPS? For example, sea-level rise/storm surge, rainfall flooding, and extreme heat.

Answer: Yes

If yes, do the projects in this CIP planned at these developments incorporate resilient design elements into the initial design plans and costs? If no, please explain.

Answer: No

Explanation: The only developments with resiliency issues (storm surge, temperature) that are still in our portfolio are 667-1 and 667-2. We have not included projects that apply to these scenarios.

## **13. Fossil Fuels**

PHN 2024-11 stipulates that EOHLC Capital Funds cannot be used to install new fossil fuel-fired equipment, barring a few exceptions. This includes natural gas, propane, and heating oil.

Will fossil fuel-fired equipment be installed as a part of any project in this CIP?

Answer: No

## **14. Vacant Units**

Please list the projects in this CIP submission that are tied to reoccupying vacant units. If there are none, write none.

Explanation: None

## **15. EOHLC/RCAT Assistance**

Has EOHLC or RCAT staff provided you with assistance developing this CIP? If yes, who were the EOHLC or RCAT staff involved?

Answer: Yes

Explanation: CyberSense staff.

**16. Certification Statement**

I certify that this is the complete and accurate list of projects that I will be submitting to the Board for approval as part of the Annual Plan process.

If there are any additions, deletions, or modifications to this list of projects resulting from the Board or LTO/public meeting, I will promptly notify my EOHLC Project Manager and RCAT Project Manager and make the necessary changes.

Answer:           Yes

**17. Other Comments**

Comments:

## **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 Executive Office of Housing and Livable Communities (EOHLC).

- 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.
    - ◇ Inspections are visual and operational examinations of parts of our property to determine their condition.
    - ◇ All dwelling units, buildings and sites must be inspected at least annually.
    - ◇ **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   | 617-884-5775  | Non-business hours                                            |
| Call LHA at Phone Number | 617-884-5617  | M-F 8:30AM - 4:00PM (Wednesday until 7:30PM)                  |
| Other                    | 617-884-5775  | Emergency maintenance number, forwards to Service after hours |

See attached **Preventative Maintenance Plan** for more details.

**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 CHELSEA HOUSING AUTHORITY main office.

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

## Normal Maintenance Request Process

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

| METHOD                        | CONTACT INFO. | TIMES                                        |
|-------------------------------|---------------|----------------------------------------------|
| Text Phone Number             |               |                                              |
| Call Answering Service        | 617-884-5775  | Non-business hours                           |
| Call Housing Authority Office | 617-884-5617  | M-F 8:30AM - 4:00PM (Wednesday until 7:30PM) |
| Submit Online at Website      |               |                                              |
| Email to Following Email      |               |                                              |
| Other                         |               |                                              |

## Work Order Management

- A. EOHLC review of this housing authority's operations shows that the authority uses the following system for tracking work orders: PHA Web
- B. We do 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:

## Maintenance Plan Narrative

Following are CHELSEA HOUSING AUTHORITY's answers to questions posed by EOHLC.

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

Our maintenance operations continue to perform well overall. Tenant concerns do arise from time to time, but feedback from residents is generally positive. Work orders are consistently addressed within EOHLC's recommended timeframes, and our properties continue to receive favorable comments regarding their overall condition from state and local officials, inspectors, designers, and other visitors. Previous PMR results have also demonstrated the effectiveness of our maintenance program.

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

Over the past year, we have continued to improve our maintenance operations through increased oversight, preventive maintenance, and better internal controls. We created a Working Foreman position to provide daily site oversight, closer supervision of staff, and additional quality control of vacancy turnovers. We added a mechanic/vehicle technician to maintain vehicles and equipment in-house and improve preventive maintenance.

We instituted a year-round unit inspection program to monitor unit conditions more closely, address issues proactively, and spread the workload throughout the year. We have improved tracking of parts, materials, appliance disposition and added a Procurement Specialist to strengthen procurement compliance and allow other staff to focus on their primary duties. Greater emphasis on documenting preventive and routine maintenance in our work order system. We have supplemented our snow removal operations with heavy equipment contractors when needed.

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

Our goals for the coming year include taking a more proactive approach to maintenance, with increased emphasis on preventive work to identify and address issues before they become larger problems. We will continue working to improve vacancy turnover and work order completion times while reducing call-backs and maintaining quality. Additional priorities include improving curb appeal, expanding staff training, and using outside contractors strategically when additional support is needed. We also plan to strengthen communication between maintenance administration and field staff through more frequent meetings to discuss issues, share feedback, and improve coordination and accountability. Finally, we will make a greater effort to identify

and pursue additional funding opportunities from various sources to supplement our existing resources, particularly for modernization and capital improvement projects.

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<br>Budget | Extraordinary Maintenance<br>Budget |
|----------------------------------|-------------------------------------|-------------------------------------|
| Last Fiscal Year Budget          | \$1,656,928.00                      | \$300,000.00                        |
| Last Fiscal Year Actual Spending | \$1,687,628.00                      | \$116,052.00                        |
| Current Fiscal Year Budget       | \$1,544,699.00                      | \$500,000.00                        |

E. Unit Turnover Summary

|                                                                 |         |
|-----------------------------------------------------------------|---------|
| # Turnovers Last Fiscal Year                                    | 21      |
| Average time from date vacated to make unit "Maintenance Ready" | 20 days |
| Average time from date vacated to lease up of unit              | 27 days |

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

## Attachments

These items have been prepared by the CHELSEA 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.



# **Chelsea Housing Authority Preventive Maintenance Plan**

Ensuring Safe, Reliable, and Sustainable Housing for All Residents

**Prepared by: Chelsea Housing Authority**

**Effective Date: 12/17/2025**



# Chelsea Housing Authority Preventive Maintenance Plan

## Table of Contents & Index

### Table of Contents

Preface

Purpose of the Plan

Overview of Preventive Maintenance

1.0 Preventive Maintenance Program

1.1 General Operating Systems

1.1.1 HVAC Systems

1.1.2 Security Systems

1.1.3 Fire and Life Safety Systems

1.1.4 Roofs

1.1.5 Elevators

1.1.6 Plumbing

1.1.7 Vehicles

1.1.8 Electrical Heat

1.1.9 Large Exhaust Fans

1.1.10 Annual Inspections

1.1.11 Mechanical Equipment

1.1.12 Common Areas

1.1.13 Playgrounds

1.1.14 Pest Control

1.1.15 Climate Resilience

### 1.1.16 Energy Efficiency

## 2.0 Preventive Maintenance Procedure

### 2.1 HVAC Systems

### 2.2 Security Systems

### 2.3 Life Safety Systems

### 2.4 Roof Repairs/Replacement

### 2.5 Elevators

### 2.6 Plumbing

### 2.7 Vehicle/Equipment Maintenance

### 2.8 Electrical Heat

### 2.9 Large Exhaust Fans

### 2.10 Annual Inspections

### 2.11 Mechanical Equipment

### 2.12 Common Areas

### 2.13 Playgrounds

### 2.14 Pest Control

### 2.15 Climate Resilience

## Appendices

Appendix A: Active Vehicles Inventory

Appendix B: Preventive Maintenance Scheduled Checklist

## Index

### A

- Air Conditioning Units – 1.1.1, 2.1.E
- Annual Inspections – 1.1.10, 2.10

- Appendix A: Active Vehicles – Appendix
- Appendix B: Checklist – Appendix

## B

- Boilers – 1.1.1.A, 2.1.C
- Building Doors and Locks – 1.1.2.C, 2.2.C
- Building Systems Inspections – 1.1.10.C, 2.10.E

## C

- Catch Basins – 1.1.6.A, 2.6.A
- Climate Resilience – 1.1.15, 2.15
- Common Areas – 1.1.12, 2.12
- Community Rooms – 1.1.12.C, 2.12.D
- Cybersecurity Audits – 1.1.2.D, 2.2.F

## E

- Elevators – 1.1.5, 2.5
- Energy Efficiency – 1.1.16, 2.16
- Exhaust Fans (Large) – 1.1.9, 2.9
- Exterior Lighting – 1.1.2.A, 2.2.A

## F

- Fire Alarms – 1.1.3.F, 2.3.G
- Fire Extinguishers – 1.1.3.B, 2.3.B
- Fire Safety Systems – 1.1.3, 2.3

## G

- Generators (Emergency) – 1.1.3.A, 2.3.A
- Grounds Maintenance – 1.1.12.A, 2.12.A
- Gutter Cleaning – 1.1.4.B, 2.4.C

## H

- Hallways and Stairwells – 1.1.12.B, 2.12.C
- Hot Water Tanks – 1.1.1.C, 2.1.C

## L

- Lighting (Emergency/Exit) – 1.1.3.C–D, 2.3.C–D
- Life Safety Systems – 1.1.3, 2.3
- Locks – 1.1.2.C, 2.2.C

## M

- Mechanical Equipment – 1.1.11, 2.11
- Pest Control – 1.1.14, 2.14
- Playgrounds – 1.1.13, 2.13
- Plumbing – 1.1.6, 2.6
- Preventive Maintenance Program – 1.0
- Preventive Maintenance Procedures – 2.0

## R

- Roof Inspections – 1.1.4.A, 2.4
- Roof Repairs – 2.4

## S

- Security Systems – 1.1.2, 2.2
- Smart Thermostats – 1.1.1.E, 2.1
- Sprinkler Systems – 1.1.3.E, 2.3.E
- Sump Pumps – 1.1.11.A, 2.11

## V

- Vehicles – 1.1.7, 2.7; Appendix A
- Vehicle Charging Stations – 1.1.7.D, 2.7.B

# **Chelsea Housing Authority Preventive Maintenance Plan**

Adopted: December 17, 2025

Preventive maintenance is work undertaken according to a schedule to prevent breakdowns of major mechanical systems and equipment, and to prevent the deterioration of apartments and equipment. The Chelsea Housing Authority (CHA) Preventive Maintenance Program will include regular comprehensive inspections and repairs of all units, equipment, buildings, and common areas. Identifying these maintenance needs will help the Authority reduce the frequency and severity of breakdowns and service interruptions. These inspections will include checking, measuring, observing, and correcting deficiencies found in the units, major mechanical systems, equipment/vehicles, exterior of units, and grounds.

The CHA Preventive Maintenance Program will be the key to achieving control of maintenance. It will reduce resident-generated work orders to a manageable level, speed up vacancy turnaround since units will be generally in better condition upon a vacate, and provide information to management for follow-up with regard to care of the unit by the occupant.

The Maintenance Department will have more control over the scheduling of preventive maintenance than it has over routine corrective or emergency maintenance. Repair needs caught early will prevent emergencies, save dollars later, and substantially reduce resident-generated work orders. The preventive maintenance inspections and work also will help establish a record of deterioration which may signal modernization needs that can be systematically planned and scheduled. This maintenance will avoid waiting for a major crisis to occur before addressing a predictable problem.

The CHA Preventive Maintenance Schedule will identify when tasks need to be completed. The system in place will record the date each inspection was conducted;

who did it, and a process for ensuring that needed work is completed. This process will assign accountability to inspectors and provide a sense of responsibility for their work. A Computerized Maintenance Management System (CMMS) will be used to track schedules, inspections, work orders, and historical data for trend analysis and predictive maintenance.

When the preventive maintenance program requires work that is predictable and repetitive (such as cleaning burners or replacing filters), maintenance staff will tend to work from a schedule. If inspections identify a need for unanticipated repairs or replacements, the staff will generate work orders. If work orders are written, they will be identified as routine or emergency and will follow the work assignment process. A schedule of unit inspections will be prepared at the beginning of each calendar year and monitored each month to ensure that all units are inspected at least annually.

The Plan will be reviewed annually by the Preventive Maintenance Committee to incorporate new technologies, regulations, and operational needs.

**Preventive Maintenance Committee.**

Maintenance Director

Maintenance Supervisor

Maintenance Foreman

Preventive maintenance is part of the planned or scheduled maintenance program of the Housing Authority. The purpose of the scheduled maintenance program is to allow the Authority to anticipate maintenance requirements and make sure the Authority can address them in the most cost-effective manner. The preventive maintenance program focuses on the major systems that keep the properties operating. These systems include heating and air conditioning, electrical, life safety, plumbing, and now incorporate energy efficiency, climate resilience, and cybersecurity measures for networked systems.

#### A. General Operating Systems

The heart of any preventive maintenance program is a schedule that calls for the regular servicing of all systems. The development of this schedule begins with the identification of each system or item that must be checked and serviced, the date it must be serviced, and the individual responsible for the work. The servicing intervals and tasks for each system must be included in the schedule. The completion of all required tasks is considered a high priority for the Housing Authority.

The systems covered by the preventive maintenance program include but are not limited to:

#### 1. HVAC SYSTEMS

- A. Boilers
- B. Circulators
- C. Domestic hot water tanks
- D. Air conditioning units
- E. Smart thermostats and energy-efficient components

#### 2. SECURITY SYSTEMS

- A. Exterior lighting
- B. Public hallway lighting
- C. Building doors and locks
- D. Networked security systems (e.g., cameras, access controls)

### 3. FIRE AND LIFE SAFETY SYSTEMS

- A. Emergency generators
- B. Fire extinguishers
- C. Emergency lighting
- D. Exit lights
- E. Sprinkler systems
- F. Fire alarm systems
- G. Carbon monoxide detectors

### 4. ROOFS

- A. Roof inspection
- B. Gutter cleaning

### 5. ELEVATORS

- A. Elevator inspection

### 6. PLUMBING

- A. Catch basins
- B. Sanitary drains
- C. Storm drains

D. Quarterly Jetting of Waste lines

7. VEHICLES

A. Safety inspection

B. Tune-up

C. Fluid check

D. Electric vehicle (EV) charging stations and battery health (if applicable)

8. ELECTRICAL HEAT

A. Common area electric heaters

9. LARGE EXHAUST FANS

A. Rooftop units

10. ANNUAL INSPECTIONS

A. Dwelling units

B. Site

C. Building systems

D. Common areas

11. MECHANICAL EQUIPMENT

A. Sump pumps

12. COMMON AREAS

A. Grounds

B. Hallways and stairwells

C. Community rooms and restrooms

D. Elevators

### 13. PLAYGROUNDS

- A. Inspection

### 14. PEST CONTROL

- A. Extermination and Integrated Pest Management (IPM)

### 15. CLIMATE RESILIENCE

- A. Weatherproofing and flood protection
- B. Post-event inspections (e.g., after storms)

### 16. ENERGY EFFICIENCY

- A. Insulation and LED lighting retrofits
- B. IoT sensors for system monitoring

## 2.0 PREVENTIVE MAINTENANCE PROCEDURE

A specific program will be developed for each system. This program shall include a list of the scheduled service maintenance for each system and the frequency and interval at which that service must be performed. The equipment and materials required to perform the service will be listed as well so that they will be on hand when needed. An assessment of the skills or licensing needed to perform the tasks will also be made to determine if an outside contractor must be used to perform the work. Contractors must

be licensed, insured, and certified for specific tasks, selected through competitive bidding, and evaluated annually for performance. The preventive maintenance schedule must be updated each time a system is added, updated, or replaced.

## 1. HVAC Systems

The Housing Authority will have a program for maintenance of the mechanical systems to ensure that the proper amount of heat and hot water is readily available and maintained at the proper temperature and that all circulator pumps are serviced and air filters changed. This includes retrofitting with energy-efficient components and using smart thermostats to optimize energy use.

A. Check all units including controls.

B. Inspect unit and piping for leaks, holes, or loose connections.

C. Natural Gas Units: Inspect and clean burners if needed; check pilot operation; inspect flue and clean if needed; check firebox for soot buildup; check temperature settings—hot water tanks should not exceed 120°F to prevent scalding; check pressure relief valve for proper operation and check that drain pipe length satisfies code requirements; remove any combustible materials.

D. Check circulator pumps for proper operation and leaks. Oil if required.

E. Check A.C. units for proper operation: Listen for short cycling; check for refrigerant and oil leaks; inspect wiring and controls; check for corrosion; replace air filters bi-annually.

## 2. Security Systems

The Housing Authority will have a program for maintenance of security systems to ensure they will perform as needed to maintain a well-lit and secure environment. This includes cybersecurity checks for networked systems.

A. Check that all exterior and hallway lights are in place, undamaged, and working; replace bulbs with LEDs as needed.

- B. Check operation of time clocks and/or sensors.
- C. Check door closers to ensure doors close and latch.
- D. Make sure doorknobs and panic bars are not loose.
- E. Inspect door frame and glass.
- F. Perform cybersecurity audits on networked systems annually.

### 3. Life Safety Systems

The Housing Authority shall have a comprehensive program for maintenance of life safety systems to ensure that they will be fully functional in the case of an emergency. Implementation of a schedule that includes the inspection, servicing, and testing of this equipment to be included in the plan includes the following:

- A. Exercise the emergency generator every week; inspect generator battery for corrosion; check generator for oil leaks.
- B. Have all fire extinguishers inspected and certified annually.
- C. Inspect all emergency lights annually; test each light with test switch; replace bulbs or batteries as needed.
- D. Inspect all exit lights; replace bulbs as needed.
- E. Check sprinkler system for signs of corrosion and leaks; have system inspected by a certified sprinkler engineering firm annually.
- F. Inspect and test every smoke alarm, heat detector, and carbon monoxide detector in every unit, hallway, common area, boiler room, basement, and attic to ensure that each device works and rings out to the fire alarm panel annually, in compliance with Massachusetts General Laws, Chapter 148, Section 26F<sup>1</sup>/<sub>2</sub>.
- G. Inspect and test all fire alarm panels to ensure that all signals will report to central fire alarm monitoring system annually.

The plan will include the required testing and servicing as required by manufacturer's recommendations. It will also include a determination of the most reliable and cost-effective way to perform the work, including the decision to hire a contractor.

#### 4. Roof Repairs/Replacement

Maintenance of roofs requires regular inspections by knowledgeable personnel to ensure that there is no unauthorized access to roof surfaces and that there is good drainage, clear gutters, and prompt discovery of any deficiencies.

- A. Remove any trash and debris from roof.
- B. Inspect roof for damage and deterioration; punctures; missing shingles; loose flashing.
- C. Inspect gutters and downspouts for obstructions (clean as necessary).
- D. Inspect stack vents for obstruction and security covers.

The Authority maintenance staff will usually undertake only minor roof repairs. Therefore, there should be a list of approved roofing contractors to take on more serious problems for roofs no longer under warranty. Contractors must provide warranties for repairs or replacements.

#### 5. Elevators

The Housing Authority will have a program that ensures that the elevators are inspected annually by the Commonwealth of Massachusetts Department of Public Safety – Elevator Inspection Division. The elevators will be properly maintained by a reputable elevator service company.

- A. Check elevator signal lights for proper operation.
- B. Inspect elevators for graffiti and damage – clean as needed.

## 6. Plumbing

The Housing Authority will have a program which will ensure that the storm drains, catch basins, and sanitary drain lines are maintained and remain flowing at all times.

- A. Quarterly Jetting of Waste lines (All Sites)
- B. Storm drains and catch basins should be inspected as needed, including after heavy rain events for climate resilience.
- C. Storm drains and catch basins should be cleaned annually.

## 7. Vehicle/Equipment Maintenance

The Housing Authority will protect the investment it has made in vehicles and other motorized equipment by putting in place a comprehensive maintenance program. This includes transitioning to zero-emission vehicles (ZEVs) in alignment with Executive Order 594 and the Massachusetts Clean Energy and Climate Plan for 2025 and 2030, aiming for incremental electrification targets toward 100% ZEV fleet by 2050. The vehicles and equipment to be covered include those listed in Appendix A.

- A. See Appendix A for current inventory.
- B. For EVs: Inspect charging stations, battery health, and software updates.
- C. Conduct emissions testing as required by Massachusetts vehicle inspection regulations.

## 8. Electrical Heat

The Housing Authority will have a program that inspects all common area electric heaters to ensure that the public areas of all buildings are adequately heated and that all building systems in these areas are protected.

- A. Check electric heating units for proper operation, including any thermostats.
- B. Check that fan motors are operating properly if applicable.

#### 9. Large Exhaust Fans

The Housing Authority will have a program that inspects all rooftop exhaust fans for operation. Motors will be checked and belts adjusted to ensure the longest life possible for all mechanical parts.

- A. Listen for unusual noises or vibrations.
- B. Inspect belt condition and alignment; adjust tension as required.
- C. Check motor and fan bearings.
- D. Inspect general condition of exterior and interior of unit.
- E. Check operation of controls.

#### 10. Annual Inspections

The Housing Authority's goals of efficiency and cost-effectiveness are achieved through a carefully designed and rigorously implemented inspection program. This program calls for the inspection of all areas of the Authority's property including:

- A. Dwelling units
- B. Site
- C. Common areas
- D. Building exterior
- E. Building systems

Each area is to be inspected annually and documented with inspection forms and work orders as backup and will ensure that all areas comply with standards set by HUD, the 10th Edition of the Massachusetts State Building Code (780 CMR), and local codes.

## 11. Mechanical Equipment

Sump pumps are to be inspected and tested for proper operation to provide protection against flooding and subsequent damage to boilers, hot water tanks, basements, and crawl spaces. Elevate equipment in flood-prone areas for climate resilience.

- A. Manually test all flotation devices to ensure proper function.
- B. Visually inspect each sump pump and its associated wires and switches for wear and proper connections.

## 12. Common Areas

Regular inspections of the property grounds and building exteriors as well as building interiors are required to maintain the curb appeal and marketability of the property. Include inspections for energy efficiency, such as insulation and weatherproofing.

A. Grounds will be policed daily and any trash or debris will be disposed of from the site as well as around all dumpster enclosures.

B. Grounds and buildings will be policed daily for any graffiti. Graffiti will be removed within twenty-four hours whenever possible.

C. Common hallways and stairs will be swept and mopped on a regular schedule. Each hallway should be done at least once per week.

D. Community rooms, kitchens, and restrooms will be cleaned and vacuumed daily. All trash barrels will be emptied and any paper supplies will be restocked as needed.

### 13. Playgrounds

A. Playgrounds will be policed daily for graffiti and trash, and all shall be removed immediately.

B. Check all apparatus daily for any damage.

C. Tighten all nuts and bolts bi-annually.

D. Conduct monthly safety inspections of surfaces and equipment per the 2025 U.S. Consumer Product Safety Commission (CPSC) Public Playground Safety Handbook and ASTM F1487-25 standards.

E. Perform accessibility audits annually to ensure compliance with the Americans with Disabilities Act (ADA).

### 14. Pest Control

The Housing Authority will make all efforts to provide a healthy and pest-free environment for its residents. The Authority will determine which, if any, pests infest its properties and will then provide the best possible treatment for the eradication of those

pests using an Integrated Pest Management (IPM) approach, emphasizing prevention. All residents will be informed at least forty-eight hours before treatment. The notification will be in writing and will include instructions that describe how to prepare the unit for treatment. If necessary, the instructions shall be bilingual to properly notify the resident population. Include resident education programs on pest prevention.

Resident requests for extermination will be done routinely at least once per week or as often as needed. Annual flush-out of buildings will be completed on an as-needed basis and determined by funding.

## 15. Climate Resilience

To address increasing climate risks, the Housing Authority will implement maintenance practices for resilience:

- A. Inspect storm drains, roofs, and basements after extreme weather events.
- B. Ensure weatherproofing of building exteriors annually.
- C. Test backup systems under simulated outage conditions.



## Appendix B: Scheduled Checklist (Updated September 2025)

The following table outlines the maintenance schedule with frequencies and responsible parties. Completion will be tracked in the CMMS.

| <b>Task</b>                   | <b>Frequency</b> | <b>Responsible Party</b>     |
|-------------------------------|------------------|------------------------------|
| Grounds Check                 | Daily            | Maintenance Staff            |
| Playgrounds Check             | Daily            | Maintenance Staff            |
| Hallway Cleaning              | Daily            | Maintenance Staff            |
| Stairwell Cleaning            | Daily            | Maintenance Staff            |
| Community Rooms Cleaning      | Daily            | Maintenance Staff            |
| Public Restrooms Cleaning     | Daily            | Maintenance Staff            |
| Generator Test                | Weekly           | Maintenance Supervisor       |
| Exterior Lights Check         | Monthly          | Maintenance Staff            |
| Hall Lights Check             | Monthly          | Maintenance Staff            |
| Building Doors/Locks          | Monthly          | Maintenance Staff            |
| Large Exhaust Fans            | Monthly          | Maintenance Staff            |
| Sump Pumps Test               | Bi-Annual        | Maintenance Staff            |
| Gutter Cleaning               | Annually         | Certified Contractor         |
| Playground Bolts Tightening   | Bi-Annual        | Maintenance Staff            |
| A.C. Units – Replace Filters  | Bi-Annual        | Maintenance Staff            |
| Unit Inspections              | Annually         | Inspection Team              |
| Site Inspections              | Annually         | Inspection Team              |
| Building Inspections          | Annually         | Inspection Team              |
| Common Area Inspections       | Annually         | Inspection Team              |
| Boilers Service               | Annually         | Licensed Contractor          |
| Circulators Service           | Annually         | Licensed Contractor          |
| Hot Water Tanks Service       | Annually         | Licensed Contractor          |
| Generator Service             | Annual           | Licensed Contractor          |
| Fire Extinguishers Inspection | Annual           | Certified Technician         |
| Sprinkler System Test/Service | Annual           | Certified Firm               |
| Fire Alarms Test              | Annual           | Certified Technician         |
| Annual Elevator Test          | Annual           | MA Dept. of Public Safety    |
| Catch Basins Cleaning         | Annual           | Maintenance Staff            |
| Sanitary Drains Cleaning      | Quarterly        | Contractor                   |
| Vehicle Tune-Up/Sticker       | Annual           | Maintenance Supervisor       |
| Roof Inspection               | Annual           | Maintenance Staff            |
| Playground Safety Inspections | Monthly          | Maintenance Staff            |
| Weatherproofing Checks        | Annual           | Maintenance Staff            |
| Cybersecurity Audits          | Annual           | IT Contractor                |
| Resident Pest Education       | Annual           | Maintenance / Certified Firm |
| Pest Control                  | Weekly           | Certified Firm               |

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

[illegible]



Chelsea 2026 Deferred Work Orders

| Work Order Number | Address                    | Entered Date | Deferred Date | Work Order Description                               | Deferred Type             | Estimated Completion Date |
|-------------------|----------------------------|--------------|---------------|------------------------------------------------------|---------------------------|---------------------------|
| 61034             | 51 Exeter Maintenance shop | 3/16/2026    | 3/30/2026     | repair No Parking sign on the grass next to the yard | Deferred Maintenance Plan |                           |
| 63186             | 14 Bloomingdale Unit: 709  | 5/28/2026    | 5/28/2026     | Light above sink missing cover.                      | Deferred Maintenance Plan | 6/11/2026 12:00:00 AM     |
| 63197             | 14 Bloomingdale Unit: 716  | 5/28/2026    | 5/28/2026     | Light above sink is missing a cover                  | Deferred Maintenance Plan | 6/11/2026 12:00:00 AM     |
| 63209             | 14 Bloomingdale Unit: 724  | 5/28/2026    | 5/28/2026     | Light above kitchen sink , cover is missing          | Deferred Maintenance Plan | 6/11/2026 12:00:00 AM     |
| 63213             | 14 Bloomingdale Unit: 728  | 5/28/2026    | 5/28/2026     | Light cover above sink is missing                    | Deferred Maintenance Plan | 6/11/2026 12:00:00 AM     |
| 63216             | 14 Bloomingdale Unit: 731  | 5/28/2026    | 5/28/2026     | kitchen light cover is missing                       | Deferred Maintenance Plan | 6/11/2026 12:00:00 AM     |

## **Annual Operating Budget**

The tables on the following pages show the approved budget and actual income and spending per budget account (row) for the fiscal year ending 12/31/2025. 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 Executive Office of Housing and Livable Communities (EOHLC). 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 EOHLC 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 EOHLC.

EOHLC 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 EOHLC 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 EOHLC and obtain its approval.

The CHELSEA HOUSING AUTHORITY operating reserve at the end of fiscal year 2024 was \$1,340,029.00, which is 42.24% 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 CHELSEA 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                                        | 2,783,000.00                 | 2,747,947.00                 | 3,019,000.00                 | 9.90%                                    | 469.37                                   |
| 3111                                                                                                                                                         | Shelter Rent - Tenants - Fraud/Retroactive                   | 0.00                         | 0.00                         | 0.00                         | 0.00%                                    | 0.00                                     |
| 3115                                                                                                                                                         | Shelter Rent -Federal Section 8\MRVP One-time Leased up Rev. | 0.00                         | 0.00                         | 0.00                         | 0.00%                                    | 0.00                                     |
| 3190                                                                                                                                                         | Nondwelling Rentals                                          | 0.00                         | 0.00                         | 0.00                         | 0.00%                                    | 0.00                                     |
| 3400                                                                                                                                                         | Administrative Fee - MRVP                                    | 0.00                         | 0.00                         | 0.00                         | 0.00%                                    | 0.00                                     |
| 3610                                                                                                                                                         | Interest on Investments - Unrestricted                       | 60,000.00                    | 48,907.00                    | 62,000.00                    | 26.80%                                   | 9.64                                     |
| 3611                                                                                                                                                         | Interest on Investments - Restricted                         | 0.00                         | 0.00                         | 0.00                         | 0.00%                                    | 0.00                                     |
| 3690                                                                                                                                                         | Other Revenue                                                | 7,000.00                     | 23,518.00                    | 8,000.00                     | -66.00%                                  | 1.24                                     |
| 3691                                                                                                                                                         | Other Revenue - Retained                                     | 71,000.00                    | 5,384.00                     | 46,200.00                    | 758.10%                                  | 7.18                                     |
| 3692                                                                                                                                                         | Other Revenue - Operating Reserves                           | 0.00                         | 9,668.00                     | 0.00                         | -100.00%                                 | 0.00                                     |
| 3693                                                                                                                                                         | Other Revenue - Energy Net Meter                             | 0.00                         | 0.00                         | 0.00                         | 0.00%                                    | 0.00                                     |
| 3801                                                                                                                                                         | Operating Subsidy - EOHLC (4001)                             | 3,170,033.00                 | 3,136,916.00                 | 2,961,558.00                 | -5.60%                                   | 460.44                                   |
| 3802                                                                                                                                                         | Operating Subsidy - MRVP Landlords                           | 0.00                         | 0.00                         | 0.00                         | 0.00%                                    | 0.00                                     |
| 3803                                                                                                                                                         | Restricted Grants Received                                   | 0.00                         | 0.00                         | 0.00                         | 0.00%                                    | 0.00                                     |
| 3920                                                                                                                                                         | Gain/Loss From Sale/Disp. of Prop.                           | 0.00                         | 11,493.00                    | 0.00                         | -100.00%                                 | 0.00                                     |
| 3000                                                                                                                                                         | TOTAL REVENUE                                                | 6,091,033.00                 | 5,983,833.00                 | 6,096,758.00                 | 1.90%                                    | 947.88                                   |

| Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by CHELSEA HOUSING AUTHORITY |                                             |                              |                              |                              |                                          |                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|------------------------------|------------------------------|------------------------------|------------------------------------------|------------------------------------------|
| EXPENSES                                                                                                                                                     |                                             |                              |                              |                              |                                          |                                          |
| 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 |
| 4110                                                                                                                                                         | Administrative Salaries                     | 837,468.00                   | 654,005.00                   | 803,182.00                   | 22.80%                                   | 124.87                                   |
| 4120                                                                                                                                                         | Compensated Absences                        | 0.00                         | 147,999.00                   | 0.00                         | -100.00%                                 | 0.00                                     |
| 4130                                                                                                                                                         | Legal                                       | 81,000.00                    | 88,623.00                    | 130,000.00                   | 46.70%                                   | 20.21                                    |
| 4140                                                                                                                                                         | Members Compensation                        | 0.00                         | 0.00                         | 0.00                         | 0.00%                                    | 0.00                                     |
| 4150                                                                                                                                                         | Travel & Related Expenses                   | 8,850.00                     | 153.00                       | 10,150.00                    | 6534.00%                                 | 1.58                                     |
| 4170                                                                                                                                                         | Accounting Services                         | 24,000.00                    | 25,328.00                    | 24,000.00                    | -5.20%                                   | 3.73                                     |
| 4171                                                                                                                                                         | Audit Costs                                 | 9,250.00                     | 13,745.00                    | 9,315.00                     | -32.20%                                  | 1.45                                     |
| 4180                                                                                                                                                         | Penalties & Interest                        | 0.00                         | 0.00                         | 0.00                         | 0.00%                                    | 0.00                                     |
| 4190                                                                                                                                                         | Administrative Other                        | 275,794.00                   | 255,352.00                   | 222,510.00                   | -12.90%                                  | 34.59                                    |
| 4191                                                                                                                                                         | Tenant Organization                         | 3,360.00                     | 64,552.00                    | 11,600.00                    | -82.00%                                  | 1.80                                     |
| 4100                                                                                                                                                         | TOTAL ADMINISTRATION                        | 1,239,722.00                 | 1,249,757.00                 | 1,210,757.00                 | -3.10%                                   | 188.24                                   |
| 4310                                                                                                                                                         | Water                                       | 694,141.00                   | 918,610.00                   | 903,024.00                   | -1.70%                                   | 140.40                                   |
| 4320                                                                                                                                                         | Electricity                                 | 1,162,189.00                 | 872,876.00                   | 1,080,448.00                 | 23.80%                                   | 167.98                                   |
| 4330                                                                                                                                                         | Gas                                         | 337,485.00                   | 339,584.00                   | 331,950.00                   | -2.20%                                   | 51.61                                    |
| 4340                                                                                                                                                         | Fuel                                        | 0.00                         | 0.00                         | 0.00                         | 0.00%                                    | 0.00                                     |
| 4360                                                                                                                                                         | Net Meter Utility Debit/Energy Conservation | 0.00                         | 0.00                         | 0.00                         | 0.00%                                    | 0.00                                     |
| 4390                                                                                                                                                         | Other                                       | 0.00                         | 0.00                         | 0.00                         | 0.00%                                    | 0.00                                     |
| 4391                                                                                                                                                         | Solar Operator Costs                        | 165,000.00                   | 32,522.00                    | 107,800.00                   | 231.50%                                  | 16.76                                    |
| 4392                                                                                                                                                         | Net Meter Utility Credit (Negative Amount)  | -165,000.00                  | -32,522.00                   | -107,800.00                  | 231.50%                                  | -16.76                                   |
| 4300                                                                                                                                                         | TOTAL UTILITIES                             | 2,193,815.00                 | 2,131,070.00                 | 2,315,422.00                 | 8.70%                                    | 359.98                                   |

| Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by CHELSEA HOUSING AUTHORITY |                                       |                              |                              |                              |                                          |                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|------------------------------|------------------------------|------------------------------|------------------------------------------|------------------------------------------|
| EXPENSES                                                                                                                                                     |                                       |                              |                              |                              |                                          |                                          |
| 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 |
| 4410                                                                                                                                                         | Maintenance Labor                     | 697,256.00                   | 594,791.00                   | 693,747.00                   | 16.60%                                   | 107.86                                   |
| 4420                                                                                                                                                         | Materials & Supplies                  | 258,672.00                   | 358,548.00                   | 280,104.00                   | -21.90%                                  | 43.55                                    |
| 4430                                                                                                                                                         | Contract Costs                        | 701,000.00                   | 734,289.00                   | 570,848.00                   | -22.30%                                  | 88.75                                    |
| 4510                                                                                                                                                         | Insurance                             | 192,021.00                   | 213,806.00                   | 252,322.00                   | 18.00%                                   | 39.23                                    |
| 4520                                                                                                                                                         | Payment in Lieu of Taxes              | 10,584.00                    | 10,584.00                    | 10,584.00                    | 0.00%                                    | 1.65                                     |
| 4540                                                                                                                                                         | Employee Benefits                     | 736,923.00                   | 621,801.00                   | 697,313.00                   | 12.10%                                   | 108.41                                   |
| 4541                                                                                                                                                         | Employee Benefits - GASB 45           | 0.00                         | 29,961.00                    | 0.00                         | -100.00%                                 | 0.00                                     |
| 4542                                                                                                                                                         | Pension Expense - GASB 68             | 0.00                         | -159,106.00                  | 0.00                         | -100.00%                                 | 0.00                                     |
| 4570                                                                                                                                                         | Collection Loss                       | 60,000.00                    | 40,978.00                    | 60,000.00                    | 46.40%                                   | 9.33                                     |
| 4571                                                                                                                                                         | Collection Loss - Fraud/Retroactive   | 0.00                         | 0.00                         | 0.00                         | 0.00%                                    | 0.00                                     |
| 4580                                                                                                                                                         | Interest Expense                      | 0.00                         | 0.00                         | 0.00                         | 0.00%                                    | 0.00                                     |
| 4590                                                                                                                                                         | Other General Expense                 | 0.00                         | 62,653.00                    | 0.00                         | -100.00%                                 | 0.00                                     |
| 4500                                                                                                                                                         | TOTAL GENERAL EXPENSES                | 999,528.00                   | 820,677.00                   | 1,020,219.00                 | 24.30%                                   | 158.62                                   |
| 4610                                                                                                                                                         | Extraordinary Maintenance             | 300,000.00                   | 116,052.00                   | 500,000.00                   | 330.80%                                  | 77.74                                    |
| 4611                                                                                                                                                         | Equipment Purchases - Non Capitalized | 0.00                         | 0.00                         | 23,000.00                    | 100.00%                                  | 3.58                                     |
| 4612                                                                                                                                                         | Restricted Reserve Expenditures       | 0.00                         | 0.00                         | 0.00                         | 0.00%                                    | 0.00                                     |
| 4715                                                                                                                                                         | Housing Assistance Payments           | 0.00                         | 0.00                         | 0.00                         | 0.00%                                    | 0.00                                     |
| 4801                                                                                                                                                         | Depreciation Expense                  | 0.00                         | 969,707.00                   | 0.00                         | -100.00%                                 | 0.00                                     |
| 4600                                                                                                                                                         | TOTAL OTHER EXPENSES                  | 300,000.00                   | 1,085,759.00                 | 523,000.00                   | -51.80%                                  | 81.31                                    |
| 4000                                                                                                                                                         | TOTAL EXPENSES                        | 6,389,993.00                 | 6,974,891.00                 | 6,614,097.00                 | -5.20%                                   | 1,028.31                                 |

| Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by CHELSEA HOUSING AUTHORITY |                                       |                              |                              |                              |                                          |                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|------------------------------|------------------------------|------------------------------|------------------------------------------|------------------------------------------|
| SUMMARY                                                                                                                                                      |                                       |                              |                              |                              |                                          |                                          |
| 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 |
| 3000                                                                                                                                                         | TOTAL REVENUE                         | 6,091,033.00                 | 5,983,833.00                 | 6,096,758.00                 | 1.90%                                    | 947.88                                   |
| 4000                                                                                                                                                         | TOTAL EXPENSES                        | 6,389,993.00                 | 6,974,891.00                 | 6,614,097.00                 | -5.20%                                   | 1,028.31                                 |
| 2700                                                                                                                                                         | NET INCOME (DEFICIT)                  | -298,960.00                  | -991,058.00                  | -517,339.00                  | -47.80%                                  | -80.43                                   |
| 7520                                                                                                                                                         | Replacements of Equip. - Capitalized  | 21,864.00                    | 12,864.00                    | 45,000.00                    | 249.80%                                  | 7.00                                     |
| 7540                                                                                                                                                         | Betterments & Additions - Capitalized | 30,500.00                    | 16,105.00                    | 70,500.00                    | 337.80%                                  | 10.96                                    |
| 7500                                                                                                                                                         | TOTAL NONOPERATING EXPENDITURES       | 52,364.00                    | 28,969.00                    | 115,500.00                   | 298.70%                                  | 17.96                                    |
| 7600                                                                                                                                                         | EXCESS REVENUE OVER EXPENSES          | -351,324.00                  | -1,020,027.00                | -632,839.00                  | -38.00%                                  | -98.39                                   |

## **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 EOHLC 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 – EOHLC (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 EOHLC 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 \$25.00 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.

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 EOHLIC 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 EOHLC 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 EOHLC 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 (EOHLC) for the 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 the LHA'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 EOHLC in the PMR. When the PMR rating is 'Operational Guidance', the LHA may have responded, but was not required to.

### **Category: Management**

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

**Rating:** No Findings

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

**Rating:** No Findings

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

**Rating:** No Findings

**Criterion:** Completion of mandatory online board member training

**Rating:** Corrective Action

Reason: CHA received this rating because board members were not in compliance with the required board training, which must be completed every two years.

Response: Since receiving this rating, we have added a reminder to the Board agenda at least twice a year to ensure that members are aware of the required training and the importance of maintaining compliance. Currently, 2 of our 5 Board members are in compliance with the required training. We will

continue to provide regular reminders and follow up with Board members regarding their training requirement to support full compliance.

**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 Spending**

**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:** Operational Guidance

**Criterion:** Fair Housing Policies Uploaded

**Rating:** No Findings

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

**Criterion:** 100% of units inspected during FYE under review

**Rating:** No Findings

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

**Rating:** Corrective Action

Reason: We mis-classified preventative work orders as routine work orders. Many times work was communicated by verbal instruction rather than work orders.

Response: We have reclassified the routine work as preventative, and have instituted the practice of formalizing all work as a work order.

**Criterion:** Unit inspection reports accurately reflect necessary repairs

**Rating:** Operational Guidance

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

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

**Rating:** No Findings

**Criterion:** Vacancy turnover work orders accurately reflect necessary repairs

**Rating:** No Findings

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

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

**Rating:** No Findings

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

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

**Rating:** No Findings

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

**Rating:** No Findings

**Additional comments regarding the PMR:**

**Explanation of PMR Criteria Ratings**

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

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

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

| CRITERION                                                                                   | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Facility Management – Inspection Standards and Practices</b>                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 100% Unit Inspections                                                                       | <p>All units inspected at LHA during FY under review</p> <ul style="list-style-type: none"> <li>• No Findings: 100% of units inspected</li> <li>• Corrective Action: Less than 100% of units inspected</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 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"> <li>• No Findings: All inspection work orders/lease violations are created, tracked, and reported; And non-health and safety work orders for inspection repairs/lease violations are completed within 30 days or added to DM/CIP; And health and safety work orders for inspection repairs/lease violations are addressed within 48 hours</li> <li>• Operational Guidance: All health and safety inspection work orders/lease violations are created, tracked, reported and completed within 48 hours; And LHA fail to create, track, or report no more than 1 or 2 (based on LHA size) non-EHS (exigent health and safety) deficiencies; Or LHA failed to complete any non-EHS work orders/lease violations appropriately</li> <li>• Corrective Action: Any EHS work orders/lease violations not created, tracked, reported, or completed; Or 1 of the following: LHA failed to create, track or report a) More than 1 non-EHS deficiency (small LHA); b) More than 2 non-EHS deficiencies (Medium/Large)</li> </ul> |
| Accuracy of LHA Inspections                                                                 | <p>Unit inspection reports accurately reflect necessary repairs</p> <ul style="list-style-type: none"> <li>• No Findings: c.667 unit has less than 2 EHS deficiencies and c.200/705 unit has less than 3 EHS deficiencies</li> <li>• Operational Guidance: c.667 unit has 2 EHS deficiencies or c.200/705 has 3 EHS deficiencies</li> <li>• 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</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Facility Management – Preventative Maintenance Standards and Practices</b>               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| LHA Preventative Maintenance Schedule Accuracy and Implementation of Preventative Schedules | <p>LHA preventative maintenance schedule accurately reflects all necessary work to maximize the life of LHA components</p> <ul style="list-style-type: none"> <li>• No Findings: c.667 unit less than 2 EHS deficiencies and c.200/705 less than 3 EHS deficiencies</li> <li>• Operational Guidance: c.667 2 EHS deficiencies or c.200/705 3 EHS deficiencies</li> <li>• Corrective Action: c.667 equal to or greater than 3 EHS deficiencies or c.200/705 equal to or greater than 4 EHS deficiencies</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

| CRITERION                                                             | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Facility Management – Vacancy Turnover Standards and Practices</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Vacancy Turnover Work Orders                                          | <p>Work orders created for every vacancy and completed within 30 days (or waiver requested)</p> <ul style="list-style-type: none"> <li>No Findings: Vacancy work orders are created, tracked and reported for every unit and reflect all work in unit; And Vacancy work orders are Maintenance Ready in &lt;=30 days for c.667 units or &lt;=45 days for c.200/705 units or have approved waiver</li> <li>Operational Guidance: Vacancy work orders are created, tracked and reported for every unit; And work orders do not reflect all work completed in unit; Or vacancy work orders are Maintenance Ready in 31-45 days for c.667 and 46-60 days for c.200/705 and no approved waiver</li> <li>Corrective Action: Vacancy work orders are not created, tracked and reported for every unit; Or vacancy work orders are Maintenance Ready in &gt;45 days for c.667 and &gt;60 days for c.200/705 and have no approved waiver</li> </ul> |
| Accuracy and Standard of Vacancy Turnovers                            | <p>Vacancy turnover work orders accurately reflect necessary repairs</p> <ul style="list-style-type: none"> <li>No Findings: c.667 unit less than 2 EHS deficiencies and c.200/705 less than 3 EHS deficiencies</li> <li>Operational Guidance: c.667 2 EHS deficiencies or c.200/705 3 EHS deficiencies</li> <li>Corrective Action: c.667 equal to or greater than 3 EHS deficiencies or c.200/705 equal to or greater than 4 EHS deficiencies</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Work Order Types and Systems</b>                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Emergency Work Orders                                                 | <p>All emergency work orders are created, tracked, reported and completed within 48 hours</p> <ul style="list-style-type: none"> <li>No Findings: All emergency work orders under review are created, tracked, reported and completed within 48 hours</li> <li>Operational Guidance: All emergency work orders completed within 48 hours; Less than 100% but greater than or equal to 80% of work orders under review are correctly created, tracked and reported administratively</li> <li>Corrective Action: Not all emergency work orders are completed within 48 hours; Or less than 80% of work orders under review are correctly created, tracked and reported administratively</li> </ul>                                                                                                                                                                                                                                           |
| CRITERION                                                             | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Requested Work Orders                                                 | <p>All requested work orders are created, tracked, reported and completed within 14 days or added to DM/CIP</p> <ul style="list-style-type: none"> <li>No Findings: All requested work orders under review are created, tracked, and reported; All work is complete within 14 days or added to DM/CIP</li> <li>Operational Guidance: All requested work orders completed within 14 days or added to DM/CIP; And less than 100% of work orders under review are correctly created, tracked and reported</li> <li>Corrective Action: Not all requested work orders are completed within 14 days or added to DM/CIP</li> </ul>                                                                                                                                                                                                                                                                                                                |

## **Policies**

The following policies are currently in force at the CHELSEA HOUSING AUTHORITY:

| <b>Policy</b>                                       | <b>Last Ratified by Board Vote</b> | <b>Notes</b>                                    |
|-----------------------------------------------------|------------------------------------|-------------------------------------------------|
| *Capitalization Policy                              | 10/15/2025                         |                                                 |
| *Fair Housing Marketing Plan                        | 4/20/2022                          |                                                 |
| *Grievance Policy                                   | 12/17/2025                         |                                                 |
| *Language Access Plan                               | 1/12/2022                          |                                                 |
| *Personnel Policy                                   | 12/22/2020                         |                                                 |
| *Procurement Policy                                 | 7/16/2025                          |                                                 |
| *Reasonable Accommodations Policy                   | 7/13/2022                          |                                                 |
| *Rent Collection Policy                             | 9/16/2025                          |                                                 |
| Anti-Discriminatory Harassment Policy               | 11/11/2021                         |                                                 |
| Community Room Use                                  | 9/16/2025                          |                                                 |
| Credit/Debit Card Policy                            | 12/18/2024                         |                                                 |
| Criminal Offender Records Information (CORI) Policy | 5/13/2020                          |                                                 |
| Emergency Response Plan                             | 2/1/2016                           |                                                 |
| Other – Define in the ‘Notes’ column                | 9/16/2026                          | Internal Control Policy                         |
| Other – Define in the ‘Notes’ column                | 4/16/2025                          | Telework Policy                                 |
| Other – Define in the ‘Notes’ column                | 12/17/2025                         | CHA Preventative Maintenance Plan               |
| Other – Define in the ‘Notes’ column                | 12/17/2025                         | State Repayment Policy                          |
| Other – Define in the ‘Notes’ column                | 12/17/2025                         | CHA Deferred Maintenance Plan                   |
| Other – Define in the ‘Notes’ column                | 10/16/2024                         | Service and assistance animal Policy            |
| Other – Define in the ‘Notes’ column                | 12/18/2024                         | Workplace Violence Policy                       |
| Parking                                             | 7/16/2025                          |                                                 |
| Pet Policy                                          | 4/16/2025                          | State Elderly pet policy was updated 10/16/2024 |
| Sexual Harassment Policy                            | 11/11/2021                         |                                                 |
| Smoking Policy                                      | 11/20/2024                         |                                                 |
| Travel Policy                                       | 11/20/2024                         |                                                 |

\* Starred policies are required by EOHLC. 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 EOHLC.

**Waivers**

CHELSEA HOUSING AUTHORITY has received the following waivers from EOHLC'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 Approved<br>by EOHLC | Date Expired |
|-------------|--------|---------------------------|--------------|
|-------------|--------|---------------------------|--------------|

\*The list of waivers has been provided by the LHA and has not been verified by EOHLC.

## **Glossary**

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

**AHVP: Alternative Housing Voucher Program**

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

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

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

**AP: Annual Plan**

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

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

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

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

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

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

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

**CNA:** Capital Needs Assessment

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

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

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

**EOHLC:** Massachusetts Executive Office of Housing and Livable Communities

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

**FF:** **Formula Funding**

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

**FYE:** **Fiscal Year End**

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

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

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

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

**LHA:** **Local Housing Authority**

**LTO:** Local Tenants Organization

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

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

**MOR:** Management and Occupancy Report

**MRVP:** Massachusetts Rental Voucher Program's annual review of each housing authority's performance. It pulls together data on the authority's occupancy rates, tenant accounts receivables, accounts payable, budget variance, operating reserve, capital improvement plan submission, capital spending, annual inspections and work order and maintenance systems to identify and address areas of strength and areas for development. Its goal is to allow EOHLC and the LHA to take a deep dive into the data, lift up best practices, and work together towards improving operations voucher Program.

**PMR:** Performance Management Review

**RCAT:** Regional Capital Assistance Team

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

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

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

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

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

## **Attachments**

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

- . Performance Management Review
- . Cover sheet for tenant satisfaction surveys

## **Resident Surveys – Background**

Since 2016 EOHLC 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.

# **CHELSEA HOUSING AUTHORITY**

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

**Fiscal Year End 12/31/2025**

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

| <b>Executive Office of Housing and Livable Communities (EOHLC)</b><br><b>PMR Desk Audit Ratings Summary</b> <b>Official Published PMR Record</b><br>For a detailed report of the Performance Management Review (PMR), please contact the Local Housing Authority |                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Housing Authority                                                                                                                                                                                                                                                | CHELSEA HOUSING AUTHORITY |
| Fiscal Year Ending                                                                                                                                                                                                                                               | Dec 2025                  |
| Housing Management Specialist                                                                                                                                                                                                                                    | Melanie Loveland-Hale     |
| Facilities Management Specialist                                                                                                                                                                                                                                 | Wilzor Exantus            |

| Criteria                                 | Score/Rating      |                |                      |             |
|------------------------------------------|-------------------|----------------|----------------------|-------------|
|                                          | Management        |                |                      |             |
| Occupancy Rate                           | c.667             | c.705          | c.200                | Cumulative  |
|                                          | No Findings       | Not Applicable | No Findings          | No Findings |
| Tenant Accounts Receivable (TAR)         | c.667             | c.705          | c.200                | Cumulative  |
|                                          | No Findings       | Not Applicable | Operational Guidance | No Findings |
| Board Member Training                    | Corrective Action |                |                      |             |
| 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)<br>Staff Certification & Training Rating |                           |
|------------------------------------------------------------------------------------------------------|---------------------------|
| LHA Name                                                                                             | CHELSEA HOUSING AUTHORITY |
| FYE                                                                                                  | Dec 2025                  |
| HMS Name                                                                                             | Melanie Loveland-Hale     |
| FMS Name                                                                                             | Wilzor Exantus            |
|                                                                                                      |                           |
| Criteria                                                                                             | Rating                    |
| Staff Certification and Training                                                                     | No Findings               |

| EXECUTIVE OFFICE OF HOUSING AND LIVABLE COMMUNITIES (EOHLC)<br>CFA Submission |                           |
|-------------------------------------------------------------------------------|---------------------------|
| LHA Name                                                                      | CHELSEA HOUSING AUTHORITY |
| FYE                                                                           | Dec 2025                  |
| HMS Name                                                                      | Melanie Loveland-Hale     |
| FMS Name                                                                      | Wilzor Exantus            |

CFA Submission

Rating: No Findings

Recommendations: 1. No Recommendations

# EXECUTIVE OFFICE OF HOUSING AND LIVABLE COMMUNITIES (EOHLC)

## PMR Desk Audit Recommendations Report

|          |                           |
|----------|---------------------------|
| LHA Name | CHELSEA HOUSING AUTHORITY |
| FYE      | Dec 2025                  |
| HMS Name | Melanie Loveland-Hale     |
| FMS Name | Wilzor Exantus            |

### 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. HMS and LHA discussed the housing authority's efforts to collect rents and enter into repayment agreements; HMS recommends LHA continue its efforts.

### Board Member Training

Rating: Corrective Action

1. Ensure the board member contact information is current in LHA 360, including email and term dates.
2. Provide computer assistance as needed to help board members complete the training.
3. Periodically check the Trackstar system to ensure 80% of the Board is trained.

### 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****Official Published PMR Record**

|          |                           |
|----------|---------------------------|
| LHA Name | CHELSEA HOUSING AUTHORITY |
| FYE      | Dec 2025                  |
| HMS Name | Melanie Loveland-Hale     |
| FMS Name | Wilzor Exantus            |

**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: Operational Guidance

Recommendations: 1. No Recommendations

**CHAMP Criteria 2b**

Rating: No Findings

Recommendations: 1. Create tracking system and staff accountability to 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. When entering occupancy data in HAFIS, use the CHAMP Completed Offers Report as a source of the list pull ID#, Applicant ID, unit number and date of occupancy. The CHAMP Technical Update #21 provides guidance on how to track CHAMP PMR data.

**CHAMP Criteria 3a**

Rating: No Findings

Recommendations: 1. CHA must review and update the Four Factor Analysis and Language Access Plan, the Fair Housing Marketing Plan and Reasonable Accommodation policies.

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 | CHELSEA HOUSING AUTHORITY |
| FYE      | Dec 2025                  |
| HMS Name | Melanie Loveland-Hale     |
| FMS Name | Wilzor Exantus            |

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

Rating: No Findings

Recommendations:

1. Ensure that all deficiencies found at the time of unit inspection are included in Inspection Reports including tenant violations
2. Ensure that work orders are created, tracked, and completed for all deficiencies identified during unit inspection
3. Ensure that work orders are created, tracked, and completed for all Health and Safety deficiencies
4. Ensure that all Notices of Lease Violation are issued for all tenant related deficiencies identified during unit inspection
5. Ensure that all Lease Violations are resolved per EOHLC guidance

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

Rating: Corrective Action

Recommendations:

1. Ensure that all deficiencies found at the time of unit inspection are included in Inspection Reports including tenant violations
2. Ensure that work orders are created, tracked, and completed for all deficiencies identified during unit inspection
3. Ensure that work orders are created, tracked, and completed for all Health and Safety deficiencies
4. Ensure that all Notices of Lease Violation are issued for all tenant related deficiencies identified during unit inspection
5. Ensure that all Lease Violations are resolved per EOHLC guidance

Criteria 3: Unit Inspection Reports accurately reflect necessary repairs

Rating: Operational Guidance

Recommendations:

1. Ensure that all Notices of Lease Violation are issued for all tenant related deficiencies identified during unit inspection
2. Ensure that all Lease Violations are resolved per EOHLC guidance

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. Ensure that all Emergency Work Orders are created, tracked, and reported per EOHLC guidance  
2. Ensure that all Emergency Work Orders are completed within 48 hours  
3. Definition of Emergency Work Orders Should Be Conditions (no matter the time of day) which are immediately threatening to the life or safety of your residents, staff, or structures. LHA should create emergency list and distribute to staff and tenants. Produce emergency work orders for any work that is on list and initiate work within 24 to 48 hours. See Handout J  
4. Train staff on work order types and how to input them into your work order system/If you use web-based software, reach out to your vendor for training/training materials/changes to the software See Handout K + Software Handouts (M, N, or O) If Applicable

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

Criteria 9: LHA Provide a Preventive Maintenance Schedule of Work and Work Orders that encompasses 12 months and meets all criteria as outlined in PHN 2022-10

Rating: Corrective Action

Recommendations: 1. Ensure that work orders are created for all PM items even if a contractor conducts the work  
2. Ensure that the LHA preventive maintenance schedule contains the six (6) core components as outlined in Public Housing Notice 2022-10  
3. Ensure that your LHA preventive maintenance plan includes all life safety systems scheduled maintenance (i.e.- elevator inspections, fire sumps/sprinklers/suppression, emergency lighting, fire hydrant testing, alarm systems, security cameras, etc.)  
4. Ensure that new or upgraded mechanical/system components are added to your annual PM plan regularly, and have applicable work orders at regular intervals as outlined in PHN 2025-06

### **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.