

Notice of Public Hearing

The Marshfield Housing Authority invites all tenants and the general public to a review of the Authority's Proposed Annual Plan for Fiscal Year 2023

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 (5-year)
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 Department of Housing and Community Development (DHCD)
7. Other elements

Hearing time and date: **5:30 PM on 04/04/2022**

Hearing location: If possible, the hearing will be held in the Community Room at 12 Tea Rock Gardens, Marshfield MA.

If COVID protocols change, we will meet virtually. Please see page 2 for details.

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 Department of Housing and Community Development (DHCD).

- o Copies of the Annual Plan are available at the Authority's office or may be reviewed online at <https://tinyurl.com/LHA-MA-AnnualPlan>
- 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 03/21/2022 at 4:00 PM.
- o Contact information for Marshfield Housing Authority:
Office: 12 Tea Rock Gardens, Marshfield, MA 02050
Phone: (781) 834-4333
Email: jmarathas@quincyha.com

Detailed Instructions for Remote Access

If the COVID protocols change, the virtual meeting room will be posted to the Marshfield Housing Authority website by March 28, 2022.

website: <https://marshfieldha.com/>

If the hearing will be in-person, we will meeting in the Community Room at 12 Tea Rock Gardens, Marshfield MA.

Aviso de audiencia pública

El/La Marshfield Housing Authority

invita a todos los arrendatarios y al público en general a una revisión del Plan Anual Propuesto por la autoridad para el año fiscal 2023

El Plan anual tiene como objetivo dar a conocer las operaciones de la autoridad y sus planes para el año fiscal entrante en lo que respecta a sus iniciativas de vivienda pública con financiamiento estatal. El Plan anual propuesto comprende los siguientes elementos:

1. Plan de mejoras de capital propuesto (5 años)
2. Plan de mantenimiento y reparaciones propuesto
3. Presupuesto operativo actual
4. Respuestas a los hallazgos en la Revisión de gestión del desempeño (PMR)
5. Listado de las políticas de la autoridad de vivienda
6. Listado de las exenciones a las normas vigentes del Departamento de Vivienda y Desarrollo Comunitario (DHCD)
7. Otros elementos

Fecha y hora de la audiencia: **5:30 PM del 04/04/2022**

Lugar de la audiencia: If possible, the hearing will be held in the Community Room at 12 Tea Rock Gardens, Marshfield MA.

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Invitamos a los residentes y al público en general a leer el Plan anual antes de la audiencia y a hacer comentarios públicos por los medios que se indican más abajo. La autoridad tomará en consideración las inquietudes de cualquier organización de arrendatarios locales (LTO) o junta asesora de residentes (RAB) en relación con las necesidades y prioridades. Si las considera consistentes con los principios de buena gestión, la autoridad incorporará dichas necesidades y prioridades -en parte o en su totalidad- en la versión preliminar del plan. Los comentarios sustantivos se resumirán e incluirán en el Plan anual cuando este se envíe al Departamento de Vivienda y Desarrollo Comunitario (DHCD).

- o Puede obtener copias del Plan anual en la oficina de la autoridad o consultar el Plan por Internet en <https://tinyurl.com/LHA-MA-AnnualPlan>. El Plan está disponible únicamente en inglés.
- o Si desea hacer comentarios, puede hacerlo oralmente en la audiencia o enviar los comentarios por correo electrónico o postal a la oficina de la autoridad de vivienda. Los comentarios se deben recibir antes del cierre de la audiencia pública.
- o Si tiene una solicitud razonable en relación con una discapacidad, póngase en contacto con la oficina de la autoridad de vivienda antes del 03/21/2022 a las 4:00 PM.
- o Información de contacto de Marshfield Housing Authority:
 - Oficina: 12 Tea Rock Gardens, Marshfield, MA 02050
 - Teléfono: (781) 834-4333
 - Correo electrónico: jmarathas@quincyha.com

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សេចក្តីជូនដំណឹងអំពីសវនការសាធារណៈ

Marshfield Housing Authority អញ្ជើញអ្នកជួល
និងសាធារណជនទូទៅទាំងអស់ឲ្យមើលឡើងវិញនូវផែនការ
ប្រចាំឆ្នាំដែលបានដាក់សុន្ទីរបស់អាជ្ញាធរសម្រាប់ឆ្នាំសារពើពន្ធ
2023

ផែនការប្រចាំឆ្នាំមានគោលបំណងផ្តល់ការយល់ដឹងអំពីប្រតិបត្តិការ និងផែនការរបស់អាជ្ញាធរ
សម្រាប់ឆ្នាំសារពើពន្ធជាមុននេះ ព្រោះវាប៉ះពាល់ដល់និរន្តរភាពសេវាសាធារណៈដែលជួយដោយ
រដ្ឋរបស់អាជ្ញាធរ។ ផែនការប្រចាំឆ្នាំដែលបានដាក់សុន្ទីរ មានជាតុដូចខាងក្រោម៖

1. ផែនការកែលម្អអនុបត្តិការដែលបានដាក់សុន្ទីរ (5 ឆ្នាំ)
2. ផែនការជួសជុល និងថែទាំដែលបានដាក់សុន្ទីរ
3. ថវិកាប្រតិបត្តិការបច្ចុប្បន្ន
4. ការឆ្លើយតបនឹងលទ្ធផលនៃការពិនិត្យមើលឡើងវិញនូវការគ្រប់គ្រងការបំពេញការងារ (PMR)
5. បញ្ជីគោលនយោបាយអាជ្ញាធរលំនៅដ្ឋាន
6. បញ្ជីការលះបង់សិទ្ធិប្រទេសបញ្ញត្តិគ្រប់គ្រងរបស់ក្រសួងអភិវឌ្ឍន៍សហគមន៍ និងលំនៅដ្ឋាន (DHCD)
7. ធាតុផលដទៃទៀត

កាលបរិច្ឆេទ និងម៉ោងសវនការ: **5:30 PM នៅ 04/04/2022**

ទីកន្លែងសវនការ: If possible, the hearing will be held in the Community Room at 12 Tea Rock Gardens, Marshfield MA.
If COVID protocols change, we will meet virtually. Please see page 2 for details.

គេហទំព័រ
និងសាធារណជនទូទៅត្រូវបានអញ្ជើញឱ្យពិនិត្យមើលឡើងវិញនូវផែនការប្រចាំឆ្នាំមុនពេលបើកសវនាការ
ហើយអាចបញ្ជូនមតិសាធារណៈដូចមានកត់សម្គាល់ខាងក្រោម។
អាជ្ញាធរត្រូវគិតគូរពីកងរលំនានារបស់អង្គការរបស់អ្នកជួលក្នុងមូលដ្ឋាន (LTO) ឬក្រុមប្រឹក្សាយោបល់គេហទំព័រ
(RAB) អំពីតម្រូវការ និងអាទិភាពនានា ហើយបញ្ជូនតម្រូវការ និងអាទិភាពទាំងនោះមួយចំនួន
ឬទាំងអស់ទៅក្នុងសេចក្តីព្យាងផែនការ បើអាជ្ញាធរយល់ថាសមស្របជាមួយការគ្រប់គ្រងដែលត្រូវបានកំណត់
រឿងក្រសួងសង្គម និងបញ្ជូនទៅក្នុងផែនការប្រចាំឆ្នាំ នៅពេលវាត្រូវបានដាក់ជូនក្រសួងអភិវឌ្ឍន៍សហគមន៍
និងលំនៅដ្ឋាន (DHCD)។

- o សេចក្តីចម្ងល់នៃផែនការប្រចាំឆ្នាំ មាននៅកម្រិតយល់របស់អាជ្ញាធរ
ឬអាចពិនិត្យមើលឡើងវិញលើបណ្តាញតាមរយៈ: <<https://tinyurl.com/LHA-MA-AnnualPlan>>។
មានជាភាសាអង់គ្លេសសេចក្តីណែនាំ។
- o មតិសាធារណៈត្រូវបានផ្តល់ដោយផ្ទាល់មាត់នៅក្នុងសវនាការ
ដោយផ្ទាល់មាត់នៅកម្រិតយល់របស់អាជ្ញាធរលំនៅដ្ឋាន
ឬដោយដាក់មតិជាលាយលក្ខណ៍អក្សរនៅកម្រិតយល់របស់អាជ្ញាធរលំនៅដ្ឋាន។
មតិសាធារណៈត្រូវបានផ្តល់ឱ្យបានមុនពេលបើកសវនាការសាធារណៈ។
- o សម្រាប់សំណើសុំការសុំទាក់ទងសម្រាប់សម្រេចការិយាល័យអាជ្ញាធរលំនៅដ្ឋានត្រឹមថ្ងៃ 03/21/2022
នៅម៉ោង 4:00 PM។
- o ព័ត៌មានទំនាក់ទំនងសម្រាប់ Marshfield Housing Authority៖
 ការិយាល័យ: 12 Tea Rock Gardens, Marshfield, MA 02050
 ទូរស័ព្ទ: (781) 834-4333
 អ៊ីមែល: jmarathas@quincyha.com

Detailed Instructions for Remote Access

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Thông báo Điều trần Công khai

Marshfield Housing Authority

xin mời tất cả những người thuê nhà và cộng đồng đến tham dự buổi đánh giá Kế hoạch Hàng năm Đề xuất cho Năm Tài chính của Cơ quan Quản lý 2023

Kế hoạch Hàng năm này nhằm đem lại cái nhìn sâu sắc đối với các hoạt động của Cơ quan Quản lý và các kế hoạch cho năm tài chính sắp tới vì chúng ảnh hưởng đến vấn đề gia cư công cộng có sự trợ giúp của tiểu bang của Cơ quan Quản lý. Kế hoạch Hàng năm Đề xuất bao gồm các thành phần sau:

1. Kế hoạch Cải tạo Cơ bản Đề xuất (5 năm)
2. Kế hoạch Bảo trì và Sửa chữa Đề xuất
3. Ngân sách Vận hành Hiện tại
4. Trả lời đối với những phát hiện trong bản Đánh giá Quản lý Hoạt động (PMR)
5. Danh sách các chính sách của cơ quan quản lý gia cư
6. Danh sách các quyết định miễn tuân thủ các quy định chi phối của Sở Gia cư và Phát triển Cộng đồng (DHCD)
7. Các thành phần khác

Ngày và giờ điều trần: **5:30 PM** và **04/04/2022**

Địa điểm điều trần: If possible, the hearing will be held in the Community Room at 12 Tea Rock Gardens, Marshfield MA.

If COVID protocols change, we will meet virtually. Please see page 2 for details.

Các cư dân và cộng đồng được mời tham gia xem xét Kế hoạch Hàng năm trước phiên điều trần và có thể gửi ý kiến đóng góp của công chúng như được mô tả dưới đây. Cơ quan Quản lý phải cân nhắc các quan ngại của bất kỳ Tổ chức của Người Thuê nhà Địa phương (LTO) hay Hội đồng Cố vấn Cư dân (RAB) nào về các nhu cầu và ưu tiên và kết hợp một số hoặc tất cả các nhu cầu và ưu tiên đó trong bản thảo kế hoạch nếu Cơ quan Quản lý coi là phù hợp với việc quản lý hợp lý. Các ý kiến đóng góp có cơ sở sẽ được tóm tắt và đưa vào nội dung Kế hoạch Hàng năm khi nộp cho Sở Gia cư và Phát triển Cộng đồng (DHCD).

- o Các bản sao của Kế hoạch Hàng năm sẵn có tại văn phòng Cơ quan Quản lý hoặc quý vị có thể xem trực tuyến tại <<https://tinyurl.com/LHA-MA-AnnualPlan>>. Các bản này chỉ có bằng Tiếng Anh.
- o Các ý kiến đóng góp có thể được nộp bằng lời tại buổi điều trần, gửi email cho văn phòng cơ quan quản lý gia cư, hoặc nộp ý kiến bằng văn bản tại văn phòng cơ quan quản lý gia cư. Các ý kiến đóng góp phải được nhận không muộn hơn giờ kết thúc phiên điều trần.
- o Để đưa ra các yêu cầu về biện pháp điều chỉnh đặc biệt hợp lý, hãy liên hệ với văn phòng cơ quan quản lý gia cư trước 03/21/2022 lúc 4:00 PM.
- o Thông tin liên hệ cho Marshfield Housing Authority:

Văn phòng: 12 Tea Rock Gardens, Marshfield, MA 02050

Điện thoại: (781) 834-4333

Email: jmarathas@quincyha.com

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开公众听证会的通知

Marshfield Housing Authority 邀请所有租户和公众 对本管理局的 2023 财政年度建议的《年度计划》进行审查

该《年度计划》旨在深入了解本管理局的运作和下一财政年度的计划，因为它们会影响本管理局的由马萨诸塞州资助和管理的公共住房。建议的年度计划包括以下内容：

1. 建议的资本改善计划（5年）
2. 建议的维修计划
3. 当前的运营预算
4. 对绩效管理审查（PMR）调查结果的回应
5. 住房管理局政策一览表
6. 从住房和社区发展部（DHCD）的法规可豁免的条例清单
7. 其他基本点

听证会时间和日期: **5:30 PM 在 04/04/2022**

听证会地点: If possible, the hearing will be held in the Community Room at 12 Tea Rock Gardens, Marshfield MA.

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请租户和公众在听证会之前审阅《年度计划》，并可以按照以下说明提交公众意见。本管理局将考虑任何地方租户组织（LTO）或居民咨询委员会（RAB）对需求和需优先考虑的事项的关注；并在管理局认为是与明智、稳妥的管理相一致的情况下，将部分或全部此类需求和需优先考虑的事项纳入计划草案。公众的实质性意见会被汇总并纳入《年度计划》，然后被提交给住房和社区发展部（DHCD）。

- 可以在管理局的办公室获得《年度计划》的副本，或者可以上网进入 <https://tinyurl.com/LHA-MA-AnnualPlan> 在线查看。那些副本或网上内容是用英语的。
- 各位要提出评论，可以在听证会上通过口头方式、或通过向住房管理局的办公室发送电子邮件、或在住房管理局的办公室当面提交书面评论。所有评论必须在公众听证会结束之前收到。
- 对于合理的需通融的要求，请在 03/21/2022 之前通过 4:00 PM 与住房管理局的办公室联系。
- Marshfield Housing Authority 的联系方式：

办公室： 12 Tea Rock Gardens, Marshfield, MA 02050

电话： (781) 834-4333

电子邮件： jmarathas@quincyha.com

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Aviso de Audiência Pública

O Marshfield Housing Authority

convida todos os locatários e o público em geral para uma revisão do plano anual proposto pela Autoridade para o ano fiscal 2023

O Plano Anual é destinado a fornecer insights sobre as operações e planos da Autoridade para o próximo ano fiscal, uma vez que afetam as habitações públicas da Autoridade estadual. O plano anual proposto é composto pelos seguintes elementos:

1. Plano de melhoria de capital proposto (5 anos)
2. Plano de manutenção e reparação proposto
3. Orçamento operacional atual
4. Respostas aos achados da Revisão de Gerenciamento de Desempenho (PMR)
5. Lista de políticas da autoridade habitacional
6. Lista de isenções de regulamentos aplicáveis do Departamento de Habitação e Desenvolvimento Comunitário (DHCD)
7. Outros elementos

Data e hora da audiência: **5:30 PM** em **04/04/2022**

Local da audiência: If possible, the hearing will be held in the Community Room at 12 Tea Rock Gardens, Marshfield MA.

If COVID protocols change, we will meet virtually. Please see page 2 for details.

Os residentes e o público em geral são convidados a revisar o Plano Anual antes da audiência e podem enviar comentários públicos, conforme indicado abaixo. A Autoridade deve considerar as preocupações de qualquer Organização de Locatários Locais (LTO) ou Conselho Consultivo de Residentes (RAB) em relação às necessidades e prioridades e incorporar algumas ou todas essas necessidades e prioridades ao projeto do plano se a Autoridade considerar que é consistente com a boa gestão. Os comentários substanciais serão resumidos e incluídos no Plano Anual quando este for submetido ao Departamento de Habitação e Desenvolvimento Comunitário (DHCD).

- Cópias do Plano Anual estão disponíveis no escritório da Autoridade ou podem ser analisadas on-line em <<https://tinyurl.com/LHA-MA-AnnualPlan>>. Estas estão apenas no idioma inglês.
- Os comentários podem ser apresentados oralmente na audiência, por e-mail para o escritório da autoridade habitacional ou por escrito para o escritório da autoridade habitacional. Os comentários devem ser recebidos, no máximo, até o encerramento da audiência pública.
- Para solicitações razoáveis de acomodação, entre em contato com o escritório da autoridade habitacional em 03/21/2022 às 4:00 PM.
- Informações de contato para Marshfield Housing Authority:
Escritório: 12 Tea Rock Gardens, Marshfield, MA 02050
Telefone: (781) 834-4333
E-mail: jmarathas@quincyha.com

Detailed Instructions for Remote Access

If the COVID protocols change, the virtual meeting room will be posted to the Marshfield Housing Authority website by March 28, 2022.

website: <https://marshfieldha.com/>

If the hearing will be in-person, we will meeting in the Community Room at 12 Tea Rock Gardens, Marshfield MA.

Уведомление о публичном слушании

Marshfield Housing Authority приглашает всех жильцов и представи общественности принять участие в рассмотрении предлагаемого Жи управлением Годового плана на фискальный год 2023

Целью Годового плана является представление сведений о деятельности и планах Жилищного управления на предстоящий фискальный год в том, что касается предоставления социального жилья Жилищным управлением при поддержке штата Массачусетс. Предлагаемый Годовой план включает следующие разделы:

1. Предлагаемый план капитального ремонта (5-летний);
2. Предлагаемый план технического обслуживания и ремонта;
3. Текущий операционный бюджет;
4. Ответы по результатам оценки организации хозяйственной деятельности (PMR);
5. Список политик Жилищного управления;
6. Список отказов от постановлений Департамента жилищного хозяйства и общественного развития (DHCD);
7. Другие разделы.

Время слушания: **5:30 PM** Дата слушания **04/04/2022**

Место проведения слушания: If possible, the hearing will be held in the Community Room at 12 Tea Rock Gardens, Marshfield MA.

If COVID protocols change, we will meet virtually. Please see page 2 for details.

Жильцы и представители общественности приглашаются принять участие в рассмотрении Годового плана перед началом слушания и могут делать открытые замечания, как указано ниже. Жилищное управление рассмотрит замечания Местной жилищной организации (LTO) или Жилищного консультационного совета (RAB), касающиеся потребностей и приоритетов жильцов, и включит все такие приоритеты и потребности или их часть в проект плана, если Жилищное управление посчитает, что они соответствуют принципам рационального управления. Содержательные замечания будут резюмированы и включены в Годовой план при его подаче в Департамент жилищного хозяйства и общественного развития (DHCD).

- o Копии Годового плана можно получить в офисе Жилищного управления или на сайте: <https://tinyurl.com/LHA-MA-AnnualPlan>. Документы доступны только на английском языке.
- o Замечания можно сделать устно в ходе слушания, а также отправить их по электронной почте в офис Жилищного управления или оставив их в письменном виде в офисе Жилищного управления. Замечания должны быть получены до закрытия публичного слушания.
- o Разумные запросы о размещении можно направить в офис Жилищного управления до 03/21/2022 4:00 PM.
- o Контактная информация Marshfield Housing Authority:
Офис: 12 Tea Rock Gardens, Marshfield, MA 02050
Телефон: (781) 834-4333
Адрес эл. почты: jmarathas@quincyha.com

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Avi Odisyon Piblik

The Marshfield Housing Authority

ap envite tout lokatè ak piblik la an jeneral nan yon revizyon Plan Anyèl pou Ane Fiskal la ke Administrasyon an Pwopoze 2023

Plan Anyèl la fèt nan entansyon pou bay apèsi sou operasyon Otorite a ak plan pou ane fiskal k ap vini a nan fason k ap afekte lojman piblik Administrasyon ke eta a finanse. Plan Anyèl yo pwopoze a te gen eleman sa yo ladann:

1. Plan Amelyorasyon Kapital yo Pwopoze (5-an)
2. Plan Antretyen ak Reparasyon yo Pwopoze
3. Bidjè Operasyon Aktyèl
4. Rezilta Revizyon Repons Jesyon Pèfòmans lan (Performance Management Review, PMR)
5. Lis règleman administrasyon lojman yo
6. Lis egzonerasyon règlemantasyon k ap fè otorite nan Depatman Lojman ak Devlopman Kominotè a (Department of Housing and Community Development, DHCD)
7. Lòt eleman yo

Dat ak lè odisyon: **5:30 PM** nan dat **04/04/2022**

Adrès odisyon an: If possible, the hearing will be held in the Community Room at 12 Tea Rock Gardens, Marshfield MA.

If COVID protocols change, we will meet virtually. Please see page 2 for details.

N ap envite rezidan yo ak piblik la an jeneral pou vin fè revizyon Plan Anyèl la avan odisyon an epi yo gendwa soumèt kòmantè piblik jan sa note annapre a. Administrasyon an pral konsidere enkyetid nenpòt Òganizasyon Lokatè Lokal (LTO) oswa Komite Konsiltatif Rezidan (Resident Advisory Board, RAB) anrapò ak bezwen preyorite epi enkòpore kèlke nan yo oswa tout nan bezwen sa yo ak priyorite yo nan dokiman plan an si Administrasyon an jije ke sa nesesè pou on bon jesyon. Y ap fè rezime kòmantè enpòtan yo epi mete yo nan Plan Anyèl la lè yo te soumèt li bay Depatman Lojman ak Devlopman Kominotè (Department of Housing and Community Development, DHCD).

- Kopi Plan Anyèl yo disponib nan biwo Administrasyon an oswa w ka revize anliy nan <https://tinyurl.com/LHA-MA-AnnualPlan>. Sa yo se nan lang Anglè sèlman.
- Yo gendwa soumèt kòmantè yo vèbalman nan odisyon an, pa imèl bay biwo administrasyon lojman an, oswa nan soumisyon kòmantè ekri w yo nan biwo administrasyon lojman an. Yo ta dwe voye kòmantè yo nan yon moman ki pa pi ta pase odisyon piblik la.
- Pou demand akomodasyon rezonab kontakte biwo administrasyon lojman an kote w ap 03/21/2022 a 4:00 PM.
- Enfòmasyon kontak pou Marshfield Housing Authority:
Biwo: 12 Tea Rock Gardens, Marshfield, MA 02050
Telefòn: (781) 834-4333
Imèl: jmarathas@quincyha.com

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website: <https://marshfieldha.com/>

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Marshfield Housing Authority Proposed Annual Plan for Fiscal Year 2023 For State-Aided Public Housing

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

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

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

The Marshfield Housing Authority's Annual Plan for their 2023 fiscal year includes the following components:

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

Overview and Certification

State-Aided Public Housing Developments

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

Dev No	Type	Development Name	Num Bldgs	Year Built	Dwelling Units
667-02	Elderly	GRACE RYDER COMPLEX 667-02	2	1989	33
705	Family	Scattered Sites 705	10	1965	10
667-01	Elderly	TEA ROCK GARDEN 667-01	8	1972	64
	Family	Family units in smaller developments	3		6
Total			23		113

LHA Central Office

Marshfield Housing Authority

12 Tea Rock Gardens, Marshfield, MA, 02050

James Marathas, Management Agent

Phone: 781-834-4333

Email: jmarathas@quincyha.com

LHA Board of Commissioners

	<u>Role</u>	<u>Category</u>	<u>From</u>	<u>To</u>
Kevin Cantwell	Vice-Chair		05/01/2013	05/01/2023
John Daley	Chair		04/28/2018	05/11/2023
Kerry Richardson		State Appointee	06/01/2013	04/01/2018

Overview and Certification

Plan History

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

	REQUIREMENT	DATE COMPLETED
A.	Advertise the public hearing on the LHA website.	02/16/2022
B.	Advertise the public hearing in public postings.	02/16/2022
C.	Notify all LTO's and RAB, if there is one, of the hearing and provide access to the Proposed Annual Plan.	N/A
D.	Post draft AP for tenant and public viewing.	02/22/2022
E.	Hold quarterly meeting with LTO or RAB to review the draft AP. (Must occur before the LHA Board reviews the Annual Plan.)	N/A
F.	Annual Plan Hearing. Hosted by the LHA Board, with a quorum of members present. (For Boston, the Administrator will host the hearing.)	
G.	Executive Director presents the Annual Plan to the Board.	
H.	Board votes to approve the AP. (For Boston Housing Authority, the Administrator approves and submits the AP.)	

Overview and Certification

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

Capital Improvement Plan (CIP)

Capital Improvement Plan**DHCD Description of CIPs:**

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

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

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

The CIP includes the following parts:

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

Additional Remarks by Marshfield Housing Authority

We have two projects for Exterior Door replacement in this CIP. Tea Rock doors are near completion, and the Grace Ryder development will be completed by Fall 2022.

Capital Improvement Plan (CIP)

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

Category of Funds	Allocation	Planned Spending	Description
Balance of Formula Funding (FF)	\$338,091.26		Total of all FF awards minus prior FF spending
LHA Emergency Reserve	\$33,809.13		Amount to reserve for emergencies
Net FF Funds (First 3 Years of the CIP)	\$304,282.13	\$368,463.95	Funds to plan & amount actually planned in the first 3 years of the CIP
ADA Set-aside	\$3,466.67	\$3,466.67	Accessibility projects
DMH Set-aside	\$0.00	\$0.00	Dept. of Mental Health facility
DDS Set-aside	\$0.00	\$0.00	Dept. of Developmental Services facility
Unrestricted Formula Funding (FF)	\$300,815.46	\$364,997.28	Funds awarded by DHCD to be used on projects selected by the LHA and approved by DHCD.
Special DHCD Funding	\$790,954.00	\$788,954.00	Targeted awards from DHCD
Community Development Block Grant (CDBG) Funds	\$0.00	\$0.00	Federal funds awarded by a city or town for specific projects.
Community Preservation Act (CPA) Funds	\$0.00	\$0.00	Community Preservation Act funds awarded by a city of town for specific projects.
Operating Reserve(OR) Funds	\$0.00	\$0.00	Funds from the LHA's operating budget.
Other Funds	\$0.00	\$0.00	Funds other than those in the above categories. See explanation below.
Total funds and planned spending	\$1,095,236.13	\$1,157,417.95	Total of all anticipated funding available for planned projects and the total of planned spending.

Capital Improvement Plan (CIP)

CIP Definitions:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Capital Improvement Plan (CIP)

Regional Capital Assistance Team

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

- o For projects with construction cost under \$10,000, the LHA has the sole responsibility to initiate, implement and manage the project. RCAT offers technical assistance upon request.
- o For projects with construction cost between \$10,000 and \$100,000 the RCAT will have lead responsibility to initiate, implement and manage the project with both DHCD and LHA involvement and oversight throughout the process. For projects in this range, the LHA will work with the RCAT Project Manager who will contact the LHA to initiate projects.
- o For projects with construction cost over \$100,000, or projects below that threshold that are complex or have a subsequent phase that exceeds \$100,000 construction cost, DHCD will take the lead and draft a WO or RFS to hire a designer to prepare plans and specs. RCAT will not be involved in the implementation of projects in this range and the LHA will continue to work directly with the DHCD Project Manager and DHCD design staff.

Capital Improvement Plan (CIP)

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

Cap Hub Project Number	Project Name	Development(s)	Total Cost	Amount Spent Prior to Plan	Remaining Planned for 2022	fy2023 Planned	fy2024	fy2025	fy2026	fy2027
171050	FF: Waste pipe replacement	TEA ROCK GARDEN 667-01	\$225,629	\$204,884	\$850	\$0	\$0	\$0	\$0	\$0
171059	FF: Intercom and door buzzer system	TEA ROCK GARDEN 667-01	\$221,730	\$216,342	\$900	\$0	\$0	\$0	\$0	\$0
171064	FF: 30 Old Colony - Windows, siding, & Roofing	Scattered Sites 705-06	\$119,137	\$575	\$118,562	\$0	\$0	\$0	\$0	\$0
171067	SUST: Exterior Door Replacement 667-2 & Door openers	GRACE RYDER COMPLEX 667-02	\$144,545	\$79,160	\$0	\$0	\$0	\$0	\$0	\$0
171074	Exterior Doors - CB (667-1)	TEA ROCK GARDEN 667-01	\$41,127	\$32,490	\$41,127	\$0	\$0	\$0	\$0	\$0
171079	Replace Flag Pole	TEA ROCK GARDEN 667-01	\$5,000	\$3,470	\$1,530	\$0	\$0	\$0	\$0	\$0
171084	COVID-19 Office Adaptation: Signage, partitions, message boards	TEA ROCK GARDEN 667-01	\$10,000	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0
171086	Shutter Replacement - Force Account	TEA ROCK GARDEN 667-01	\$13,826	\$13,826	\$0	\$0	\$0	\$0	\$0	\$0
171087	Bench Replacement - Force Account	TEA ROCK GARDEN 667-01	\$21,197	\$21,197	\$0	\$0	\$0	\$0	\$0	\$0
171088	Convert Office to ADA Unit - Force Account	TEA ROCK GARDEN 667-01	\$15,000	\$11,568	\$3,433	\$0	\$0	\$0	\$0	\$0

Capital Improvement Plan (CIP)

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

Cap Hub Project Number	Project Name	Development(s)	Total Cost	Amount Spent Prior to Plan	Remaining Planned for 2022	fy2023 Planned	fy2024	fy2025	fy2026	fy2027
171089	Emergency Fire Alarm System Replacement	GRACE RYDER COMPLEX 667-02	\$16,500	\$0	\$16,500	\$0	\$0	\$0	\$0	\$0
171091	Roofing Replacement	TEA ROCK GARDEN 667-01	\$68,373	\$0	\$9,083	\$59,290	\$0	\$0	\$0	\$0
171092	Chimney Top Rebuild - Tea Rock	TEA ROCK GARDEN 667-01	\$44,649	\$0	\$44,649	\$0	\$0	\$0	\$0	\$0
171093	SUST - Energy Oil Furnace Replacement - 305 Webster	Scattered Sites 705	\$35,641	\$0	\$0	\$35,641	\$0	\$0	\$0	\$0
171094	Bldg Number Signage-Force Acct-667-01	TEA ROCK GARDEN 667-01	\$5,517	\$0	\$5,517	\$0	\$0	\$0	\$0	\$0
171095	Septic Replacement 667-1	TEA ROCK GARDEN 667-01	\$736,170	\$0	\$40,905	\$666,266	\$29,000	\$0	\$0	\$0
171096	Bldg Number Signage-Force Acct-705-03	TEA ROCK GARDENS 705-03	\$2,385	\$0	\$2,385	\$0	\$0	\$0	\$0	\$0
171097	SUST-R: SHMCAP Flood Elevation Surveys	Scattered Sites 705	\$15,000	\$0	\$15,000	\$0	\$0	\$0	\$0	\$0
171098	Furnace Replacement-E MG.	Scattered Sites 705	\$3,800	\$0	\$3,800	\$0	\$0	\$0	\$0	\$0
171099	Furnace and Hot Water Replacement - 231 Careswell	Scattered Sites 705	\$3,800	\$0	\$3,800	\$0	\$0	\$0	\$0	\$0

Capital Improvement Plan (CIP)

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

Cap Hub Project Number	Project Name	Development(s)	Total Cost	Amount Spent Prior to Plan	Remaining Planned for 2022	fy2023 Planned	fy2024	fy2025	fy2026	fy2027
•	Balcony Decking Replace - Force Account	TEA ROCK GARDEN 667-01	\$41,160	\$0	\$0	\$0	\$0	\$41,160	\$0	\$0
•	Generator Installation - Tea Rock CB	TEA ROCK GARDEN 667-01	\$95,565	\$0	\$0	\$0	\$0	\$0	\$95,565	\$0
•	Paint Ext. Deck Supports & Trim - Force Account	TEA ROCK GARDEN 667-01	\$15,000	\$0	\$0	\$15,000	\$0	\$0	\$0	\$0
•	Replace Shower Valves - Force Account 2021	TEA ROCK GARDEN 667-01	\$48,000	\$0	\$48,000	\$0	\$0	\$0	\$0	\$0
•	Generator Common Area - Grace Ryder	GRACE RYDER COMPLEX 667-02	\$254,100	\$0	\$0	\$0	\$0	\$0	\$0	\$121,171
•	Flooring Replacement - Congregate - Force Account	GRACE RYDER COMPLEX 667-02	\$11,132	\$0	\$0	\$11,132	\$0	\$0	\$0	\$0
•	Flooring Replacement - Congregate - Force Account	GRACE RYDER COMPLEX 667-02	\$11,132	\$0	\$0	\$0	\$11,132	\$0	\$0	\$0
•	Flooring Replacement - Congregate - Force Account	GRACE RYDER COMPLEX 667-02	\$11,132	\$0	\$0	\$0	\$0	\$11,132	\$0	\$0
•	Siding Replacement & Chimney Removal - 231 Careswell	Scattered Sites 705	\$49,755	\$0	\$0	\$0	\$0	\$0	\$0	\$49,755

Capital Improvement Plan (CIP)

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

Cap Hub Project Number	Project Name	Development(s)	Total Cost	Amount Spent Prior to Plan	Remaining Planned for 2022	fy2023 Planned	fy2024	fy2025	fy2026	fy2027
•	Flooring Replacement - 231 Careswell	Scattered Sites 705	\$14,675	\$0	\$0	\$0	\$0	\$14,675	\$0	\$0
•	Accessible Shower - Force Account - 231 Careswell	Scattered Sites 705	\$10,247	\$0	\$0	\$10,247	\$0	\$0	\$0	\$0
•	Kitchen Insulation - Force Account - 231 Careswell	Scattered Sites 705	\$5,175	\$0	\$0	\$0	\$5,175	\$0	\$0	\$0
•	Roof and siding replacement - 635 Ocean St	Scattered Sites 705	\$74,994	\$0	\$0	\$0	\$74,994	\$0	\$0	\$0
•	Furnace Replace - Force Account - 62 Arlieta	Scattered Sites 705	\$10,005	\$0	\$0	\$0	\$10,005	\$0	\$0	\$0
•	Rear Deck Replacement - Force Account - 4 Harlow	Scattered Sites 705	\$15,640	\$0	\$0	\$0	\$15,640	\$0	\$0	\$0
•	Roof replacement - 305 Webster	Scattered Sites 705	\$45,315	\$0	\$0	\$0	\$0	\$0	\$45,315	\$0
•	Exterior & Bath Repairs - FORCE ACCOUNT -305 Webster	Scattered Sites 705	\$43,313	\$0	\$0	\$0	\$43,313	\$0	\$0	\$0
•	Driveway Repair 305 Webster	Scattered Sites 705	\$9,928	\$0	\$0	\$0	\$9,928	\$0	\$0	\$0
TOTALS			\$2,515,293	\$583,510	\$366,040	\$797,576	\$199,187	\$66,967	\$140,880	\$170,926

Capital Improvement Plan (CIP)

FUNDS IN ADDITION TO ANNUAL FORMULA FUNDING AWARD

Cap Hub Project Number	Project Name	DHCD Special Award Comment	Special DHCD Awards				Other Funding					
			Emergency Reserve	Compliance Reserve	Sustainability	Special Awards	CDBG	CPA	Operating Reserve	Other Funds		
171067	SUST: Exterior Door Replacement 667-2 & Door openers	8 doors	\$0	\$0	\$84,545	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000
171084	COVID-19 Office Adaptation: Signage, partitions, message boards	covid-19 office adaptation	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
171092	Chimney Top Rebuild - Tea Rock	to cover a budget shortfall	\$22,399	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
171095	Septic Replacement 667-1	Septic system replacement	\$736,170	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
171097	SUST-R: SHMCAP Flood Elevation Surveys	SHMCAP Flooding Survey	\$0	\$0	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS			\$758,569	\$10,000	\$99,545	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000

Capital Improvement Plan (CIP) Narrative

Including Requests to DHCD & Supporting Statements

1. Request for increased spending flexibility.

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

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

- We have urgent projects that require excess spending in year 1 or 2.

Our 705 scatter site properties have many urgent projects.

2. Request for additional funding.

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

Marshfield Housing Authority has not requested additional funding.

3. Overall goals of the Housing Authority's CIP

Our goal is to provide a safe and healthy environment that our residents are proud to call home. We have been completing large and small projects at our elderly sites for safety. Our priority focus currently is the 705 scatter site properties that have many urgent needs: siding, windows, exterior repairs for failing decks, etc. An additional priority is for generator installation at both elderly sites. Generator projects have been added to the CIP in later years, but the recent outages have emphasized the need. We plan to discuss projects with CPA in effort to install quickly.

4. Changes from the Housing Authority's previous CIP

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

Some projects previously in CIP were completed by LHA due to urgency and therefore are no longer in the CIP. New urgent projects include many Force Account projects such as Flooring Replacement Congregate, Accessible Shower for 705 with handicapped child, furnace replacement, and exterior repairs. As mentioned previously, the priority focus is necessary 705 scatter site projects.

5. Requirements of previous CIP approval

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

6. Quarterly capital reports

Our most recent quarterly capital report (form 80 and 90) was submitted on 11/17/2021.

7. Capital Planning System (CPS) updates

Our CPS facility data has been updated with current condition information, including changes resulting from projects completed in the past year, as of 01/31/2021.

8. Project priorities

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

9. High priority deficiencies

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

Please see report.

10. Accessibility

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

11. Special needs development

Marshfield Housing Authority does not have a special needs (167 or 689 programs) development.

12. Energy and water consumption

Our 12 most recent monthly energy reports are for months 11/2019 to 11/2020.

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

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

No developments exceed threshold values.

13. Energy or water saving initiatives

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

AP-2023-Marshfield Housing Author-00532 had an energy audit under the Low-Income Energy Affordability Network (LEAN) program on 10/01/2019

14. Vacancy rate

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

6% c. 667 (DHCD Goal 2%)

0% c. 200 (DHCD Goal 2%)

0% c. 705 (DHCD Goal 2%)

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

Turnover delays due in part to CHAMP and COVID issues; we work as efficiently as possible to lease up vacant units as soon as possible.

15. Vacancies

Marshfield Housing Authority has no units listed as vacant, proposed to be vacant, or at risk of becoming vacant.

Maintenance and Repair Plan

Maintenance Objective

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

About This Maintenance and Repair Plan

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

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

Classification and Prioritization of Maintenance Tasks

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

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

Emergency Request System

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

METHOD	CONTACT INFO.	TIMES
Call Answering Service	617-629-1652	24 Hrs.
Call LHA at Phone Number	781-834-4333	M, W, Th 8:30AM - 2:30PM

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 Marshfield Housing Authority main office.

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

Normal Maintenance Request Process

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

METHOD	CONTACT INFO.	TIMES
Text Phone Number		
Call Answering Service	617-629-1652	24 Hrs.
Call Housing Authority Office	781-834-4333	M, W, Th 8:30AM - 2:30PM
Submit Online at Website		
Email to Following Email		
Other		

Work Order Management

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

Type of work order system: HAB

Work order classification used:

Emergency	✓
Vacancy	✓
Preventative Maintenance	✓
Routine	✓
Inspections	
Tenant Requests	

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

C. Our work order process includes the following steps:

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

Maintenance Plan Narrative

Following are Marshfield Housing Authority's answers to questions posed by DHCD.

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

Our maintenance staff is capable and efficient. The staff has a good relationship with the tenants. The tenants have a restored confidence in the ability of the Maintenance Operations to perform necessary repairs properly and in a timely manner

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

Since being managed by the Quincy Housing Authority, we have been able to utilize their extensive maintenance trades staff (electrician, plumbers, etc.) which is a cost-saving measure for issues that require servicing beyond routine maintenance. We have also implemented a new comprehensive inspection program.

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

Our 2022 goal is to improve the physical property conditions.

D. Maintenance Budget Summary

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

	Total Regular Maintenance Budget	Extraordinary Maintenance Budget
Last Fiscal Year Budget	\$220,717.00	\$92,684.00
Last Fiscal Year Actual Spending	\$284,489.00	\$16,537.00
Current Fiscal Year Budget	\$0.00	\$0.00

E. Unit Turnover Summary

# Turnovers Last Fiscal Year	14
Average time from date vacated to make Unit "Maintenance Ready"	61 days
Average time from date vacated to lease up of unit	145 days

Attachments

These items have been prepared by the Marshfield 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.

**PREVENTIVE
MAINTENANCE
MONTHLY
PROGRAM**

MARSHFIELD HOUSING AUTHORITY

January Preventative Maintenance Tasks

1. Monitor and issue on-going snow removal, work orders.
2. Inspect Boiler Rooms weekly.
3. Check lights weekly.
 - Outdoor lighting
 - Parking lot lighting
 - Emergency lighting
 - Hallway lighting
4. Vehicle Inspections weekly.
5. Clean trash areas weekly.
6. Check smoke detectors and carbon monoxide detectors.
7. Unit Inspections.
8. Check dumpsters and recycling bins weekly. Clean around dumpsters as needed.
9. Clean community center, common areas and laundry room weekly.
10. Change water filters, if any.
11. Empty trash at community building.

February Preventative Maintenance Tasks

1. Monitor and issue on-going snow removal, work orders
2. Inspect Boiler Rooms weekly
3. Check lights weekly
 - Outdoor lighting
 - Parking lot lighting
 - Emergency lighting
 - Hallway lighting
4. Vehicle Inspections
5. Check smoke detectors and carbon monoxide detectors
6. Unit Inspections
7. Check dumpsters and recycling bins weekly. Clean around dumpsters as needed
8. Clean community center, common areas and laundry room weekly
9. Clean dryer vents
10. Empty trash at all locations

March Preventative Maintenance Tasks

1. Monitor and issue on-going snow removal, work orders
2. Second Sunday, reset light timers and clocks 1 hour ahead for daylight savings time
3. Inspect Boiler Rooms weekly
4. Check lights weekly:
 - Outdoor lighting
 - Parking lot lighting
 - Emergency lighting
 - Hallway lighting
5. Vehicle Inspections
6. Check smoke detectors and carbon monoxide detectors
7. Unit Inspections
8. Check dumpster and recycling bins weekly. Clean around dumpster as needed
9. Clean community center, common areas and laundry room weekly
10. Service Lawn Equipment
11. Empty trash at all locations

April Preventative Maintenance Tasks

1. Inspect roofs and siding
2. Clean gutters and downspouts. Repair as needed.
3. Inspect Boiler Rooms weekly
4. Check lights weekly:
 - Outdoor lighting
 - Parking lot lighting
 - Emergency lighting
 - Hallway lighting
5. Vehicle Inspections
6. Check smoke detectors and carbon monoxide detectors
7. Unit Inspections
8. Check dumpster and recycling bins weekly. Clean around dumpster as needed
9. Clean community center, common areas and laundry room weekly
10. Inspect walkways, porches, decks and railings. Repair as needed.
11. Clean parking lots, driveways, walkways and storm drains
12. Inspect trees. Trim as needed
13. Check flags (State & Federal sites)
14. Grass mowing.
15. Empty trash at community building

May Preventative Maintenance Tasks

1. Put a/c units in community room and offices, if any
2. Service a/c units at Admin. Office and Maintenance Facility
3. Weed treatment at all sites
4. Grass mowing.
5. Mulch and plant flowers in planting beds
6. Trim bushes and shrubs as needed
7. Inspect Boiler Rooms weekly
8. Check lights weekly:
 - Outdoor lighting
 - Parking lot lighting
 - Emergency lighting
 - Hallway lighting
9. Vehicle Inspections
10. Check smoke detectors and carbon monoxide detectors
11. Unit Inspections
12. Check flags and replace as needed. Do before Memorial Day
13. Check dumpster and recycling bins weekly. Clean around dumpster as needed
14. Clean community center, common areas and laundry room weekly
15. Clean dryer vents
16. Empty trash at community building

June Preventative Maintenance Tasks

1. Fire extinguisher annual inspection
2. Summer boiler shut down
3. Grass mowing
4. Water flowers daily. Weed flowers beds as needed
5. Inspect Boiler Rooms weekly
6. Check lights weekly:
 - Outdoor lighting
 - Parking lot lighting
 - Emergency lighting
 - Hallway lighting
7. Vehicle Inspections
8. Check smoke detectors and carbon monoxide detectors
9. Unit Inspections
10. Check dumpster and recycling bins weekly. Clean around dumpster as needed
11. Clean community center, common areas and laundry room weekly
12. Service hot water tanks
13. Empty trash at all community building
14. Check timers for outdoor lighting
15. Clean storm drains

July Preventative Maintenance Tasks

1. Grass mowing.
2. Water flowers daily. Weed flowers beds as needed
3. Inspect Boiler Rooms weekly
4. Check lights weekly:
 - Outdoor lighting
 - Parking lot lighting
 - Emergency lighting
 - Hallway lighting
5. Vehicle Inspections
6. Check smoke detectors and carbon monoxide detectors
7. Unit Inspections
8. Check dumpster and recycling bins weekly. Clean around dumpster as needed
9. Clean community center, common areas and laundry room weekly
10. Check storm drains
11. Empty trash at community building

August Preventative Maintenance Tasks

1. Grass mowing. Water flowers. Weed flowers beds as needed
2. Inspect Boiler Rooms weekly
3. Boiler inspection by inspector
4. Boiler service by contractor
5. Start check all heating systems
6. Clean dryer vents
7. Check lights weekly:
 - Outdoor lighting
 - Parking lot lighting
 - Emergency lighting
 - Hallway lighting
8. Vehicle Inspections
9. Check smoke detectors and carbon monoxide detectors
10. Unit Inspections
11. Check dumpster and recycling bins weekly. Clean around dumpster as needed
12. Clean community center, common areas and laundry room weekly
13. Empty trash at all community building
14. Check/clean storm drains & catch basins

September Preventative Maintenance Tasks

1. Grass mowing.
2. Water flowers daily. Weed flowers beds as needed
3. Inspect Boiler Rooms weekly
4. Turn on boilers for heating season
5. Check lights weekly:
 - Outdoor lighting
 - Parking lot lighting
 - Emergency lighting
 - Hallway lighting
6. Vehicle Inspections
7. Check smoke detectors and carbon monoxide detectors
8. Unit Inspections
9. Check dumpster and recycling bins weekly. Clean around dumpster as needed
10. Clean community center, common areas and laundry room weekly
11. Empty trash at community building
12. Check/clean storm drains & catch basins

October Preventative Maintenance Tasks

1. Grass mowing.
2. Fall clean up.
3. Remove a/c units from community room and offices
4. Inspect Boiler Rooms weekly
5. Check lights weekly:
 - Outdoor lighting
 - Parking lot lighting
 - Emergency lighting
 - Hallway lighting
6. Vehicle Inspections
7. Check smoke detectors and carbon monoxide detectors
8. Unit Inspections
9. Check dumpster and recycling bins weekly. Clean around dumpster as needed
10. Clean community center, common areas and laundry room weekly
11. Inspect walkways, porches, decks and railings. Repair as needed.
12. Service snow blowers and other equipment
13. Purchase ice melt
14. Clean and store lawn equipment
15. Service hot water mixing valve
16. Empty trash at community building

November Preventative Maintenance Tasks

1. Fall clean up.
2. Reset light timers and clocks 1 hour back for daylight savings time
3. Monitor and issue on-going snow removal, work orders
4. Inspect Boiler Rooms weekly
5. Check lights weekly:
 - Outdoor lighting
 - Parking lot lighting
 - Emergency lighting
 - Hallway lighting
6. Vehicle Inspections
7. Check smoke detectors and carbon monoxide detectors
8. Unit Inspections
9. Check dumpster and recycling bins weekly. Clean around dumpster as needed
10. Clean community center, common areas and laundry room weekly
11. Check flags and replace as needed. Do before Veterans Day
12. Check/clean storm drains & catch basins
13. Empty trash at community building
14. Clean dryer vents

December Preventative Maintenance Tasks

1. Monitor and issue on-going snow removal work orders
2. Inspect Boiler Rooms weekly
3. Check lights weekly:
 - Outdoor lighting
 - Parking lot lighting
 - Emergency lighting
 - Hallway lighting
4. Vehicle Inspections
5. Check smoke detectors and carbon monoxide detectors
6. Unit Inspections
7. Check dumpster and recycling bins weekly. Clean around dumpster as needed
8. Clean community center, common areas and laundry room weekly
9. Empty trash at community building
10. Check time clocks for outdoor lighting
11. Check/clean storm drains & catch basins

Operating Budget

The tables on the following pages show the approved budget and actual income and spending per budget account (row) for the fiscal year ending 06/30/2021. It also shows the approved budget for the current year (2022) if there is one, and the percent change from last year's spending to this year's approved budget. The final column shows the current approved amount for each account divided by the number of housing units and by 12 months to show the amount per unit per month (PUM). The chart does not show a draft budget for the coming fiscal year as that will typically be developed in the final month of the fiscal year.

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

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

LHA Comments

The Marshfield HA budget has been submitted to DHCD for review and approval.

Operating Reserve

The LHA's operating reserve is the amount of funds that an LHA sets aside to sustain itself during lean years, or to remedy urgent health and safety concern or address deferred maintenance items.

In addition, while DHCD approves a fixed non-utility operating budget level for every LHA (called the Allowable Non-Utility Expense Level, or ANUEL), LHAs can propose a budget that exceeds that level, with the additional cost to be funded from the Operating Reserve, as long as the reserve will still remain above the minimum threshold set by DHCD.

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

The Marshfield Housing Authority operating reserve at the end of fiscal year 2021 was \$139,513.00, which is 37.9% 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 Marshfield Housing Authority.						
REVENUE						
Account Number	Account Class	2021 Approved Revenue Budget	2021 Actual Amounts Received	2022 Approved Revenue Budget	% Change from 2021 Actual to 2022 Budget	2022 Dollars Budgeted per Unit per Month
3110	Shelter Rent - Tenants	\$546,000.00	\$549,786.00	\$0.00	0%	\$0.00
3111	Shelter Rent - Tenants - Fraud/Retroactive	\$0.00	\$0.00	\$0.00	0%	\$0.00
3115	Shelter Rent - Federal Section 8	\$0.00	\$0.00	\$0.00	0%	\$0.00
3190	Nondwelling Rentals	\$0.00	\$0.00	\$0.00	0%	\$0.00
3400	Administrative Fee - MRVP	\$0.00	\$0.00	\$0.00	0%	\$0.00
3610	Interest on Investments - Unrestricted	\$600.00	\$87.00	\$0.00	0%	\$0.00
3611	Interest on Investments - Restricted	\$0.00	\$0.00	\$0.00	0%	\$0.00
3690	Other Revenue	\$5,000.00	\$3,232.00	\$0.00	0%	\$0.00
3691	Other Revenue - Retained	\$15,000.00	\$24,604.00	\$0.00	0%	\$0.00
3692	Other Revenue - Operating Reserves	\$0.00	\$0.00	\$0.00	0%	\$0.00
3693	Other Revenue - Energy Net Meter	\$10,000.00	\$5,678.00	\$0.00	0%	\$0.00
3801	Operating Subsidy - DHCD (4001)	\$131,410.00	\$133,796.00	\$0.00	0%	\$0.00
3802	Operating Subsidy - MRVP Landlords	\$0.00	\$0.00	\$0.00	0%	\$0.00
3803	Restricted Grants Received	\$0.00	\$0.00	\$0.00	0%	\$0.00
3920	Gain/Loss From Sale/Disp. of Prop.	\$0.00	\$0.00	\$0.00	0%	\$0.00
3000	TOTAL REVENUE	\$708,010.00	\$717,183.00	\$0.00	0%	\$0.00

Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by Marshfield Housing Authority.						
EXPENSES						
Account Number	Account Class	2021 Approved Expense Budget	2021 Actual Amounts Spent	2022 Approved Expense Budget	% Change from 2021 Actual to 2022 Budget.	2022 Dollars Budgeted per Unit per Month
4110	Administrative Salaries	\$30,638.00	\$30,045.00	\$0.00	0%	\$0.00
4120	Compensated Absences	\$0.00	\$1,570.00	\$0.00	0%	\$0.00
4130	Legal	\$0.00	\$0.00	\$0.00	0%	\$0.00
4140	Members Compensation	\$0.00	\$0.00	\$0.00	0%	\$0.00
4150	Travel & Related Expenses	\$1,000.00	\$0.00	\$0.00	0%	\$0.00
4170	Accounting Services	\$8,220.00	\$8,320.00	\$0.00	0%	\$0.00
4171	Audit Costs	\$3,780.00	\$3,780.00	\$0.00	0%	\$0.00
4180	Penalties & Interest	\$0.00	\$0.00	\$0.00	0%	\$0.00
4190	Administrative Other	\$103,555.00	\$110,062.00	\$0.00	0%	\$0.00
4191	Tenant Organization	\$500.00	\$0.00	\$0.00	0%	\$0.00
4100	TOTAL ADMINISTRATION	\$147,693.00	\$153,777.00	\$0.00	0%	\$0.00
4310	Water	\$38,449.00	\$43,842.00	\$0.00	0%	\$0.00
4320	Electricity	\$67,288.00	\$62,115.00	\$0.00	0%	\$0.00
4330	Gas	\$47,605.00	\$40,008.00	\$0.00	0%	\$0.00
4340	Fuel	\$0.00	\$0.00	\$0.00	0%	\$0.00
4360	Net Meter Utility Debit/Energy Conservation	\$0.00	\$7,881.00	\$0.00	0%	\$0.00
4390	Other	\$6,000.00	\$12,946.00	\$0.00	0%	\$0.00
4391	Solar Operator Costs	\$0.00	\$13,493.00	\$0.00	0%	\$0.00
4392	Net Meter Utility Credit (Negative Amount)	\$0.00	\$-21,374.00	\$0.00	0%	\$0.00
4300	TOTAL UTILITIES	\$159,342.00	\$158,911.00	\$0.00	0%	\$0.00

Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by Marshfield Housing Authority.							
EXPENSES	Account Number	Account Class	2021 Approved Expense Budget	2021 Actual Amounts Spent	2022 Approved Expense Budget	% Change from 2021 Actual to 2022 Budget	2022 Dollars Budgeted per Unit per Month
	4410	Maintenance Labor	\$115,906.00	\$71,160.00	\$0.00	0%	\$0.00
	4420	Materials & Supplies	\$30,000.00	\$58,598.00	\$0.00	0%	\$0.00
	4430	Contract Costs	\$74,811.00	\$154,731.00	\$0.00	0%	\$0.00
	4400	TOTAL MAINTENANCE	\$220,717.00	\$284,489.00	\$0.00	0%	\$0.00
	4510	Insurance	\$28,525.00	\$27,919.00	\$0.00	0%	\$0.00
	4520	Payment in Lieu of Taxes	\$5,450.00	\$5,325.00	\$0.00	0%	\$0.00
	4540	Employee Benefits	\$75,260.00	\$73,896.00	\$0.00	0%	\$0.00
	4541	Employee Benefits - GASB 45	\$0.00	\$-168,437.00	\$0.00	0%	\$0.00
	4542	Pension Expense - GASB 68	\$0.00	\$-25,524.00	\$0.00	0%	\$0.00
	4570	Collection Loss	\$0.00	\$2,166.00	\$0.00	0%	\$0.00
	4571	Collection Loss - Fraud/Retroactive	\$0.00	\$0.00	\$0.00	0%	\$0.00
	4580	Interest Expense	\$0.00	\$0.00	\$0.00	0%	\$0.00
	4590	Other General Expense	\$0.00	\$0.00	\$0.00	0%	\$0.00
	4500	TOTAL GENERAL EXPENSES	\$109,235.00	\$-84,655.00	\$0.00	0%	\$0.00
	4610	Extraordinary Maintenance	\$92,684.00	\$16,537.00	\$0.00	0%	\$0.00
	4611	Equipment Purchases - Non Capitalized	\$9,000.00	\$12,800.00	\$0.00	0%	\$0.00
	4612	Restricted Reserve Expenditures	\$0.00	\$0.00	\$0.00	0%	\$0.00
	4715	Housing Assistance Payments	\$0.00	\$0.00	\$0.00	0%	\$0.00
	4801	Depreciation Expense	\$0.00	\$179,336.00	\$0.00	0%	\$0.00
	4600	TOTAL OTHER EXPENSES	\$101,684.00	\$208,673.00	\$0.00	0%	\$0.00
	4000	TOTAL EXPENSES	\$738,671.00	\$721,195.00	\$0.00	0%	\$0.00

Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by Marshfield Housing Authority.							
Account Number	Account Class	2021 Approved Budget	2021 Actual Amounts	2022 Approved Budget	% Change from 2021 Actual to 2022 Budget	2022 Dollars Budgeted per Unit per Month	
3000	TOTAL REVENUE	\$708,010.00	\$717,183.00	\$0.00	0%	\$0.00	
4000	TOTAL EXPENSES	\$738,671.00	\$721,195.00	\$0.00	0%	\$0.00	
2700	NET INCOME (DEFICIT)	\$-30,661.00	\$-4,012.00	\$0.00	0%	\$0.00	
7520	Replacements of Equip. - Capitalized	\$0.00	\$0.00	\$0.00	0%	\$0.00	
7540	Betterments & Additions - Capitalized	\$0.00	\$0.00	\$0.00	0%	\$0.00	
7500	TOTAL NONOPERATING EXPENDITURES	\$0.00	\$0.00	\$0.00	0%	\$0.00	
7600	EXCESS REVENUE OVER EXPENSES	\$-30,661.00	\$-4,012.00	\$0.00	0%	\$0.00	

SUMMARY

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 repayment agreement **with a present or former tenant who did not report income**, the LHA will be allowed to retain two-thirds of the funds recovered. One third of the total dollar amount recovered should be included in the LHA's quarterly or year-end Operating Statement as Shelter Rent, account #3111, and two-thirds of this total dollar amount should be included in Other Revenue-Retained, account #3691.

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

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

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

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

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

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

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

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

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

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

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

3802: Operating Subsidy – MRVP/AHVP Landlords:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4520: Payments in Lieu of Taxes:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Narrative Responses to the Performance Management Review (PMR) Findings

The Performance Management Review conducted by the Department of Housing and Community Development (DHCD) for the 2021 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 Marshfield Housing Authority's understanding of why they received the rating, while the responses describe their goals and the means by which they will meet or improve upon the performance-based assessment standards established by DHCD in the PMR. When the PMR rating is 'Operational Guidance', the LHA may have responded, but was not required to.

Category: Management

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

Rating: No Findings

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

Rating: Paused due to COVID-19

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

Rating: Operational Guidance

Criterion: Completion of mandatory online board member training

Rating: No Findings

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

Rating: No Findings

Category: Financial

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

Rating: Paused due to COVID-19

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

Rating: No Findings

Category: Capital Planning

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

Rating: Paused due to COVID-19

Category: Facility Management - Health & Safety

Criterion: Health and Safety Violations

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

	Number of violations cited	Number of violations corrected
Maintenance related violations	0	0
Tenant related violations	0	0

Category: Facility Management - Inspections

Criterion: LHA Conducted 100% of the Unit Inspections.

Rating: Paused due to COVID-19

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

Rating: Paused due to COVID-19

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

Rating: Paused due to COVID-19

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

Rating: Paused due to COVID-19

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

Rating: Paused due to COVID-19

Category: Facility Management - Work Order System

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

Rating: No Findings

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

Rating: No Findings

Criterion: Vacancy work orders identified, tracked and reportable.

Rating: No Findings

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

Rating: No Findings

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

Rating: No Findings

Criterion: Routine work orders should be identified, tracked, reportable and competed regularly.

Rating: No Findings

Criterion: Requested work orders identified, tracked and reportable.

Rating: No Findings

Criterion: Requested work orders were completed in 14 calendar days from the date of tenant request or if not completed within that timeframe (and not a health or safety issue), the task was added and completed in a timely manner as a part of the Deferred Maintenance Plan and/or CIP.

Rating: Paused due to COVID-19

Category: Facility Management - Emergency Response System:

Criterion: Housing authorities has 24 Hour Emergency Response System, Distributed Emergency Definition to Residents, Staff, and Answering Service (if applicable).

Rating: No Findings

Explanation of PMR Criteria Ratings

CRITERION	DESCRIPTION
Management	
Occupancy Rate	<p>The rating is calculated using the following formula: (Total Number of Occupied units on Monthly Report divided by (Total Number of Units Minus Units that Received a Waiver Minus Number of Units Vacant less than 30 days on Monthly Report))</p> <ul style="list-style-type: none"> • “No Findings” : Occupancy Rate is at or above 98% • Operational Guidance: Occupancy rate is at 95% up to 97.9% • Corrective Action: Adjusted occupancy rate is less than 95%
Tenant Accounts Receivable (TAR)	<p>This criterion calculates the percentage of uncollected rent and related charges owed by starting with the amount reported by the LHA, as uncollected balances for the TAR (Account 1122 from the Balance Sheet) minus Normal Repayment Agreements* divided by Shelter (Tenant) Rent (account 3110 from the Operating Statement)</p> <ul style="list-style-type: none"> • “No Findings” : At or below 2% • “Operational Guidance”: More than 2% , but less than 5% • “Corrective Action”: 5% or more
Certifications and Reporting Submissions	<p>Housing authorities are required to submit 4 quarterly vacancy certifications by end of the month following quarter end; 4 quarterly operating statements and 4 Tenant Accounts Receivable (TAR) reports within 60 days of quarter end.</p> <ul style="list-style-type: none"> • “No Findings”: At least 11 of the required 12 reports were submitted and at least 9 were submitted on time. • “Operational Guidance”: Less than 11 of the required 12 reports were submitted and/or less than 9 were submitted on time.
Board Member Training	<p>Percentage of board members that have completed the mandatory online board member training.</p> <ul style="list-style-type: none"> • “No Findings” : 80% or more completed training • “Operational Guidance” : 60-79.9% completed training • “Corrective Action” : <60 % completed training
Annual Plan (AP) Submitted	<p>Housing authorities are required to submit an annual plan every year.</p> <ul style="list-style-type: none"> • “No Findings” =Submitted on time • “Operational Guidance” =Up to 45 days late • “Corrective Action” =More than 45 days late

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

CRITERION	DESCRIPTION
Health & Safety	
Health & safety violations	DHCD has observed conditions at the LHA's developments and reported health and safety violations. The LHA has certified the number of corrected violations in each category.
Facility Management - Inspections	
Unit Inspections Conducted	<p>Housing authorities are required to conduct inspections of all their occupied units at least once a year</p> <ul style="list-style-type: none"> • "No Findings": 100 % of sampled units had inspections conducted once during the year • "Corrective Action": Fewer than 100% of sample units were inspected during the year
Inspections Report	<p>Housing authorities are required to note all of the deficiencies found during inspections</p> <ul style="list-style-type: none"> • "No Findings": 100 % of deficiencies are noted on inspection report • "Corrective Action": Fewer than 100% of deficiencies are noted in inspection report
Inspection Work Order	<p>Housing authorities are required to generate work orders for all deficiencies noted during inspections</p> <ul style="list-style-type: none"> • "No Findings": 100 % of deficiencies noted on inspection reports generated work orders • "Corrective Action": Fewer than 100% of deficiencies noted on inspection reports generated work orders
Work Order System	<p>Work order system identifies, tracks, and can produce reports for inspection work orders.</p> <ul style="list-style-type: none"> • "No Findings": Inspection work orders are identified, tracked, and reportable • "Operational Guidance": Inspection work orders are not identified, and/or tracked, and/or reportable
Inspections Work Orders Completed	<p>Inspection work orders were completed within 30 calendar days from the date of inspection, OR if cannot be completed within 30 calendar days, are added to the Deferred Maintenance Plan or included in the Capital Improvement Plan in the case of qualifying capital repairs (unless health/safety issue).</p> <ul style="list-style-type: none"> • "No Findings": Sampled inspection work orders were completed within 30 days of inspection date or added to deferred maintenance plan and/or CIP • "Operational Guidance": Sampled inspection work orders were completed within 31 to 45 calendar days of inspection date and not added to deferred maintenance plan or CIP • "Corrective Action": Sampled inspection work orders were completed in over 45 calendar days of inspection date

CRITERION	DESCRIPTION
Facility Management – Work Order System	
Emergency Work Orders Properly Defined	<p>Emergency work orders should be defined per <u>Property Management Guide</u>, identified, tracked, reportable.</p> <ul style="list-style-type: none"> • “No Findings”: Emergency work orders defined per <u>Property Management Guide</u>, identified, tracked, reportable • “Operational Guidance”: Emergency work orders are not defined per <u>Property Management Guide</u>, and/or identified, and/or tracked, and/or reportable
Emergency Work Orders Initiation	<p>Emergency work orders should be initiated within 24 to 48 hours.</p> <ul style="list-style-type: none"> • “No Findings”: Emergency work orders initiated within 24-48 hours • “Corrective Action”: Emergency work orders not initiated within 24-48 hours
Vacancy Work Orders	<p>Vacancy work orders should be identified, tracked and reportable.</p> <ul style="list-style-type: none"> • “No Findings”: Vacancy work orders identified, tracked AND reportable • “Corrective Action”: Vacancy work orders are not identified, and/or tracked, and/or reportable
Vacancy Work Orders Completed	<p>Vacancy work orders should be completed within 30 calendar days or if not completed within that timeframe, LHA has a waiver.</p> <ul style="list-style-type: none"> • “No Findings”: Vacancy work orders are completed within 30 calendar days or if not completed within timeframe, LHA has a waiver • “Operational Guidance”: Vacancy work orders completed within 31-60 calendar days • “Corrective Action”: Vacancy work orders completed 61+ calendar days
Preventive Maintenance Program	<p>Housing authorities are required to maintain a comprehensive preventive maintenance program in which preventive work orders are identified, tracked, and reportable.</p> <ul style="list-style-type: none"> • “No Findings”: A comprehensive preventive maintenance program exists and work orders are identified, tracked and reportable • “Corrective Action”: A comprehensive preventive maintenance program does not exist OR work orders are not identified and/or tracked and/or reportable
Routine Work Orders	<p>Routine work orders should be identified, tracked, reportable and completed regularly.</p> <ul style="list-style-type: none"> • “No Findings”: Routine work orders identified, tracked, reportable and completed regularly • “Operational Guidance”: Routine work orders are not identified, and/or tracked and/or reportable, and/or completed regularly

CRITERION	DESCRIPTION
Requested Work Orders	<p>Requested work orders should be identified, tracked and reportable.</p> <ul style="list-style-type: none"> • “No Findings”: Requested work orders identified, tracked, reportable and completed regularly • “Operational Guidance”: Requested work orders are not identified and/or tracked and/or reportable, and or completed regularly
Requested Work Orders Completion	<p>Requested work orders should be 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 should be added and completed in a timely manner as a part of the Deferred Maintenance Plan and/or CIP.</p> <ul style="list-style-type: none"> • “No Findings”: Requested work orders are completed within 14 calendar days of tenant request OR added to deferred maintenance plan and/or CIP • “Operational Guidance”: Requested work orders are completed within 15-30 calendar days from the date of tenant request . • “Corrective Action”: Requested work orders are completed in over 30 calendar days from the date of tenant request OR not completed
Emergency Response System	<p>Housing authorities should have a 24 Hour Emergency Response System and distribute Emergency Definition to Residents, Staff, and Answering Service (if applicable).</p> <ul style="list-style-type: none"> • “No Findings”: A 24-hour system for responding to emergencies exists AND definitions of emergencies have been distributed to staff, residents and answering service, if applicable • “Operational Guidance”: System exists, but no definition has been distributed • “Corrective Action”: Neither a system nor distributed definitions exist

Policies

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

Policy	Last Ratified by Board Vote	Notes
*Rent Collection Policy	10/05/2020	
*Personnel Policy	10/01/2002	
*Capitalization Policy	03/07/2016	
*Procurement Policy	11/04/2019	
*Grievance Policy	10/05/2020	
Affirmative Action Policy	09/01/1978	
Anti-Discriminatory Harassment Policy	04/01/2000	
Community Room Use	10/05/2020	
Credit/Debit Card Policy	08/03/2015	
Criminal Offender Records Information (CORI) Policy	06/12/1995	
Emergency Response Plan	02/08/1993	
Equal Employment Opportunity Policy and Affirmative Action Plan	04/01/2000	
Fair Housing Marketing Plan	12/01/1992	
Maintenance and Other Charges	10/05/2020	
Pet Policy	10/05/2020	
Reasonable Accommodations Policy	10/01/1992	
Records Conservation and Disposal Policy	06/01/1983	

Policy	Last Ratified by Board Vote	Notes
Sexual Harassment Policy	11/05/2001	
Smoking Policy	10/05/2020	
Travel Policy	03/07/2016	

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

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

Waivers

AP-2023-Marshfield Housing Author-00532 has no current waivers from the regulations of the Department of Housing and Community Development (DHCD).

Glossary

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

AHVP: Alternative Housing Voucher Program

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

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

ANUEL: Allowable Non-Utility Expense Level

AP: Annual Plan

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

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

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

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

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

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

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

CNA: Capital Needs Assessment

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

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

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

DHCD: Massachusetts Department of Housing & Community Development

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

FF: Formula Funding

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

FYE: Fiscal Year End

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

HHA: Host Housing Authority for the RCAT program.

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

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

LHA: Local Housing Authority

LTO: Local Tenants Organization

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

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

MOR: Management and Occupancy Report

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

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

Performance Management Review (PMR):

PMR: Performance Management Review

RCAT: Regional Capital Assistance Team

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

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

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

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

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

Attachments

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

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

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

Resident Surveys – Background

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

During each round, all individual residents 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 residents 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 developments (c. 667) in three groups in the Fall of 2016, 2017 and 2018. CSR surveyed residents of family units (c. 705 and c. 200 developments) in the Spring of 2016. (Note: there are many more c. 667 units, so they were broken down into three groups).

Notes: Round One Surveys

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

Round Two Surveys (2019 – 2022)

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

Notes: Round Two Surveys

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

Marshfield Housing Authority
 Chapter 667 Housing
 Fall 2019

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

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

In the **Marshfield Housing Authority**, surveys were sent to a total of 97 Marshfield housing units (Chapter 667); 36 surveys were completed.

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

Communication

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

	Marshfield Housing Authority	Small LHAs in South-East MA *	Entire State
Felt they were usually or always treated with courtesy and respect when they contacted management.....	64%	89%	87%
Knew the Executive Director held a meeting with residents.....	40%	47%	54%

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

Maintenance and Repair

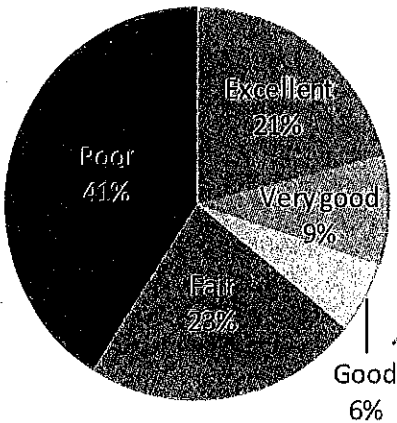
- Communication with maintenance staff:** Residents were asked about their interactions with the Marshfield Housing Authority maintenance staff in the last 12 months.

	Marshfield Housing Authority	Small LHAs in South-East MA	Entire State
Felt they were treated with courtesy and respect when they contacted maintenance.....	83%	91%	89%
Were contacted by the Housing Authority before entering their apartment.....	86%	94%	92%

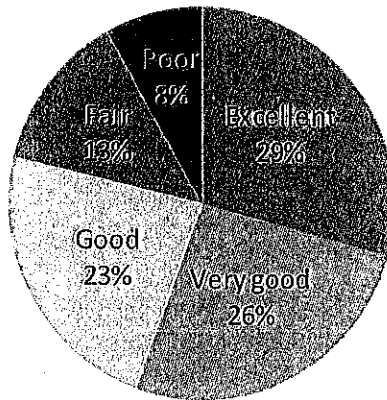
- Overall maintenance** Respondents were asked how they would they rate overall building maintenance (such as clean halls and stairways and having lights and elevators that work) and outdoor space maintenance (such as litter removal and clear walkways) in the last 12 months.

Building maintenance:

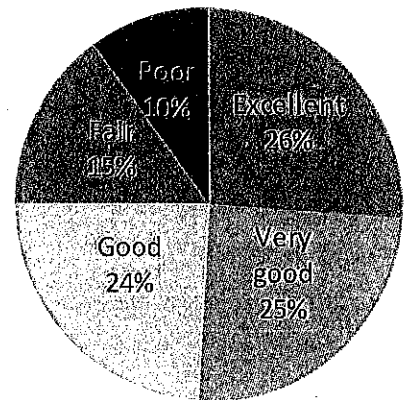
Marshfield Housing Authority



Small LHAs in South-East MA

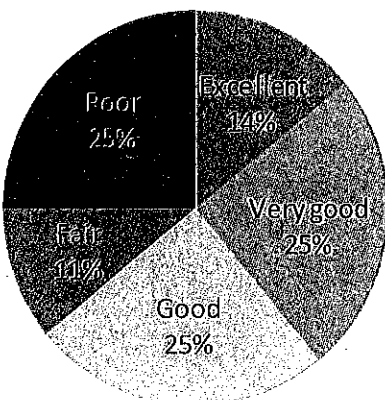


Entire State

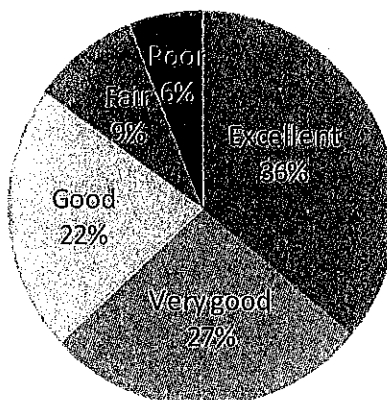


Outdoor maintenance:

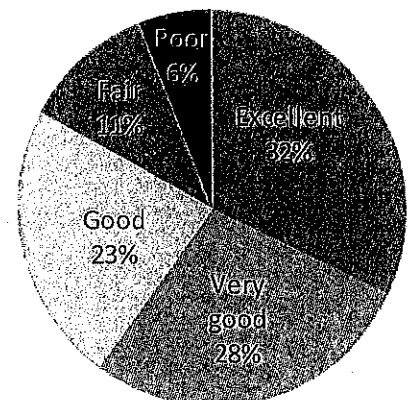
Marshfield Housing Authority



Small LHAs in South-East MA



Entire State



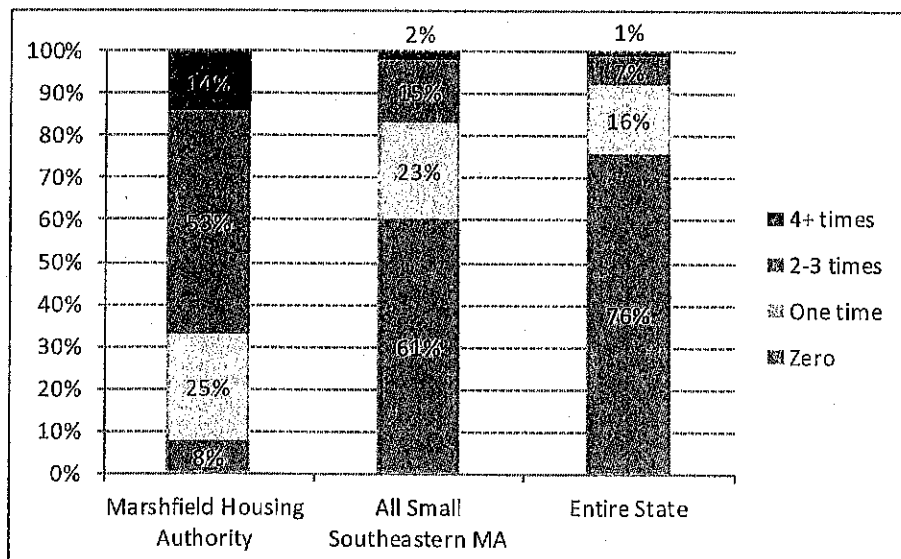
- **Heating and Water Problems:** Almost all respondents had a problem with their heating and over three quarters had a plumbing problem in the last 12 months.

	Marshfield Housing Authority	Small LHAs in South-East MA	Entire State
Had any heating problem.....	94%	49%	40%
Had any water problem.....	83%	61%	57%

- **Heating Problems**

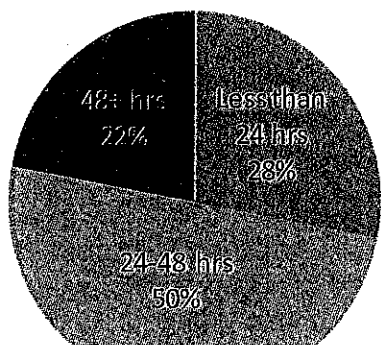
How many times did residents completely lose heat?

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

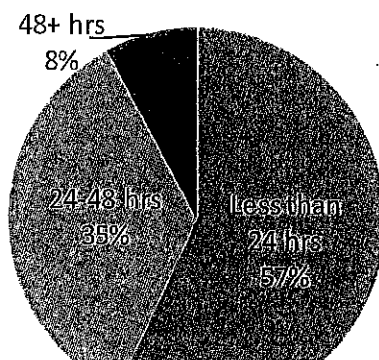


How long did it usually take for heat to come back on? For those respondents who reported completely losing heat, we asked how long it usually took for the heat to come back on – less than 24 hours, 24 - 48 hours, or more than 48 hours.

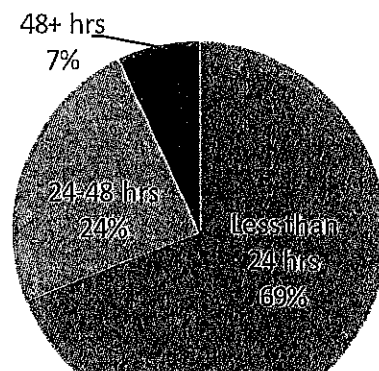
Marshfield Housing Authority



Small LHAs in South-East MA



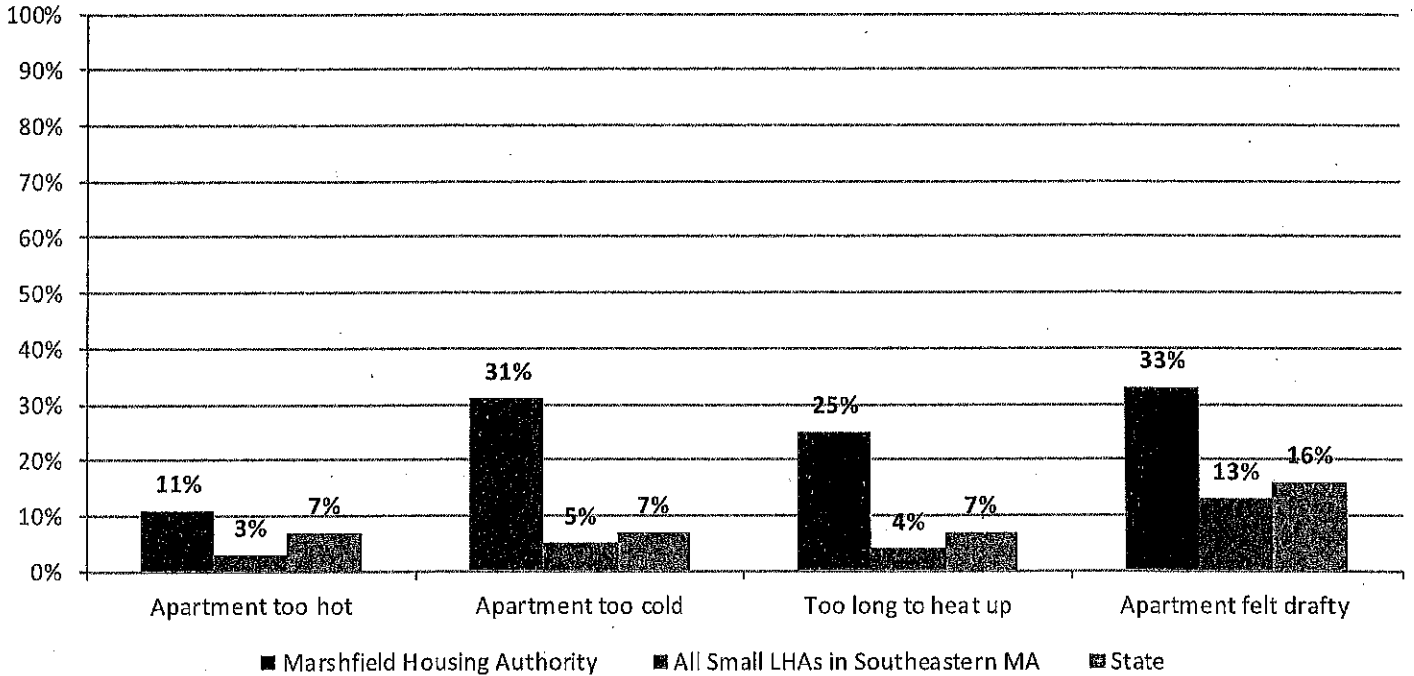
Entire State



- **Other Heating Problems**

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

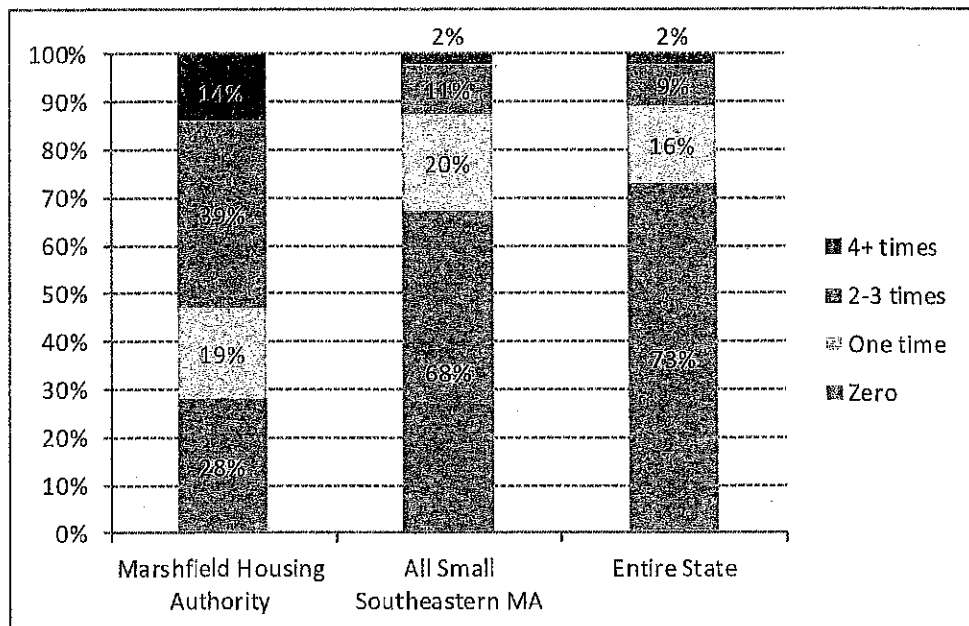
The chart below shows what percentage of residents experienced other heating problems in the last 12 months.



- **Water or Plumbing Problems**

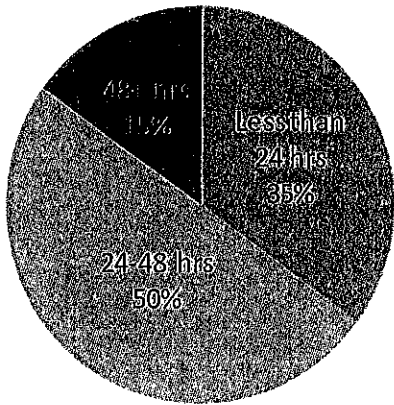
How many times did residents have no hot water in their apartment?

The chart below shows how many times respondents did not have no hot water in their apartment in the last 12 months. The green part of the bars shows what percentage of residents did not have the problem at all. The yellow shows who had the problem one time. The orange shows those who had the problem 2-3 times. And the red shows those who had the problem 4 or more times in the last 12 months.

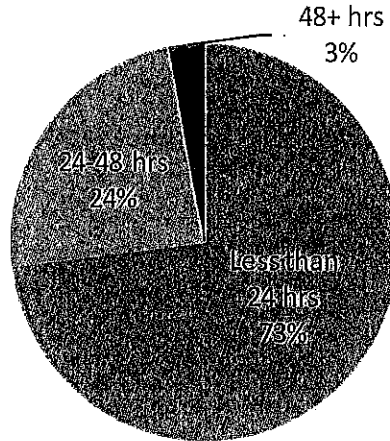


How long did it usually take for hot water to come back on? For those respondents who reported not having hot water in their apartment, we asked how long it usually took for hot water to come back on – less than 24 hours, 24 - 48 hours, or more than 48 hours.

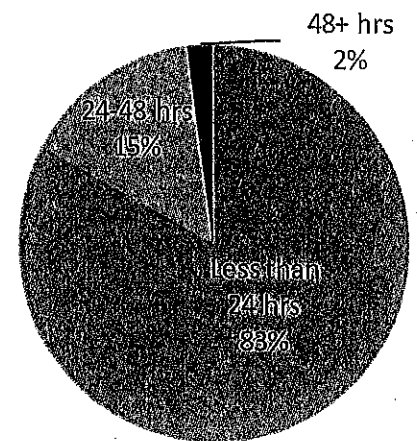
Marshfield Housing Authority



Small LHAs in South-East MA



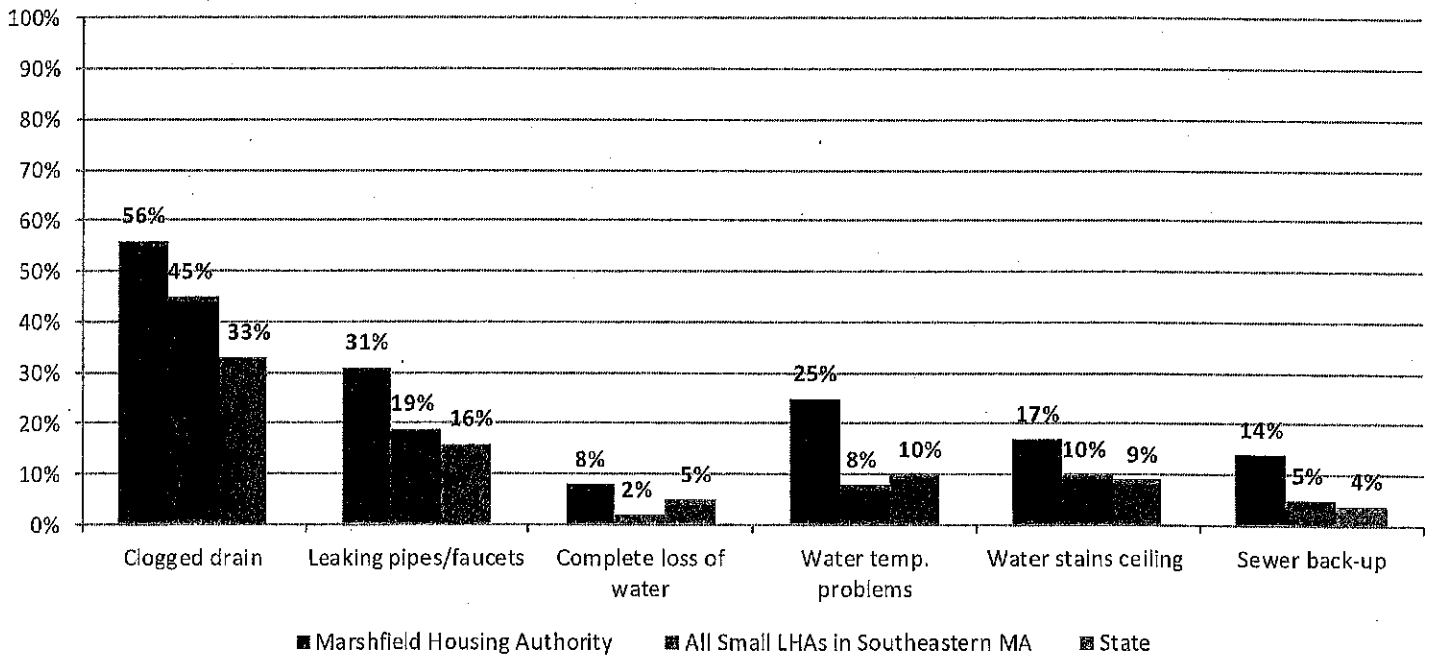
Entire State



• **Other Water or Plumbing Problems**

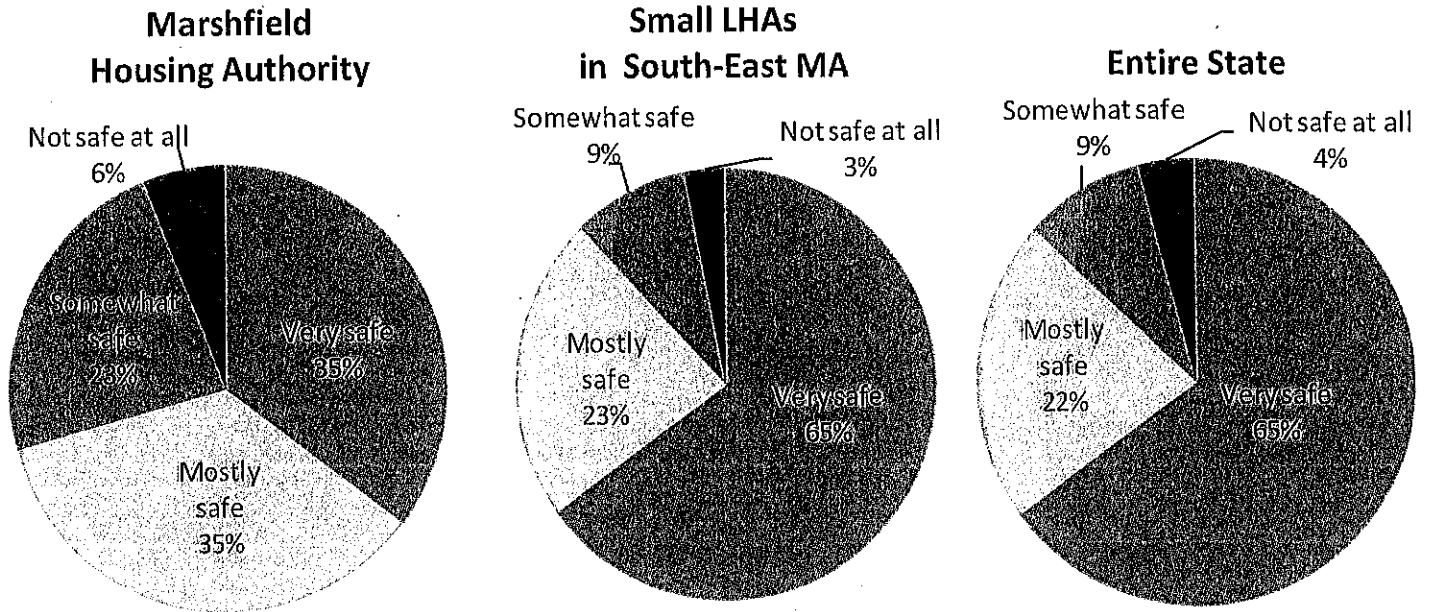
In the last 12 months did residents have other water or plumbing problems?

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

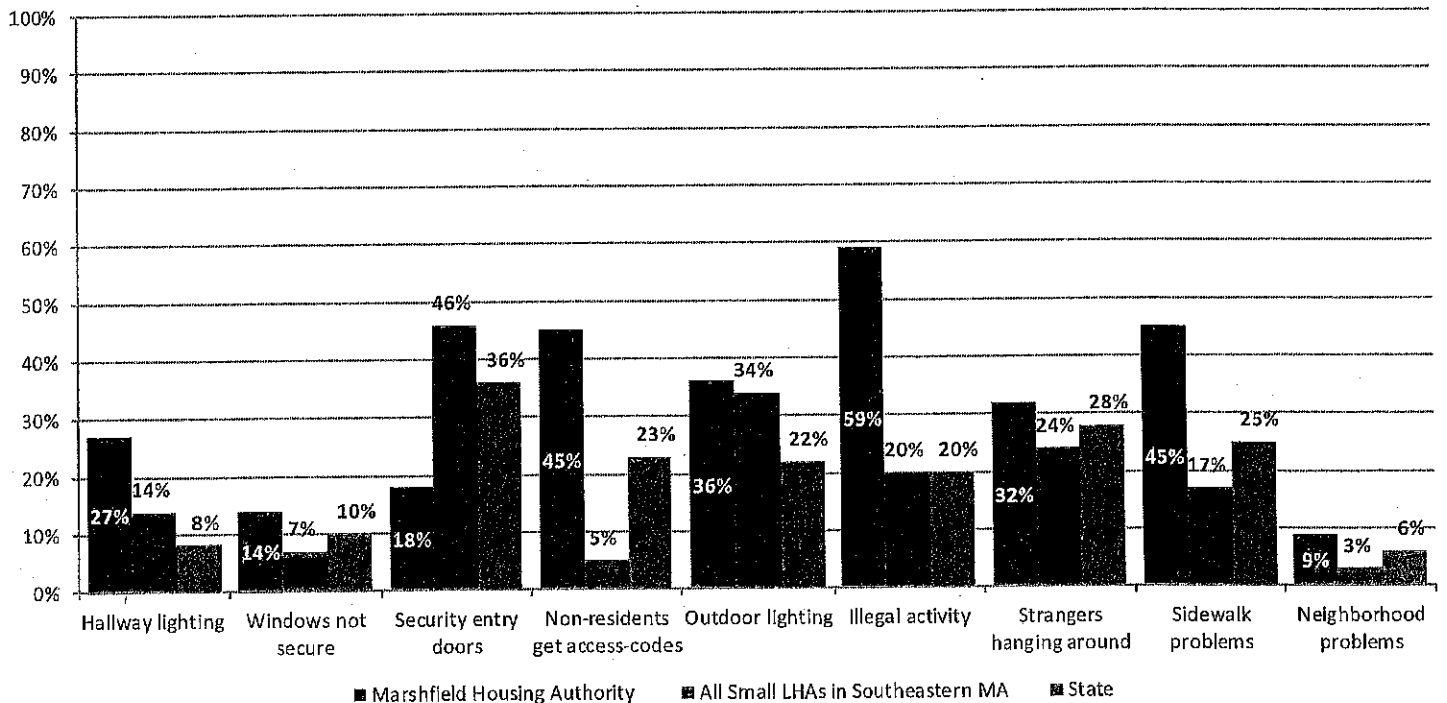


Safety

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



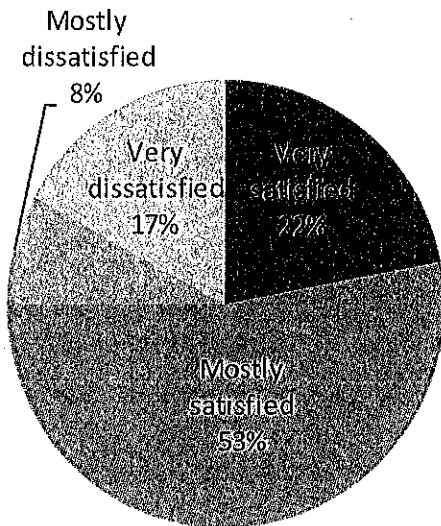
Reasons why respondents felt unsafe in their development: Respondents were asked why they felt unsafe in their development. This chart shows what specific concerns respondents mentioned.



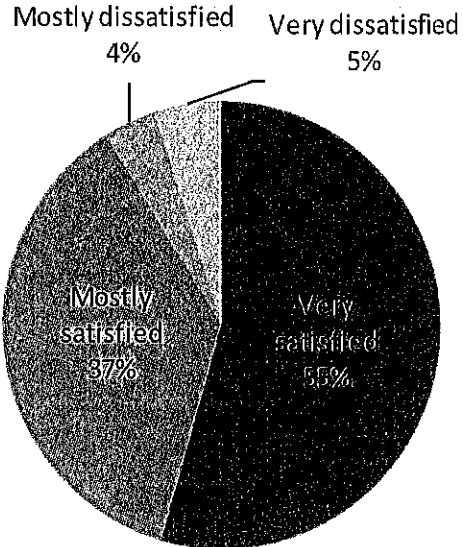
Overall Satisfaction

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

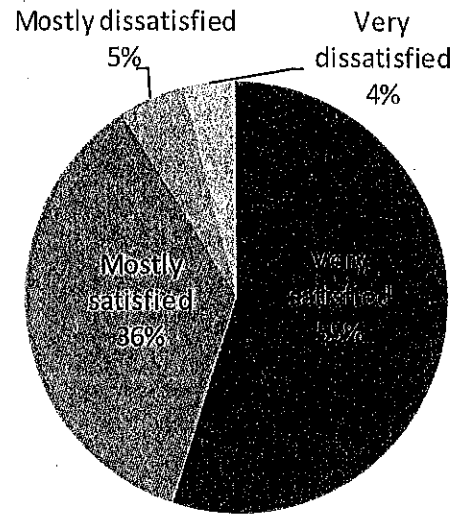
**Marshfield
Housing Authority**



**Small LHAs
in South-East MA**



Entire State



MARSHFIELD HOUSING AUTHORITY

Performance Management Review (PMR) Report

Fiscal Year End 06/30/2021

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

Performance Management Review

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD) PMR Desk Audit Ratings Summary Official Published PMR Record For a detailed report of the Performance Management Review (PMR), please contact the Local Housing Authority			
Housing Authority	Marshfield Housing Authority		
Fiscal Year Ending	06/30/2021		
Housing Management Specialist	Carrie Sousa		
Facilities Management Specialist	Robert Garrett		
Criteria	Score/Rating		
	Management		
	c:667	c:705	c:200
Occupancy Rate	No Findings	No Findings	No Findings
Tenant Accounts Receivable (TAR)	c:667	c:705	c:200
Board Member Training	Paused due to COVID-19	Paused due to COVID-19	Paused due to COVID-19
Certifications and Reporting Submissions	No Findings		
Annual Plan	Operational Guidance		
Adjusted Net Income	No Findings		
Operating Reserves	Financial		
Capital Spending	Paused due to COVID-19	Paused due to COVID-19	Paused due to COVID-19
	Capital		

LHA Marshfield Housing Authority

Occupancy

Rating All: No Findings

Rating 667: No Findings

Rating 200: Not Applicable

Rating 705: No Findings

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

Certifications and Reporting Submissions

Rating: Operational Guidance

- Submit all four quarterly vacancy certifications by the end of the month following the quarter end.
- Submit all four quarters of Tenants Accounts Receivables (TAR) application within 60 days of quarter end.
- Submit all four quarterly operating statements within 60 days of the quarter end.
- Schedule board meetings well in advance. Consider scheduling a backup date to ensure you are able to have your board vote/approval in time to meet reporting deadlines.
- Set a recurring appointment in your email calendar for help remembering reporting dates and deadlines.
- Other: TAR submissions for 09/30/2020, 06/30/2021 and Vacancy submission for 09/30/2020 were not submitted within 60 days of the QE.

Operating Reserve

Rating: No Findings

- Please refer to PHN 2018-04 and current budget guidelines for information on operating reserve
- An LHA may spend down to 35% of maximum reserve level without consulting DHCD, but the LHA must budget these expenses in the correct line items of their annual operating budget. If the expense occurred after DHCD approval of the annual operating budget, the LHA should submit a budget revision with these expenditures.
- Any expenditures from the operating reserve that will result in a projected operating reserve of less than 35% of maximum reserve level, requires *prior written approval* from DHCD, *unless the expenses are to resolve health and safety issues.*
- Each LHA must maintain a projected operating reserve of 20% of maximum reserve level, which *remains the minimum operating reserve level for all LHAs.*
- Other:

Board Member Training

Rating: No Findings

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

Annual Plan Submission

Rating: No Findings

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

Performance Management Review



DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD) PMR Physical Condition Ratings	
Housing Authority	Marshfield Housing Authority
Fiscal Year Ending	06/30/2021
Housing Management Specialist	Carrie Sousa
Facilities Management Specialist	Robert Garrett

Inspection and Work Order System Criteria	Rating
Inspections	
LHA conducted 100% of the unit inspections.	Paused due to COVID-19
Inspections report noted 100% of the necessary repairs in each unit.	Paused due to COVID-19
100% of inspection-related work orders were generated.	Paused due to COVID-19
Work order system identifies, tracks, and can produce reports for inspection work orders.	Paused due to COVID-19
Inspection work orders were completed within 30 calendar days from the date of inspection, OR if cannot be completed within 30 calendar days, are added to the Deferred Maintenance Plan or included in the Capital Improvement Plan in the case of qualifying capital repairs (unless health/safety issue).	Paused due to COVID-19
Work Order System	
Emergency work orders defined per PMG, identified, tracked, reportable.	No Findings
Emergency work orders initiated within 24 to 48 hours.	No Findings
Vacancy work orders identified, tracked and reportable.	No Findings
Vacancy work orders were completed within 30 calendar days or if not completed within that timeframe, LHA has a waiver.	No Findings
Comprehensive Preventive Maintenance Program exists & preventive work orders identified, tracked, and reportable.	No Findings
Routine work orders identified, tracked, reportable and completed regularly.	No Findings
Requested work orders are identified, tracked and reportable.	No Findings
Requested work orders were completed in 14 calendar days from the date of tenant request or if not completed within that timeframe (and not a health or safety issue), the task was added and completed in a timely manner as a part of the Deferred	Paused due to COVID-19

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

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

Housing Authority	Marshfield Housing Authority
Fiscal Year Ending	6/30/2021
Housing Management Specialist	Carrie Sousa
Facilities Management Specialist	Robert Garrett

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

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

Criteria A: LHA conducted 100% of the unit inspections - Paused due to Covid-19

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

Additional Notes:

Inspection Criteria paused due to COVID

Criteria B: Inspection report noted 100% of the necessary repairs in each unit - Paused due to Covid-19

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

Additional Notes:

Paused due to Covid

Criteria C: 100% of inspection-related work orders were generated - Paused due to Covid-19

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

Additional Notes:

Paused due to Covid

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

Criteria D: Inspection - Paused due to Covid-19

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

Criteria H: Vacancy - No Findings

Criteria K: Routine - No Findings

Criteria L: Requested - No Findings

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

Additional Notes:

Several criteria paused due to COVID

Timely Completion of Work Order Types

Criteria E: Inspection - Paused due to Covid

Criteria G: Emergency - No Findings

Criteria I: Vacancy - No Findings

Criteria M: Requested - Paused due to Covid

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

Additional Notes:

Emergency Work Order:

Several criteria paused due to COVID

Vacancy Work Order:

Several criteria paused due to COVID

Timeliness Requested Work Order:

Several criteria paused due to COVID

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

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

Additional Notes:

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

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

Additional Notes:

Quincy Housing Authority

Finance, Administration and Leased Housing Department

To: Marshfield Board of Commissioners
From: Grace McAuliffe, Director of Finance/Administration & Leased Housing
Date: April 1, 2022
Re: Finance/Administration & Leased Housing Report March 2022

Financial Statements – Attached are January 2022 Financial Statements. Please note that the budget information showing in these statements is actually FY 2021 budget. The finances continue to be stable with reserves at 42%. DHCD prefers 50% reserves, but 35% are acceptable.

Budget – Attached is a copy of the FY 2022 budget for the board's review and vote. There are no significant changes to the previous year's budget other than cost increases and it accurately reflects the actual spending year to date for FY 2022.

Conversion - The conversion to HAB continues with the MRVP Voucher processing being added to the system. We are sending out letters with MRVP checks advising Landlords that we will be moving toward direct deposit in May. The ACH direct withdrawal of rent program is gaining popularity, we are up to 35 participants.

I'm happy to have more detailed discussion at the board meeting.

Respectfully Submitted

Grace McAuliffe
Director of Finance/Administration &
Leased Housing

Attachments: March warrant list, January financial statements.

Motion: To approve the Marshfield June 30, 2022 budget for the 400-1 program as follows:

Revenues of \$689,061.00, expenses of \$ 684,040.00 and a requested subsidy of \$ 68,053,00,
The Executive Director's Salary is zero.

Motion: To approve the Marshfield June 30, 2022 budget for the MRVP program as follows:

Revenues of \$9,600.00, expenses of \$8,893.00 and a requested subsidy of \$0.00.
The Executive Director's salary is \$0.00.

FENTON, EWALD & ASSOCIATES, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

**280 HILLSIDE AVENUE
NEEDHAM, MA 02494-1365**

OFFICE: (781) 444-6630

(800) 369-7660

FAX: (781) 444-6836

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To the Board of Commissioners
Marshfield Housing Authority
12 Tea Rock Gardens
Marshfield, MA 02050

We have compiled the accompanying balance sheets of the Marshfield Housing Authority as of January 31, 2022 and the related statements of Revenues and Expenses for the seven month(s) then ended. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America. The information included in the accompanying Agency Wide Revenue and Expenses and Analysis of Non-routine Expenditures and Credits are presented only for supplementary analysis purposes. Such information has been compiled from information that is the representation of management, without audit or review, and accordingly, we do not express an opinion or provide any assurance on such data.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for the designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Management has elected to omit substantially all of the disclosures and the statement of cash flows required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusion about the authority's financial position, results of operations, and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.

Fenton, Ewald & Associates, P.C.

Needham, Massachusetts

Dated: March 24, 2022

Marshfield Housing Authority
7 months ending
January 31, 2022

Fenton, Ewald & Associates, P.C.

03/24/22

Account Number	Classification	State		Totals	Pro-Rated Budget	Favorable (Unfavorable)
		Consolidated 400-1	MRVP 707			
OPERATING RECEIPTS						
3110	Shelter Rent - Tenant	355,370	-	355,370	344,650	10,720
3115	Shelter Rent - Federal Sect. 8	-	-	-	-	-
3190	Non Dwelling Rentals	-	-	-	-	-
3400	Administrative Fees (S8, MOB, MRVP)	-	5,250	5,250	5,600	(350)
3610	Interest on Investments - Unrestricted	19	-	19	105	(86)
3611	Interest on Investments - Restricted	-	-	-	-	-
3690	Other Revenue	1,776	-	1,776	2,917	(1,140)
3950	Operating Grants	-	-	-	-	-
3891	Other Revenue Retained	8,403	-	8,403	14,583	(6,181)
3692	Restricted Reserve Transfer	-	-	-	-	-
3693	Other Revenue - Net Metering	3,821	-	3,821	-	-
3801	Operating Subsidy	12,557	106,346	118,903	146,044	(27,141)
TOTAL OPERATING RECEIPTS		381,945	111,596	489,720	513,898	(24,178)
OPERATING EXPENDITURES						
ADMINISTRATIVE						
4110	Administration Salaries	13,180	979	14,160	19,643	5,483
4120	Compensated Absences	-	-	-	-	-
4130	Legal	2,313	-	2,313	-	(2,313)
4140	Compensation-Board Members	-	-	-	-	-
4150	Travel & Related Expenses	-	-	-	583	583
4170	Accounting Services	3,140	320	3,460	5,355	1,895
4171	Audit Services	3,780	-	3,780	2,205	(1,575)
4180	Penalties & Interest	-	-	-	-	-
4190	Administrative Other	62,380	1,114	63,494	60,483	(3,011)
4190.1	Mixed Population Salary	-	-	-	-	-
4191	Resident Services	-	-	-	292	292
TOTAL ADMINISTRATIVE EXPENSE		84,793	2,413	87,207	88,561	1,354
UTILITIES						
4310	Water & Sewer	18,621	-	18,621	21,361	2,739
4320	Electricity	42,855	-	42,855	43,210	354
4330	Gas	17,439	-	17,439	26,976	9,536
4340	Fuel	-	-	-	-	-
4360	Energy Conservation	7,641	-	7,641	-	(7,641)
4390	Other	5,270	-	5,270	3,500	(1,770)
4391	Solar Operator Costs	10,039	-	10,039	-	(10,039)
4392	Net Meter Utility Credit	(17,680)	-	(17,680)	-	17,680
TOTAL UTILITIES EXPENSE		84,186	-	84,186	95,046	10,860
ORDINARY MAINTENANCE						
4410	Maintenance Labor	33,668	-	33,668	36,369	2,700
4420	Materials & Supplies	16,728	-	16,728	17,500	772
4430	Contract Costs	63,673	-	63,673	58,223	(5,450)
TOTAL ORDINARY MAINTENANCE		114,070	-	114,070	112,092	(1,978)
GENERAL EXPENSE						
4510	Insurance	14,480	5	14,485	17,979	3,494
4520	Pilot	3,099	694	3,792	4,082	269
4540	Employee Benefit Contr.	50,388	-	50,388	43,256	(7,132)
4570	Collection Losses	-	-	-	-	-
4580/90	Interest & Other General Expenses	-	-	-	-	-
TOTAL GENERAL EXPENSES		67,967	699	68,665	65,297	(3,369)
TOTAL OPERATING EXPENSES		351,015	3,112	354,128	361,286	7,159
NET INCOME (DEFICIT) BEFORE SUBSIDY and NON-ROUTINE EXPENSES		18,372	2,138	16,690	6,568	10,121
NET INCOME (DEFICIT) before NON-ROUTINE, and INCLUDING SUBSIDY		30,929	108,484	135,593	152,612	(17,019)
NONROUTINE EXPENSES AND (CREDITS)						
4610	Extraordinary Maintenance	15,399	-	15,399	37,966	22,567
4611	Equip. Purchased - Non Capitalized	4,400	-	4,400	5,250	850
4612	Restricted Reserve Expenditures	-	-	-	-	-
4715	Housing Assistance Payments	-	106,346	106,346	106,346	-
TOTAL NONROUTINE EXPENSES		19,799	106,346	126,145	149,562	23,417
CAPITAL EXPENDITURES						
7520	Replacement of Equipment-Capitalized	3,797	-	3,797	-	(3,797)
7540	Betterments & Additions - Capitalized	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES		3,797	-	3,797	-	(3,797)
2700 NET INCOME (DEFICIT)		11,130	2,138	9,447	3,050	2,601
NET CHANGE IN NET ASSETS		7,333	2,138	5,651	3,050	2,601
Maximum Reserve %		42.9%	10.4%			

See Accountants' Compilation Report

DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
BALANCE SHEET

Marshfield Housing Authority
1/31/2022: Period Ended
4001 Program Number

ACCOUNT NUMBER	ASSETS			X Administration Modernization Development
CASH				
1111	Cash Development or Modernization fund - Unrestricted	0.00		
1111.1	Cash Development or Modernization fund - Restricted	0.00		
1112	Cash Administration Fund - Unrestricted	136,497.35		
1112.1	Cash Administration Fund - Restricted	0.00		
1113	Cash - Escrow	0.00		
1114	Security Deposits	2,881.00		
1114.1	Pet Deposits	0.00		
1117	Petty Cash	50.00		
1118	Change Fund	0.00	139,428.35	
ACCOUNTS RECEIVABLE				
1121	Federal and DHCD--Section 8 Subsidy-Shelter Rent	0.00		
1122	Tenants Accounts Receivable	22,344.75		
1123	Allowance for Doubtful Accounts - Dwelling Rents	(3,434.53)		
1124	Accounts Receivables - Fraud/Retroactive	0.00		
1124.1	Fraud/Retroactive - Contra	0.00		
1125	Accounts Receivable Subsidy	12,566.86		
1129	Accounts Receivable - Other	1,298.00		
1130	Interprogram Due From	21,700.00		
1131	Allowance for Doubtful Accounts - Other	0.00		
1145	Accrued Interest Receivable	0.00	54,465.08	
INVESTMENTS				
1162	Investments - Unrestricted		10,866.27	
DEFERRED CHARGES				
1211	Prepaid Expenses	19,490.45		
1212	Inventory/Net - Supplies and Fuel	0.00		
1290	Deferred Charges - Other	20,268.89		
1291	Deferred Outflows of Resources (GASB 68 related)	89,311.81	129,071.15	
FIXED ASSETS				
1400.2	Cost Control Account - Development/Modernization	0.00		
1401	Land	596,429.67		
1402	Building and Building Improvements	7,488,486.55		
1403	Furniture, Equipment and Machinery - Dwellings	0.00		
1404	Other Equipment - Administration/Maintenance	48,716.53		
1405	Leasehold Improvements	0.00		
1406	Accumulated Depreciation	(7,050,028.24)		
1407	Infrastructure	34,541.00		
1408	Capital Leases	0.00	1,118,145.51	
TOTAL ASSETS			1,451,976.36	
LIABILITIES AND EQUITY				
ACCOUNTS PAYABLE				
2106	Bank Overdraft	0.00		
2111	Accounts Payable <=90 Days	8,234.07		
2111.1	Accounts Payable >90 Days Past Due	0.00		
2112	Contract Costs	0.00		
2114	Tenants Security Deposits	2,881.00		
2114.1	Pet Deposits	0.00		
2115	Bid Deposits	0.00		
2117	Employee's Payroll Deductions	0.00		
2118	Accounts Payable - Subsidy Overpayment	4,070.83		
2119	Accounts Payable - Interfund	66,473.74		
2120	Accounts Payable - Other	0.00	81,659.64	
ACCRUED LIABILITIES				
2130.2	Accrued Contingent Liability	0.00		
2135	Accrued Compensated Absences - Current Portion	7,163.97		
2137	Payment in Lieu of Taxes (PILOT)	2,729.74		
2138	Accrued Payroll	0.00		
2139	Accrued Liabilities - Other	3,780.00		
2140	Accrued Pension Liability (GASB 66 related)	0.00	13,663.71	
DEFERRED CREDITS				
2240	Tenants Prepaid Rents	2,348.90		
2290	Undistributed Credits	0.00		
2291	Deferred Revenue - Subsidy	0.00		
2292	Deferred Revenue - Other	34,541.00		
2293	Deferred Inflows of Resources (GASB 66 & 75 related)	297,930.85	334,820.76	
NOTES PAYABLE				
2299	Notes Payable Capital Borrowings - Current Portion	0.00		
2299.1	Notes Payable Operating Borrowings - Current Portion	0.00	0.00	
NON-CURRENT LIABILITIES				
2301	Notes Payable Capital Borrowings - Non-Current Portion	0.00		
2301.1	Notes Payable Operating Borrowings - Non-Current Portion	0.00		
2335.01	Accrued Compensated Absences - Non-Current Portion	0.00		
2339	Other Non-Current Liabilities	722,580.93	722,580.93	
EQUITY (NET ASSETS)				
2700	Net Income (Deficit)	7,333.40		
2802	Invested in Capital Assets, net of Related Debt	1,083,604.51		
2805	Net Assets - Restricted	0.00		
2806	Net Assets - Unrestricted	Max % 42.94%	139,513.39	
2806.1/2	Net Assets - Unrestricted for OPEB & Pension Liability	(931,199.98)	299,251.32	
TOTAL LIABILITIES AND EQUITY			1,451,976.36	

Marshfield Housing Authority 4001
7 months ending
January 31, 2022

113 units
791 unit months

Fenton, Ewald & Associates, P.C.
KC 03/24/22

Account Number	Classification	Approved Budget Amount	Pro Rata Budget 7 Months	Budget P.U.M.	Actual To Date P.U.M.	Actual To Date Amount	Amount Favorable (Unfavorable)	Actual As a Factor of Pro Rata	Available Remainder of the Year
OPERATING RECEIPTS									
3110	Shelter Rent - Tenant	590,828	344,860	435.71	449.27	355,369.60	10,720	1.031	235,469
3115	Shelter Rent - Federal Sect. 8	0	0	0.00	0.00	0.00	0		0
3190	Non Dwelling Rentals	0	0	0.00	0.00	0.00	0		0
3400	Administrative Fees - MRVP	0	0	0.00	0.00	0.00	0		0
3610	Interest on Investments - Unrestricted	180	105	0.13	0.02	18.67	(86)	0.178	161
3611	Interest on Investments - Restricted	0	0	0.00	0.00	0.00	0		0
3690	Other Revenue	5,000	2,917	3.69	2.25	1,776.47	(1,140)	0.609	3,224
3690	Operating Grants	0	0	0.00	0.00	0.00	0		0
3691	Other Revenue Retained	25,000	14,583	18.44	10.82	8,402.66	(6,181)	0.576	16,597
3692	Restricted Reserve Transfer	0	0	0.00	0.00	0.00	0		0
3693	Other Revenue - Net Metering	0	0	0.00	4.83	3,820.64	3,821		(3,821)
3801	Operating Subsidy	68,063	39,896	50.19	15.87	12,556.86	(27,141)	0.316	55,496
TOTAL OPERATING RECEIPTS		689,061	401,952	508.16	482.86	381,944.80	(20,007)	0.950	307,116
OPERATING EXPENDITURES									
ADMINISTRATIVE									
4110	Administration Salaries	31,726	18,507	23.40	16.66	13,180.46	5,326	0.712	18,546
4120	Compensated Absences	0	0	0.00	0.00	0.00	0		0
4130	Legal	0	0	0.00	2.92	2,312.50	(2,313)		(2,313)
4140	Compensation-Board Members	0	0	0.00	0.00	0.00	0		0
4150	Travel And Related Expenses	1,000	583	0.74	0.00	0.00	583	0.000	1,000
4170	Accounting Services	8,220	4,795	6.06	3.97	3,140.00	1,655	0.655	5,080
4171	Audit Services	3,780	2,205	2.79	4.78	3,780.00	(1,575)	1.714	0
4180	Penalties & Interest	0	0	0.00	0.00	0.00	0		0
4190	Administrative Other	99,283	57,903	73.20	78.86	62,380.23	(4,477)	1.077	36,883
4190.1	Mixed Population Salary	0	0	0.00	0.00	0.00	0		0
4191	Resident Services	500	292	0.37	0.00	0.00	292	0.000	500
TOTAL ADMINISTRATIVE EXPENSE		144,489	84,285	106.56	107.20	84,793.19	(508)	1.006	59,696
UTILITIES									
4310	Water & Sewer	36,618	21,361	27.00	23.54	18,921.32	2,739	0.872	17,997
4320	Electricity	74,074	43,210	54.63	54.18	42,855.38	354	0.992	31,219
4330	Gas	46,244	26,976	34.10	22.05	17,439.27	9,536	0.646	28,805
4340	Fuel	0	0	0.00	0.00	0.00	0		0
4360	Energy Conservation	0	0	0.00	9.66	7,841.29	(7,641)		(7,641)
4390	Other	8,000	3,500	4.42	8.66	5,270.00	(1,770)	1.506	730
4391	Solar Operator Costs	0	0	0.00	12.69	10,038.52	(10,039)		(10,039)
4392	Net Meter Utility Credit (Negative Number)	0	0	0.00	(22.35)	(17,879.81)	17,680		17,680
TOTAL UTILITIES EXPENSE		162,936	95,046	120.16	108.43	84,185.97	10,860	0.886	78,750
ORDINARY MAINTENANCE									
4410	Maintenance Labor	62,346	36,369	45.98	42.56	33,666.45	2,700	0.926	28,678
4420	Materials And Supplies	30,000	17,500	22.12	21.15	16,727.87	772	0.956	13,272
4430	Contract Costs	99,811	58,223	73.61	80.50	63,673.40	(5,450)	1.094	36,138
TOTAL ORDINARY MAINTENANCE		192,157	112,092	141.71	144.21	114,069.72	(1,978)	1.018	78,087
GENERAL EXPENSE									
4510	Insurance	30,770	17,949	22.69	18.31	14,479.61	3,470	0.807	16,290
4520	Pilot	5,450	3,179	4.02	3.92	3,098.69	80	0.975	2,351
4540	Employee Benefit Contr.	74,153	43,256	54.69	63.70	50,388.30	(7,132)	1.165	23,765
4570	Collection Losses	0	0	0.00	0.00	0.00	0		0
4580/90	Interest & Other General Expenses	0	0	0.00	0.00	0.00	0		0
TOTAL GENERAL EXPENSES		110,373	64,384	81.40	85.92	67,966.60	(3,682)	1.056	42,406
TOTAL OPERATING EXPENSES		609,955	355,807	449.82	443.76	351,015.48	4,792	0.987	258,940
NET INCOME (DEFICIT) BEFORE SUBSIDY and NON-ROUTINE EXPENSES									
		11,053	6,448	8.15	23.23	18,372.46	11,925	2.850	(7,319)
NET INCOME (DEFICIT) before NON-ROUTINE, and INCLUDING SUBSIDY									
		79,106	46,145	58.34	39.10	30,929.32	(15,216)	0.670	48,177
NONROUTINE EXPENSES AND (CREDITS)									
4610	Extraordinary Maintenance	65,085	37,966	48.00	19.47	15,398.80	22,567	0.406	49,686
4611	Equip. Purchased - Non Capitalized	9,000	5,250	6.84	5.56	4,400.40	850	0.838	4,600
4612	Restricted Reserve Expenditures	0	0	0.00	0.00	0.00	0		0
4715	Housing Assistance Payments	0	0	0.00	0.00	0.00	0		0
TOTAL NONROUTINE EXPENSES		74,085	43,216	54.83	25.03	19,799.20	23,417		
CAPITAL EXPENDITURES									
7520	Replacement of Equipment-Capitalized	0	0	0.00	4.80	3,796.72	(3,797)		
7540	Betterments & Additions - Capitalized	0	0	0.00	0.00	0.00	0		
TOTAL CAPITAL EXPENDITURES		0	0	0.00	4.80	3,796.72	(3,797)		
2700 NET INCOME (DEFICIT) FROM OPERATIONS		5,021	2,929	3.70	9.27	7,333.40	4,404		
4801	Depreciation Expense	0	0	0.00	0.00	0.00	0		
4541	Employee Benefits - GASB 75	0	0	0.00	0.00	0.00	0		
4542	Pension Expense - GASB 68	0	0	0.00	0.00	0.00	0		
NET CHANGE IN UNRESTRICTED NET ASSETS		5,021	2,929	3.70	9.27	7,333.40	4,404		

Operating Subsidy Earned year-to-date	\$12,557
Operating Subsidy Rec'd year-to-date	\$0
Amount (Over) or Under Subsidized	\$12,557

ANALYSIS OF NONROUTINE EXPENDITURES AND CREDITS

Name of Local Authority Marshfield Housing Authority	Fiscal Year Ending Date 6/30/2022
Development Nos. 4001	Report for Period Ended January 31, 2022

WORK PROJECT NUMBER	JOB DESCRIPTION	Date of Expenditure	Project Number	Total Budgeted Cost	ACTUAL COST
	Extraordinary Maintenance - Account 4610				
	Unit Upgrade / Turnover / Rehab			60,000	
	Stovetop Prevention Stoppers			5,085	
	Exterior Painting				4,500.00
	Signage				401.30
	K-9 Support				970.00
	Prior Accountants ???				1,082.50
	Website Maintenance / Branding				8,300.00
	COVID				165.00
	Total - Account 4610			65,085	15,398.80
	Non-Capitalized Equipment - Account 4611				
	Appliances			6,000	1,944.00
	Snow Blower			3,000	
	Boiler				2,456.40
	Total - Account 4611			9,000	4,400.40
	Restricted Reserve Expenditures - Account 4612				
	Total - Account 4612			0	0.00
	Replacement of Nonexpendable Equip. - Account 7520				
	Prior Accountants ???				3,796.72
	Total - Account 7520			0	3,796.72
	Property Betterments and Additions - Account 7540				
	Total - Account 7540			0	0.00

DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
BALANCE SHEET

1/31/2022
MRVP

Marshfield Housing Authority
Period Ended
Program Number

ACCOUNT NUMBER	ASSETS		X Administration Modernization Development
CASH			
1111	Cash Development or Modernization fund - Unrestricted	0.00	
1111.1	Cash Development or Modernization fund - Restricted	0.00	
1112	Cash Administration Fund - Unrestricted	0.00	
1112.1	Cash Administration Fund - Restricted	0.00	
1113	Cash - Escrow	0.00	
1114	Security Deposit and Pet Deposit Fund Cash	0.00	
1117	Petty Cash	0.00	
1118	Change Fund	0.00	
	ACCOUNTS RECEIVABLE	0.00	0.00
1121	Federal and DHCD--Section 8 Subsidy-Shelter Rent	0.00	
1122	Tenants Accounts Receivable	0.00	
1123	Allowance for Doubtful Accounts - Dwelling Rents	0.00	
1125	Accounts Receivable Subsidy	0.00	
1129	Accounts Receivable - Other	0.00	
1130	Interprogram Due From	0.00	
1131	Allowance for Doubtful Accounts - Other	53,585.10	
1145	Accrued Interest Receivable	0.00	
	INVESTMENTS	0.00	53,585.10
1182	Investments - Unrestricted		0.00
	DEFERRED CHARGES		
1211	Prepaid Expenses	23.76	
1212	Inventory/Net - Supplies and Fuel	0.00	
1290	Deferred Charges - Other	2,301.18	
	FIXED ASSETS	2,301.18	2,324.94
1400.2	Cost Control Account - Development/Modernization	0.00	
1401	Land	0.00	
1402	Building and Building Improvements	0.00	
1403	Furniture, Equipment and Machinery - Dwellings	0.00	
1404	Other Equipment - Administration/Maintenance	0.00	
1405	Leasehold Improvements	0.00	
1406	Accumulated Depreciation	0.00	
1407	Infrastructure	0.00	
1408	Capital Leases	0.00	0.00
	TOTAL ASSETS		55,910.04
LIABILITIES AND EQUITY			
	ACCOUNTS PAYABLE		
2106	Bank Overdraft	0.00	
2111	Accounts Payable <=90 Days	40.25	
2111.1	Accounts Payable >90 Days Past Due	0.00	
2112	Contract Costs	0.00	
2114	Tenants Security Deposits & Pet Deposits	0.00	
2115	Bid Deposits	0.00	
2117	Employee's Payroll Deductions	0.00	
2118	Accounts Payable - Subsidy Overpayment	18,725.00	
2119	Accounts Payable - Interfund	0.00	
2120	Accounts Payable - Other	0.00	18,765.25
	ACCRUED LIABILITIES		
2130.2	Accrued Contingent Liability	0.00	
2135	Accrued Compensated Absences - Current Portion	184.24	
2137	Payment in Lieu of Taxes (PILOT)	0.00	
2138	Accrued Payroll	0.00	
2139	Accrued Liabilities - Other	0.00	184.24
	DEFERRED CREDITS		
2240	Tenants Prepaid Rents	0.00	
2290	Undistributed Credits	0.00	
2291	Deferred Revenue - Subsidy	25,000.00	
2292	Deferred Revenue - Other	7,996.13	32,996.13
	NOTES PAYABLE		
2299	Notes Payable Capital Borrowings - Current Portion	0.00	
2299.1	Notes Payable Operating Borrowings - Current Portion	0.00	0.00
	NON-CURRENT LIABILITIES		
2301	Notes Payable Capital Borrowings - Non-Current Portion	0.00	
2301.1	Notes Payable Operating Borrowings - Non-Current Portion	0.00	
2335.01	Accrued Compensated Absences - Non-Current Portion	0.00	
2339	Other Non-Current Liabilities	16,011.07	16,011.07
	EQUITY (NET ASSETS)		
2700	Net Income (Deficit)	2,137.84	
2802	Invested in Capital Assets, net of Related Debt	0.00	
2805	Net Assets - Restricted	0.00	
2806	Net Assets - Unrestricted	10.38%	7,788.52
2806.1	Net Assets - Unrestricted for OPEB Liability	(21,973.01)	(12,046.65)
	TOTAL LIABILITIES AND EQUITY		55,910.04

Marshfield Housing Authority MRVP
7 months ending
January 31, 2022

16 units
112 unit months

Fenton, Ewald & Associates, P.C.
KEC 03/24/22

Account Number	Classification	Approved Budget Amount	Pro Rata Budget 7 Months	Budget P.U.M.	Actual To Date P.U.M.	Actual To Date Amount	Amount Favorable (Unfavorable)	Actual As a Factor of Pro Rata	Available Remainder of the Year
OPERATING RECEIPTS									
3400	Administrative Fees - MRVP	9,600	5,600	50.00	46.88	5,250.00	(350)	0.938	4,350
3610	Interest on Investments - Unrestricted	-	-	-	-	-	-	-	0
3611	Interest on Investments - Restricted	-	-	-	-	-	-	-	0
3690	Other Revenue	-	-	-	-	-	-	-	0
3691	Other Revenue Retained	-	-	-	-	-	-	-	0
3802	Operating Subsidy - MRVP Landlords	182,307	106,346	949.52	949.52	106,346.00	-	1.000	75,961
TOTAL OPERATING RECEIPTS		191,907	111,946	999.52	996.39	111,596.00	(350)	0.997	80,311
OPERATING EXPENDITURES									
ADMINISTRATIVE									
4110	Administration Salaries	1,947	1,136	10.14	8.75	979.45	156	0.862	968
4120	Compensated Absences	-	-	-	-	-	-	-	0
4130	Legal	-	-	-	-	-	-	-	0
4140	Compensation-Board Members	-	-	-	-	-	-	-	0
4150	Travel and Related Expenses	-	-	-	-	-	-	-	0
4170	Accounting Services	960	560	5.00	2.86	320.00	240	0.571	640
4171	Audit Services	-	-	-	-	-	-	-	0
4180	Penalties & Interest	-	-	-	-	-	-	-	0
4190	Administrative Other	4,422	2,580	23.03	9.95	1,114.00	1,466	0.432	3,308
4190.1	Mixed Population Salary	-	-	-	-	-	-	-	0
TOTAL ADMINISTRATIVE EXPENSE		7,329	4,275	38.17	21.55	2,413.45	1,862	0.565	4,916
4230	Resident Services	-	-	-	-	-	-	-	0
GENERAL EXPENSE									
4510	Insurance	51	30	0.27	0.04	4.97	25	0.167	46
4540	Employee Benefit Contr.	1,513	883	7.88	6.19	693.74	189	0.786	819
4541	Employee Benefit Contr. - OPEB	-	-	-	-	-	-	-	0
4570	Collection Losses	-	-	-	-	-	-	-	0
4580/90	Interest & Other General Expenses	-	-	-	-	-	-	-	0
TOTAL GENERAL EXPENSES		1,564	912	8.15	6.24	698.71	214	0.766	865
TOTAL OPERATING EXPENSES		8,893	5,188	46.32	27.79	3,112.16	2,075	0.600	5,781
NET INCOME (DEFICIT) BEFORE SUBSIDY and NON-ROUTINE EXPENSES		707	412	3.68	19.09	2,137.84	1,725	5.184	(1,431)
NET INCOME (DEFICIT) before NON-ROUTINE, and INCLUDING SUBSIDY		183,014	106,758	953.20	968.61	108,483.84	1,725	1.016	74,531
NONROUTINE EXPENSES AND (CREDITS)									
4610	Extraordinary Maintenance	-	-	-	-	-	-	-	0
4611	Equip. Purchased - Non Capitalized	-	-	-	-	-	-	-	0
4612	Restricted Reserve Expenditures	-	-	-	-	-	-	-	0
4715	Housing Assistance Payments	182,307	106,346	949.52	949.52	106,346.00	-	-	0
TOTAL NONROUTINE EXPENSES		182,307	106,346	949.52	949.52	106,346.00	-	1.000	0
2700 NET INCOME (DEFICIT) FROM OPERATIONS		707	412	3.68	19.09	2,137.84	1,725	5.184	74,531
4801	Depreciation Expense	-	-	-	-	-	-	-	0
4541	Other Post Employment Benefits Exp	-	-	-	-	-	-	-	0
NET CHANGE IN UNRESTRICTED NET ASSETS		707	412	3.68	19.09	2,137.84	1,725	5	74,531

See Accountants' Compilation Report

HOUSING AND FINANCE INFORMATION SYSTEM

Marshfield Housing Authority

Extract (Rev: Initial Submission)

Board Meeting Type: Regular

Meeting Date: 4/4/2022

Meeting Time: 5:30 PM

MEMBERS PRESENT (ENTER ALL BOARD MEMBERS PRESENT AT THE MEETING LISTED ABOVE)

John Daley, Kevin Cantwell, Kerry Richardson

MEMBERS ABSENT (ENTER ALL BOARD MEMBERS ABSENT FROM THE MEETING LISTED ABOVE)

none

OTHERS PRESENT (ENTER THE NAMES OF ALL NON-BOARD MEMBERS PRESENT AT THE MEETING ABOVE)

James Marathas, Laura Taylor, Grace McAuliffe, Colleen Whalen, various members of the public.

ANNUAL OPERATING BUDGET FOR STATE-AIDED HOUSING FISCAL YEAR:

Motion: Enter Name of Motion Initiator moved that the proposed Operating Budget for State-Aided Housing of the Marshfield Housing Authority (Chapter 200 / 667 / 705 / 689 / MRVP), Program Number 400-1 for fiscal year ending 6/30/2022 showing total revenue of \$ 689,061 (Acct. No. 3000) and Total Expenses of \$ 684,040 (Acct. No. 4000) thereby requesting a subsidy of \$ 68,053 (Acct. No. 3801), and further that the Executive Director's total annual salary of \$0.00 for fiscal year ending 6/30/2022 be submitted to the Department of Housing and Community Development for its review and approval. Enter Person Who Seconded the motion which, upon roll-call, was passed by a vote of Enter "For" Vote Total to Enter "Against" Vote Total.

Certified as a true and correct copy of a resolution adopted at said meeting and on file and of record by:

Secretary/Ex-Officio Signature

Marshfield Housing Authority

Date of Certification

By checking this box , this certification shall have the effect of being made under the seal of the Marshfield Housing Authority.

BUDGET CERTIFICATION – PART A

Each member of the **Marshfield Housing Authority** has exercised appropriate care and due diligence in reviewing and approving the annual budget and we, the undersigned members of the **Marshfield Housing Authority**, do certify, under the pains and penalties of perjury, the following:

- 1. That in the preparation of the Authority's Annual Operating Budget for Program Number **400-1** for Fiscal Year ending **6/30/2022**:
 - a. The Authority has complied with the provisions of the Ch. 121B of the Massachusetts General Laws, all regulations, rules and requirements promulgated thereunder that may apply to the administration of State-Aided Public Housing programs as set forth by DHCD, the Contract(s) for Financial Assistance, and, if applicable, the Master Subsidy Agreement.
 - b. No person or persons employed by the Authority receive financial compensation for more than one position.
 - c. The attached budget is complete and accurate in all respects and establishes funding for the requested Budget Year.

- 2. That we received and reviewed the quarterly operating statements for the previous quarters of the fiscal year for Program Number **400-1**. We also acknowledge that we will receive, review and certify the year end statements for Program Number **400-1**.

- 3. Please select the appropriate statement below:
 - That the contract for employment for the Executive Director, if one has been fully executed per 760 CMR 4.05, and the Schedule of All Positions and Salaries and applicable account line items submitted with this budget fully reflects the total compensation for the Executive Director and each position included in the referenced Schedule.
 - That there is no contract for employment for the Executive Director and the Schedule of All Positions and Salaries and applicable account line items submitted with this budget fully reflects the total compensation for the Executive Director and each position included in the referenced Schedule.

- 4. Please select the appropriate statement below:
 - That no staff person has any relationship to any board member or other staff member of the **Marshfield Housing Authority**.
 - That the attachment discloses all staff persons with any relationship to any board member or other staff member at the **Marshfield Housing Authority**.

BUDGET CERTIFICATION – PART B

The Executive Director of the **Marshfield Housing Authority** has exercised appropriate care and due diligence in the preparation of the annual budget and certifies under pains and penalties of perjury that the information provided is complete and accurate in all respects including the above statements.

Executive Director (Printed Name)	Signature	Date
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BOARD MEMBER SIGNATURES BY SIGNING THIS DOCUMENT, ALL BOARD MEMBERS ACKNOWLEDGE AND AGREE WITH ALL INFORMATION CONTAINED IN THIS BUDGET CERTIFICATION (HAFIS EXTRACT AND BUDGET CERTIFICATION PARTS A, B & C) FOR THE **MARSHFIELD HOUSING AUTHORITY'S 400-1** PROGRAM FOR FISCAL YEAR ENDING **6/30/2022**. ALL BOARD MEMBERS MUST SIGN WHETHER OR NOT PRESENT AT MEETING

John Daley Chairman (Printed Name)	Signature	Date
Kevin Cantwell Board Member (Printed Name)	Signature	Date
Kerry Richardson Board Member (Printed Name)	Signature	Date
Board Member (Printed Name)	Signature	Date
Board Member (Printed Name)	Signature	Date
Board Member (Printed Name)	Signature	Date
Board Member (Printed Name)	Signature	Date
Board Member (Printed Name)	Signature	Date
Board Member (Printed Name)	Signature	Date
Board Member (Printed Name)	Signature	Date
Board Member (Printed Name)	Signature	Date
Board Member (Printed Name)	Signature	Date

BUDGET CERTIFICATION – PART C

All signatories understand that an electronically filed version of this certification (saved as a PDF, PNG, JPG, etc.) is as valid as the original signatures. The original fully executed Certification will be kept on file at the **Marshfield Housing Authority** and will be available for review by DHCD and/or auditors upon request.

HOUSING AND FINANCE INFORMATION SYSTEM

Marshfield Housing Authority	
Extract (Rev: Initial Submission)	Board Meeting Type: Regular
Meeting Date: 4/4/2022	Meeting Time: 5 : 30 PM

MEMBERS PRESENT (ENTER ALL BOARD MEMBERS PRESENT AT THE MEETING LISTED ABOVE)

John Daley, Kevin Cantwell, Kerry Richardson

MEMBERS ABSENT (ENTER ALL BOARD MEMBERS ABSENT FROM THE MEETING LISTED ABOVE)

none

OTHERS PRESENT (ENTER THE NAMES OF ALL NON-BOARD MEMBERS PRESENT AT THE MEETING ABOVE)

James Marathas, Laura Taylor, Grace McAuliffe, Colleen Whalen, various members of the public.

ANNUAL OPERATING BUDGET FOR STATE-AIDED HOUSING FISCAL YEAR:

Motion: **Enter Name of Motion Initiator** moved that the proposed Operating Budget for State-Aided Housing of the **Marshfield Housing Authority** (Chapter 200 / 667 / 705 / 689 / MRVP), Program Number **MRVP** for fiscal year ending **6/30/2022** showing total revenue of \$ **9,600.00 (Acct. No. 3000)** and Total Expenses of \$ **8,893.00 (Acct. No. 4000)** thereby requesting a subsidy of \$ **0.00 (Acct. No. 3801)**, and further that the Executive Director's total annual salary of \$**0.00** for fiscal year ending **6/30/2022** be submitted to the Department of Housing and Community Development for its review and approval. **Enter Person Who Seconded** the motion which, upon roll-call, was passed by a vote of **Enter "For" Vote Total** to **Enter "Against" Vote Total**.

Certified as a true and correct copy of a resolution adopted at said meeting and on file and of record by:

Secretary/Ex-Officio Signature
Marshfield Housing Authority

Date of Certification

By checking this box , this certification shall have the effect of being made under the seal of the **Marshfield Housing Authority**.

BUDGET CERTIFICATION – PART A

Each member of the **Marshfield Housing Authority** has exercised appropriate care and due diligence in reviewing and approving the annual budget and we, the undersigned members of the **Marshfield Housing Authority**, do certify, under the pains and penalties of perjury, the following:

1. That in the preparation of the Authority's Annual Operating Budget for Program Number **MRVP** for Fiscal Year ending **6/30/2022**:
 - a. The Authority has complied with the provisions of the Ch. 121B of the Massachusetts General Laws, all regulations, rules and requirements promulgated thereunder that may apply to the administration of State-Aided Public Housing programs as set forth by DHCD, the Contract(s) for Financial Assistance, and, if applicable, the Master Subsidy Agreement.
 - b. No person or persons employed by the Authority receive financial compensation for more than one position.
 - c. The attached budget is complete and accurate in all respects and establishes funding for the requested Budget Year.
2. That we received and reviewed the quarterly operating statements for the previous quarters of the fiscal year for Program Number **MRVP**. We also acknowledge that we will receive, review and certify the year end statements for Program Number **MRVP**.
3. Please select the appropriate statement below:

That the contract for employment for the Executive Director, if one has been fully executed per 760 CMR 4.05, and the Schedule of All Positions and Salaries and applicable account line items submitted with this budget fully reflects the total compensation for the Executive Director and each position included in the referenced Schedule.

That there is no contract for employment for the Executive Director and the Schedule of All Positions and Salaries and applicable account line items submitted with this budget fully reflects the total compensation for the Executive Director and each position included in the referenced Schedule.
4. Please select the appropriate statement below:

That no staff person has any relationship to any board member or other staff member of the **Marshfield Housing Authority**.

That the attachment discloses all staff persons with any relationship to any board member or other staff member at the **Marshfield Housing Authority**.

BUDGET CERTIFICATION – PART B

The Executive Director of the **Marshfield Housing Authority** has exercised appropriate care and due diligence in the preparation of the annual budget and certifies under pains and penalties of perjury that the information provided is complete and accurate in all respects including the above statements.

Executive Director (Printed Name)

Signature

Date

BOARD MEMBER SIGNATURES BY SIGNING THIS DOCUMENT, ALL BOARD MEMBERS ACKNOWLEDGE AND AGREE WITH ALL INFORMATION CONTAINED IN THIS BUDGET CERTIFICATION (HAFIS EXTRACT AND BUDGET CERTIFICATION PARTS A, B & C) FOR THE **MARSHFIELD HOUSING AUTHORITY'S MRVP** PROGRAM FOR FISCAL YEAR ENDING **6/30/2022**. ALL BOARD MEMBERS MUST SIGN WHETHER OR NOT PRESENT AT MEETING

John Daley Chairman (Printed Name)	_____	_____
Kevin Cantwell Board Member (Printed Name)	_____	_____
Kerry Richardson Board Member (Printed Name)	_____	_____
Board Member (Printed Name)	_____	_____
Board Member (Printed Name)	_____	_____
Board Member (Printed Name)	_____	_____
Board Member (Printed Name)	_____	_____
Board Member (Printed Name)	_____	_____
Board Member (Printed Name)	_____	_____
Board Member (Printed Name)	_____	_____
Board Member (Printed Name)	_____	_____
Board Member (Printed Name)	_____	_____
Board Member (Printed Name)	_____	_____
Board Member (Printed Name)	_____	_____

BUDGET CERTIFICATION – PART C

All signatories understand that an electronically filed version of this certification (saved as a PDF, PNG, JPG, etc.) is as valid as the original signatures. The original fully executed Certification will be kept on file at the **Marshfield Housing Authority** and will be available for review by DHCD and/or auditors upon request.