

## **Notice of Public Hearing**

### **THE FRAMINGHAM HOUSING AUTHORITY invites all tenants and the general public to a review of the Authority's Proposed Annual Plan for Fiscal Year 2026**

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 Executive Office of Housing and Livable Communities (EOHLC)
7. Other elements



Hearing time and date: 2:00 PM on 9/15/2025

Hearing location: Framingham Housing Authority  
1 John J. Brady Drive  
Framingham MA 01702

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

- o Copies of the Annual Plan are available at the Authority's office or may be reviewed online at <https://publichousingfacilityreview.mass.gov/Public?ap=75>
- 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 8/25/2025 at 12:00 PM
- o Contact information for FRAMINGHAM HOUSING AUTHORITY:  
Office: 1 John J. Brady Drive Framingham, MA 01702  
Phone: 508-879-7562  
Email: [planders@framha.org](mailto:planders@framha.org)

## **Detailed Instructions for Remote Access**

To View Our Annual Plan

Please Click or Enter the link below

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## **Aviso de audiencia pública**

### **EL/LA FRAMINGHAM 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 2026

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 (EOHLC)
7. Otros elementos



Fecha y hora de la  
audiencia:

2:00 PM on 9/15/2025

Lugar de la audiencia:

Framingham Housing Authority  
1 John J. Brady Drive  
Framingham MA 01702

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 Oficina Ejecutiva de Vivienda y Comunidades Habitables (EOHLC).

- o Puede obtener copias del Plan anual en la oficina de la autoridad o consultar el Plan por Internet en <https://publichousingfacilityreview.mass.gov/Public?ap=75>. 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 9/15/2025 a las 2:00 PM.
- o Información de contacto de FRAMINGHAM HOUSING AUTHORITY:  
Oficina: 1 John J. Brady Drive Framingham, MA 01702  
Teléfono: 508-879-7562  
Correo electrónico: [planders@framha.org](mailto:planders@framha.org)

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សេចក្តីជូនដំណឹងអំពីសវនការសាធារណៈ

**FRAMINGHAM HOUSING AUTHORITY**

អញ្ជើញអ្នកជួល

និងសាធារណជនទូទៅទាំងអស់ឲ្យទៅពិនិត្យមើលឡើងវិញនូវផែនការប្រចាំឆ្នាំដែលបានដាក់ស្នើ  
របស់អាជ្ញាធរសម្រាប់ឆ្នាំសារពើពន្ធ 2026

ផែនការប្រចាំឆ្នាំមានគោលបំណងផ្តល់ការយល់ដឹងអំពីប្រតិបត្តិការ

និងផែនការរបស់អាជ្ញាធរសម្រាប់ឆ្នាំសារពើពន្ធខាងមុខនេះ

ព្រោះតាមការពិចារណាលើការវាយតម្លៃសាធារណៈដែលជួយដោយរដ្ឋរបស់អាជ្ញាធរ។ ផែនការប្រចាំឆ្នាំដែលបានដាក់ស្នើ  
មានធាតុដូចខាងក្រោម៖

1. ផែនការកែលម្អរដ្ឋធានីដែលបានដាក់ស្នើ (5 ឆ្នាំ)
2. ផែនការជួសជុល និងថែទាំដែលបានដាក់ស្នើ
3. ថវិកាប្រតិបត្តិការបច្ចុប្បន្ន
4. ការឆ្លើយតបនឹងលទ្ធផលនៃការពិនិត្យមើលឡើងវិញនូវការគ្រប់គ្រងការបំពេញការងារ (PMR)
5. បញ្ជីគោលនយោបាយអាជ្ញាធរលំនៅដ្ឋាន
6. បញ្ជីការលះបង់សិទ្ធិពីបទប្បញ្ញត្តិគ្រប់គ្រងរបស់ក្រសួងអភិវឌ្ឍសហគមន៍ និងលំនៅដ្ឋាន (EOHLC)
7. ធាតុផ្សេងទៀត



កាលបរិច្ឆេទ  
និងម៉ោងសវនការ៖  
ទីកន្លែងសវនការ៖

2:00 PM នៅ 9/15/2025

Framingham Housing Authority

1 John J. Brady Drive

Framingham MA 01702

គេហជន និងសាធារណជនទូទៅត្រូវបានអញ្ជើញឱ្យពិនិត្យមើលឡើងវិញនូវផែនការប្រចាំឆ្នាំមុនពេលបើកសវនាការ  
ហើយអាចបញ្ជូនមតិសាធារណៈដូចបានកត់សម្គាល់ខាងក្រោម។

អាជ្ញាធរត្រូវគិតគូរពីកង្វល់នានារបស់អង្គការរបស់អ្នកជួលក្នុងមូលដ្ឋាន (LTO) ឬក្រុមប្រឹក្សាយោបល់គេហជន (RAB)  
អំពីតម្រូវការ និងអាទិភាពនានា ហើយបញ្ចូលតម្រូវការ និងអាទិភាពទាំងនោះមួយចំនួន

ឬទាំងអស់ទៅក្នុងសេចក្តីព្រាងផែនការ បើអាជ្ញាធរយល់ថាសមស្របជាមួយការគ្រប់គ្រងដែលត្រឹមត្រូវ។ មតិសំខាន់ៗ

នឹងត្រូវបានសង្ខេប និងបញ្ចូលទៅក្នុងផែនការប្រចាំឆ្នាំ នៅពេលវាត្រូវបានដាក់ជូនក្រសួងអភិវឌ្ឍសហគមន៍ និងលំនៅដ្ឋាន  
(EOHLC)។

- សេចក្តីចម្លងនៃផែនការប្រចាំឆ្នាំ មាននៅការិយាល័យរបស់អាជ្ញាធរ ឬអាចពិនិត្យមើលឡើងវិញលើបណ្តាញតាមរយៈ  
<https://publichousingfacilityreview.mass.gov/Public?ap=75>។ មានជាភាសាអង់គ្លេសតែប៉ុណ្ណោះ។
- មតិសាធារណៈអាចត្រូវបានផ្តល់ដោយផ្ទាល់មាត់នៅក្នុងសវនាការ ដោយផ្ញើអ៊ីមែលទៅការិយាល័យអាជ្ញាធរលំនៅដ្ឋាន  
ឬដោយដាក់មតិជាលាយលក្ខណ៍អក្សរនៅការិយាល័យអាជ្ញាធរលំនៅដ្ឋាន។  
មតិសាធារណៈត្រូវតែផ្តល់ឱ្យបានមុនពេលបិទសវនាការសាធារណៈ។
- សម្រាប់សំណើសុំការស្តាប់នៅសមរម្យ សូមទាក់ទងការិយាល័យអាជ្ញាធរលំនៅដ្ឋានត្រឹមថ្ងៃ 9/15/2025 នៅម៉ោង  
2:00 PM។
- ព័ត៌មានទំនាក់ទំនងសម្រាប់ FRAMINGHAM HOUSING AUTHORITY៖  
ការិយាល័យ៖ 1 John J. Brady Drive Framingham, MA 01702  
ទូរស័ព្ទ៖ 508-879-7562  
អ៊ីមែល៖ [planders@framha.org](mailto:planders@framha.org)

## **Detailed Instructions for Remote Access**

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## **Thông báo Điều trần Công khai**

### **FRAMINGHAM 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 2026**

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 (EOHLC)
7. Các thành phần khác



Ngày và giờ điều trần: 2:00 PM và 9/15/2025  
Địa điểm điều trần: Framingham Housing Authority  
1 John J. Brady Drive  
Framingham MA 01702

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 (EOHLC).

- 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://publichousingfacilityreview.mass.gov/Public?ap=75>. Các bản này chỉ có bằng Tiếng Anh.
- 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.
- 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 9/15/2025 lúc 2:00 PM.
- Thông tin liên hệ cho FRAMINGHAM HOUSING AUTHORITY:  
Văn phòng: 1 John J. Brady Drive Framingham, MA 01702  
Điện thoại: 508-879-7562  
Email: [planders@framha.org](mailto:planders@framha.org)

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# 开公众听证会的通知

## FRAMINGHAM HOUSING AUTHORITY 邀请所有租户和公众

### 对本管理局的{ }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，因为它们会影响到管理局的有国家援助的公共住房。建议的年度计划包括以下内容：2026

- 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（EOHLC）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: 2:00 PM 在 9/15/2025  
听证会地点: Framingham Housing Authority  
1 John J. Brady Drive  
Framingham MA 01702

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（EOHLC）。

- 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://publichousingfacilityreview.mass.gov/Public?ap=75> 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{时间}之前通过2:00 PM 在 9/15/2025 与住房管理局的办公室联系。
- FRAMINGHAM HOUSING AUTHORITY 的联系方式：  
办公室：1 John J. Brady Drive Framingham, MA 01702  
电话：508-879-7562  
电子邮件：planders@framha.org

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## **Aviso de Audiência Pública**

### **O FRAMINGHAM HOUSING AUTHORITY**

**convida todos os locatários e o público em geral para uma revisão do plano anual proposto pela Autoridade para o ano fiscal 2026**

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. 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 (EOHLC)
7. Outros elementos



Data e hora da audiência: 2:00 PM on 9/15/2025

Local da audiência: Framingham Housing Authority  
1 John J. Brady Drive  
Framingham MA 01702

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 (EOHLC).

- Cópias do Plano Anual estão disponíveis no escritório da Autoridade ou podem ser analisadas on-line em <https://publichousingfacilityreview.mass.gov/Public?ap=75> . 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 9/15/2025 às 2:00 PM.
- Informações de contato para FRAMINGHAM HOUSING AUTHORITY:  
Escritório: 1 John J. Brady Drive Framingham, MA 01702  
Telefone: 508-879-7562  
E-mail: [planders@framha.org](mailto:planders@framha.org)

## **Detailed Instructions for Remote Access**

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## Уведомление о публичном слушании

### FRAMINGHAM HOUSING AUTHORITY

приглашает всех жильцов и представителей общественности  
принять участие в рассмотрении предлагаемого Управлением  
Годового плана на фискальный год 2026

Целью Годового плана является представление сведений о деятельности и планах Управления на предстоящий фискальный год в том, что касается предоставления социального жилья Управлением при поддержке государства. Предлагаемый Годовой план включает следующие разделы:

1. Предлагаемый план капитального ремонта (5-летний);
2. Предлагаемый план технического обслуживания и ремонта;
3. Смета текущих расходов;
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 (EOHLC);
7. Другие разделы.



Время слушания:

2:00 PM Дата слушания 9/15/2025

Место проведения  
слушания:

Framingham Housing Authority  
1 John J. Brady Drive  
Framingham MA 01702

Жильцы и представители общественности приглашаются принять участие в рассмотрении Годового плана перед началом слушания и могут делать открытые замечания, как указано ниже. 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 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 (EOHLC).

- Копии Годового плана можно получить в офисе Управления или на сайте: <https://publichousingfacilityreview.mass.gov/Public?ap=75> . Документы доступны только на английском языке.
- 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 Управления. Замечания должны быть получены до закрытия публичного слушания.
- Разумные запросы о размещении можно направить в офис Жилищного управления до 9/15/2025 2:00 PM
- Контактная информация FRAMINGHAM HOUSING AUTHORITY  
Офис: 1 John J. Brady Drive Framingham, MA 01702  
Телефон: 508-879-7562  
Адрес эл. почты: [planders@framha.org](mailto:planders@framha.org)

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## Avi Odisyon Piblik

### FRAMINGHAM HOUSING AUTHORITY

ap envite tout lokatè ak piblik la an jeneral nan yon revizyon Plan Anyèl  
pou Ane Fiskal la ke Administrasyon an Pwopoze 2026

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 egzonasyon règlemantasyon k ap fè otorite nan Depatman Lojman ak Devlopman Kominotè a (Executive Office of Housing and Livable Communities, EOHLC)
7. Lòt eleman yo



Dat ak lè odisyon: 2:00 PM nan dat 9/15/2025  
Adrès odisyon an: Framingham Housing Authority  
1 John J. Brady Drive  
Framingham MA 01702

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 nesèsè 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, EOHLC).

- Kopi Plan Anyèl yo disponib nan biwo Administrasyon an oswa w ka revize anliy nan <https://publichousingfacilityreview.mass.gov/Public?ap=75>. 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 9/15/2025 a 2:00 PM.
- Enfòmasyon kontak pou FRAMINGHAM HOUSING AUTHORITY:  
Biwo: 1 John J. Brady Drive Framingham, MA 01702  
Telefòn: 508-879-7562  
Imèl: [planders@framha.org](mailto:planders@framha.org)

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**FRAMINGHAM HOUSING AUTHORITY**  
**Proposed Annual Plan for Fiscal Year 2026**  
**For State-Aided Public Housing**

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

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

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

The FRAMINGHAM HOUSING AUTHORITY's Annual Plan for their 2026 fiscal year includes the following components:

1. Overview and Certification
2. Capital Improvement Plan (CIP)
3. Maintenance and Repair Plan
4. Operating Budget
5. Narrative responses to Performance Management Review (PMR) findings
6. Policies
7. Waivers
8. Glossary
9. Other Elements, which may include:
  - a. Approval documents and any Public Comments
  - b. Tenant Satisfaction Survey
  - c. Performant Management Review report
  - d. Other documents added by LHA

**State-Aided Public Housing Developments**

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

Dev No	Type	Development Name	Num Bldgs	Year Built	Dwelling Units
200-02	Family	St. Lo Rd	50	1949	75
667-06	Elderly	Rose Kennedy	8	1973	84
667-08	Elderly	Memorial House	1	1987	60
200-01	Family	The Musterfield at Concord Place	9		110
667-07	Elderly	Hastings House	1	1981	72
667-04	Elderly	Arsenal	9	1965	80
667-05	Elderly	Rose Kennedy Lane	10	1968	120
667-02	Elderly	Everett, Gallagher, and Grant Streets	7	1961	40
705-03	Family	Oran Road	3	1956	12
667-03	Elderly	Guadacanal, Normandy, and Arsenal Road	10	1963	80
705-02	Family	Scattered Site - Beaver Gardens / Beaver Park	1		58
	Family	Family units in smaller developments	3		6
	Other	Other Special Occupancy units	3		23
Total			115		820

**Massachusetts Rental Voucher Program (MRVP)**

The Massachusetts Rental Voucher Program (MRVP) is a state-funded program that provides rental subsidies to low-income families and individuals. In most cases, a “mobile” voucher is issued to the household, which is valid for any market-rate housing unit that meets the standards of the state sanitary code and program rent limitations. In some cases, vouchers are “project-based” into a specific housing development; such vouchers remain at the development if the tenant decides to move out.

FRAMINGHAM HOUSING AUTHORITY manages 63 MRVP vouchers.

### **Federally Assisted Developments**

FRAMINGHAM HOUSING AUTHORITY also manages Federally-assisted public housing developments and/or federal rental subsidy vouchers serving 1219 households.

### **LHA Central Office**

FRAMINGHAM HOUSING AUTHORITY  
1 John J. Brady Drive Framingham, MA 01702

Paul Landers, Executive Director  
Phone: 508-879-7562  
Email: planders@framha.org

### **LHA Board of Commissioners**

	<b><u>Role</u></b>	<b><u>Category</u></b>	<b><u>From</u></b>	<b><u>To</u></b>
Deborah Lakin	Member		03/25/2024	06/30/2028
Janice M. Rogers	Chair		01/13/2025	06/30/2029
Robert F. Downing	Member		07/08/2024	04/21/2029
Robert L. Merusi	Member		04/01/2022	04/01/2027
Stephen Joyce	Member		04/01/2022	04/01/2026

**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.	7/24/2025
B.	Advertise the public hearing in public postings.	7/24/2025
C.	Notify all LTOs or 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.	7/24/2025
E.	Hold quarterly meeting with LTO or RAB to review the draft AP. (Must occur before the LHA Board reviews the Annual Plan.)	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.)	

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

## **Capital Improvement Plan**

### **EOHLC 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 (EOHLC) fiscal year (July 1 to June 30) based on the project schedules.

Local Housing Authorities (LHAs) receive yearly awards from EOHLC (Formula Funding Awards) which they target to their most urgent capital needs in their CIP. They may also receive special awards from EOHLC 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.

**Aggregate Funding Available for Projects in the First Three Years of the CIP**  
none



## 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)	\$3,939,124.37		Total of all FF awards minus prior FF spending
LHA Emergency Reserve	\$590,868.66		Amount to reserve for emergencies
Net FF Funds (First 3 Years of the CIP)	\$3,348,255.71	\$3,882,156.68	Funds to plan & amount actually planned in the first 3 years of the CIP
ADA Set-aside	\$45,024.68	\$45,024.68	Accessibility projects
DMH Set-aside	\$64,325.86	\$64,325.84	Dept. of Mental Health facility
DDS Set-aside	\$76,233.36	\$75,667.61	Dept. of Developmental Services facility
Unrestricted Formula Funding (FF)	\$3,162,671.82	\$3,697,138.55	Funds awarded by DHCD to be used on projects selected by the LHA and approved by DHCD.
Special DHCD Funding	\$2,682,068.22	\$2,046,501.46	Targeted awards from DHCD
Community Development Block Grant (CDBG) Funds	\$0.00	\$0.00	Federal funds awarded by a city or town for specific projects.
Community Preservation Act (CPA) Funds	\$0.00	\$0.00	Community Preservation Act funds awarded by a city or town for specific projects.
Operating Reserve(OR) Funds	\$8,921.00	\$8,921.00	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	\$6,039,244.93	\$5,937,579.14	Total of all anticipated funding available for planned projects and the total of planned spending.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Capital Improvement Plan (CIP)

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

Cap Hub Project Number	Project Name	Development(s)	Total Cost	Amount Spent Prior to Plan	Remaining Planned for 2025	fy2026 Planned	fy2027	fy2028	fy2029	fy2030
100130	FF: Gutter and Downspout Replacement	TEMPLE PLACE 689-01	\$8,921	\$0	\$0	\$0	\$0	\$0	\$0	\$0
100132	HILAPP St Lo Windows, Siding, Ext Doors	St. Lo Rd 200-02	\$1,461,131	\$1,100,410	\$0	\$313,685	\$0	\$0	\$0	\$0
100146	FF: Fire Alarm Upgrades	Arsenal 667-04	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0
100159	FF: 1B Rose Kennedy Lane Rehab	Rose Kennedy 667-06	\$25,943	\$5,415	\$0	\$20,529	\$0	\$0	\$0	\$0
100171	ADA Accessible Door	Hastings House 667-07	\$9,990	\$6,736	\$0	\$3,255	\$0	\$0	\$0	\$0
100172	17 st lo Emergency Sewer Pipe Repair	St. Lo Rd 200-02	\$13,141	\$13,141	\$0	\$0	\$0	\$0	\$0	\$0
100175	(2020) Site Paving 667-5	Rose Kennedy 667-06	\$4,500	\$3,750	\$0	\$750	\$0	\$0	\$0	\$0
100176	(2020) Site Paving 667-6	Rose Kennedy 667-06	\$4,500	\$0	\$0	\$4,500	\$0	\$0	\$0	\$0
100179	Security Cameras (667-2)	Everett, Gallagher, and Grant Streets	\$10,000	\$7,948	\$0	\$2,053	\$0	\$0	\$0	\$0
100180	Basement Drainage	Everett, Gallagher, and Grant Streets	\$40,250	\$19,414	\$0	\$20,837	\$0	\$0	\$0	\$0
100185	(2020) 667-6 RKL Floors/kitchens/baths	Rose Kennedy 667-06	\$10,058	\$10,058	\$0	\$0	\$0	\$0	\$0	\$0
100187	ROOF TOP AC UPGRADE	Hastings House 667-07	\$40,250	\$11,527	\$0	\$28,724	\$0	\$0	\$0	\$0

## Capital Improvement Plan (CIP)

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

Cap Hub Project Number	Project Name	Development(s)	Total Cost	Amount Spent Prior to Plan	Remaining Planned for 2025	fy2026 Planned	fy2027	fy2028	fy2029	fy2030
100194	FF: H&S FY20: Fencing Repairs	Rose Kennedy 667-06	\$20,000	\$16,324	\$0	\$3,676	\$0	\$0	\$0	\$0
100197	FF: H&S FY20: columns and railings/broken flag stone patio	Arsenal 667-04	\$28,875	\$27,531	\$0	\$1,345	\$0	\$0	\$0	\$0
100201	667-4 Ars Rd Vacant Unit Repairs	Arsenal 667-04	\$11,458	\$11,458	\$0	\$0	\$0	\$0	\$0	\$0
100202	Security Cameras Ars (667-4)	Arsenal 667-04	\$5,800	\$5,800	\$0	\$0	\$0	\$0	\$0	\$0
100205	Fire Alarm Repairs Emergency	Rose Kennedy 667-06	\$18,504	\$14,308	\$0	\$4,196	\$0	\$0	\$0	\$0
100207	Fire Alarm Repairs Emergency	Oran Road 705-03	\$1,216	\$1,216	\$0	\$0	\$0	\$0	\$0	\$0
100209	Water Break Ars.	Arsenal 667-04	\$7,327	\$7,327	\$0	\$0	\$0	\$0	\$0	\$0
100215	Roof for community building	Arsenal 667-04	\$16,589	\$0	\$0	\$16,589	\$0	\$0	\$0	\$0
100216	(2020) Exterior Door Replacement 667-4	Arsenal 667-04	\$12,085	\$12,085	\$0	\$0	\$0	\$0	\$0	\$0
100217	(2020)667-4 Ars floors/kitchens/baths	Arsenal 667-04	\$10,114	\$10,114	\$0	\$0	\$0	\$0	\$0	\$0

## Capital Improvement Plan (CIP)

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

Cap Hub Project Number	Project Name	Development(s)	Total Cost	Amount Spent Prior to Plan	Remaining Planned for 2025	fy2026 Planned	fy2027	fy2028	fy2029	fy2030
100221	Kitchen/Bathrooms/Floors (vacant units 667-6)	Rose Kennedy 667-06	\$17,255	\$17,255	\$0	\$1	\$0	\$0	\$0	\$0
100222	Site Fence Replacement Temple	TEMPLE PLACE 689-01	\$12,000	\$0	\$0	\$12,000	\$0	\$0	\$0	\$0
100223	misc improvements	TEMPLE PLACE 689-01	\$5,983	\$2,250	\$0	\$3,733	\$0	\$0	\$0	\$0
100225	Bathroom Plumbing Fixture Replacement	TEMPLE PLACE 689-01	\$16,370	\$0	\$0	\$16,370	\$0	\$0	\$0	\$0
100226	Site Fencing and Storage Shed Replacement	Alexander St 689-03	\$25,265	\$11,162	\$0	\$14,104	\$0	\$0	\$0	\$0
100230	Fire alarm Control panel Replacement	Everett, Gallagher, and Grant Streets 667-02	\$21,713	\$21,713	\$0	\$0	\$0	\$0	\$0	\$0
100241	Site lighting replacement	Everett, Gallagher, and Grant Streets 667-02	\$62,934	\$0	\$0	\$62,934	\$0	\$0	\$0	\$0
100242	Kitchens/Bathrooms/Floors Renovations 667-3	Guadacanal, Normandy, and Arsenal Road 667-03	\$58,500	\$14,872	\$0	\$15,391	\$0	\$0	\$0	\$0
100243	667-3 Ars floors/kitchens/baths	Guadacanal, Normandy, and Arsenal Road 667-03	\$12,200	\$597	\$0	\$6,342	\$0	\$0	\$0	\$0
100245	Kitchens Arsenal 667-4	Arsenal 667-04	\$23,000	\$9,923	\$0	\$898	\$0	\$0	\$0	\$0

## Capital Improvement Plan (CIP)

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

Cap Hub Project Number	Project Name	Development(s)	Total Cost	Amount Spent Prior to Plan	Remaining Planned for 2025	fy2026 Planned	fy2027	fy2028	fy2029	fy2030
100246	Arsenal Road Site Repaving/Curbs/ Site Fence Replacement	Arsenal 667-04	\$45,767	\$27,569	\$0	\$18,199	\$0	\$0	\$0	\$0
100247	interior unit door replacement	Rose Kennedy Lane 667-05	\$32,000	\$0	\$0	\$32,000	\$0	\$0	\$0	\$0
100250	Intercom Upgrade	Memorial House 667-08	\$130,767	\$129,967	\$0	\$0	\$0	\$0	\$0	\$0
100252	Window Replacement Bethany	Scattered Site 705-01	\$15,000	\$0	\$0	\$15,000	\$0	\$0	\$0	\$0
100254	Kitchen Renovations	Alexander St 689-03	\$34,788	\$23,400	\$0	\$11,389	\$0	\$0	\$0	\$0
100255	Walkway Tripping Hazard Repairs	Memorial House 667-08	\$13,050	\$13,042	\$0	\$9	\$0	\$0	\$0	\$0
100256	Common Areas Hallway Painting	Memorial House 667-08	\$46,352	\$39,852	\$0	\$6,500	\$0	\$0	\$0	\$0
100259	Chain Link Fencing Replacement	Memorial House 667-08	\$29,900	\$6,944	\$0	\$22,956	\$0	\$0	\$0	\$0
100260	Miscellaneous Site Improvements	Memorial House 667-08	\$12,938	\$1,863	\$0	\$11,076	\$0	\$0	\$0	\$0
100261	Storage Garage	Scattered Site 705-01	\$31,250	\$0	\$0	\$31,250	\$0	\$0	\$0	\$0
100263	ARPA Targeted Award- Framingham Fire Alarm System Upgrade	667-02, 667-08, 689-01, 689-02	\$1,238,588	\$0	\$0	\$1,156,195	\$0	\$0	\$0	\$0

## Capital Improvement Plan (CIP)

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

Cap Hub Project Number	Project Name	Development(s)	Total Cost	Amount Spent Prior to Plan	Remaining Planned for 2025	fy2026 Planned	fy2027	fy2028	fy2029	fy2030
100278	Vacant units 667-4	Arsenal 667-04	\$14,950	\$2,632	\$0	\$12,319	\$0	\$0	\$0	\$0
100279	- Entry Doors RKL (2)	Rose Kennedy 667-06	\$376,074	\$19,454	\$0	\$3,250	\$0	\$0	\$0	\$0
100280	Vacant Units 667-6	Rose Kennedy 667-06	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
100281	change unit locks	Hastings House 667-07	\$31,050	\$20,772	\$0	\$8,500	\$0	\$0	\$0	\$0
100283	Cracks and lintel separation	Guadacanal, Normandy, and Arsenal Road 667-03	\$34,000	\$0	\$0	\$34,000	\$0	\$0	\$0	\$0
100286	Interior Floor Finishes Replacement	TEMPLE PLACE 689-01	\$10,000	\$0	\$0	\$2,125	\$0	\$0	\$0	\$0
100287	Emergency Repairs to the Boiler (Force Account)	Hastings House 667-07	\$6,023	\$6,023	\$0	\$0	\$0	\$0	\$0	\$0
100288	emergency Deck repairs (rear)	Scattered Site 705-01	\$19,550	\$7,251	\$0	\$12,300	\$0	\$0	\$0	\$0
100290	Replace Failed Heat Detectors/Bases	Guadacanal, Normandy, and Arsenal Road 667-03	\$8,000	\$0	\$0	\$8,000	\$0	\$0	\$0	\$0
100292	ARPA TAR: Fed Pac & Master Meter Compliance - Stoves	Rose Kennedy 667-06	\$1,096,056	\$11,850	\$0	\$1,164	\$0	\$0	\$0	\$0

## Capital Improvement Plan (CIP)

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

Cap Hub Project Number	Project Name	Development(s)	Total Cost	Amount Spent Prior to Plan	Remaining Planned for 2025	fy2026 Planned	fy2027	fy2028	fy2029	fy2030
100294	Site Work	Scattered Site 705-01	\$10,000	\$0	\$0	\$4,000	\$0	\$0	\$0	\$0
100295	Geothermal Pilot Program RKL	Rose Kennedy Lane 667-05	\$11,000	\$0	\$0	\$1,000	\$0	\$0	\$0	\$0
100296	Deck Repair/Replacement	St. Lo Rd 200-02	\$20,197	\$15,875	\$0	\$4,322	\$0	\$0	\$0	\$0
100298	Sewer pipe replacement	St. Lo Rd 200-02	\$23,000	\$0	\$0	\$23,000	\$0	\$0	\$0	\$0
100299	Common Area Hallway Painting Phase 3	Arsenal 667-04	\$100,193	\$0	\$0	\$93,750	\$0	\$0	\$0	\$0
100300	Force Account - Kitchens/Baths/Floors RKL Vacant units	Rose Kennedy Lane 667-05	\$54,848	\$15,754	\$0	\$1,000	\$0	\$0	\$0	\$0
100301	Force Account - Kitchens/Baths/Floors RKL Vacant Units 2	Rose Kennedy 667-06	\$52,938	\$5,748	\$0	\$43,960	\$0	\$0	\$0	\$0
100302	Interior Floor Finishes Replacement	Underwood 689-02	\$41,941	\$0	\$0	\$37,241	\$0	\$0	\$0	\$0
100303	Bathroom Plumbing Fixture Replacement	Underwood 689-02	\$33,284	\$0	\$0	\$33,284	\$0	\$0	\$0	\$0
100304	Heat Detector Replacement 705-3	Oran Road 705-03	\$2,268	\$0	\$0	\$2,268	\$0	\$0	\$0	\$0
100305	Security Cameras	Arsenal 667-04	\$23,000	\$0	\$0	\$23,000	\$0	\$0	\$0	\$0



## Capital Improvement Plan (CIP)

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

Cap Hub Project Number	Project Name	Development(s)	Total Cost	Amount Spent Prior to Plan	Remaining Planned for 2025	fy2026 Planned	fy2027	fy2028	fy2029	fy2030
100309	Fire Alarm Repairs- Basement flooding	Guadacanal, Normandy, and Arsenal Road 667-03	\$23,000	\$0	\$0	\$12,250	\$0	\$0	\$0	\$0
100310	Bad Unit turnover 37B Arsenal	Arsenal 667-04	\$17,954	\$0	\$0	\$2,051	\$0	\$0	\$0	\$0
100311	Asphalt Walkway Replacement 667-02	Everett, Gallagher, and Grant Streets 667-02	\$15,755	\$0	\$0	\$3,538	\$0	\$0	\$0	\$0
100312	Tree Trimming and Removal.	St. Lo Rd 200-02	\$4,646	\$0	\$0	\$1,046	\$0	\$0	\$0	\$0
100313	Heat Detector Replacement (7942)	Everett, Gallagher, and Grant Streets 667-02	\$3,968	\$0	\$0	\$3,968	\$0	\$0	\$0	\$0
100314	Heat Detector Replacement (7938)	Arsenal 667-04	\$20,668	\$0	\$0	\$20,668	\$0	\$0	\$0	\$0
100315	Replace Heat Detectors 54 Arsenal (7941)	Arsenal 667-04	\$27,375	\$0	\$0	\$27,375	\$0	\$0	\$0	\$0
100316	Vacant Unit Kitchen Renovations	Rose Kennedy Lane 667-05	\$66,000	\$0	\$0	\$66,000	\$0	\$0	\$0	\$0
100317	Heat Detector Replacement (7940)	Rose Kennedy 667-06	\$11,771	\$0	\$0	\$11,771	\$0	\$0	\$0	\$0
100318	Entry Door Replacement	Rose Kennedy 667-06	\$9,500	\$0	\$0	\$9,500	\$0	\$0	\$0	\$0
100319	Fence Replacement	Hastings House 667-07	\$20,010	\$0	\$0	\$0	\$0	\$0	\$0	\$0

## Capital Improvement Plan (CIP)

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

Cap Hub Project Number	Project Name	Development(s)	Total Cost	Amount Spent Prior to Plan	Remaining Planned for 2025	fy2026 Planned	fy2027	fy2028	fy2029	fy2030
100320	Webster street bad unit turnover	Scattered Site 705-01	\$39,500	\$0	\$0	\$1,960	\$0	\$0	\$0	\$0
100321	Roof Replacements	St. Lo Rd 200-02	\$172,910	\$0	\$0	\$159,660	\$0	\$0	\$0	\$0
100322	Decks St Lo	St. Lo Rd 200-02	\$75,625	\$0	\$0	\$75,625	\$0	\$0	\$0	\$0
100323	Trash Corral Replacements Phase 2	St. Lo Rd 200-02	\$79,925	\$0	\$0	\$75,685	\$0	\$0	\$0	\$0
100324	Site Paving	St. Lo Rd 200-02	\$181,500	\$0	\$0	\$50,847	\$130,654	\$0	\$0	\$0
100327	tubwalls 3	Arsenal 667-04	\$30,800	\$0	\$0	\$30,800	\$0	\$0	\$0	\$0
100328	Kitchens, Baths and Floors Arsenal Vacant Units	Arsenal 667-04	\$73,000	\$0	\$0	\$73,000	\$0	\$0	\$0	\$0
100331	tubwalls 2	Rose Kennedy 667-06	\$29,500	\$0	\$0	\$29,500	\$0	\$0	\$0	\$0
100332	Vacant units Kitchen, Bathrooms and Floors 667-6	Rose Kennedy 667-06	\$47,500	\$0	\$0	\$47,500	\$0	\$0	\$0	\$0
100333	Fire door and bulkhead stair replacement	Underwood 689-02	\$17,900	\$0	\$0	\$17,900	\$0	\$0	\$0	\$0
100334	Mini Split Installation- 85 Alexander	Alexander St 689-03	\$10,000	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0
100335	Deck Replacement	Alexander St 689-03	\$33,300	\$0	\$0	\$33,300	\$0	\$0	\$0	\$0

## Capital Improvement Plan (CIP)

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

Cap Hub Project Number	Project Name	Development(s)	Total Cost	Amount Spent Prior to Plan	Remaining Planned for 2025	fy2026 Planned	fy2027	fy2028	fy2029	fy2030
100336	Roofing Replacement	Alexander St 689-03	\$57,100	\$0	\$0	\$57,100	\$0	\$0	\$0	\$0
100337	Emergency Power Restoration	Everett, Gallagher, and Grant Streets 667-02	\$10,000	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0
100338	Hot Water Heater Replacement.	Memorial House 667-08	\$10,000	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0
100340	security, lighting and life safety upgrades	Memorial House 667-08	\$70,150	\$0	\$0	\$70,150	\$0	\$0	\$0	\$0
•	Kitchen and Bath Renovations - Phase 3	St. Lo Rd 200-02	\$151,250	\$0	\$0	\$0	\$0	\$0	\$151,250	\$0
•	Vacant unit improvements	St. Lo Rd 200-02	\$30,250	\$0	\$0	\$0	\$0	\$0	\$0	\$30,250
•	security cameras	St. Lo Rd 200-02	\$75,625	\$0	\$0	\$0	\$0	\$75,625	\$0	\$0
•	Furnace replacement	St. Lo Rd 200-02	\$170,913	\$0	\$0	\$0	\$0	\$170,913	\$0	\$0
•	Complete plumbing modernization	St. Lo Rd 200-02	\$963,164	\$0	\$0	\$0	\$0	\$0	\$100,005	\$863,160
•	Chimney re-lining	St. Lo Rd 200-02	\$166,375	\$0	\$0	\$0	\$0	\$0	\$166,375	\$0
•	(2020) Site Paving 667-2	Everett, Gallagher, and Grant Streets 667-02	\$6,806	\$0	\$0	\$0	\$0	\$0	\$6,806	\$0
•	Bathroom Upgrades 667-3	Guadacanal, Normandy, and Arsenal Road 667-03	\$25,300	\$0	\$0	\$0	\$0	\$6,656	\$18,645	\$0

## Capital Improvement Plan (CIP)

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

Cap Hub Project Number	Project Name	Development(s)	Total Cost	Amount Spent Prior to Plan	Remaining Planned for 2025	fy2026 Planned	fy2027	fy2028	fy2029	fy2030
•	Vacant Units 667-3	Guadacanal, Normandy, and Arsenal Road 667-03	\$57,500	\$0	\$0	\$57,500	\$0	\$0	\$0	\$0
•	Ars-3 Vacant Units Upgrades	Guadacanal, Normandy, and Arsenal Road 667-03	\$37,813	\$0	\$0	\$0	\$37,813	\$0	\$0	\$0
•	Kitchens and Bathrooms Renovations	Arsenal 667-04	\$121,000	\$0	\$0	\$0	\$0	\$121,000	\$0	\$0
•	667-4 kitchens/Bathroom/Floors	Arsenal 667-04	\$121,000	\$0	\$0	\$0	\$121,000	\$0	\$0	\$0
•	Arsenal -4 Vacant unit upgrades	Arsenal 667-04	\$75,625	\$0	\$0	\$75,625	\$0	\$0	\$0	\$0
•	667-5 Floors/Kitchen/Baths	Rose Kennedy Lane 667-05	\$51,750	\$0	\$0	\$51,750	\$0	\$0	\$0	\$0
•	Vacant Units 667-5	Rose Kennedy Lane 667-05	\$14,950	\$0	\$0	\$0	\$14,950	\$0	\$0	\$0
•	Accessible Unit Renovations	Rose Kennedy Lane 667-05	\$181,500	\$0	\$0	\$0	\$0	\$181,500	\$0	\$0
•	Vacant Unit Kitchens	Rose Kennedy Lane 667-05	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
•	Common Area Hallway Upgrades RKL-5	Rose Kennedy Lane 667-05	\$86,250	\$0	\$0	\$0	\$0	\$86,250	\$0	\$0

## Capital Improvement Plan (CIP)

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

Cap Hub Project Number	Project Name	Development(s)	Total Cost	Amount Spent Prior to Plan	Remaining Planned for 2025	fy2026 Planned	fy2027	fy2028	fy2029	fy2030
•	site paving, walkways and side walk improvements	Rose Kennedy Lane 667-05	\$86,250	\$0	\$0	\$86,250	\$0	\$0	\$0	\$0
•	Trash Corrals and Site Fencing Upgrades	Rose Kennedy Lane 667-05	\$11,500	\$0	\$0	\$11,500	\$0	\$0	\$0	\$0
•	interior Unit door replacement	Rose Kennedy 667-06	\$37,813	\$0	\$0	\$0	\$0	\$37,813	\$0	\$0
•	HCAP unit renovations	Rose Kennedy 667-06	\$75,625	\$0	\$0	\$0	\$0	\$75,625	\$0	\$0
•	Common Area Hallway Upgrades RKL-6	Rose Kennedy 667-06	\$86,250	\$0	\$0	\$0	\$0	\$86,250	\$0	\$0
•	RKL -6 vacant unit upgrades	Rose Kennedy 667-06	\$51,750	\$0	\$0	\$51,750	\$0	\$0	\$0	\$0
•	site paving, walkways and sidewalk improvements	Rose Kennedy 667-06	\$60,500	\$0	\$0	\$60,500	\$0	\$0	\$0	\$0
•	Trash Corrals and Site Fencing Upgrades	Rose Kennedy 667-06	\$15,125	\$0	\$0	\$15,125	\$0	\$0	\$0	\$0
•	Repointing Phase 2	Hastings House 667-07	\$412,500	\$0	\$0	\$0	\$0	\$0	\$196,706	\$215,795
•	intercom replacement	Hastings House 667-07	\$151,250	\$0	\$0	\$0	\$151,250	\$0	\$0	\$0
•	Bathroom renovations	Hastings House 667-07	\$151,250	\$0	\$2,408	\$148,843	\$0	\$0	\$0	\$0

**Annual Plan****Capital Improvement Plan (CIP)**

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

Cap Hub Project Number	Project Name	Development(s)	Total Cost	Amount Spent Prior to Plan	Remaining Planned for 2025	fy2026 Planned	fy2027	fy2028	fy2029	fy2030
•	Bathroom Renovations Phase 2	Hastings House 667-07	\$378,125	\$0	\$0	\$0	\$180,314	\$197,812	\$0	\$0
•	Door Replacement	TEMPLE PLACE 689-01	\$9,200	\$0	\$0	\$0	\$9,200	\$0	\$0	\$0
•	Lift repair or replacement	Underwood 689-02	\$13,455	\$0	\$0	\$13,455	\$0	\$0	\$0	\$0
•	Roofing Replacement	Underwood 689-02	\$34,336	\$0	\$0	\$0	\$0	\$0	\$34,336	\$0

## Capital Improvement Plan (CIP)

## FUNDS IN ADDITION TO ANNUAL FORMULA FUNDING AWARD

Cap Hub Project Number	Project Name	DHCD Special Award Comment	Special DHCD Awards				Other Funding			
			Emergency Reserve	Compliance Reserve	Sustain- ability	Special Awards	CDBG	CPA	Operating Reserve	Other Funds
100130	FF: Gutter and Downspout Replacement		\$0	\$0	\$0	\$0	\$0	\$0	\$8,921	\$0
100132	HILAPP St Lo Windows, Siding, Ext Doors	HILAPP St Lo Siding, Windows, Ext Doors	\$0	\$0	\$0	\$1,462,517	\$0	\$0	\$0	\$0
100194	FF: H&S FY20: Fencing Repairs	H&S FY20: Fencing Repairs	\$0	\$0	\$0	\$20,000	\$0	\$0	\$0	\$0
100197	FF: H&S FY20: columns and railings/broken flag stone patio	H&S FY20: columns and railings/broken flag stone patio	\$0	\$0	\$0	\$28,875	\$0	\$0	\$0	\$0
100263	ARPA Targeted Award- Framingham Fire Alarm System Upgrade	ARPA Targeted	\$1,122,007	\$0	\$0	\$116,581	\$0	\$0	\$0	\$0
100292	ARPA TAR: Fed Pac & Master Meter Compliance - Stoves	100292 - Fed Pac & Master Meter Compliance - Stoves	\$12,911	\$379,000	\$0	\$13,638	\$0	\$0	\$0	\$0
100296	Deck Repair/Replaceme nt	deck repair replacement	\$20,082	\$0	\$0	\$0	\$0	\$0	\$0	\$0
100318	Entry Door Replacement	ADA entry door replacement	\$0	\$9,500	\$0	\$0	\$0	\$0	\$0	\$0
100320	Webster street bad unit turnover	705-1 webster st.	\$0	\$0	\$0	\$30,000	\$0	\$0	\$0	\$0

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

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

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

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

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

- Projected spending on projects currently in bidding or construction exceeds Cap Share in one or more years of the CIP.
- We have urgent projects that require excess spending in year 1 or 2.

Projected spending on projects currently in bidding or construction exceeds Cap Share due to already approved FISH Projects and we have urgent life safety projects that need to be included.

#### **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.

Framingham Housing Authority has not requested additional funding.

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

Our goal as always is to enhance the life-quality of our residents. Our CIP addresses this goal by focusing on upgrading our aging properties. Our focus is on high priority projects that effect the health and safety of our residents. In order to address as many physical needs as possible most of the projects are completed by our maintenance staff. We have included annual projects for kitchen and bath upgrades, building envelope projects, and site projects.

#### **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:

Our new CIP includes several urgent projects and projects to improve quality of life for our residents. Projects such are kitchen and Bathroom upgrades and Site improvement projects. we have moved non urgent project to later in our plan.



**5. Requirements of previous CIP approval**

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

**6. Quarterly capital reports**

Our most recent quarterly capital report (form 80 and 90) was submitted on 05/31/2025.

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

Our CPS facility data has been updated with current condition information, including changes resulting from projects completed in the past year, as of 07/21/2025.

**8. Project priorities**

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

**9. High priority deficiencies**

We have included all of our high priority (CPS priority 1 and 2) projects in our CIP.

**10. Accessibility**

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

**11. Special needs development**

Framingham Housing Authority has one or more special needs (167 or 689 programs) development. We have completed the service provider input process according to the required procedures detailed in the lease agreement and held an annual meeting with the service provider staff at all special needs developments as of 06/23/2025.

**12. Energy and water consumption**

Our 12 most recent monthly energy reports are for months 3/2024 to 2/2025.

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.

**Annual Plan  
Capital Improvement Plan**

	Electric PUM > Threshold	Gas PUM > Threshold	Oil PUM > Threshold	Water PUM > Threshold
Threshold PUM:	\$100	\$80	\$50	\$60
	667-06	705-03		705-01
	667-02			667-07
	667-04			667-08
	667-05			200-02
				667-02
				667-03
				667-04
				667-05
				200-01

Framingham has notoriously high water rates.

### 13. Energy or water saving initiatives

Framingham 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.

CIP-2026-Framingham Housing Author-01819 had an energy audit under the Low-Income Energy Affordability Network (LEAN) program on 03/10/2025

### 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.)

- 9% c. 667 (DHCD Goal 2%)
- 0% c. 200 (DHCD Goal 2%)
- 0% c. 705 (DHCD Goal 2%)

Framingham Housing Authority will address the excess vacancies in the following manner:  
We include projects to renovate/upgrade building components during the turnover process.

## **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 (EOHLC).

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

## Emergency Request System

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

METHOD	CONTACT INFO.	TIMES
Call Answering Service	508-872-0422	after hours, weekends, and holidays
Call LHA at Phone Number	508-872-0422	8:00 am - 4:00 pm
Other		

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

**List of Emergencies** - Emergencies are those conditions which are immediately threatening to the life or safety of our residents, staff, or structures. The following is a list of typical conditions that warrant an emergency response. If there is an emergency condition whether or not enumerated on this list please notify the office or answering service at the numbers listed above. If you have any questions regarding this list or other matters that may constitute an emergency, please contact the FRAMINGHAM HOUSING AUTHORITY main office.

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

## Normal Maintenance Request Process

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

METHOD	CONTACT INFO.	TIMES
Text Phone Number		
Call Answering Service		
Call Housing Authority Office	508-872-0422	8am-4pm
Submit Online at Website		
Email to Following Email		
Other		

## Work Order Management

- A. EOHLC review of this housing authority's operations shows that the authority uses the following system for tracking work orders: PHA Web
- B. We do track deferred maintenance tasks in our work order system.
- C. Our work order process includes the following steps:

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

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

## Maintenance Plan Narrative

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

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

Our maintenance staff has worked incredibly hard to collaborate with tenants and staff to handle all maintenance requests that come up. They work diligently to ensure that all issues are handled in a timely manner and to ensure the safety and quality of life for our residents.

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

for the most part our maintenance operations have stayed the same. we continue to focus on making sure all workorderes are completed in a timely manner and focus on completing the work order paperwork accurately and efficiently.

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

one of of our goals to to make sure we are completing all vacancy workorderes in a timely manner in order to get them back online and rented.

- D. Maintenance Budget Summary

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

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

- E. Unit Turnover Summary

# Turnovers Last Fiscal Year	41
Average time from date vacated to make unit "Maintenance Ready"	21 days
Average time from date vacated to lease up of unit	83 days

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





## Attachments

These items have been prepared by the FRAMINGHAM 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.



# Maintenance Plan

Program and Procedures

## **1. Introduction**

This document outlines the Framingham Housing Authority's (FHA) maintenance program and procedures.

### ***DESCRIPTION OF FHA DEVELOPMENTS:***

#### **A. 667**

667-2 Everit Ave, John J. Gallagher Drive, 130 Grant Street

667-3 Arsenal Road

667-4 Arsenal Road

667-5 Rose Kennedy Lane (even addresses)

667-6 Rose Kennedy Lane (odd addresses)

667-7 Hastings House 115 Cochituate Road, Framingham, MA 01702

667-8 Memorial House 317 Hollis Street, Framingham, MA 01702

#### **B. 200-2**

St Lo

Corregidor

Guadalcanal

#### **C. MUSTERFEILD**

Anzio

Pearl Harbor

Concord Street

Arsenal

#### **D. 689's**

40 Temple Street

85 Alexander Street

24 Underwood Road

#### **E. 705's**

705-1- 8/10 Webster Street, 46 Bethany Road, 234-236 Beaver Street

705-2 - (Pelham Properties) managed by Corcoran Management

705-3- Oran Road

#### **F. 28's (Federal)**

28-1 Beaver, Carlson and Pusan

28-2 John J. Brady Drive

#### **G. FHDCII Properties**

3 Wilmont Road, 1220 Concord Street, 27 Coburn Street, 45/47 Arsenal Road, 55/57 Arsenal Road, 124 Lawrence.

## **2. Staffing**

The FHA has 15 full-time and 0 part-time employees.

## **3. Tracking of Maintenance Work/Work Orders:**

All maintenance work performed by the FHA staff is tracked through a work order system, PHA-Web. Work orders are generated by routine scheduled work, on demand routine and emergency requests from the residents and staff, the results of apartments/building inspections, and the preventive maintenance program.

Work orders are prepared and tracked by computers/tablets from the Administrative Office or on the go via Maintenance staff. Work orders are entered into the system by the administrative/maintenance staff based on maintenance requests received from residents as well as from all other sources. Resident requests are received by telephone calls or walk-in requests at the Maintenance or Administrative Office. For after hours, holiday and weekend emergency problems, the tenants call an emergency number for on-call staff to be notified.

## **4. Routine Maintenance**

The primary routine maintenance tasks at this site are custodial in nature and related to the general cleanliness and appearance of the property and equipment.

Maintenance employees complete a series of scheduled routine tasks on a daily, weekly, and monthly basis to ensure that FHA properties and equipment are well cared for and properly functioning. These tasks strive to maintain the condition of the building exterior, building interior, and all related equipment.

As it pertains to the exterior building, staff will take actions such as power washing trash areas and picking trash from common areas including the playground and picnic area. This ongoing effort is helpful in keeping FHA properties clean and ensuring that all tenants can enjoy a safe living environment.

Regular action will also be taken to ensure that the interiors of FHA buildings are clean for residents. This ongoing effort strives to keep specific areas clean including woodwork, glass on windows and doors, stairways, laundry rooms, and trash areas. Vacuuming also takes place on a regular basis to maintain clean common areas for FHA residents.

Collectively, these routine maintenance tasks help to guarantee a safe, clean, and welcoming environment for tenants to live and go about their daily lives with ease.

A complete list of routine maintenance tasks can be found on attachment A of this manual.

## **5) Annual Unit Inspections**

The Maintenance Director or designee and on staff Housing Inspector will perform an annual inspection of each unit in the property using an inspection form provided by the Authority. All items found during the inspection considered immediate threats to life and property (emergencies) must be initiated or repaired within 24 hours. All other items should be corrected as soon as possible, but in no more than 30 business days. During these inspections, the inspectors may identify trends in the condition of certain building components, these observations should be brought to the attention of the Maintenance Director. The Maintenance Director will also review these inspection forms to make a separate assessment of any unit condition that should be addressed. Any housekeeping concerns observed by maintenance during the annual inspection or any other unit entry should be promptly reported to the administrative staff.

## **6) Preventive Maintenance**

Preventive maintenance is work which must be done to preserve and extend the useful life of materials, building systems, equipment and other elements of the FHA properties and to prevent emergency situations. Due to the complexity of the FHA mechanical systems at this site, preventive maintenance is provided through a combination of outside contractors and FHA staff.

Maintenance staff walks all properties on an annual basis to inspect insect screens, make a list of missing or damaged screens to be repaired or replaced, inspect damaged down spouts, and inspect air conditioning equipment. These actions are paramount to maintaining the condition of all FHA properties.

Staff is tasked with checking all exterior lights each month to ensure that they are properly operating for each building. This is important because it helps maintain a safe environment for tenants.

A series of tasks are completed each year to maintain FHA grounds and landscaping efforts. Mulch is ordered and subsequently delivered to the various properties, seasonal planting takes place, and spring clean ups take place at each unit. This work allows FHA properties to maintain a clean and organized appearance for staff and tenants alike.

There are also a series of actions taken to ensure that the electrical systems are functioning properly without a risk of danger. For example, the generators are tested on an annual basis to verify that they are working in case of an emergency. Elevators are also inspected each year to maintain their working condition and for the safety of residents.

Maintenance staff and mechanics also take preventive measures to maintain the condition of automobiles and small engines owned and operated by the Authority. The trucks used by maintenance staff are checked each month for potential oil changes and inspection stickers. Seasonal equipment including plows, sanders, and salt spreaders are also examined to ensure

that they are fully functional for staff use. Collectively, these preventive tasks help diminish the likelihood of emergencies and strive to guarantee longevity for various tools and materials.

A complete list of preventive maintenance tasks can be found in attachment A of this manual.

The following are contracted out by the FHA:

**a) Fire Protection**

An outside firm under contract to the Authority maintains the buildings' fire protection system. This firm will test the operation of the system on a semi-annual basis in accordance with the guidelines provided by the National Fire Protection Association. If any maintenance person detects a problem with the system – typically limited to hearing the audible trouble alarm – they should immediately contact the Authority's alarm contractor.

Maintenance of this system by the FHA maintenance staff is limited to assisting the contractor in performing their inspections and responding to assist the Fire Department when an alarm is triggered. At no time should an FHA employee silence or turn off a fire protection system without the express authorization of the Framingham Fire Department.

**b) Extermination/Pest Control**

The Authority contracts out for all pest related issues. This includes spraying for bees, hornets, wasps or any other flying insects. All resident complaints concerning cockroaches, flying insects, mice or other pests are handled by the Authority's pest control contractor.

Pest control problems are addressed through an integrated pest management approach. This approach is designed to minimize the amount of chemicals used to treat a problem. The contractor will work to identify the harborage point of the infestation and treat it at its source. The contractor may require the assistance of Authority maintenance staff to make any necessary repairs to assist in the control of the problem.

When the maintenance staff becomes aware of a pest problem either through resident or other reports or through their own observation, they should inform the Maintenance Director. The Administrative staff will assist in the preparation of notices to ensure full access for treatment of the problem.

**c) Generator Service:**

The generators at Hastings, Memorial and John J. Brady Drive administrative office are serviced twice a year by a contractor.

## **7) Vacancy Turnaround**

The Maintenance Director has the primary responsibility of coordinating the maintenance turnaround of units. All efforts will be made to re-occupy a unit within 20-30 business days of the unit becoming vacant.

The terms of the lease require each resident to give the Authority 30 days written notice of their intent to vacate a unit. Residents are directed to provide written notice to the administrative staff. If the administrative staff receives written notice of a tenant's intent to vacate, they will promptly notify the Maintenance Director and the tenant selection staff of the planned move out date.

Experience has shown not all residents provide proper written notice. It is not unheard of for residents to move out without any notice. As the primary regular site presence, maintenance staff should promptly investigate any information concerning someone vacating. If an investigation finds that someone has moved out of their unit without notice, maintenance should immediately notify the administrative staff.

Once a unit is vacant, the Maintenance Director should conduct a move out inspection. The former resident of the unit should be invited to participate in this inspection. The unit will be inspected to determine if there is any damage to the unit beyond normal wear and tear that should be repaired at the expense of the former occupant. In addition, the inspection should identify what repairs will be needed to prepare the unit for re-occupancy. Depending on the workload, the maintenance staff may be expected to paint and clean the apartment, or the work may be contracted out. The Maintenance supervisor will make the determination and coordinate any other outside contractor work needed to complete this turnaround.

The timely re-occupancy of its units is a core part of the Authority's operations. Because of this importance, senior Authority staff will meet on a weekly basis to review occupancy issues in a staff meeting.

The administrative or maintenance staff will show prospective residents' available units. During the presentations, the staff person will make certain to present all the positive aspects of the site and the unit being shown.

Once a new tenant has taken possession of a unit, the administrative staff will conduct a move in inspection. The purpose of this inspection is to take a written snapshot of the condition of the unit at move in. This record will be used to determine if the resident will be held responsible for any excess wear and tear or damage to the unit identified during annual or move out inspections.

## **8) Maintenance Charges**

The Authority does use a Schedule of Standard Maintenance Charges (attachment C) to assess a resident for maintenance related work. When maintenance repairs are determined to be

required because of resident/guest abuse or misuse, the resident is charged the actual Authority costs to make the repair. The charges will vary due to the amount of time of the repair (regular or after hours), the hourly rate of the person making the repairs, and the materials involved. The maintenance employee who completed the work will indicate whether they feel an item should be a resident charge on the work order. A copy of this work order will be forwarded to the administrative office for a final calculation of the charge for the repair.

A written itemized bill will be sent to resident. Failure to promptly pay a maintenance charge or enter into and keep a repayment agreement for said charge is grounds for eviction. A resident may appeal the assessment of a maintenance charge to the Public Housing Director or designee and may also appeal this charge through the grievance process.

## **9) Definition of Maintenance Emergencies**

A maintenance emergency refers to when a building's residents or Authority staff are faced with a health or life-threatening situation or if there is a building condition that will result in serious structural or systems damage if it is not repaired immediately.

The Authority considers the following items maintenance emergencies:

- Fires of any kind (Call 911)
- Gas leaks / Gas odor (Call 911)
- Electric power failures
- 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 / Heating system does not work
- No Hot water
- Snow or ice storm
- Dangerous structural defects
- Inoperable Smoke / CO detectors, beeping or chirping
- Elevator stoppage, entrapment
- Inoperable emergency lighting or exit signs
- Inoperative refrigerator or Stove
- Blocked egress /exits
- Blocked electrical panel
- Exposed wires, Unsecured or missing covers, open breaker port, missing knockouts
- Call for Aide not working or cord missing, blocked, tied up or does not reach to floor
- Clogged sink, toilet, or drain, Sewer odor
- Heater / Exhaust system leaking dangerous gases



- GFCI Outlet is inoperable
- Evidence of Leak/Mold/Mildew
- Window will not stay up, Window will not lock, Broken Windowpane
- Flammables improperly stored
- Excessive garbage in area not designated for storage
- Infestation of Rodents or Insects
- Sharp edges that could pose a cutting hazard
- Tripping hazards
- Leaking pipes
- Drip legs do not extend within 12" of floor
- Door hardware is inoperable
- Self-closing door does not latch
- Risk of falling chimney pieces
- No running water in unit or building
- Elevator inoperable
- Fire Extinguisher expired / Fire Sprinkler components missing or damaged
- Fire Alarm Control Panel System Trouble

Attachment D: contains this list and a handout given to residents upon signing a lease.

#### **10) Deferred Maintenance;**

Work orders will be deferred if:

- a. if items may be best completed if the unit is vacant
- b. If the item is a season item
- c. lack of funding
- d. efficiency (where it is easier to group common tasks together to a larger project)
- e. organizational upkeep tasks
- f. if the work shall be part of a larger Modernization Project.

The FHA will keep a list of deferred maintenance items with the following information:

1. Item
2. Date added to Deferred Maintenance Plan
3. Item Description
4. Location and/or unit#
5. Reason Deferred
6. Estimated Costs
7. Materials Needed
8. Original Work order#
9. Target Completion Date
10. Actual Completion Date
11. Other Comments

# ATTACHMENT A

Routine Maintenance Schedule and Checklist														
LHA NAME: Framingham Housing Authority							All Developments							
Landscaping and Grounds Routine Maintenance														
Building Exterior														
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Power Wash Trucks	Weekly	Staff	X	X			X	X	X	X				
Power Wash Musterfield Trash Areas	Monthly	Staff					X	X	X	X				
Musterfield Playground/Picnic Area Picked Up	Daily	Staff					X	X	X	X	X			
Clean main drain on Anzio Road	Monthly	Staff	X				X				X			
Building Routine Maintenance														
Building Interior														
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Common Areas 667-3 & 667-4 Clean Landings	Monthly	Staff	X		X		X		X		X		X	
Common Areas 667-3 & 667-4 Wipe down wood work	Monthly	Staff	X		X		X		X		X		X	
Common Areas 667-3 & 667-4 Clean glass on windows, front/back of doors	Monthly	Staff	X		X		X		X		X		X	
Common Areas 667-3 & 667-4 Clean windows in the hallways	Monthly	Staff	X		X		X		X		X		X	
RKL&667-2 - clean landings	Monthly	Staff		X		X		X		X		X		X
RKL&667-2 - wipe down wood work	Monthly	Staff		X		X		X		X		X		X
RKL&667-2 - clean glass on windows/doors (front & back)	Monthly	Staff		X		X		X		X		X		X
RKL&667-2 - clean windows in hallways	Monthly	Staff		X		X		X		X		X		X
JJB Common Area - vacuum	Monthly	Staff	X				X		X		X		X	
JJB Common Area - glass cleaned (front/back)	Monthly	Staff	X				X		X		X		X	
JJB Common Area - windows cleaned	Monthly	Staff	X				X		X		X		X	
JJB Common Area - stairways cleaned	Monthly	Staff	X				X		X		X		X	

## Routine Maintenance Schedule and Checklist

[illegible]

**NOTE:**

***Routine (and Emergency) Work Orders are generated will be created due to results from Inspections Maintenance Tasks.***

## Preventive Maintenance Schedule and Checklist

**LHA NAME: Framingham Housing Authority**

**All Developments**

### Buildings & Grounds Preventive Maintenance

#### Building Exterior

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Exterior Dryer vent cleaning John J. Brady Drive	Annually	Staff		X										
Remove AC Covers 28-2 JJB (Week of Marathon Monday)	Annually	Staff				X								
Walk all Properties and Inspect Insect Screens, Make List of Missing/Damaged Screens and Replace/Repair as Needed	Annually	Staff				X								
Inspect Properties for Damaged Down Spouts & Gutters/Repair as Needed	Annually	Staff				X								
Inspect All AC Equip. in All Locations (service if needed)	Annually	Staff					X							
1 Hour Check Exterior Lights For Proper Operation	Monthly	Staff	X	X	X	X	X	X	X	X	X	X	X	X
Exterior Painting at 667-3 and 667-4 Incl. Railings/Benches	Annually	Staff							X					

#### Building Interior

Inspect Hastings Garage Floor (Determine Need for Reseal)	Annually	Staff										X		
Daylight Savings - make sure clocks are set	Bi-Annually	Staff			X								X	
Heavy Cleaning of Main Office	Annually	Staff		X										

### Buildings & Grounds Preventive Maintenance

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
------	-----------	----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

## Preventive Maintenance Schedule and Checklist

LHA NAME: Framingham Housing Authority			All Developments											
Trash / Recycling Room														
Inspect All Trash Areas for Needed Fence Repairs (St. Lo)	Annually	Staff				X								
Maguire Equip.both trash compactors (Hastings/Memorial)	Annually	Staff			X									
Power Wash Trash Shutes - Hastings/Memorial	Annually	Staff		X										
Landscaping														
Plant Pansies/Other Seasonal Plantings All Locations	Annually	Staff					X							
Seasonal Plantings Switch at Musterfield	Annually	Staff							X					
Plant "Fall" Flowers at All Locations - Last Week	Annually	Staff									X			
Mount Leaf Vac for Leaf Collection	Annually	Staff										X		
Go Thru All Landscape Contractors for Spring Clean Ups	Annually	Staff				X								
Order and Deliver Mulch	Annually	Staff				X								
Grounds														
Grounds Crew Start Following Grass Cutting Schedule	Annually	Staff					X							
Grounds Crew Work at All Locations	Annually	Staff					X							
Inspect All Flags/Replace if Nec. - Week Before Mem. Day	Annually	Staff					X							
Clear Debris From Drying Yard at 28-1	Annually	Staff											X	
Check all grounds for sticks/heavy branches	Annually	Staff			X									
Send Water Truck Out (discretion Director of Maintenance)	Monthly	Staff					X	X	X	X	X	X		
Mechanical, Electrical Systems Preventive Maintenance														
HVAC (Heating, Ventilation, Air Conditioning)														
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

## Preventive Maintenance Schedule and Checklist

**LHA NAME: Framingham Housing Authority**

## All Developments

[illegible]

## Preventive Maintenance Schedule and Checklist

**LHA NAME: Framingham Housing Authority**

**All Developments**

### Machine Preventive Maintenance

Automobile														
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Check for oil changes/inspection stickers on trucks	Monthly	Mechanic	X	X	X	X	X	X	X	X	X	X	X	X
Small Engines														
Bring all spring equipment to maint. mechanic for repairs	Annually	Staff			X									
Wash All Plows and Snow Equipment for Storage (add fuel stabilizer when required)	Annually	Staff				X								
Wash/Put Away Sanders and Salt Spreaders From Trucks	Annually	Staff				X								
Clear and clean salt bins	Annually	Staff				X								
Service all snow equipment	Weekly	Staff	X											

### Other

Meetings														
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Meet with Fleet Mechanic to Discuss What Needs to be Ordered for Winter Months/What Large Repairs are Needed for Existing Equipment	Annually	Staff								X				



## FRAMINGHAM HOUSING AUTHORITY

1 John J. Brady Drive  
Framingham, MA 01702-2300

### Charges for Maintenance Repairs

Approved by the Board May 13, 2013



PAUL LANDERS  
EXECUTIVE DIRECTOR

TELEPHONE (508) 879-7562  
Fax (508) 626-0252

TTY RELAY SERVICE 711

COMMISSIONERS:

JANET LEOMBRUNO  
PHYLLIS A. MAY  
ROBERT L. MERUSI  
JANICE M. ROGERS  
STEPHEN P. STARR

<u>Item</u>	<u>Price</u>
Screen Door	\$250.00
Rescreen Door	\$50.00
Window Screen	\$35.00
Rescreen Window	\$15.00
Broken Window	\$8.00 per sq. ft. of glass
Inside Door Glass	\$125.00
New Locks	\$125.00
New Locks 200-1/2	\$200.00
Rekey Locks	\$25.00
Rekey Locks 200-1/2	\$50.00
Extra Set of Keys	\$15.00
Lockout	\$40.00 (Approved by Board on 5.13.13)
Countertop Replacement	\$18.00 per sq. ft.
Garbage Disposal Replacement	\$250.00 or actual cost
Outside Debris Removal	ACTUAL COST
Thermostat	Specific cost by development
Light Bulb (Replacement)	\$5.00 (Approved by Board on 11.14.11)
Paint (Gallon)	\$15.00

- Removal of any items from your unit will be charged according to an hourly wage for each employee used.
- Labor charges will be added to any unnecessary tasks not due to usual wear and use by tenant.
- Any unreported damage noted by the FHA and not reported by the tenant shall be repaired and charged accordingly.
- Any damages not listed on this sheet will be charged according to fair labor and material cost to repair the item.
- All charges must be PAID at the Housing Authority Office within 10 days of the billing date.

PL 5/13/13



EQUAL HOUSING OPPORTUNITY



ATTACHMENT C

**If you have a medical, police, or fire emergency, you need to contact 911 immediately.**

**Emergency definition and lists**

Definition of a maintenance emergency – **A condition that is immediately threatening to the life and safety of residents, staff, or structures.**

The following is the minimum list of emergencies that should be called out to maintenance for immediate repair:

Examples of Emergencies to be called to maintenance

<ul style="list-style-type: none"><li>• Fires of any kind (Call 911)</li><li>• Gas leaks or Gas odor (Call 911)</li><li>• Electric power failures</li><li>• Electrical hazards, sparking outlets</li><li>• Broken water pipes or flooding</li><li>• No water or unsafe water</li><li>• Sewer or toilet blockage</li><li>• Roof leaks</li><li>• Lock outs</li></ul>	<ul style="list-style-type: none"><li>• Door or Window lock failure</li><li>• No heat</li><li>• No Hot water</li><li>• Snow or ice storm</li><li>• Dangerous structural conditions</li><li>• Inoperable Smoke or CO detectors, beeping or chirping detectors</li><li>• Elevator stoppage or entrapment</li></ul>
--	--

If a tenant has an emergency during normal business hours they should call **508-872-0422**. If a tenant has an emergency after hours, weekends, or holidays, they should contact the Framingham Housing Authority **Answering Service at 508-872-0422**. The answering service will contact a member of our staff to respond to the emergency.

**IF you have a medical, police or fire emergency, you need to call 911 immediately**

Work Order Number	Address	Entered Date	Deferred Date	Work Order Description	Reason Deferred	Deferred Type	Estimated Completion Date	Actual Completion Date	Linked Work Order Number	Materials Needed	Cost Estimate	Estimated Hours	Other Comments
76479	19 Corregidor Road	5/26/2023	8/18/2024	front side deck is wobbly/ moves tenant will like a new kitchen floor, because kitchen floor look drifty and discolored	deck project	Deferred Maintenance Plan					0		
80061	22A Arsenal Road	2/21/2024	2/21/2024	new kitchen	Arsenal Rd Kitchen project	Deferred Maintenance Plan					0		
80178	274 BEAVER STREET Unit: 2742	3/4/2024	3/4/2024	274B Beaver St. -- Gens Barthelmy (trans 47 Guadalcanal Rd.) Unit VACATED keys RETURNED	Beaver St-PHASE II	Capital Improvement Plan					0		
80268	5A Rose Kennedy Lane	3/13/2024	8/9/2024	Answering Service afternoon: HAS SOME TILES REPLACED IN THE KITCHEN, THEY ARE CRACKED AND BROKEN tenant called again 5/3 at 2:54pm: will like a new living room floor, all the tiles are coming apart	Floor Project	Deferred Maintenance Plan					0		
80284	8 CARLSON ROAD Unit: 0083	3/15/2024	3/15/2024	8C Carlson Rd -- Mikel Bakht Unit VACATED keys RETURNED	Beaver St-PHASE II	Capital Improvement Plan					0		
80407	4 CARLSON ROAD Unit: 0044	3/27/2024	3/27/2024	4D Carlson Rd -- Aura Cruz Reyes (transfer Musterfield) Unit VACATED keys RETURNED	Beaver St-PHASE II	Capital Improvement Plan					0		
80613	21D Rose Kennedy Lane	4/22/2024	8/9/2024	Maeev: she said that the kitchen/ living room tiles are damaged and will like maintenance to check and repair or replace.	Floor Project	Deferred Maintenance Plan					0		
80629	3 PUSAN ROAD Unit: 0032	4/23/2024	4/23/2024	3B Pusan Rd -- Sandra Acosta-Cuevas (transfer Guadalcanal Rd.) Unit VACATED keys RETURNED PHASE II -- Unit will remain VACANT	PHASE II	Capital Improvement Plan				3B Pusan Rd -- Sandra Acosta-Cuevas (transfer Guadalcanal Rd.) Unit VACATED keys RETURNED PHASE II -- Unit will remain VACANT	0		
80633	4 CARLSON ROAD Unit: 0041	4/26/2024	4/26/2024	4A Carlson Road -- Tansha Wilkins-Amado (Transfer St. Lo Road) Unit VACATED keys RETURNED FINALLY got the keys!!!! PHASE II -- Unit will remain VACANT		Capital Improvement Plan				4A Carlson Road -- Tansha Wilkins-Amado (Transfer St. Lo Road) Unit VACATED keys RETURNED PHASE II -- Unit will remain VACANT	0		
80640	270 BEAVER STREET Unit: 2701	5/1/2024	5/1/2024	270A Beaver Street -- Ejro Barrack-Andi (Musterfield) Unit VACATED keys RETURNED PHASE II -- Unit will remain VACANT		Capital Improvement Plan				270A Beaver Street -- Ejro Barrack-Andi (Musterfield) Unit VACATED keys RETURNED PHASE II -- Unit will remain VACANT	0		
81020	10C Arsenal Road	5/29/2024	8/9/2024	kitchen drawers broken, (it's hard to open the kitchen drawers) bathroom floor tiles are rising up it becoming a hazard	Floor Project	Deferred Maintenance Plan					0		
81028	270 BEAVER STREET Unit: 2703	5/31/2024	6/3/2024	270C Beaver Street -- Yanira Perez (Abandoned Unit) Unit VACATED keys RETURNED PHASE II -- Unit will remain VACANT	Beaver St PHASE II	Capital Improvement Plan					0		
81250	270 BEAVER STREET Unit: 2702	6/24/2024	6/24/2024	270B Beaver Street -- Eugene Sene (57 St Lo) Unit VACATED keys RETURNED PHASE II -- Unit will remain VACANT	Beaver St PHASE II	Capital Improvement Plan	6/24/2024 12:00:00 AM				0		
81336	30D Arsenal Road	6/27/2024	4/29/2025	filthy needs to be cleaned (sending out notices) toilet loose running sink stopper gone towel ring missing kitchen infestation 7/3	rehab project	Deferred Maintenance Plan					0		
81341	14A Arsenal Road	6/27/2024	4/30/2025	bathroom walls ceiling mold repair kitchen base cabinet around edges doors evidence of water leaking hardwood at bedroom door	Kitchen project	Deferred Maintenance Plan					0		
81602	36 Pearl Harbor Road	7/22/2024	9/24/2024	dining room has missing tiles (2) kitchen cabinet door broken and the small refrigerator they had brought me it doesn't fit anything	floor project	Deferred Maintenance Plan					0		
81677	4A Arsenal Road	7/29/2024	5/19/2025	front right burner not working correctly burns on countertop 3-way switch in BR not working floor between BR and LR swelling re-caulk tin water behind surround re-caulk floor at tub repair bedroom Bi-fold knob and door	vacant unit	Deferred Maintenance Plan					0		
81715	272 BEAVER STREET Unit: 2724	7/31/2024	7/31/2024	272D Beaver Street -- Janet Rivera (Musterfield) Unit VACATED keys RETURNED PHASE II -- Unit will remain VACANT	Beaver PHASE II	Capital Improvement Plan	7/31/2024 12:00:00 AM				0		
81809	46 Bethany Rd. Unit: 2	8/12/2024	9/3/2024	bathroom floor tiles are cracking tenant called again waiting for maintenance to check out the cracked tiles on 8/19 at 9:11 am	Floor project	Deferred Maintenance Plan					0		
81996		9/3/2024	9/3/2024	main entrance tiles need to be replaced	Floor project	Deferred Maintenance Plan					0		
82303	4 CARLSON ROAD Unit: 0043	9/27/2024	9/27/2024	4C Carlson Road -- Sabrina Blasotto (Transfer COW) Unit VACATED keys RETURNED PHASE II -- Unit will remain VACANT	Beaver PHASE II	Capital Improvement Plan					0		
82304	2 CARLSON ROAD Unit: 0024	9/27/2024	9/27/2024	2D Carlson Road -- Jose Torres (Transfer COW) Unit VACATED keys RETURNED PHASE II -- Unit will remain VACANT	Beaver PHASE II	Capital Improvement Plan					0		
82305	3R PUSAN ROAD Unit: 0033	9/27/2024	9/27/2024	3RC Carlson Road -- Adelina Mora-Garcia (Transfer COW) Unit VACATED keys RETURNED	Beaver PHASE II	Capital Improvement Plan					0		
82306	3 PUSAN ROAD Unit: 0033	8/31/2024	9/27/2024	3C Carlson Road -- Danielle Eagan (Transfer COW) Unit VACATED keys RETURNED	Beaver PHASE II	Capital Improvement Plan					0		

82345	5 PUSAN ROAD Unit: 0052	10/2/2024	10/3/2024	5B Pusan Road - Sophia Vergara-Cousins(trans 49 St. Lo) Unit VACATED keys RETURNED PHASE II - Unit will remain VACANT	Beaver PHASE II	Capital Improvement Plan					0		
82459	115 Cochituate Rd. Unit 213	9/12/2024	4/29/2025	repair entry door does not close exposed wire under cooktop and sink disposal install shelving in bedroom closet toilet loose resecure towel bars and grab bars please check T-Stat paint passes through from the kitchen to the Living room ADS unit cover wire and plumbing under counter needs handicap shower	rehab project	Deferred Maintenance Plan					0		
82920	28 Pearl Harbor Road	10/23/2024	4/24/2025	repair Lazy Susan outlet cover missing behind microwave hole in the wall right BR hole in the wall from the doorknob and door broken BR hard right paint around LAV paint patch in the stairwell	parts project	Deferred Maintenance Plan					0		
82927	42 Pearl Harbor Road	10/23/2024	4/24/2025	Change the blind on a door repair Lazy Susan replace fridge gasket LAV pop-up missing recalk tub bathroom ceiling peeling repair Med cab door patch around the vanity light	parts project	Deferred Maintenance Plan					0		
82928	44 Pearl Harbor Road	10/23/2024	4/25/2025	vent hood knob missing repair both Lazy Susan replace drip pans repair base cab left of the stove clear front of Elec panel toilet loose recalk tub	Parts project	Deferred Maintenance Plan					0		
82942	62 Pearl Harbor Road	10/24/2024	4/24/2025	repair fridge gasket replace Lazy Susan spinner bath pop-up missing vanity light covers missing	parts project	Deferred Maintenance Plan					0		
82990	10C Oran Road	10/25/2024	5/14/2025	fridge light out The back left burner missing kitchen and hallway floors missing pieces and coming up (not VCT look-like tenant)	Floor project	Deferred Maintenance Plan					0		
83478	23 St. Lo Road	12/4/2024	4/30/2025	hood light out left BR light out Vanity light out bathroom light missing lens clean bath filler paint patch behind the toilet replace front storm door	Storm door project	Deferred Maintenance Plan					0		
83705	51B Arsenal Road	6/22/2024	3/26/2025	new light above the sink flickers paint patch on the ceiling (done by Mike the painter) update smokes caulk tub install bi-fold knob (List)	rehab project	Deferred Maintenance Plan					0		
83953	26 St. Lo Road	12/4/2024	5/29/2025	replace fridge gasket and freezer cover exposed insulation in the basement VCT popping in the kitchen hole in the bifold for the right bed left BR door broken	Floor project	Capital Improvement Plan					0		
84846		3/17/2025	4/9/2025	Building 40 R.K.L. hallway and outside light not working again, sometimes it works then it stops working for like 1-2 days	electrical project	Deferred Maintenance Plan					0		

## **Annual Operating Budget**

The tables on the following pages show the approved budget and actual income and spending per budget account (row) for the fiscal year ending 12/31/2025. It also shows the approved budget for the current year (2026) if there is one, and the percent change from last year's spending to this year's approved budget. The final column shows the current approved amount for each account divided by the number of housing units and by 12 months to show the amount per unit per month (PUM). The chart does not show a draft budget for the coming fiscal year as that will typically be developed in the final month of the fiscal year.

The budget format and accounts are mandated by the Executive Office of Housing and Livable Communities (EOHLC). For a better understanding of the accounts and discussion of special situations see the notes following the budget tables and the "Definitions of Accounts" at the end of this section.

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

## **Operating Reserve**

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

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

The FRAMINGHAM HOUSING AUTHORITY operating reserve at the end of fiscal year 2025 was \$0.00, which is 0.00% 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 FRAMINGHAM HOUSING AUTHORITY						
REVENUE						
Account Number	Account Class	2025 Approved Revenue Budget	2025 Actual Amounts Received	2026 Approved Revenue Budget	% Change from 2025 Actual to 2026 Budget	2026 Dollars Budgeted Per Unit per Month

Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by FRAMINGHAM HOUSING AUTHORITY						
EXPENSES						
Account Number	Account Class	2025 Approved Revenue Budget	2025 Actual Amounts Received	2026 Approved Revenue Budget	% Change from 2025 Actual to 2026 Budget	2026 Dollars Budgeted Per Unit per Month

Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by FRAMINGHAM HOUSING AUTHORITY						
EXPENSES						
Account Number	Account Class	2025 Approved Revenue Budget	2025 Actual Amounts Received	2026 Approved Revenue Budget	% Change from 2025 Actual to 2026 Budget	2026 Dollars Budgeted Per Unit per Month

Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by FRAMINGHAM HOUSING AUTHORITY						
SUMMARY						
Account Number	Account Class	2025 Approved Revenue Budget	2025 Actual Amounts Received	2026 Approved Revenue Budget	% Change from 2025 Actual to 2026 Budget	2026 Dollars Budgeted Per Unit per Month



## **Explanation of Budget Accounts**

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

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

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

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

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

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

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

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

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

3691: Other Revenue – Retained: This account should be credited with certain miscellaneous revenue to be retained by the LHA, and which is not used to reduce the amount of operating subsidy the LHA is due. The most common examples for this account is receipts for the rental of roof antennas to cell phone providers and net meter credits earned on electricity bills from Net Meter Power Purchase Agreements (PPA's). Generally, surplus LHAs may retain 100% of these savings and deficit LHAs may retain 25% of the savings, with the 75% balance used to offset its need for operating subsidy. However, for the period 7/1/16 through 6/30/20, all deficit LHAs may keep 100% of the net meter credit savings, while they can keep 50% effective 7/1/2020.

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

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

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

3802: Operating Subsidy – MRVP/AHVP Landlords:

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

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

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

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

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

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

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

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

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

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

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

4191: Tenant Organization: LTO Funding by the LHA. Upon request the LHA shall fund all LTOs in a city or town at the annual rate of \$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 EOHLC on a statewide basis. All other necessary insurance policies include: Workers' Compensation, boiler, vehicle liability and owner, etc.

4520: Payments in Lieu of Taxes:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7540: Betterments & Additions – Capitalized: This account should be debited with the acquisition cost (only the net cash amount) of non-expendable equipment and major non-routine repairs that are classified as a betterment or addition. These items meet the LHA's criteria for capitalization and will also be added to fixed assets and therefore depreciated over the useful life of the asset. Examples are: major roof replacement, structural repairs such as siding, or major paving work.

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



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

PMRs are conducted for most LHAs on a biennial basis. This year there is no PMR record for this Housing Authority.

**Explanation of PMR Criteria Ratings**

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

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

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

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

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

## **Policies**

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

<b>Policy</b>	<b>Last Ratified by Board Vote</b>	<b>Notes</b>
*Capitalization Policy	8/9/2021	
*Fair Housing Marketing Plan	8/9/2021	
*Grievance Policy	3/1/2018	Grievance Procedure in place - No FHA Board vote required
*Language Access Plan	8/9/2021	
*Personnel Policy	2/12/2018	
*Procurement Policy	10/12/2016	
*Reasonable Accommodations Policy	7/10/2017	
*Rent Collection Policy	8/9/2021	
Credit/Debit Card Policy	5/12/2014	
Criminal Offender Records Information (CORI) Policy	7/10/2017	
Emergency Response Plan	8/9/2021	Emergency Case Plan
Equal Employment Opportunity Policy and Affirmative Action Plan	6/12/2017	
Maintenance and Other Charges	11/14/2011	Charges for Maintenance Repairs
Other – Define in the ‘Notes’ column	8/9/2021	Workers' Compensation Policy and Procedures
Other – Define in the ‘Notes’ column	5/8/2017	Violence Against Women Act (VAWA) Policy
Other – Define in the ‘Notes’ column	1/11/2016	Vehicle Policy
Other – Define in the ‘Notes’ column	5/25/1989	Drug-Free Workplace Policy
Other – Define in the ‘Notes’ column	8/9/2021	Disposition Policy
Other – Define in the ‘Notes’ column	5/8/2007	Satellite Policy
Other – Define in the ‘Notes’ column	8/9/2004	Program Participation Policy
Other – Define in the ‘Notes’ column	2/18/2016	OBRA Policy
Other – Define in the ‘Notes’ column	8/9/2021	Affirmatively Furthering Fair Housing
Other – Define in the ‘Notes’ column	8/9/2021	Smoke Detector Policy
Other – Define in the ‘Notes’ column	3/12/2018	Code of Conduct Policy
Other – Define in the ‘Notes’ column	11/7/1966	By Laws - Framingham Housing Authority
Other – Define in the ‘Notes’ column	8/9/2021	Eviction Policy
Parking	6/14/2021	
Pet Policy	8/9/2021	
Sexual Harassment Policy	3/12/2018	
Smoking Policy	9/12/2016	Non-Smoking Policy
Travel Policy	5/22/2011	

\* Starred policies are required by EOHLIC. 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 EOHLIC.



**Waivers**

FRAMINGHAM HOUSING AUTHORITY has received the following waivers from EOHLC's regulations. This list does not include vacancy waivers, pet waivers, or any waivers that would release personally identifiable tenant or applicant data.

Description	Reason	Date Approved by EOHLC	Date Expired
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\*The list of waivers has been provided by the LHA and has not been verified by EOHLC.

## Glossary

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

**AHVP:** Alternative Housing Voucher Program

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

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

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

**AP:** Annual Plan

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

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

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

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

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

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

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

**CNA:** Capital Needs Assessment

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

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

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

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

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

**FF:** Formula Funding

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

**FYE:** Fiscal Year End

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

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

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

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

**LHA:** Local Housing Authority

**LTO:** Local Tenants Organization

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

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

**MOR:** Management and Occupancy Report

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

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

**Performance Management Review (PMR):**

**PMR:** Performance Management Review

**RCAT:** Regional Capital Assistance Team

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

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

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

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

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

## **Attachments**

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

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

## **Resident Surveys – Background**

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

During each round all units are mailed surveys, with one exception: in the case of the twelve housing authorities with more than 225 c.200 family units, a randomly selected group of 225 units was surveyed at each housing authority. This group was determined to be large enough to generate statistically useful results. In both rounds, responses from c.200 and c.705 residents are always combined.

### **Round One Surveys (2016 – 2018)**

In Round One of the surveys, CSR surveyed residents of elderly/disabled units (c.667) in three groups in the Fall of 2016, 2017 and 2018. CSR surveyed residents of family units (c.705 and c.200) in the Spring of 2016. (Note: there are many more c.667 units, so they were broken down into three groups).

### **Round Two Surveys (2019 – 2022)**

Round Two of the surveys began in 2019. CSR surveyed about one-third of the elderly/disabled units in Fall 2019, Fall 2021, and Fall 2022. CSR surveyed all family units in Fall 2020.

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

Round Three of the surveys began in 2023. CSR surveyed about one-third of the elderly/disabled units and one-third of family units in Fall 2023.

# **FRAMINGHAM HOUSING AUTHORITY**

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

**Fiscal Year End 12/31/2023**

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

<b>Executive Office of Housing and Livable Communities (EOHLC)</b> <b>PMR Desk Audit Ratings Summary</b> <b>Official Published PMR Record</b> For a detailed report of the Performance Management Review (PMR), please contact the Local Housing Authority	
Housing Authority	FRAMINGHAM HOUSING AUTHORITY
Fiscal Year Ending	Dec 2023
Housing Management Specialist	Robert Pelletier
Facilities Management Specialist	Wilzor Exantus

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



EXECUTIVE OFFICE OF HOUSING AND LIVABLE COMMUNITIES (EOHLC) Staff Certification & Training Rating	
LHA Name	FRAMINGHAM HOUSING AUTHORITY
FYE	Dec 2023
HMS Name	Robert Pelletier
FMS Name	Wilzor Exantus
Criteria	Rating
Staff Certification and Training	No Findings

EXECUTIVE OFFICE OF HOUSING AND LIVABLE COMMUNITIES (EOHLC) CFA Submission	
LHA Name	FRAMINGHAM HOUSING AUTHORITY
FYE	Dec 2023
HMS Name	Robert Pelletier
FMS Name	Wilzor Exantus

Rating:

Recommendations:

# EXECUTIVE OFFICE OF HOUSING AND LIVABLE COMMUNITIES (EOHLC)

## PMR Desk Audit Recommendations Report

LHA Name	FRAMINGHAM HOUSING AUTHORITY
FYE	Dec 2023
HMS Name	Robert Pelletier
FMS Name	Wilzor Exantus

### Occupancy

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

1. No Recommendations

### Tenant Accounts Receivable (TAR)

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

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

### Board Member Training

Rating: No Findings

1. No Recommendations

### Certifications and Reporting Submissions

Rating: No Findings

1. No Recommendations

### Annual Plan Submission

Rating: No Findings

1. No Recommendations

### Adjusted Net Income/Revenue

Rating: Corrective Action

#### Revenue

1. No Recommendations

**Expense**

**Salaries**

1. No Recommendations

**Legal**

1. No Recommendations

**Utilities**

1. No Recommendations

**Maintenance**

1. No Recommendations

**Other**

1. Monitor expenses throughout the year; over or underspending in certain budget lines can be fixed by reducing or increasing other lines to ensure you stay within your ANUEL.

**Operating Reserve**

Rating: No Findings

1. No Recommendations

# EXECUTIVE OFFICE OF HOUSING AND LIVABLE COMMUNITIES (EOHLC)

## CHAMP Close Out Report

LHA Name	FRAMINGHAM HOUSING AUTHORITY
FYE	Dec 2023
HMS Name	Robert Pelletier
FMS Name	Wilzor Exantus

### CHAMP Criteria 1a

Rating: No Findings

Recommendations: 1. No Recommendations

### CHAMP Criteria 1b

Rating: No Findings

Recommendations: 1. No Recommendations

### CHAMP Criteria 1c

Rating: No Findings

Recommendations: 1. No Recommendations

### CHAMP Criteria 2a

Rating: Corrective Action

Recommendations: 1. Ensure that all vacancies are recorded in the EOHLC Housing Apps Vacancy Reporting System within 30 days of the vacancy date.  
2. Ensure that you are entering vacancy data correctly within 30 days.  
3. Establish reoccurring calendars reminders to help ensure vacancy data is entered into the EOHLC Housing Apps Vacancy Reporting System within 30 days.

### CHAMP Criteria 2b

Rating: No Findings

Recommendations: 1. Ensure that all unit offer data is correctly entered into the EOHLC Housing Apps Vacancy Reporting System (Including Application ID, List Pull ID, Applicant Priority/Preference, and Lease Start date)

### CHAMP Criteria 3a

Rating: No Findings

Recommendations: 1. No Recommendations

CHAMP Criteria 3b (Planning Year)

Rating: Not Applicable

Recommendations: 1. No Recommendations

CHAMP Criteria 3c (Planning Year)

Rating: Not Applicable

Recommendations: 1. No Recommendations

# EXECUTIVE OFFICE OF HOUSING AND LIVABLE COMMUNITIES (EOHLC)

## PMR Physical Condition Report

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

LHA Name	FRAMINGHAM HOUSING AUTHORITY
FYE	Dec 2023
HMS Name	Robert Pelletier
FMS Name	Wilzor Exantus

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

Rating: Corrective Action

Recommendations: 1. Ensure that Units are Inspected per EOHLC guidance  
2. Ensure that all deficiencies found at the time of unit inspection are included in Inspection Reports including tenant violations  
3. Ensure Inspection Reports are created for each Unit Inspection

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

Rating: Corrective Action

Recommendations: 1. No Recommendations

Criteria 3: Unit Inspection Reports accurately reflect necessary repairs

Rating: Corrective Action

Recommendations: 1. No Recommendations

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

Rating: No Findings

Recommendations: 1. No Recommendations

Criteria 5: Vacancy Turnover Work Orders accurately reflect necessary repairs

Rating: No Findings

Recommendations: 1. Ensure that work orders are created, tracked, and completed for all Health and Safety deficiencies  
2. Ensure that all Notices of Lease Violation are issued for all tenant related deficiencies identified during unit inspection  
3. Ensure that all Lease Violations are resolved per EOHLC guidance

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

Rating: No Findings

Recommendations: 1. No Recommendations

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

Rating: No Findings

Recommendations: 1. No Recommendations

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

Rating: No Findings

Recommendations: 1. No Recommendations

**Health & Safety Deficiencies**

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