



Cathy Hoog, Executive Director

Main Office and Public Housing Department
27 Charter Street, Salem, MA 01970

Section 8 Department & Procurement/Modernization
136 Canal Street, Suite 2, Salem, MA 01970

Telephone: 978-744-4431 Fax: 978-744-9614
Website: www.salemha.org

2025 AUG -7 PM 5:17

CITY CLERK
SALEM, MASS

This notice posted on "Official Bulletin Board"
City Hall, Salem, Mass. on AUG 8 7 2025
at 5:17 in accordance with MGL Chap. 30A,
Sections 18-25.

August 7, 2025

Ilene Simons, City Clerk
Office of the Clerk
City Hall, 93 Washington Street
Salem, MA 01970

Dear Ms. Simons:

In accordance with Chapter 30A, Section 20 of the General Laws, as amended, Notice of REGULAR MEETING of the SALEM HOUSING AUTHORITY to be held on WEDNESDAY, AUGUST 13, 2025 at 6:00 p.m. at the Salem Housing Authority's development located at 27 Charter Street, Community Room, Salem, Massachusetts.

Hybrid Meeting Notice: Members of the public are welcome to attend this in-person at the Salem Housing Authority's development located at 27 Charter Street, Community Room, Salem, Massachusetts, or via the remote zoom webinar invite provided below. Please note that the in-person meeting will not be suspended or terminated if technological problems interrupt the remote connection.

You are invited to a Zoom webinar!

When: Aug 13, 2025 06:00 PM Eastern Time (US and Canada)

Topic: Salem Housing Authority Regular Board of Directors Meeting - August 13, 2025 at 6:00 p.m.

Join from PC, Mac, iPad, or Android:

[https://us02web.zoom.us/j/83433445888?pwd=4CDIISyy5vuTplwnM5OELGXVToaeC.](https://us02web.zoom.us/j/83433445888?pwd=4CDIISyy5vuTplwnM5OELGXVToaeC.1)

1

Passcode:872300

Phone one-tap:

+13092053325,,83433445888#,,, *872300# US

+13126266799,,83433445888#,,, *872300# US (Chicago)

Join via audio:



Equal Opportunity Employer



+1 309 205 3325 US
+1 312 626 6799 US (Chicago)
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+1 646 931 3860 US
+1 301 715 8592 US (Washington DC)
+1 305 224 1968 US
+1 719 359 4580 US
+1 253 205 0468 US
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 360 209 5623 US
+1 386 347 5053 US
+1 507 473 4847 US
+1 564 217 2000 US
+1 669 444 9171 US
+1 669 900 9128 US (San Jose)
+1 689 278 1000 US
Webinar ID: 834 3344 5888
Passcode: 872300
International numbers available: <https://us02web.zoom.us/j/kC72f5ov9>

The Chair anticipates that the matters outlined in the agenda below will be addressed, as well as any other unforeseen business that may lawfully come before it.

**AGENDA FOR THE
REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, AUGUST 13, 2025
6:00 p.m.**

-
- I. Call Meeting to Order**
 - II. Roll Call**
 - III. Tenant/Public Engagement**
 - IV. Acceptance of the Minutes of Previous Meeting(s)**
 - Acceptance of Minutes of the Regular Meeting of July 9, 2025
 - V. Report of the Executive Director**
 - Executive Director Report – August 2025
 - VI. Communications**

- Updated Waitlist
- SHA Department Reports (Move In, Move Out, State and Federal,
- CHAMP Report, Modernization Report, Voucher Report, Family Self-Sufficiency Report (Quarterly), Resident Service Coordinators' Reports and Completed Work Orders for Month of July 31, 2025)
- Proposed dates for Housing Opportunities of Salem, Inc. Board Meeting (Monday, August 18, 2025 at 4:00 p.m., Tuesday, September 2, 2025 at 4:00 p.m. or Wednesday, September 3, 2025 at 4:00 p.m.)
- The Salem Housing Authority applied for grant to increase internet access for affordable and public housing residents through the Massachusetts Broadband Institute. This grant expands reliable, high-speed internet service by addressing inadequate wiring and infrastructure. We were awarded for 665 units of low income elderly and family units at 21 of our properties. Aervivo, Inc will be providing this upgrade service.

VII. Reports of the Committees

VIII. Recommendations of the Chair

IX. Report of the Treasurer

- Bills for the period July 1, 2025 through July 31, 2025
- Balance Sheet and Statements of Revenues and Expenses through March 31, 2025
- Balance Sheet and Statements of Revenues and Expenses through June 30, 2025
- Quarterly Variances Report prepared by Paul Pavia, Fenton, Ewald & Associates

X. Unfinished Business

- Section 8 -Pre-2004 Use of Funds Memorandum is being Prepared by SHA Counsel and will be presented at the August 13, 2025 Regular Board Meeting.
- Salem Housing Authority "Draft" Internal Controls Policy

XI. New Business

- Election of Board Officers of the Salem Housing Authority
- Election of Emily Ullman as a Director of Housing Opportunities of Salem, Inc.
- Bid - EOHLC Project 258150 Electrical Upgrade at Pioneer Terrace 667-4
- Bid for Roof Replacement at 292 Essex Street
- Price Quote for Snow Removal

- Bid for Interior Painting of Vacant Units as They Become Vacant for 2 years or the completion of \$150,000.00, whichever occurs first.
- Annual Employee Appreciation Luncheon
- Revisions to Chapters 4 and 12 of the Salem Housing Authority Section 8 Housing Choice Voucher Program Administrative Plan

XII. Other Business /Late Communications

XIII. Adjournment

Very truly yours,

A handwritten signature in black ink, appearing to read "Cathy Hoog", with a long horizontal stroke extending to the right.

Cathy Hoog
Executive Director

Copy: SHA Board Members
Charter Street Tenants Association
Pioneer/Bertram Terrace Tenants Organization
Dalton House Tenants Organization
Rainbow Terrace Tenants Organization

7 de agosto de 2025

Ilene Simons, Secretaria Municipal
Oficina de la Secretaria
Ayuntamiento, 93 Washington Street
Salem, MA 01970

Estimada Sra. Simons:

De conformidad con el Capítulo 30A, Sección 20 de las Leyes Generales, y sus enmiendas, se notifica la REUNIÓN ORDINARIA de la AUTORIDAD DE VIVIENDA DE SALEM, que se celebrará el miércoles 13 de agosto de 2025 a las 18:00 h en el complejo residencial de la Autoridad de Vivienda de Salem, ubicado en 27 Charter Street, Community Room, Salem, Massachusetts.

Aviso de reunión híbrida: El público puede asistir presencialmente en el complejo residencial de la Autoridad de Vivienda de Salem, ubicado en 27 Charter Street, Community Room, Salem, Massachusetts, o a través de la invitación al seminario web remoto por Zoom que se proporciona a continuación. Tenga en cuenta que la reunión presencial no se suspenderá ni finalizará si problemas tecnológicos interrumpen la conexión remota.

¡Te invitamos a un seminario web por Zoom!

Cuándo: 13 de agosto de 2025, 18:00 h, hora del este (EE. UU. y Canadá)

Tema: Reunión ordinaria de la Junta Directiva de la Autoridad de Vivienda de Salem - 13 de agosto de 2025, 18:00 h

Únete desde PC, Mac, iPad o Android:

<https://us02web.zoom.us/j/83433445888?pwd=4CDIIISyy5vuTplwnM5OELGXVToaeC.1>

Código de acceso: 872300

Teléfono con un solo toque:

+13092053325,,83433445888#,,,*872300# EE. UU.

+13126266799,,83433445888#,,,*872300# EE. UU. (Chicago)

Únete por audio:

+1 309 205 3325 EE. UU.

+1 312 626 6799 EE. UU. (Chicago)

+1 646 558 8656 EE. UU. (Nueva York)

+1 646 931 3860 EE. UU.

+1 301 715 8592 EE. UU. (Washington D. C.)

+1 305 224 1968 EE. UU.

+1 719 359 4580 EE. UU.

+1 253 205 0468 EE. UU.

+1 253 215 8782 EE. UU. (Tacoma)

+1 346 248 7799 EE. UU. (Houston)

+1 360 209 5623 EE. UU.

+1 386 347 5053 EE. UU.

+1 507 473 4847 EE. UU.

+1 564 217 2000 EE. UU.

Números internacionales disponibles: <https://us02web.zoom.us/j/kC72f5ov9>

- Facturas del período del 1 al 31 de julio de 2025

- Balance General y Estados de Ingresos y Gastos hasta el 31 de marzo de 2025
- Balance General y Estados de Ingresos y Gastos hasta el 30 de junio de 2025
- Informe Trimestral de Variaciones preparado por Paul Pavia, Fenton, Ewald & Associates

X. Asuntos Pendientes

- Sección 8 - Memorandum de Uso de Fondos Previo a 2004 está siendo preparado por el Asesor Jurídico de la SHA y se presentará en la Reunión Ordinaria de la Junta Directiva del 13 de agosto de 2025.
- Borrador de la Política de Control Interno de la Autoridad de Vivienda de Salem

XI. Nuevos Asuntos

- Elección de la Junta Directiva de la Autoridad de Vivienda de Salem
- Vote para elegir a Emily Ullman como directora de Oportunidades de Vivienda de Salem Inc.
- Licitación - Proyecto EOHLC 258150 Mejora Eléctrica en Pioneer Terrace 667-4
- Licitación para el Reemplazo de Techo en 292 Essex Street
- Cotización para la Remoción de Nieve
- Licitación para la Pintura Interior de Unidades Desocupadas que Queden Desocupadas por 2 años o la finalización de \$150,000.00, lo que ocurra primero.
- Almuerzo Anual de Reconocimiento a los Empleados
- Revisiones a los Capítulos 4 y 12 del Plan Administrativo del Programa de Vales de Elección de Vivienda de la Sección 8 de la Autoridad de Vivienda de Salem

XII. Otros Asuntos / Comunicaciones Finales

XIII. Levantamiento de la Sesión

Atentamente,



Cathy Hoog
Directora Ejecutiva

Copia: Miembros de la Junta de SHA
Asociación de Inquilinos de Charter Street
Organización de Inquilinos de Pioneer/Bertram Terrace
Organización de Inquilinos de Dalton House
Organización de Inquilinos de Rainbow Terrace



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**DISCUSSIONS FOR THE
REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, AUGUST 13, 2025
6:00 p.m.**

This meeting will be a hybrid meeting. The meeting will take place in person at the Salem Housing Authority, 27 Charter Street, Community Room, Salem, MA and via Zoom Webinar.

I. Call Meeting to Order

II. Roll Call

Present

Absent

Also Present:

III. Tenant/Public Engagement

IV. Minutes of Previous Meeting(s)

() moves to accept the Minutes of the Regular Board of Directors Meeting/held on Wednesday, July 9, 2025 () seconds the motion and the vote is as follows:

Ayes

Nays

V. Report of the Executive Director

- See attached report of the Executive Director – August 2025



VI. Communications

- MassNAHRO Newsletter – July/August 2025
- Updated Waitlist
- SHA Department Reports (Move In, Move Out, State and Federal, CHAMP Report, Family Self-Sufficiency Report (Quarterly), Modernization Report, Voucher Report, Resident Service Coordinator Reports and Completed Work Orders for Month of July 2025)
- Proposed dates for Housing Opportunities of Salem, Inc. Board Meeting (Monday, August 18, 2025 at 4:00 p.m., Tuesday, September 2, 2025 at 4:00 p.m. or Wednesday, September 3, 2025 at 4:00 p.m.)
- The Salem Housing Authority applied grant to increase internet access for affordable and public housing residents through the Massachusetts Broadband Institute. This grant expands reliable, high-speed internet service by addressing inadequate wiring and infrastructure. We were awarded for 665 units of low income elderly and family units at 21 of our properties. Aervivo, Inc will be providing this upgrade service.

-

VII. Reports of the Committees

VIII. Recommendations of the Chair

IX. Report of the Treasurer

Bills

() moves to acknowledge receipt of the bills for the period July 1, 2025 through July 31, 2025 as presented. () seconds the motion and the roll call vote is as follows:

Ayes

Nays

Balance Sheet and Statements of Revenues and Expenses

Cathy Hoog will present the Balance Sheet and Statements of Revenues and Expenses to the Board of Directors for acceptance.

() moves to accept the Balance Sheet and Statements of Revenues and Expenses prepared by Paul Pavia of Fenton, Ewald & Associates, P.C. for Six (6) months ending March 30, 2025. () seconds the motion and the **roll call** vote is as follows:

Ayes

Nays

() moves to accept the Balance Sheet and Statements of Revenues and Expenses prepared by Paul Pavia of Fenton, Ewald & Associates, P.C. for Nine (9) months ending June 30, 2025. () seconds the motion and the **roll call** vote is as follows:

Ayes

Nays

Quarterly Variances Report prepared by Paul Pavia, Fenton, Ewald & Associates

X. Unfinished Business

- Section 8 -Pre-2004 Use of Funds Memorandum is being Prepared by SHA Counsel and will be presented at the August 13, 2025 Regular Board Meeting.
- Salem Housing Authority "Draft" Internal Controls Policy

XI. New Business

Election of Board Officers of the Salem Housing Authority

Office of the Chair

() moves to nominate () for the Office of Chair. () seconds the motion and the vote is as follows:

Ayes

Nays

() moves that the nominations for the Office of Chair be closed. () seconds the motion and the vote is as follows:

Ayes

Nays

() moves that () be elected to the Office of Chair. () seconds the motion and the vote is as follows:

Ayes

Nays

Office of the Vice-Chair

() moves to nominate () for the Office of Vice-Chair. () seconds the motion and the vote is as follows:

Ayes

Nays

() moves that the nominations for the Office of Vice-Chair be closed. () seconds the motion and the vote is as follows:

Ayes

Nays

() moves that () be elected to the Office of Vice-Chair. () seconds the motion and the vote is as follows:

Ayes

Nays

Office of the Second Vice-Chair

() moves to nominate () for the Office of Second Vice-Chair. () seconds the motion and the vote is as follows:

Ayes

Nays

() moves that the nominations for the Office of Second Vice-Chair be closed.
() seconds the motion and the vote is as follows:

Ayes

Nays

() moves that () be elected to the Office of Second Vice-Chair. () seconds the motion and the vote is as follows:

Ayes

Nays

Office of the Treasurer

() moves to nominate () for the Office of Treasurer. () seconds the motion and the vote is as follows:

Ayes

Nays

() moves that the nominations for the Office of Treasurer be closed. () seconds the motion and the vote is as follows:

Ayes

Nays

() moves that () be elected to the Office of Treasurer. () seconds the motion and the vote is as follows:

Ayes

Nays

Office of Assistant Treasurer

() moves to nominate () for the Office of Assistant Treasurer. () seconds the motion and the vote is as follows:

Ayes

Nays

() moves that the nominations for the Office of Assistant Treasurer be closed. () seconds the motion and the vote is as follows:

Ayes

Nays

() moves that () be elected to the Office of Assistant Treasurer. () seconds the motion and the vote is as follows:

Ayes

Nays

Vote to Elect Emily Ullman as a Director of Housing Opportunities of Salem Inc.

() moves to elect Emily Ullman as a Director of Housing Opportunities, of Salem, Inc. () seconds the motion and the roll call vote is as follows:

Ayes

Nays

Bid - EOHLIC Project 258150 Electrical Upgrade at Pioneer Terrace 667-4

Cathy Hoog will present the low bid of \$1,104,000.00 from Laracy Electrical Contractors, Inc for EOHLIC Project 258150 Electrical Upgrade at Pioneer Terrace 667-4.

() moves to accept the lowest, responsive and responsible bid of \$1,104,000.00 from Laracy Electrical Contractors, Inc for EOHLIC Project 258150 Electrical Upgrade at Pioneer Terrace 667-4. () seconds the motion and the roll call vote is as follows:

Ayes

Nays

Bid for Roof Replacement at 292 Essex Street

Cathy Hoog will present the bid for Roof Replacement at 292 Essex Street to the Board of Directors for acceptance.

() moves to accept the lowest responsive and responsible bid of \$388,600.00 from Leading Way Construction, Inc. for Roof Replacement at 292 Essex Street. () seconds the motion and the roll call vote is as follows:

Ayes

Nays

Price Quote for Snow Removal Services at 7 Locations from November 1, 2025 through April 30, 2026

Cathy Hoog will present to the Board of Directors price quote for snow removal services at 7 Locations from November 1, 2025 through April 30, 2026.

() moves to accept the price quote of \$149,940.00 for snow removal services at 7 locations from November 1, 2025 through April 30, 2026 as presented by DeStefano Landscape & Snow Company. () seconds the motion and the roll call vote is as follows:

Ayes

Nays

Bid for Interior Painting of Vacant Units as They Become Vacant for 2 years or the completion of \$150,000.00, whichever occurs first.

The bids are due in on August 13, 2025 at 10:00 a.m. We will provide the bid sheet to you at the Board Meeting as a handout.

Cathy Hoog will present to the Board of Directors bid for Interior Painting of Vacant Units as They Become Vacant for 2 years or the completion of \$150,000.00, whichever occurs first.

_____ moved to accept the lowest responsive and responsible bid of \$_____ from _____ for Interior Painting of Vacant Units as They Become Vacant for 2 years of the completion of \$150,000.00, whichever occurs first.

Annual Employee Appreciation Luncheon

Cathy Hoog will present to the Board of Directors and discuss the revisions to Chapter 12

of the Salem Housing Authority Section 8 Housing Choice Voucher Program Administrative Plan.

() moves to approve the revisions to Chapter 12 of the Salem Housing Authority Section 8 Housing Choice Voucher Program Administrative Plan. () seconds the motion and the roll call vote is as follows:

Ayes

Nays

Revisions to Chapters 4 and 12 of the Salem Housing Authority Section 8 Housing Choice Voucher Program Administrative Plan

Cathy Hoog will present to the Board of Directors and discuss the revisions to Chapter 12 of the Salem Housing Authority Section 8 Housing Choice Voucher Program Administrative Plan.

() moves to approve the revisions to Chapters 4 and 12 of the Salem Housing Authority Section 8 Housing Choice Voucher Program Administrative Plan. () seconds the motion and the roll call vote was as follows:

Ayes

Nays

XII. Other Business/Late Communications

XIII. Adjournment

() moves that the Board adjourn the Regular Meeting of Wednesday, August 13, 2025 at () p.m. () seconds the motion and the roll call vote is as follows:

Ayes

Nays



Cathy Hoog, Executive Director

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Section 8 Department & Procurement/Modernization
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Website: www.salemha.org

**MINUTES OF THE
REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, JULY 9, 2025
6:00 p.m.**

This meeting will be a hybrid meeting. The meeting took place in person at the Pioneer Terrace Community Room, Pioneer Terrace.,Salem, MA and via Zoom Webinar.

I. Called Meeting to Order at 6:07 p.m.

II. Roll Call

Present

Aaron Paternoster
Romell Kidd
Emily Ullman
Veronica Miranda

Absent

Doneeca Thurston-Chavez

Also Present: Cathy Hoog, Executive Director, Debra Tucker, Assistant Executive Director, Anne Cameron, Executive Assistant, Jacqui Guzman, Director of Leased Housing, Massiel Garcia, Finance Director, Maureen Thomas, Director of Public Housing, Joshua Bocko, Assistant Director of Public Housing

Patric Bishop, Maintenance Staff

Veronica Miranda stated that public comment is not a dialogue but an opportunity for the public to air grievances, and explained that tenants and LTOs can weigh in on matters that impact them..

III. Tenant/Public Engagement

Gene Collins – Pioneer Terrace stated the following:

Mr. Collins expressed concerns about the lack of tenant-friendly practices and requested the board review previous changes to the By-Laws relative to monthly agenda changes.



IV. Minutes of Previous Meeting(s)

Romell Kidd moved to accept the Minutes of the Regular Board of Directors Meeting/Public Hearing on State Annual Plan/Capital Improvement Plan held on Wednesday, June 11, 2025
Emily Ullman seconded the motion and the vote was as follows:

Ayes

Aaron Paternoster
Romell Kidd
Emily Ullman
Veronica Miranda

Nays

SEE ATTACHED SUMMARY OF THE MINUTES OF THE REGULAR BOARD MEETING JUNE 11, 2025, ARTICLES V. THROUGH XIII.

V. Report of the Executive Director

- See attached report of the Executive Director – July 2025

VI. Communications

- MassNAHRO Newsletter – May/June 2025
- Updated Waitlist
- SHA Department Reports (Move In, Move Out, State and Federal, CHAMP Report, Family Self-Sufficiency Report (Quarterly), Modernization Report, Voucher Report, Resident Service Coordinator Reports and Completed Work Orders for Month of June 2025)
- Correspondence from Steve Gagnon, CSTA to Cathy Hoog, Executive Director dated May 21, 2024 re: “Thank you”
- Audited Financial Statements for Fiscal Year Ending September 30, 2024 (State and Federal Audit)

VII. Reports of the Committees

VIII. Recommendations of the Chair

There were no recommendations of the Chair.

IX. Report of the Treasurer

Bills

Aaron Paternoster moved to acknowledge receipt of the bills for the period June 1, 2025

through June 30, 2025 as presented. Veronica Miranda seconded the motion and the roll call vote as follows:

Ayes

Aaron Paternoster
Romell Kidd
Emily Ullman
Veronica Miranda

Nays

Balance Sheet and Statements of Revenues and Expenses

The Balance Sheet and Statements of Revenue and Expenses includes any variances in the budget at this point.

Romell Kidd moved to accept the Balance Sheet and Statements of Revenues and Expenses prepared by Paul Pavia of Fenton, Ewald & Associates, P.C. for Eight (8) months ending May 31, 2025. Emily Ullman seconded the motion and the **roll call** vote was as follows:

Ayes

Aaron Paternoster
Romell Kidd
Emily Ullman
Veronica Miranda

Nays

X. Unfinished Business

- Section 8 -Pre-2004 Use of Funds Memorandum is being Prepared by SHA Counsel and will be presented at the August 13, 2025 Regular Board Meeting.
- Salem Housing Authority "Draft" Internal Controls Policy

XI. New Business

New Hire – State Family Self-Sufficiency Coordinator for Salem and Marblehead Housing Authorities

There were six (6) candidates chosen to be interviewed for the open position of Full-Time State Family Self-Sufficiency Coordinator for Salem and Marblehead Housing Authorities. Cathy Hoog interviewed Six (6) candidates. Cathy presented her candidate of choice.

Romell Kidd moved to make a conditional offer of employment to Sandra Reiniger with a six (6) month probationary period for a full-time position (30 hours per week) as State Family Self-Sufficiency Coordinator for the Salem and Marblehead Housing Authorities

at an annual salary of \$65,000.00 with a start date TBD. Employment is also conditioned upon receipt of a passed SHA paid physical examination including drug test (not marijuana) and a favorable Criminal Offense Record Information (CORI) check.

Emily Ullman seconded the motion, and the **roll call** vote was as follows:

Ayes

Nays

Aaron Paternoster
Romell Kidd
Emily Ullman
Veronica Miranda

Salem Housing Authority Federal Annual Public Housing Agency Plan for Fiscal Year 2025

Cathy Hoog presented to the Board of Directors the Salem Housing Authority Federal Annual Public Housing Agency Plan for Fiscal Year 2025.

Romell Kidd moved to approve the 2025 Federal Annual Public Housing Agency Plan for Fiscal Year 2025 as presented and authorize Chair Veronica Miranda to execute the Civil Rights Certification and Certification of Compliance with PHA Plans and Related Regulations including required and any other certifications required. Aaron Paternoster seconded the motion and the roll call vote was as follows:

Ayes

Nays

Aaron Paternoster
Romell Kidd
Emily Ullman
Veronica Miranda

Revisions to Chapter 6.A and 7.A of the Salem Housing Authority Section 8 Housing Choice Voucher Program Administrative Plan (Income and Subsidy Determinations and

Cathy Hoog will present to the Board of Directors and discuss the revisions to Chapter 6.A and 7.A of the Salem Housing Authority Section 8 Housing Choice Voucher Program Administrative Plan

Emily Ullman moved to approve the revisions to Chapter 6.A and 7.A of the Salem Housing Authority Section 8 Housing Choice Voucher Program Administrative Plan. Romell Kidd seconded the motion and the roll call vote was as follows:

Ayes

Nays

Aaron Paternoster
Romell Kidd
Emily Ullman
Veronica Miranda

Collection of Losses – Write Offs Through 6/30/25 per Public Housing Notice 2017-17

Cathy Hoog presented the Collection of Losses – Write Offs Through 06/30/25 per Public Housing Notice 2017-17.

Romell Kidd moved to approve write offs through June 30, 2025 for State Development 667 in the amount of \$3,367.15 and State Development 200 in the amount of \$7,894.98 for a total amount of \$11,262.13 pursuant to Public Housing Notice 2017-17. Aaron Paternoster seconded the motion and the **roll call** vote was as follows:

Ayes

Nays

Aaron Paternoster
Romell Kidd
Emily Ullman
Veronica Miranda

XII. Other Business/Late Communications

XIII. Adjournment

Romell Kidd moved that the Board adjourn the Regular Meeting of Wednesday, July 9, 2025 at 7:16 p.m. Emily Ullman seconded the motion and the roll call vote was as follows:

Ayes

Nays

Aaron Paternoster
Romell Kidd
Emily Ullman
Veronica Miranda

**Summary Sheet of the Minutes of the Regular Board Meeting
JULY 9, 2025, Articles V. - XIII**

Executive Director Report: Federal Updates and Budget Impacts

Cathy Hoog provided updates on several key areas, including the draft Federal Annual Plan which was finalized and included in the board packets for consideration. She mentioned that the Federal audit was submitted, and interviews were conducted for the State Family Self-Sufficiency Coordinator position. Cathy also highlighted the new draft internal controls policy and a new format for quarterly budget variances, which she believed would be more user-friendly. She noted that the maintenance department completed 271 work orders and was working on 12 state modernization projects, while the Section 8 Program had 1,173 units under lease. No new vouchers could be released per HUD Orders.

Executive Director Report: FSS Program Progress and Updates on Resident Services and Housing Now Program

Cathy reported on several key developments, including upcoming changes to the admin plan and participation in national forums to stay informed. She highlighted the success of the FSS program, with 28 voucher holders and over \$81,000 in escrow, and announced plans for a graduation ceremony in October. Cathy also shared updates on resident services, including community events and case management services, and mentioned new funding opportunities. The Housing Now Program has 8 families leased up and receiving case management services with Family Success Plans in place.

Upcoming Events and Rent Policies

Cathy Hoog announced upcoming events and developments, including a nonprofit instrumentality meeting on July 16th and plans for the Leefort Terrace waiting list opening. She discussed the surplus land R.3 project, which is undergoing final adjustments with the City's Planning Department.

Cathy also addressed questions about rent collection and mediation processes, explaining that the Housing Authority has a rent collection policy with various payment options and in-house mediation opportunities. She mentioned that cash payments are no longer accepted and that court mediation is available as a last resort.

Pre-2004 Section 8 Monies

Cathy Hoog explained that the Pre-2004 Section 8 Monies have been used for various purposes over time, including resident events, parties, and staff appreciation activities. She clarified that the funds are still available due to their small usage and interest gained. Cathy also discussed compliance with regulations, noting that while there are no restrictive state reserves, federal regulations are minimal for unrestricted funds. She mentioned that expenditures are reviewed annually during audits. The SHA is a separate entity from the City, they share some regulatory responsibilities for certain funds. Lastly, Cathy stated that the use of discretionary funding does not affect the overall budget process and is outlined in financial statements.

Reserve Fund/Policy Updates/Bills for the month of June 2025

The meeting covered updates on the Pre-2,004 reserve fund, which has approximately \$200,000 remaining, and the status of the waitlist for Section 8 housing, which remains open.

Cathy shared that she sent an email detailing her goals for the current fiscal year and invited further discussion at the next meeting.

Aaron, chair of the Policy Subcommittee, reported that the committee hasn't met since its first session and plans to review the draft internal control policy at the next policy committee meeting.

The board discussed bills for the period June 1-30, 2025, and considered whether to approve or acknowledge them, with a decision to acknowledge receipt of the bills by way of a vote. The vote language will change from "approve" to "acknowledge receipt of".

Balance Sheet and Capital Projects

Cathy Hoog presented the balance sheet and statements of revenues and expenses, noting that variances in line items could be reviewed on the far right. She explained that the new quarterly format prepared by Paul Pavia, Fenton Ewald & Associates would be helpful, and mentioned that capital improvement projects are accounted for separately from the operating budget. Cathy clarified that while CapHub projects are not included in the balance sheet, they are reported quarterly to ensure alignment with state records.

Unfinished Business: Section 8 Pre-2004 Monies and Policy Review Updates

The board discussed two items of unfinished business: a Section 8 Pre-2004 Monies - use of funds memorandum to be presented at the August 13, 2025 board meeting, and a draft internal controls policy. Ms. Miranda feels that the draft Internal Controls policy needs external expertise

to review. Aaron explained that the policy subcommittee would meet to review and recommend on the internal controls policy, with the goal of presenting recommendations to the full board at the next monthly meeting. Veronica Miranda noted that while they are seeking a CPA tenant to join the subcommittee, they may need to consider alternative approaches to keep policy review processes moving while they recruit appropriate expertise.

New Business

The meeting covered several key topics, including a new hire for the State Family Self-Sufficiency Coordinator position for Salem and Marblehead Housing Authorities, revisions to Chapter 6A and 7A of the Salem Housing Authority's Section 8 Housing Choice Voucher Program Administrative Plan, and the collection of losses write-offs through June 30, 2025. The board approved the 2025 Federal Annual Public Housing Agency Plan and discussed minor changes to income and asset requirements for participants.

Late communications/ Adjournment

The Board congratulated Doneeca Thurston-Chavez on the birth of her daughter.

ED Summary August 2025

The following summary is provided as a guide for the SHA Board of Commissioners to review monthly SHA Department outcomes. Additional Department reports provide more detailed statistical data related to SHA finance, modernization, public housing vacancy, section 8 vouchers, maintenance work orders, resident services, Family Self Sufficiency (FSS) programs, Housing Now, champ wait list data and property management. The detailed reports are attached in the monthly Board packet with this summary.

Administration/Personnel

- The 2025-20265 Federal Annual Plan submitted to HUD.
- The State Family Self-Sufficiency Resident Services Coordinator for the Salem/Marblehead SSP program will begin advertising the new program to state-aided families this month.
- Draft Internal Control Policy Presented to the Board this month (5th month).

Financial

- See Financial reports included for specific details on monthly financials.
- Budget Guidelines for 2025-2026 have not been issued. Budget preparation begins after guidelines have been issued.
- Quarterly variance report April, May and June 2025 included in packet

Property/Modernization

- 261 Work orders completed this month. See work order reports and move in/move out reports for detailed information related to work order data and public housing vacancies/move ins.
- 12 State modernization projects are currently in design or under construction. See modernization report for more detailed updates on each project. 1 Federal modernization project is being planned for construction.
- 100 CHAMP applications pulled and being reviewed for placement. See CHAMP report for more detailed information on champ waitlist pulls and offers for public housing units.
- 2 New Admissions in Public Housing

Section 8 Program

- 1161 units under lease, See Voucher report for additional specifics related to Section 8 vouchers issued.
- The Section 8 program cannot issue any new vouchers per HUD orders.

- FSS Program- 28 **voucher holders** (19 is the target goal for HUD) have been enrolled into the program and signed contracts, **\$81,957 in earned escrow amongst the participants** received. Our first graduate to the program is next month! **Quarterly FSS reports will be provided with information on the FSS program and participant statistics.**

Residents and Community

- **10 new Referrals** were made to the Service Coordinators this month for resident assistance. **66 residents served** for ongoing case management
- **Housing Now Program-** 8 Families have been leased up and receiving comprehensive case management services with Family Success Plans in place. Six families have remained successfully leased up for 5 months and two families have remained successfully leased up for 4 months.
- Ongoing programs for residents-
- A trolley tour for Pioneer and Bertram Terrace residents took place on July 30th.
- Wellness Wednesdays will be back due to popular demand starting September 3rd.
- Two Community Garden plots have been secured for senior residents to participate in summer gardening programs with the SHA Service Coordinators
- Another summer ice cream event for families of Garden Terrace, Phillips and Farrell Court in motion for the end of the summer. (over 200 residents participated in the Rainbow Terrace ice cream event)
- Advertising the State Family Self Sufficiency program next month for family residents!
- EOHLC funding offer for 250th celebration for family housing tenants. Planning in motion.
- RSC's continue attendance at local REACT meetings with Salem PD and area providers.
- **See monthly Service Coordinator reports for specific data related to engagement/service coordination categories for residents.**

Funding Awards/Grant Applications Summary for 2019-2024

Fiscal Year 2019-2020

Awards total: \$1,161,681.29 (RSC grant (annual), health/safety initiative, PEHO, Gateway Cities, CPA, Creative Placemaking)

Fiscal Year 2020-2021

Awards total: \$4,407,082.00 (Section 8 HAP, HILAP, Action Inc. Sustainability, CDBG)

Fiscal Year 2021-2022

Awards total: \$2,400,946.00 (CPA, DHCD Target Award, Solar Farm Savings(annual)/Sign on Bonus, New Section 8 Vouchers and Admin Fee (annual)

Fiscal Year 2022-2023

Awards total: \$24,041,404.30 plus Leefort Profit Sharing (CDBG wifi, RSC funding, FSS funding, ARPA development for Leefort, HOME funding for Leefort, HILAP for Leefort, CPA roof, \$14,500,000 in soft bond and five years of tax credits for Leefort, Bertram Terrace Compliance funds)**Leefort Profit Sharing: Approx \$2.8 million**

Fiscal Year 2023-2024

SHA has received **\$88,420 in additional shortfall funding** to assist with the needs to cover the section 8 program.

An application was submitted to Mass Housing Partnership for feasibility costs related to an RFP for the vacant land at Farrell Court. **\$35,000 was awarded to SHA** this past month to explore the feasibility of developing the land next to Farrell Court. Testing will soon begin on the ledge to further determine the scope of possibilities for the land.

An application was made to Salem CPA committee for **\$160,000** for upgrades and repairs to the Barton Square elevator. **SHA was awarded \$160,000 for the elevator upgrades at Barton Square.**

An application was made to Salem CDBG program for **\$41,400** to offer residents a series of yoga, meditation, art therapies and pet therapy. Stay tuned.

RSC award made to SHA for \$70,000.00 to continue RSC service coordination for residents of SHA and BHA.

EOHLC Housing Now Grant application submitted last month for Case Management services along with family housing unit designations to assist families dealing with homelessness. **SHA awarded \$96,000 per EOHLC fiscal year, initial award is \$80,000 due to months into fiscal year.**

Fiscal Year 2025 Family Self Sufficiency grant application submitted to HUD November 2024

SHA partnering with City and local St. Peter's San Pedro Church next to Morency building on geothermal networking grant opportunities for further studying the feasibility for municipal downtown buildings to network on Geothermal.

HUD Shortfall funding application was submitted for 2024 to cover landlord rent increases. **SHA was awarded \$658,000.00**

Fiscal Year 2024-2025

SHA submitted the 2025 Comprehensive Modernization grant program to EOHLC May2025. The project scope will include replacement windows, building envelope repairs and roof repairs for the Charter Street building. The grant was submitted in May 2025 totaling over \$2million for work at Charter Street. Stay tuned.

A Community Preservation Funding application was submitted to the City Community Preservation Committee for funding the roof replacement at the Zisson development. The application was approved and funded \$378,00.00

A CDBG grant application was submitted to the City for programming for technical assistance to seniors for computer use and basic applications along with training materials/equipment. Stay tuned.

The HUD FSS program grant application was awarded for an additional two years of funding, initial year award is \$110,000.

The State Self-Sufficiency Grant program was submitted for funding in March in partnership with the Marblehead Housing Authority. The grant was awarded to SHA/MHA for \$100,000 annually.

SHA applied for the State Residential Retrofit Program for Public Housing Units in an effort to increase access to reliable internet services for residents. The grant addresses inadequate wiring and infrastructure. The grants are intended to increase connectivity, reduce cost burdens and improve digital access for low-income residents. SHA was awarded services for 665 units spread over 21 properties as part of Aervivo Inc. Connectivity Platform.

Development/Redevelopment Updates

The Leefort Terrace construction has begun and anticipated completion/re-housing of residents is Fall of 2026.

Surplus land adjacent to Farrell Court has been evaluated and determined buildable. ED shared conceptual site plans with Board. The Planning Department presented City data related to housing priorities in Salem to the Board in March. ED presented draft RFP for Board review June 2025. The final RFP has been advertised and due Wednesday October 15, 2025.

State Estimated Waiting Period for Applications:

As of August 5, 2025

P-1,2,3,4,6

Family	6 mos.-1 yr.
Elderly	6 mos.-1 yr.
NE (Eld./Disabled)	6 mos.-1 yr.
Modified	1+ yrs.

P- 7

Family (Local)	2 + yrs.
Family (Non-Local)	3 + yrs.
Elderly (Local)	2 + yrs.
Elderly (Non-Local)	3 + yrs.
NE (Elderly/Disabled)	3 + yrs.
Congregate	1 + yrs.
Modified	3 + yrs.

VETERANS

Family	6 mos.-1 yr.
Elderly	6 mos.-1 yr.

Federal Waiting Period for Applications:**FEDERAL**

Family	3 + yrs.
Elderly	2 + yrs.

SECTION 8

Local/Preference	5 + yrs.
Non Local	10 + yrs.
PBV/Pequot	4 + yrs.
PBV/ARC	0 mos.-3 mos.

STATE PUBLIC HOUSING
WAITING LIST
CHAMP

As of August 5, 2025

Number of Family Applicants	43,853
Number of Elderly/Handicapped Applicants	11,803

FEDERAL PUBLIC HOUSING
WAITING LIST

Federal Family	Pending	0
	Eligible	23
	Total	23
Federal Elderly	Pending	0
	Eligible	238
	Total	238

SECTION 8

Section 8 HCV Centralized Waitlist Salem Preference	Pending	9
	Eligible	2251
	Total	2260
Pequot Highlands Project-Based Voucher Program	Pending	39
	Eligible	1412
	Total	1451
New Point Acquisition PBV	Pending	20
	Eligible	667
	Total	687
ARC PBV Program	Pending	0
	Eligible	0
	Total	0

(MRVP Converted to Housing Choice Voucher 07/04-08/04)

(Federal Family closed 12/02)

(Federal Family opened 06/21/05 – 07/31/05)

(Federal Family closed 07/31/05)

(Federal Family opened 06/11/12)

(Federal Family closed 10/31/2012)

(Federal Preferences Changed To Local Only 12/17/2012)

(Section 8 closed 12/02)

(Joined Centralized 04/03/2006)

(State Family Closed 11/01/06)

(State Family Reopened 05/06/08 – 07/31/08 2 & 3 BR Only)

(State Family Extended thru 09/30/08 2 & 3 BR Only)

(State Family Closed 09/30/08)

(State Family Reopened 07/01/11 – 10/31/11 2 & 3 BR Only)

(State Family Closed 10/31/2011)

(State Family Reopened 12/15/15 - 03/31/2016 2 & 3 BR Only)(State Family Closed 3/31/16)

July 19, 2018 State Waitlist Migrated to CHAMP (new applications after this date logged into CHAMP) (Oct. 15 – 30, 2018 Applications received entered into Lottery Nov. 9, 2018)

Unit Address	City	State	Bedroom Size	Admission Date	Action Type	Move Out Reason	Effective Date
75 Rainbow Terrace	Salem	MA	2	02/03/2022	End Participation		07/11/2025
76 Rainbow Terrace	Salem	MA	2	07/30/2025	New Admission		07/30/2025
109 Rainbow Terrace	Salem	MA	2	07/30/2025	New Admission		07/30/2025

Salem CHAMP List report

Date Pulled	List ID	Criteria	# Applicants Pulled	DNR & Deselected	Eligible candidates	Offers	Offers Accepted	Rejected Units	List Status
6/11/2024	26354163	2 BR Family	100		2	2	2	n/a	List is closed
8/5/2024	26698507	1BR Eld Stairs	50		2	2	2	1	List is closed
8/5/2024	26699508	1BR Eld No Stairs	50		6	3	2	1	List is closed
8/30/2024	26879688	3BR Family WC	100		0	2	0	0	List is closed
10/15/2024	27170979	1BR Eld Minority Stairs	50		10	1	8	1	List is closed
10/17/2024	27195007	1BR Eld Stairs	50		7	5	4	1	List is closed
12/18/2024	27571383	1BR Eld No Stairs	50		0	0	0	0	List is closed
1/9/2025	27678490	2BR Family	100		3	2	2	0	List is closed
1/9/2025	27683495	3BR Family	100		1	0	0	0	List is closed
2/20/2025	27965777	1BR Elderly No Stairs	50		7	6	5	1	List is closed
3/18/2025	28143955	1 BR Elderly Stairs	50		0	0	0	0	List is closed
5/6/2025	28494309	2BR Family	100		3	3	2	0	Pending applicant response
5/8/2025	28522337	3BR Family	100		0	0	0	0	No vacancies available
6/2/2025	28652467	1BR Elderly No Stairs	50		3	3	1	2	Pending applicant response
6/2/2025	28654469	1 BR Elderly Stairs	50		0	0	0	0	Pending applicant response

Report to the Board 8/4/2025

8/1/2025 **0 New Voucher Out-Looking**

Voucher's Out-looking Time Frame:

Under 30 Days	0
30-60 Days	0
60-90 Days	0
90-120 Days	0
120+	0

Voucher

Issued since: 7/1/2025	0
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PBV Admission	1
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Units Under Lease as of August 1, 2025	1161
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Update on Capital Modernization Projects

The following are items either underway in design or under construction. These projects are funded by our 5-year state Capital Improvement Plan (EOHLC) and annual federal capital plan (HUD).

STATE-FUNDED PROJECTS

Our latest annual state formula funding award is \$796,966 to be used at 14 state developments (626 units in 82 buildings).

Underway (In Design or Under Construction)

258150 **Electrical Upgrade** at Pioneer Terrace

Project is to upgrade the electrical service. The project was bid and Laracy is the apparent low bidder at \$1,104,000.00. Bid to be put forth for approval by SHA.

258173 **Exterior Upgrades Water Infiltration (HILAPP)** at Charter St.

Project to solve the leaking in 2 units and the office. EOHLC awarded architect contract. In design. EOHLC authorized going forward with work to be performed in a sample unit on the 2nd floor as a test case. This work occurred. There are larger flashing and other issues being investigated with the Architect and EOHLC. SHA met with EOHLC and architect 5/30/24. Many design issues were discussed. A larger scope of work will be designed. The east elevation will be the scope. Plans and cost estimate are under review with EOHLC.

258182 **Exterior Door Replacement** at Bates, Norton, Dalton, Park/Prince

Derby Square Architects was assigned by EOHLC. Architect to visit and measure on 8-05-25

258187 **Siding and Window Replacement** at Farrell

Drizos Contracting LLC was awarded the contract in the amount of \$278,000. The project has begun and is moving along.

258188 **ARPA Federal Pacific Electric Panel Replacement and Gas Stove Replacement** at Rainbow, Leefort, Bertram, Colonial, Norton, Pioneer, Morency, Ruane, Dalton, and Phillips.

Rogue Engineering's bid document package was approved by EOHLC. The project will soon be advertised for bids.

258189 **Walk-in tub/shower study** at Charter St. and Morency Manor and Phillips House

Environmental Restoration Inc. has begun work in the available vacant unit. They are finding plumbing issues behind the walls due to the age of the building. Once the issues are worked out they will be moving on to the chosen occupied accessible units. There will be one unit in each building identified as a unit to be used as temporary bathroom facilities for units where work is being performed.

258194 **Elevator upgrades** at Charter

Work to update the elevators to new code to be completed by our current elevator company under contract. Most materials have finally arrived. Awaiting a start date from Delta Beckwith Elevator Co.

258197 **Site Work and Concrete Repair** at Colonial Terrace

In design at 100% construction documents which are still under final review at EOHLC. Once approved the project will be put out for public bid.

258198 **Sustainability Study- flood zone, rising sea level** at Pioneer and Congress

Project with EOHLC. No information yet.

258199 **Roof Replacement** at Ruane

Derby Square Architects was assigned by EOHLC. A fee of \$21,600 has been agreed upon. Design work has begun. This building is in a historic district.

258200 **Boilers and HW Tanks Replacement** at Phillips

The equipment is at the end of its useful life. Options for type of systems are being weighed. This building is in a historic district. BLW Engineers has been assigned. A schematic submission has been presented. The cost estimate is very high and is under review at EOHLC.

258201 **Aging in Place at Routine Turnovers** at 667

Small accessibility/adaptability upgrades will be incorporated during the routine vacancy turnover process

Projects to be Assigned to a Designer, Designed and Bid

TBA Kitchen & bath modernization at Bertram as funding will allow.

FEDERALLY-FUNDED PROJECTS

Zisson Roof Replacement:

The SHA was awarded CPA funds to help with this work. Andrew Brockway is the architect on the project. Project received approval by the Historic Commission, Redevelopment Authority, and the Design Review Board. Low bidder is Leading Way Construction Co. Inc. with a bid of \$388,600.00. Will be presented on the August SHA agenda for acceptance.

Salem Housing Authority

27 Charter Street
Salem, MA 01970

(978)744-4431



Cathy Hoog
Executive Director

July 1- 31 2025

Kathlyn Valianti

July RSC MONTHLY REPORT

NEW Referrals to RSC: _____ 1

Ongoing case management/referrals: 41

Category:

<u>Mental / behavioral health</u>	<u>8</u>
<u>Housing stabilization support / One time deep cleaning</u>	<u>9</u>
<u>Re-certification assistance</u>	<u>2</u>
<u>Housekeeping/ Agency referrals</u>	<u>8</u>
<u>Wellness & fitness</u>	<u>23</u>
<u>Nutrition/Snap applications, food pantry resources</u>	<u>2</u>
<u>Healthy food options, food pantry and emergency shopping</u>	<u>2</u>
<u>Community Engagement / Socialization</u>	<u>46</u>
<u>Health insurance / Health supportive services</u>	<u>6</u>
<u>Other- Distribution of flyers and community events</u>	<u>206</u>
Other	

Referrals made out to other places:

- Salem COA, Salem Pantry, Life Bridge, Gather Health HOU, MassHealth, Healthy Living, Element Care, AgeSpan, Disability Resource Center, Element Care, North Shore Community Action Program, Salem Commission on Disability, Mission of Deeds, REACT, Salem Fire Department, Salem PD, The Brookhouse for Woman, The Bertram House, Big Brother/Big Sister, Salvation Army, Gardener Mattress Company, Care Dimensions

Other important info to include:

7/30/25 Salem Trolley Tour for Pioneer and Bertram Residents

Salem Housing Authority

27 Charter Street
Salem, MA 01970



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Cathy Hoog
Executive Director

7/2/25 React High Risk team meeting at the Salem COA

7/15/25 Root Open House, 35 Congress St. new Ex.Dir. Nate

7/16/25 Tour of Herrick House Assisted Living facility, Beverly, Ma.

6/17/25 Salem Trolley Tour for Morency/Dalton

6/18/25 Overdose Training

July /25 Robo calls weekly for Salem Community Garden volunteer meeting, scheduled for Mondays

6/24/25 Gather Health Scam Prevention event for Charter St. tenants

Bingo games at Charter St Community room

- Wellness Wednesday with Kelley Annese will be starting September 3rd, 2025 – wellness classes will be the Morency Community Room and Pioneer Terrace Community Room
 - Lunch with Congregate tenants at Ruane, scheduled for 8/5/25, with RSC's
 - Planning social monthly community engagement / workshops at Morency, Dalton, and Pioneer community rooms (Coffee hour, snacks, movies, games, etc.)
 - Weekly office hours at Pioneer Terrace Community Room.
 - Meet with other community organizations- EPNG, NorthShore REACT
 - Posted informative pamphlets to upcoming workshops and Events.
- Post up local events-Social Programs, Transportation schedule, and outing events hosted by COA.
- Working on Trolley Salem Tour, scheduled for July 30th, sign up sheet is at Pioneer Community room for Pioneer and Bertram

Community Grant: Cleaning services ongoing

Salem Housing Authority

27 Charter Street
Salem, MA 01970

(978)744-4431



Cathy Hoog
Executive Director

July 1- 31, 2025
Mary Ann Kairouz

RSC MONTHLY REPORT

Total Referrals to RSC:

New Referrals: 9

On-Going Referrals: 15

Categories of services and the number of tenants provided services:

<u>Mental-behavioral health</u>	<u>2</u>
<u>Housing stabilization support, one-time deep cleaning</u>	<u>6</u>
<u>Re-certification assistance</u>	<u>2</u>
<u>Housekeeping, laundry services through agency referrals</u>	<u>3</u>
<u>Wellness and fitness workshops</u>	<u>10</u>
<u>Nutrition-SNAP application and list food pantry resources</u>	<u>3</u>
<u>healthy food access-assisting at food panty & emergency food shopping</u>	<u>62</u>
<u>Community Engagement, Socialization-----</u>	<u>17</u>
<u>Family social-----</u>	
<u>Health insurance, Health supportive services</u>	<u>3</u>
<u>Other- resources posted in buildings</u>	<u>30</u>
<u>Other-passed out to tenants</u>	<u>0</u>
<u>Other- robo calls of events or services</u>	
A. <u>Families Robo call</u>	<u>0</u>
B. <u>Elderly Robo Calls</u>	<u>139</u>

Referrals made out to other places:

Salem Housing Authority

27 Charter Street
Salem, MA 01970



(978)744-4431

Cathy Hoog
Executive Director

- Salem COA, Salem Pantry, Life Bridge, Gather Health HOU, MassHealth, Element Care, AgeSpan, Disability Resource Center, Element Care, REACT, Salem Fire Department, Salem PD, Bootstrap, SAVERS, Aldi.

Other important info to include:

- Planning Ice Cream Social and Games for Ruane tenants for September or October
- Planning 250th event for fall or spring with RSCs Kathlyn and Alex
- Wellness Wednesday with Kelley Annese will be starting September 3rd, 2025 – wellness classes will be the Morency Community Room and Pioneer Terrace Community Room
- Ingrid with the COA is working with RSCs to set up September for Morency and Dalton tenants.
- RSCs organized a Salem trolley tour on July 30th at 11AM for tenants at Pioneer and Bertram buildings. 17 tenants signed up.
- Lunch with tenants at Ruane, scheduled for 8/5/25.
- Planning social monthly at community engagement Morency, Dalton, and Pioneer community rooms (Coffee hour, snacks, movies, games, etc.)
- Working on coordinating Workshops that are funded through AgeSpan.
- Ice Cream Social for Rainbow, Park, Prince, and Congress families on 6/25- Turn out was great we had around 215 family members come for the afternoon event from 2pm-4pm.
- 6/17/25 Salem Trolley Tour for Morency/Dalton
- 6/18/25 Overdose Training
- 6/24/25 Gather Health Scam Prevention event for Charter St. tenants. Bingo games at Charter St Community room
- July 25, Robo calls weekly for Salem Community Garden volunteer meeting, scheduled for Mondays
- REACT meeting scheduled for 8/6/25.
- Posted informative pamphlets to upcoming workshops and Events
- Socialize and interact as well as Supervision of Salem Pantry distribution to residents on Monday at Morency Manor and Dalton Place.
- Weekly office hours at Morency Manor and some office hrs. at Pioneer
- Charter St Monday Pantry hours assist with helping tenants with mobility limitations with putting them in bags or assisting with carrying.
- Meet with other community organizations- COA, EPNG, NorthShore REACT, City of Salem Members, Local Providers and/or Medical Professionals.
- Mandatory Fire Safety Q & A at Ruane rescheduled for TBA with Salem FD.

Salem Housing Authority

27 Charter Street
Salem, MA 01970

(978)744-4431



Cathy Hoog
Executive Director

July 1- 30, 2025
Alexandra Dominguez

RSC MONTHLY REPORT

Total Referrals to RSC:

New Referrals:0

On-Going Referrals:10

Categories of services and the number of tenants provided services:

<u>Mental-behavioral health</u>	<u>1</u>
<u>Housing stabilization support, one-time deep cleaning</u>	<u>0</u>
<u>Re-certification assistance</u>	<u>0</u>
<u>Housekeeping, laundry services through agency referrals</u>	<u>0</u>
<u>Wellness and fitness workshops</u>	<u>0</u>
<u>Nutrition-SNAP application and list food pantry resources</u>	<u>0</u>
<u>healthy food access-assisting at food panty & emergency food shopping</u>	<u>35</u>
<u>Community Engagement, Socialization</u>	<u>35</u>
<u>Health insurance, Health supportive services</u>	<u>1</u>
<u>Other- resources posted in buildings</u>	<u>0</u>
<u>Other-passed out to tenants</u>	<u>24</u>
<u>Other- robo calls of events or services</u>	<u>0</u>
<u>A. Families Robo call</u>	<u>0</u>
<u>B. Elderly Robo Calls</u>	<u>0</u>

Referrals made out to other places:

- Dept. of Mental Health, Elliot CBHC Services, BILH Behavioral Services, Gifts that Matter, Mission of Deeds, Mass Hire, Child Care Circuit, Salem Mobile Pantry, Pathways for Children/Pathways Family Resource Center, DTA, Salem Public Schools, Advinia Care Salem (back to school cookout/freebies)

Salem Housing Authority

27 Charter Street
Salem, MA 01970

(978)744-4431



Cathy Hoog
Executive Director

Other important info to include:

- RSCs are planning Ice Cream Truck event for tenants at Garden, Phillips and Farrell for end of August/beginning of September.
- RSCs planning 250th anniversary celebration of the Revolutionary War.
- Socialize and interact as well as Supervision of Salem Pantry distribution to residents on Wednesday at Rainbow.
- Monthly meetings with Housing Now Tenants.
- Attended SFSS Virtual Meeting 7/16/25 from 2-3pm
- Attended NAHRO 'Nuts and Bolts of Service Coordination' Virtual Training 7/28-7/31/25 from 1-4pm. Certificate was received.
- Attended VAWA (Violence Against Women Act) Confidentiality & Best Practice Virtual Training 7/29/25 from 10-11am.
- Child-proof safety locks were purchased and provided for a Family Housing referral at Phillips (who's adult child with disabilities has a tendency of opening the door and leaving the home).
- Six Families on the Housing Now Program have been housed now for 5 months.
- Two Families on the Housing Now Program have been housed now for 4 months.
- Six of the Housing Now families are at Rainbow, One at Garden, and One at Phillips.

Salem Housing Authority
Work Order Complete/Incomplete Report

Program(s): State 667

Project(s): State Elderly 667-1A: **Bertram Terrace**

Status: All, Status Included: Emergency, Urgent, Routine, Preventive, Vacant, Inspection UPCS, Contract, Inspection Other, Employee:

All, Created From: 7/1/2025, Created Through: 7/31/2025, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	2	0	2	7.00	3.50
Routine	2	0	2	15.54	7.77
Totals:	4	0	4	22.54	5.64

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	2	0	2	7.00	3.50
Michael Fitzgerald	2	0	2	15.54	7.77
Totals:	4	0	4	22.54	5.64

Salem Housing Authority
Work Order Complete/Incomplete Report

Program(s): State 667

Project(s): State Elderly 667-2: **Colonial Terrace**

Status: All, Status Included: Emergency, Urgent, Routine, Preventive, Vacant, Inspection UPCS, Contract, Inspection Other, Employee:

All, Created From: 7/1/2025, Created Through: 7/31/2025, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	4	0	4	4.20	1.05
Routine	3	1	2	8.08	4.04
Inspection UPCS	2	1	1	2.08	2.08
Totals:	9	2	7	14.36	2.05

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	4	0	4	1.41	0.35
Bill Norris	1	1	0	0.00	N/A
Charlie Felton	1	0	1	0.54	0.54
Craig Powers	2	1	1	0.54	0.54
Patric Bishop	3	0	3	11.87	3.96
Totals:	9	2	7	14.36	2.05

261 Work Orders this month

Salem Housing Authority Work Order Complete/Incomplete Report

Program(s): State 667

Project(s): State Elderly 667-3: Norton (3A) and Bates (3B)

Status: All, Status Included: Emergency, Urgent, Routine, Preventive, Vacant, Inspection UPCS, Contract, Inspection Other, Employee:

All, Created From: 7/1/2025, Created Through: 7/31/2025, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	1	0	1	0.08	0.08
Routine	2	1	1	0.54	0.54
Totals:	3	1	2	0.62	0.31

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	2	0	2	0.62	0.31
Craig Powers	1	1	0	0.00	N/A
Totals:	3	1	2	0.62	0.31

Salem Housing Authority Work Order Complete/Incomplete Report

Program(s): State 667

Project(s): State Elderly 667-4: Pioneer Terrace

Status: All, Status Included: Emergency, Urgent, Routine, Preventive, Vacant, Inspection UPCS, Contract, Inspection Other, Employee:

All, Created From: 7/1/2025, Created Through: 7/31/2025, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	19	2	17	1.38	0.08
Routine	32	2	30	131.63	4.39
Totals:	51	4	47	133.01	2.83

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	23	1	22	14.72	0.67
Bill Norris	7	2	5	8.95	1.39
Charlie Felton	1	0	1	1.17	1.17
Christian Rudloff	1	0	1	0.04	0.04
Craig Powers	5	1	4	12.83	3.21
Michael Fitzgerald	11	0	11	80.76	7.34
Patric Bishop	4	0	4	16.54	4.14
Totals:	51	4	47	133.01	2.83

**Salem Housing Authority
Work Order Complete/Incomplete Report**

Program(s): State 667

Project(s): State Elderly 667-5: 27 Charter St.

Status: All, Status Included: Emergency, Urgent, Routine, Preventive, Vacant, Inspection UPCS, Contract, Inspection Other, Employee:
All, Created From: 7/1/2025, Created Through: 7/31/2025, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	14	0	14	5.22	0.37
Routine	15	3	12	70.89	5.91
Inspection UPCS	3	0	3	19.04	6.35
Totals:	32	3	29	95.15	3.28

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	10	0	10	15.37	1.54
Bill Norris	2	0	2	0.08	0.04
Craig Powers	7	2	5	34.54	6.91
Etienne Fabrone	1	0	1	0.13	0.13
John DeBenedictis	1	0	1	0.13	0.13
Michael Fitzgerald	3	0	3	9.29	3.10
Patric Bishop	10	1	9	35.61	3.96
Totals:	32	3	29	95.15	3.28

**Salem Housing Authority
Work Order Complete/Incomplete Report**

Program(s): State 667

Project(s): State Elderly 667-6: Morency Manor

Status: All, Status Included: Emergency, Urgent, Routine, Preventive, Vacant, Inspection UPCS, Contract, Inspection Other, Employee:
All, Created From: 7/1/2025, Created Through: 7/31/2025, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	5	0	5	2.58	0.52
Routine	3	1	2	7.79	3.90
Preventive	1	0	1	7.04	7.04
Totals:	9	1	8	17.41	2.18

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	4	0	4	8.75	2.19
Bill Norris	3	0	3	7.12	2.37
Craig Powers	1	1	0	0.00	N/A
Michael Fitzgerald	1	0	1	1.54	1.54
Totals:	9	1	8	17.41	2.18

**Salem Housing Authority
Work Order Complete/Incomplete Report**

Program(s): State 667

Project(s): State Elderly 667-1: **Leefort Terrace**

Status: All, Status Included: Emergency, Urgent, Routine, Preventive, Vacant, Inspection UPCS, Contract, Inspection Other, Employee:
All, Created From: 7/1/2025, Created Through: 7/31/2025, Completed From: 1/1/1900, Completed Through: 12/31/9999

No Information For Selected Criteria

No Information For Selected Criteria

No Information For Selected Criteria

**Salem Housing Authority
Work Order Complete/Incomplete Report**

Program(s): State 667

Project(s): State Elderly 667-7A: **Ruane Building**

Status: All, Status Included: Emergency, Urgent, Routine, Preventive, Vacant, Inspection UPCS, Contract, Inspection Other, Employee:
All, Created From: 7/1/2025, Created Through: 7/31/2025, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	1	0	1	0.00	N/A
Vacant	1	0	1	20.33	20.33
Totals:	2	0	2	20.33	10.17

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	1	0	1	0.00	N/A
Charlie Felton	1	0	1	20.33	20.33
Totals:	2	0	2	20.33	10.17

Salem Housing Authority Work Order Complete/Incomplete Report

Program(s): State 667

Project(s): State Elderly 667-7B: Dalton Building

Status: All, Status Included: Emergency, Urgent, Routine, Preventive, Vacant, Inspection UPCS, Contract, Inspection Other, Employee:

All, Created From: 7/1/2025, Created Through: 7/31/2025, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	3	0	3	11.04	3.68
Routine	8	1	7	29.75	4.25
Vacant	1	0	1	22.33	22.33
Totals:	12	1	11	63.12	5.74

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	2	0	2	0.25	0.13
Bill Norris	2	1	1	2.58	2.58
Charlie Felton	1	0	1	22.33	22.33
Craig Powers	2	0	2	13.96	6.98
Michael Fitzgerald	3	0	3	15.13	5.04
Patric Bishop	3	0	3	8.87	2.96
Totals:	12	1	11	63.12	5.74

Salem Housing Authority Work Order Complete/Incomplete Report

Program(s): State 200

Project(s): State Family 200-1: Garden Terrace

Status: All, Status Included: Emergency, Urgent, Routine, Preventive, Vacant, Inspection UPCS, Contract, Inspection Other, Employee:

All, Created From: 7/1/2025, Created Through: 7/31/2025, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	7	0	7	1.58	0.23
Routine	3	0	3	18.51	6.17
Inspection UPCS	1	1	0	0.00	N/A
Totals:	11	1	10	20.09	2.01

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	7	0	7	1.92	0.27
Craig Powers	1	0	1	6.88	6.88
Michael Fitzgerald	1	0	1	11.00	11.00
Patric Bishop	2	1	1	0.29	0.29
Totals:	11	1	10	20.09	2.01

Salem Housing Authority
Work Order Complete/Incomplete Report

Program(s): State 705

Project(s): State Family 705-2A: 33 Park St./26 Prince St.

Status: All, Status Included: Emergency, Urgent, Routine, Preventive, Vacant, Inspection UPCS, Contract, Inspection Other, Employee:

All, Created From: 7/1/2025, Created Through: 7/31/2025, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	1	0	1	0.75	0.75
Totals:	1	0	1	0.75	0.75

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	1	0	1	0.75	0.75
Totals:	1	0	1	0.75	0.75

Salem Housing Authority
Work Order Complete/Incomplete Report

Program(s): State 705

Project(s): State Family 705-2B: 117 Congress St.

Status: All, Status Included: Emergency, Urgent, Routine, Preventive, Vacant, Inspection UPCS, Contract, Inspection Other, Employee:

All, Created From: 7/1/2025, Created Through: 7/31/2025, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	1	0	1	0.17	0.17
Totals:	1	0	1	0.17	0.17

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	1	0	1	0.17	0.17
Totals:	1	0	1	0.17	0.17

Salem Housing Authority
Work Order Complete/Incomplete Report

Program(s): State 705

Project(s): State Family 705-3: **Farrell Court**

Status: All, Status Included: Emergency, Urgent, Routine, Preventive, Vacant, Inspection UPCS, Contract, Inspection Other, Employee:

All, Created From: 7/1/2025, Created Through: 7/31/2025, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	2	0	2	0.12	0.06
Routine	2	0	2	1.79	0.90
Totals:	4	0	4	1.91	0.48

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	4	0	4	1.91	0.48
Totals:	4	0	4	1.91	0.48

Salem Housing Authority
Work Order Complete/Incomplete Report

Program(s): State 705

Project(s): State Family 705-4: **Phillips (84, 86, 88 Essex)**

Status: All, Status Included: Emergency, Urgent, Routine, Preventive, Vacant, Inspection UPCS, Contract, Inspection Other, Employee:

All, Created From: 7/1/2025, Created Through: 7/31/2025, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	5	0	5	4.82	0.96
Routine	7	0	7	26.89	3.84
Totals:	12	0	12	31.71	2.64

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	5	0	5	10.92	2.18
Christian Rudloff	1	0	1	0.04	0.04
Craig Powers	1	0	1	7.88	7.88
John DeBenedictis	1	0	1	1.83	1.83
Ken Sousa	1	0	1	0.75	0.75
Michael Fitzgerald	3	0	3	9.33	3.11
Patric Bishop	1	0	1	0.96	0.96
Totals:	12	0	12	31.71	2.64

Salem Housing Authority
Work Order Complete/Incomplete Report

Program(s): Federal Public Housing

Project(s): Federal Elderly: **Barton and Zisson**

Status: All, Status Included: Emergency, Urgent, Routine, Preventive, Vacant, Inspection UPCS, Contract, Inspection Other, Employee:

All, Created From: 7/1/2025, Created Through: 7/31/2025, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Emergency	1	0	1	0.08	0.08
Routine	1	0	1	8.17	8.17
Totals:	2	0	2	8.25	4.13

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	2	0	2	8.25	4.13
Totals:	2	0	2	8.25	4.13

Salem Housing Authority
Work Order Complete/Incomplete Report

Program(s): Federal Public Housing

Project(s): Federal Family: **122.5 Boston, 73 Boston, 121.5 Br**

Status: All, Status Included: Emergency, Urgent, Routine, Preventive, Vacant, Inspection UPCS, Contract, Inspection Other, Employee:

All, Created From: 7/1/2025, Created Through: 7/31/2025, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Routine	3	1	2	25.54	12.77
Inspection UPCS	3	0	3	16.58	5.53
Totals:	6	1	5	42.12	8.42

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Alex Vega Lopez	2	0	2	14.92	7.46
Craig Powers	2	1	1	13.04	13.04
Michael Fitzgerald	2	0	2	13.33	6.67
Patric Bishop	1	0	1	0.83	0.83
Totals:	6	1	5	42.12	8.42

Salem Housing Authority Work Order Complete/Incomplete Report

Program(s): Federal Public Housing, State 689, State 705, State 667 +17

Project(s): Federal Elderly: Barton and Zisson, Federal Family: 122.5 Boston, 73 Boston, 121.5 Br +41

Status: All, Status Included: Vacant, Employee: All, Created From: 7/1/2025, Created Through: 7/31/2025, Completed From: 1/1/1900, Completed Through: 12/31/9999

Work Order By Priority					
Priority	Count	Incomplete	Complete	Tot. Days	Avg. Days
Vacant	3	1	2	42.66	21.33
Totals:	3	1	2	42.66	21.33

Work Order By Employee					
Assigned Employee	Count	Incomplete	Complete	Tot. Days	Avg. Days
Bill Norris	1	1	0	0.00	N/A
Charlie Felton	2	0	2	42.66	21.33
Totals:	3	1	2	42.66	21.33

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 667									
Project: State Elderly 667-7B: Dalton Building									
75758	Vacant	205 Bridge St Unit: 101		07/08/2025 08:00 AM	07/30/2025 04:00 PM	\$0.00	\$841.39	\$841.39	\$0.00
		Description: repair vacancy							
		Task Description: 507 - Rec vacancy for repair							
		State Elderly 667-7B: Dalton Building	Incomplete: 0	Complete: 1		\$0.00	\$841.39	\$841.39	\$0.00
Project: State Elderly 667-7A: Ruane Building									
75906	Vacant	3 Broad Street 105/106 Unit: 105		07/10/2025 08:00 AM	07/30/2025 04:00 PM	\$0.00	\$459.42	\$459.42	\$0.00
		Description: repair vacancy							
		Task Description: 507 - Rec vacancy for repair							
		State Elderly 667-7A: Ruane Building	Incomplete: 0	Complete: 1		\$0.00	\$459.42	\$459.42	\$0.00
		State 667	Incomplete: 0	Complete: 2		\$0.00	\$1,300.81	\$1,300.81	\$0.00
Program: State 200									
Project: State Family 200-2: Rainbow Terrace									
75948	Vacant	75 Rainbow Terrace		07/07/2025 08:00 AM		\$0.00	\$0.00	\$0.00	\$0.00
		Description: repair vacancy							
		Task Description: 507 - Rec vacancy for repair							

W/O #	Priority	Unit Address	Tenant Name	Created Date	Completed Date	Mat.	Labor	Actual	Billed
Program: State 200									
Project: State Family 200-2: Rainbow Terrace									
State Family 200-2: Rainbow Terrace			Incomplete: 1	Complete: 0		\$0.00	\$0.00	\$0.00	\$0.00
State 200			Incomplete: 1	Complete: 0		\$0.00	\$0.00	\$0.00	\$0.00
Grand Totals:			Incomplete: 1	Complete: 2		\$0.00	\$1,300.81	\$1,300.81	\$0.00

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Healey-Driscoll Administration Announces \$31.5 Million in Largest Statewide Investment in Public Housing Internet

Funding Through the State's Residential
Retrofit Program Will Connect More Than
13,700 Households Across Massachusetts to
Reliable, High-Speed Internet Service

August 06, 2025

Source: Massachusetts Broadband Institute at MassTech (MBI)

BOSTON – Today, the Healey-Driscoll administration and Massachusetts Technology Collaborative's (MassTech) Massachusetts Broadband Institute (MBI) awarded \$31,548,018 to four internet service providers (ISPs) to increase internet access for affordable and public housing residents statewide. MBI provided the funds through the state's Residential Retrofit Program, which expands reliable, high-speed internet service by addressing inadequate wiring and infrastructure through grants to qualified ISPs.

This round of grant funding will modernize internet access in more than 13,700 housing units across Massachusetts, including the installation of fiber-optic or CAT6 internet infrastructure, customer home-based equipment, and Wi-Fi service to residences in 60 municipalities across the state. The upgrades aim to increase connectivity, reduce cost burdens and improve digital access for low-income residents.

"This program is about enhancing broadband connectivity for residents statewide," said **Massachusetts Interim Economic Development Secretary Ashley Stolba**. "With this funding, we're making sure low-income residents have the same access to essential services, opportunities, and tools as everyone else, leading to a more connected and advanced economy."

"Public and affordable housing residents deserve the same level of connectivity as everyone else," said **Massachusetts Broadband Institute Director Michael Baldino**. "This funding helps level the playing field and connects families to everything from telehealth to remote learning."

The Residential Retrofit Program is funded by U.S. Treasury's Capital Projects Fund <<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/capital-projects-fund>> through the American Rescue Plan Act. The program prioritizes projects in federally designated Qualified Census Tracts and properties with high percentages of deed-restricted affordable housing.

Listed below are the providers and public housing operators receiving awards in this round of the program:

Aervivo Inc. (\$10,527,014 for 6,402 housing units)

Aervivo Inc.'s Connectivity Platform enables partners to deploy fiber-grade hybrid networks to small and large communities across the Commonwealth. In its proposal for the Residential Retrofit Program, Aervivo Inc. offered income-eligible broadband plans of at least 100Mbps/100Mbps and up to 1000Mbps/1000Mbps within each property they serve. Aervivo will provide devices at a ratio of 1:4 units, Wi-Fi in community areas, optional bulk service rates, and digital skills training as community benefits under this award.

Housing Organization	Municipality	Housing Units
Amherst Housing Authority	Amherst	110
Amherst Housing Authority	Belchertown	43

Amherst Housing Authority	Hadley	40
Beacon Residential Management Limited Partnership	Beverly	191
Beacon Residential Management Limited Partnership	Brockton	972
Beacon Residential Management Limited Partnership	Easthampton	60
Beacon Residential Management Limited Partnership	Framingham	190
Beacon Residential Management Limited Partnership	Mansfield	170
Beacon Residential Management Limited Partnership	Maynard	120
Beacon Residential Management Limited Partnership	Medfield	103
Beacon Residential Management Limited Partnership	Palmer	156
Beacon Residential Management Limited Partnership	Pittsfield	120
Beacon Residential Management Limited Partnership	Salem	124
Beacon Residential Management Limited Partnership	Springfield	922
Beacon Residential Management Limited Partnership	Taunton	72
Beacon Residential Management Limited Partnership	Westwood	180
Concord Housing Authority	Concord	68
Granite Place Associates / Marina Bay Management	Quincy	350
John M. Corcoran & Co. / Corcoran Management Company Inc.	Brockton	139
John M. Corcoran & Co. / Corcoran Management Company Inc.	Fall River	156
John M. Corcoran & Co. / Corcoran Management Company Inc.	Hanover	60
NeighborWorks Housing Solutions (NHS)	Attleboro	22
NeighborWorks Housing Solutions (NHS)	Brockton	48
NeighborWorks Housing Solutions (NHS)	Hull	15
NeighborWorks Housing Solutions (NHS)	Quincy	170
NeighborWorks Housing Solutions (NHS)	Weymouth	18
Planning Office for Urban Affairs	Hanover	103
Planning Office for Urban Affairs	Lynn	24
Planning Office for Urban Affairs	Salem	51
Planning Office for Urban Affairs	Scituate	64
Salem Housing Authority	Salem	665
The Community Builders Inc.	Easthampton	40
The Community Builders Inc.	Greenfield	200
The Community Builders Inc.	Northampton	33
The Community Builders Inc.	Westfield	46
Westfield Housing Authority	Westfield	441
Williamstown Housing Authority	Williamstown	30
Wrentham Housing Authority	Wrentham	81

Archtop Fiber LLC (\$481,955 for 164 housing units)

Archtop Fiber is an Internet Service Provider specializing in acquiring, constructing, and operating modern fiber optic networks. Archtop's Network Design is a 100 percent fiber-optic design, comprising middle-mile fiber-optic connectivity to last-mile fiber-optic.

services. The technology is low latency and will reliably provide 8Gbps symmetrical service. Archtop will also offer Wi-Fi in community areas, open access network services, and bulk service options under this award.

Housing Organization	Municipality	Housing units
Great Barrington Housing Authority	Great Barrington	31
Great Barrington Housing Authority	Sheffield	30
Great Barrington Housing Authority	Housatonic	50
Stockbridge Housing Authority	Stockbridge	53

Comcast Cable Communications (\$12,932,384 for 5,179 housing units)

Comcast has built and operates one of the largest fiber deployments in the nation. In addition to an all-fiber backbone, Comcast has consistently added and expanded fiber throughout the portion of its network that directly serves customers. In its proposal for the Residential Retrofit Program, Comcast offered income-eligible broadband plans of at least 100Mbps/100Mbps for each property it serves. In addition, Comcast has enhanced its community benefits to include a contract with a third-party digital literacy or navigation training partner to provide services on site, in addition to Wi-Fi in community areas and open access use of in-building wiring.

Housing Organization	Municipality	Housing units
John M. Corcoran & Co. / Corcoran Management Company Inc.	Andover	167
John M. Corcoran & Co. / Corcoran Management Company Inc.	Saugus	266
John M. Corcoran & Co. / Corcoran Management Company Inc.	Boston	133
Action Inc.	Gloucester	37
Aquinnah Wampanoag Tribal Housing Authority	Aquinnah	4
Aquinnah Wampanoag Tribal Housing Authority	Chilmark	28
Beacon Residential Management Limited Partnership	Boston	607
Beacon Residential Management Limited Partnership	Malden	94
Beacon Residential Management Limited Partnership	Melrose	107
Capital Realty Group	Chelsea	120
Chelsea Housing Authority	Chelsea	566
Coalition for a Better Acre	Dracut	9
Coalition for a Better Acre	Haverhill	71
Coalition for a Better Acre	Lowell	206
Just A Start	Cambridge	24
Lawrence Housing Authority	Lawrence	659
Melrose Housing Authority	Melrose	155
New England Center and Home for Veterans	Boston	121
Planning Office for Urban Affairs	Boston	213

Planning Office for Urban Affairs	Brookline	20
Planning Office for Urban Affairs	Haverhill	149
Planning Office for Urban Affairs	Lowell	41
Rogerson Communities	Boston	144
Saugus Housing Authority	Saugus	313
The Community Builders Inc.	Gloucester	79
The Community Builders Inc.	Provincetown	50
The Community Builders Inc.	Somerville	40
The Neighborhood Developers	Chelsea	522
The Neighborhood Developers	Everett	77
The Neighborhood Developers	Revere	147

CBN Geneva LLC (\$7,606,664 for 1,514 housing units)

CBN Geneva LLC is committed to maximizing efficiency and cost-effectiveness by leveraging existing public broadband infrastructure assets. CBN offers community benefits, including free Wi-Fi in common areas, device distribution, and digital literacy courses. CBN Geneva LLC is committed to open-access broadband deployment to foster competition, enhance service quality, and expand internet accessibility. The network infrastructure built with grant funding will be structured to support multiple ISPs and third-party service providers, ensuring that residents have access to a variety of broadband service options, in addition to offering income-eligible plans and an optional bulk network rate. The CBN Geneva LLC network is 100 percent fiber optic.

Housing Organization	Municipality	Housing units
Beacon Residential Management Limited Partnership	Worcester	319
John M. Corcoran & Co. / Corcoran Management Company Inc.	Webster	66
John M. Corcoran & Co. / Corcoran Management Company Inc.	Worcester	156
Northbridge Housing Authority	Northbridge	76
Planning Office for Urban Affairs	Worcester	45
South Middlesex Non-Profit Housing Corporation	Worcester	101
Southbridge Housing Authority	Southbridge	152
Spear Management Group Inc	Worcester	274
The Community Builders Inc.	Millville	18
The Community Builders Inc.	Worcester	94
Upton Housing Authority	Upton	40
Westborough Housing Authority	Westborough	36
Worcester Common Ground	Worcester	80
Youghal LLC	Southbridge	57

Participating housing operators are also eligible for funding through the Retrofit Ancillary Grantee (RANGE) Program <<https://broadband.masstech.org/range>>, which directs grants to housing operators to support adoption of the new internet service, and expand

access to devices and digital skills training. RANGE applications are due Friday, September 26. For more information, applicants may go to broadband.masstech.org/retrofit <<https://broadband.masstech.org/retrofit>>.

Massachusetts Broadband Institute at MassTech

A division of the Massachusetts Technology Collaborative, Massachusetts Broadband Institute (MBI) is working to extend high-speed internet access and availability across the state. To achieve this, MBI uses state and federal funding to launch infrastructure expansion programs that target areas of the state that lack high-speed internet access as well as digital equity programs that tackle barriers to internet adoption and increase availability, addressing critical issues around affordability, enhanced public Wi-Fi, the need for internet-enabled devices, and digital literacy training.

Learn more at <https://broadband.masstech.org> <<https://broadband.masstech.org>>.

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FOR IMMEDIATE RELEASE



at the MassTech
Collaborative

MEDIA CONTACT:

Jake Stern
Public Relations Manager
781-801-8845

**Salem Housing Authority
July 2025 Bills**

Filter Criteria Includes: 1) Type: Payment History, 2) Date Range From: 7/1/2025 Thru: 7/31/2025, 3) Program: Revolving Fund

Check Name

A-1 Exterminators, Inc.			Various Properties: K-9 Inspections	\$ 4,896.00
			Exterior Treatment	\$ 795.00
			Exterior Bait Control	\$ 75.00
				\$ 5,766.00
Aaron Paternoster			06-25: Board Comp.	\$ 1,517.80
Aflac			07-25: Aflac	\$ 450.36
1	CHK			
AFSCME Council 93			06-29-25: Union Dues	
			04-06-25: Union Dues	
			06-13-25: Union Dues	
			07-20-25: Union Dues	
			07-27-25: Union Dues	\$ 520.65
Employee			07-23: Reimburse: Plumbing Course	\$ 1,950.00
Andrew M. Brockway			Zisson: A/E Roof Replacement	\$ 17,500.00
			#258181: Final A/E Basic	\$ 750.00
				\$ 18,250.00
Assabet Valley Housing Inspections LLC			Sec. 8: 13/Inspections & 2/No Show	\$ 896.00
Avala Tec Awning, Inc. d/b/a Atlantic Awning			667-6/667-7B: Deposit Awning	\$ 3,878.61
B & H Enterprises, Inc. d/b/a Salem Trolley			07-30-25: RSC Trolley Tour	\$ 300.00
Baystate Interpreters, Inc.			Fair Housing Mkt. Plan Translation	\$ 226.10
2	CHK			
BC Jacien Tower Limited Partnership			07-25: Rents	
			08-25: Rents	\$ 3,340.00
Bell Fund VI Salem LLC			07-25: Rents	
			08-25: Rents	\$ 17,247.48
Blue Triton Brands, Inc.			5/5-6/6-5Gal. water and cups	\$ 128.70
BMC Corp.			34 Catch Basins	\$ 3,060.00
3	CHK			
Boston Mutual Life Ins. Co.			06-25: Add'l Life	
			08-25: Add'l Life	\$ 827.28
Canal Realty Development, LLC			04-03/06-05: Sec.8: Water & Sewer	\$ 54.22
			08-25: Rent	\$ 5,043.90
				\$ 5,098.12
Casey Lundregan Burns, P.C.			All Legal Services	\$ 15,804.16
Employee			06-22-25 Reimburse Mileage	\$ 203.62
CBIZ CPAs P. C.			FY24: Audit: Non-Profit Change in Scope	\$ 2,400.00
4	CHK			
City Of Salem			200: 218,902 Cu. Ft.	
5	CHK			

667: 126,589 Cu. FT.
705: 26,751 Cu. Ft.
705-4: 8,487 Cu. Ft.
30: 15,937 Cu. Ft.

			\$ 49,245.05
City of Salem Off -Street Parking			
6	CHK	07-25/12-25: 1 Garage Pass	
			\$ 135.00
Comcast			
7	CHK	Various Sites: Cable, Wifi Camera Connection	\$ 280.45
			\$ 1,099.76
8	CHK	Various Sites: Cable, Wifi Camera Connection	
			\$ 1,685.64
9	CHK	Various Sites: Cable, Wifi Camera Connection	\$ 557.34
			\$ 3,623.19
Commonwealth of Massachusetts			
10	CHK	07-01-25: Toll Sec.8: Toll	
			\$ 7.10
Commonwealth Of Massachusetts			
11	CHK	07-25: Health, Opins. & LTD	\$ 13,453.11
Dearborn Life Insurance Company			
12	CHK	07-25: STD Ins.	\$ 499.35
Delta Beckwith Elevator Company			
			1-25/4-25 Elevator Maintaince
			\$ 13,185.00
M.F.G. Constables			
			9/14 Day Notices Served
			\$ 270.00
Doneeca v Thurston Chavez			
			06-25: Board Comp.
			\$ 1,517.80
Drizos Contracting LLC			
13	CHK	Reimburse. Permit	\$ 5,727.23
Emily Ullman			
			05-25/06-25: Board Comp.
			\$ 1,025.70
Elan Financial Services			
			05-28-25-06-26-25 Credit Card
			\$ 4,992.12
Empower Retirement			
14	CHK	06-29-25: Deferred Comp.	\$ 1,365.00
			07-06-25: Deferred Comp.
			\$ 1,365.00
			07-13-25: Deferred Comp.
			\$ 1,365.00
			07-20-25: Deferred Comp.
			\$ 1,365.00
			07-27-25: Deferred Comp
			\$ 6,825.00
Empower Retirement			
15	CHK	06-29-25: Deferred Comp. "OBRA"	\$ 210.53
			07-06-25: Deferred Comp. OBRA
			\$ 190.92
			07-13-25: Deferred Comp. OBRA
			\$ 200.42
			07-20-25: Deferred Comp. "OBRA"
			\$ 198.65
			07-27-25: Deferred Comp. "OBRA"
			\$ 198.65
			\$ 999.17
Environmental Restorations, Inc.			
			#258189/#01: Original Construction
			\$ 46,311.08
F. W. Webb Company			
			Plumbing Supplies
			\$ 5,927.56
Fairweather Preservation Assoc. Lmt. Partnership			
			07-25: Rents
			08-25: Rents
			\$ 16,000.00
Fenton, Ewald & Associates, P.C.			
			Accounting Services
			\$ 6,716.00

Frosty Ice Cream			06-25-25: NOW Ice Cream Social	
				\$ 1,569.76
Gail Neibaur			Consultant Services	
				\$ 7,800.00
Greater Salem Employees Federal Credit Union			06-29-25: Credit Union	\$ 675.00
			07-06-25: Credit Union	\$ 675.00
			07-13-25: Credit Union	\$ 675.00
			07-20-25: Credit Union	\$ 675.00
			07-27-25: Credit Union	\$ 675.00
				\$ 3,375.00
H. T. Berry Company, LLC a Brady PLUS company			Maintenance Supplies	
				\$ 803.78
Hayden's Safe & Lock Co., Inc.			667-6: Rekey Master Cylinder	
			705-4/#104: Repair HP Operator	
			667-6/#501: Install Mortise Lock	
			667-6: 3/Mortise Lock Sets	\$ 4,445.64
			2025: 667-5 Contract Cost	\$ 3,679.28
				\$ 8,419.92
Hayden's Systems, Inc.			705-4: Elevator Inspection	\$ 375.00
			705-4: Troubleshoot Fire Alarm Signal	\$ 250.00
				\$ 625.00
HD Supply Facilities Maintenance				
16	CHK		Maintenance Supplies	
				\$ 2,231.47
HD Supply Inc. f/k/a The Home Depot Pro Instit.			Maintenance Supplies	
				\$ 5,899.67
Home Decor Group, LLC			Maintenance Supplies	
				\$ 117.52
Home Depot Commercial Credit			Maintenance Supplies	
17	CHK		Air Conditioner	
				\$ 1,268.32
Housing and Development Law Institute				
18	CHK		Sec.8: 08-25 Grievance Process Training	
				\$ 755.00
Intellibeam LLC			Remote Access	\$ 840.00
			06-25: Computer Maintenance	
			06-25: 3 Lines, 911, Caller ID	
			"NOW" Computer	\$ 4,057.24
			Bluetooth Adapter	\$ 50.00
				\$ 4,947.24
Jilcraft Inc.			Office Supplies	
				\$ 542.50
Klein Hornig LLP			Legal Services	
				\$ 885.50
Labor Logic LLC d/b/a Harpers Time & Attendance			06-25: Time & Labor	
				\$ 129.50
Lambros S. Koulouris, d/b/a Lou's Cape Ann Paintin			667-5/#409: 1 Bedroom	
			667-5/#708: 1 Bedroom	
			667-5/#907: 1 Bedroom	\$ 1,100.00
			667-5/#501: 1 Bedroom	\$ 800.00
			667-6/#407: 1 Bedroom	
			667-6/#211: 1 Bedroom	
			667-7B/#101: 1 Bedroom	\$ 900.00
				\$ 2,800.00
MacDonald Cabinet & Countertop Distributors, Inc.			667-5/#409: Lower Cabinets	
				\$ 1,265.00
Employee			06-25-25: Reimburse. Now & Flexible Fund	
				\$ 50.94
Massachusetts Dept. of Unemployment Assistance				

19	CHK	23-24: Balance Contribution	\$ 14.45
McCarthy & Son Landscaping, Inc.		Monthly Contract	\$ 6,951.75
Employee		06-03-25: Reimburse. 667-5 Shut-off Key	\$ 13.94
Michael Russo Plumbing & Heating Co.		1 Bert: Replace HTWT, Permit	\$ 13,773.05
		90 RT: Repair Boiler	\$ 278.00
			\$ 14,051.05
Mini Warehousing, Inc.		07-01/07-29: 16A RT: Storage	
		07-11/08-09: 103 RT Storage	\$ 235.00
N.S.H.E.D.A			
20	CHK	2025-2026 Annual Dues	\$ 75.00
Nan Mckay & Associates, Inc.		10-25/09-26: Revision Service	\$ 239.00
National Grid			
21	CHK	667: 254 KWH	
		200: 164 KWH	\$ 116.13
		667: 1,468 KWH	
		200: 2 KWH	\$ 616.26
		200: 14 KWH	
		705-4: 20 KWH	
		30: 162 KWH	\$ 268.87
		667: 582 KWH	
		200: 184 KWH	
		705-4: 170 KWH	
		30: 31 KWH	
		Sec.8: 1,544 KWH	\$ 846.99
			\$ 1,848.25
National Grid			
22	CHK	667: 798.3 Therms.	\$ 969.47
		30: 85.1 Therms.	
		200: 141 Therms.	
		667: 490 Therms.	\$ 1,832.69
		30: 366 Therms.	
		667: .7 Therms.	\$ 684.77
			\$ 3,486.93
National Grid			
23	CHK	200: 1,478 KWH	
		667: 172,086 KWH	
		705: 757 KWH	
		30: 6,652 KWH	\$ 2,812.81
New England Mobile Systems, Inc.		07-25: GPS Monitoring	\$ 220.87
NRG Business Marketing			
24	CHK	667: 1,007.5 Therms.	
		200: 74.5 Therms.	\$ 776.15
O'D Answering Services, LLC		06-21/07-20: Answering Service	\$ 1,099.00
OnLine Information Services, Inc.		06/25 Criminal Reports	\$ 125.70
Pitney Bowes Inc.			
25	CHK	Sec.8: Postage Sealer & Tape	\$ 196.33
PureSky Payment Services Inc.		04-01-25/04-30-25: SOLAR	\$ 56,499.05
		03-01-25/03-31-25: Solar	\$ 35,496.59
			\$ 91,995.64
Quadrant Health Strategies, Inc.		Pre Employment Physical	\$ 175.00
Rafael Batista		06-25 Contract	\$ 3,500.00
		667-5: Floor #2-12: Strip & Wax	\$ 7,700.00
			\$ 11,200.00

Recap Advisors, LLC D/B/A Recap Real Estate			06-23: Public Hsing. Repositioning	\$ 73.75
Reworld Sustainable Solution, LLC			06-16/06-20: Trash Disposal	\$ 90.38
Robert Half, Inc.			06-23/06-27: 21.5 Hrs. Temp.	\$ 924.07
			06-30/07-06: 9.25 Hrs. Temp.	\$ 397.57
			07-14/07-20: 9.5 Hrs. Temp.	\$ 408.31
				\$ 1,729.95
Romell Kidd			04-25/06-25: Board Comp.	\$ 1,517.80
Rosa Clavel Carpeting Sales			667 VCT Flooring	\$ 16,312.25
			Zisson: Matting Rear Entry	\$ 1,643.75
			705-4/#204: Emergency Repair: Bathroom	\$ 1,783.50
				\$ 19,739.50
Safelite				
26	CHK		Replace damaged window	\$ 480.56
Salem Contributory Retirement			06-29-25: Retirement	\$ 5,205.15
			07-06-25: Retirement	\$ 5,192.36
			07-13-25: Retirement	\$ 5,179.56
			07-20-25: Retirement	\$ 5,177.43
			07-27-25: Retirement	\$ 5,181.68
				\$ 25,936.18
Sperling Interactive			06-25: Website Maintenance	\$ 520.00
Stephen G. Ahmed			Insurance	\$ 1,800.00
Tenant				
27	CHK		667-5/#501: Return Overpayment Rent	\$ 332.00
TASC				
28	CHK		07-03-25: TASC: 4922-3771-3301	
			TASC: 07-31-25: 4922-3771-3301	\$ 7.00
Employee			06-30-25: Reimburse. FSS NAHRO Training	\$ 376.00
The Guardian Life Insurance				
29	CHK		08-01/08-31: Admin	\$ 2,528.33
			08-01/08-31: Dental	\$ 446.17
				\$ 2,974.50
Thomas G. Flaherty			FY 24: EOHLC AUP Audit	\$ 6,000.00
Toshiba America Business Solutions			07-15/08-14: Sec.8 & 667-5 Copiers	\$ 699.00
			07-15/08-15: Sec.8 & 667 Scanners	\$ 456.00
				\$ 1,155.00
Total Administrative Services Corp.			07-03-25: TASC: 4922-3771-3301	\$ 52.09
			07-10-25: TASC: 4922-3771-3301	\$ 194.38
			07-17-25: TASC: 4922-3771-3301	\$ 174.99
			07-24-25: TASC: 4922-3771-3301	\$ 174.99
			07-31-25: TASC: 4922-3771-3301	\$ 184.40
				\$ 780.85
Total Administrative Services Corporation(TASC)			07-10-25: TASC: 4922-3771-3301	
			07-17-25: TASC: 4922-3771-3301	
			07-24-25: TASC: 4922-3771-3301	
			07-31-25: TASC: 4922-3771-3301	\$ 384.60
Tough Stuff Recycling, LLC			06-13-25: 26 Mattresses Disposal	\$ 858.00
Town of Marblehead				
30	CHK		June 2025 Trash Disposal	\$ 672.00
Uline, Inc.				

			Maintenance Supplies	
				\$ 2,170.34
Verizon				
31	CHK	05-11/06-10: Cell Phones		\$ 1,535.31
		06-11/07-10: Cell Phones		\$ 1,535.31
				\$ 3,070.62
Veronica Joy Miranda				
		04-25/06-25: Board Comp.		\$ 1,517.80
W.B. Mason Co, Inc.				
		Office Supplies		\$ 2,550.19
Tenant				
32	CHK	05-25/07-25: Utitty Reimbursement		\$ 324.00
Harpers Pavroll				
		07-03 Payroll		\$ 39,035.61
		State & Federal Withholding		\$ 9,996.43
		Harpers Invoice		\$ 101.53
		07-10 Payroll		\$ 38,861.25
		State & Federal Withholding		\$ 9,783.23
		Harpers Invoice		\$ 101.53
		07-17 Payroll		\$ 47,224.40
		State & Federal Withholding		\$ 13,675.01
		Harpers Invoice		\$ 105.53
		07-24 Payroll		\$ 39,350.32
		State & Federal Withholding		\$ 9,789.55
		Harpers Invoice		\$ 103.43
		07-31 Payroll		\$ 37,854.55
		State & Federal Withholding		\$ 9,471.99
		Harpers Invoice		\$ 103.33
32 Items		Grand Total		\$ 767,946.04

FENTON, EWALD & ASSOCIATES, P.C.
CERTIFIED PUBLIC ACCOUNTANTS
280 HILLSIDE AVENUE
NEEDHAM, MA 02494-1365

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To the Board of Commissioners
Salem Housing Authority
27 Charter Street
Salem, MA 01970

We have compiled the accompanying balance sheets of the Salem Housing Authority as of **March 31, 2025**, and the related statements of Revenues and Expenses for the **6** months then ended. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America. The information included in the accompanying Agency Wide Revenue and Expenses and Analysis of Non-routine Expenditures and Credits are presented only for supplementary analysis purposes. Such information has been compiled from information that is the representation of management, without audit or review, and accordingly, we do not express an opinion or provide any assurance on such data.

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

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

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

Fenton, Ewald & Associates, P.C

Needham, Massachusetts
Dated: April 9, 2025

Salem Housing Authority
6 months ending
March 31, 2025

AGENCY WIDE OPERATING STATEMENT
Year To Date Actual

Fenton, Ewald & Associates, P.C.

4/9/2025

Account Number	Classification	Federal Conventional	Section 8 HCVP	State Consolidated 400-1	Admin. Management Program	MRVP	Total	Pro-Rated Budget	Favorable (Unfavorable)
OPERATING RECEIPTS									
3110 Shelter Rent - Tenant		95,790		1,873,851			1,969,641	2,011,482	(41,841)
3115 Shelter Rent - Federal Sect. 8				0			0	0	0
3190 Non Dwelling Rentals		0		0			0	0	0
3400 Administrative Fees (S8, MOB, MRVP)			983,946	0	65,093	15,015	1,064,054	1,056,101	7,953
3610 Interest on Investments - Unrestricted		13,977	11,817	23,431	0	300	49,526	55,300	(5,774)
3611 Interest on Investments - Restricted				0		0	0	0	0
3690 Other Revenue		10,258	46,537	19,715	9,982	0	86,493	143,594	(57,101)
3950 Operating Grants				0			0	0	0
3691 Other Revenue Retained				124,744		0	124,744	69,661	55,084
3801 Operating Subsidy		99,955		952,087		430,128	1,482,170	1,463,948	18,222
TOTAL OPERATING RECEIPTS		219,980	1,042,301	2,993,829	75,075	445,443	4,776,629	4,800,086	(23,457)
OPERATING EXPENDITURES									
ADMINISTRATIVE									
4110 Administration Salaries		19,710	588,654	430,617	39,493	5,690	1,084,165	970,478	(113,888)
4120 Compensated Absences		0	0	0	0	0	0	11,502	11,502
4130 Legal		371	49,439	139,080	0	26	188,916	193,750	4,834
4140 Compensation-Board Members				12,740		0	12,740	13,163	423
4150 Travel And Related Expenses		733	353	2,261	0	0	3,347	10,000	6,653
4170 Accounting Services		5,103	13,530	9,500	0	695	28,828	32,321	3,493
4171 Audit Services		333	11,604	10,329	0	234	22,500	18,000	(4,500)
4180 Office Rent		0	34,011	0		0	34,011	34,264	253
4190 Administrative Other		5,217	148,099	97,306	8,646	1,452	260,720	311,069	50,348
4190.1 Mixed Population Salary			0	0		0	0	73,891	73,891
TOTAL ADMINISTRATIVE EXPENSE		31,468	845,590	701,835	48,139	8,097	1,635,228	1,668,437	33,209
4230 Resident Services		0		11,882		0	11,882	5,675	(6,207)
UTILITIES									
4310 Water & Sewer		13,265		224,480			237,745	266,766	29,021
4320 Electricity		14,841		434,563			449,405	441,860	(7,545)
4330 Gas		11,799		42,741			54,540	64,863	10,342
4340 Fuel		0		0			0	0	0
4360 Energy Conservation		0		0			0	0	0
4390 Other		0		0			0	0	0
TOTAL UTILITIES EXPENSE		39,905	0	701,784	0	0	741,689	773,508	31,819
ORDINARY MAINTENANCE									
4410 Maintenance Labor		23,798		382,850			406,648	457,057	50,409
4420 Materials And Supplies		11,884		146,746			158,630	159,000	370
4430 Contract Costs		16,963		253,353			270,317	251,000	(19,317)
TOTAL ORDINARY MAINTENANCE		52,645	0	782,949	0	0	835,595	867,057	31,462
GENERAL EXPENSE									
4510 Insurance		44,239	21,597	129,305	1,045	131	196,317	232,746	36,429
4520 Pilot		5,588		6,660			12,248	12,692	443
4540 Employee Benefits		20,752	198,033	338,390	18,467	1,846	577,488	575,440	(2,048)
4570 Collection Losses		430		32,443		0	32,873	20,500	(12,373)
4590 COVID related Costs			0	0		0	0	0	0
4580/90 Other General Expenses - Port Out Fees		0	79,082				79,082	80,000	918
TOTAL GENERAL EXPENSES		71,009	298,711	506,798	19,512	1,977	898,008	921,378	23,369
TOTAL OPERATING EXPENSES		195,027	1,144,402	2,705,248	67,650	10,074	4,122,401	4,236,054	113,652
NET INCOME (DEFICIT) BEFORE SUBSIDY and NON-ROUTINE EXPENSES		(75,002)	(102,101)	(663,506)	7,425	5,241	(827,943)	(899,916)	71,973
NET INCOME (DEFICIT) BEFORE NON-ROUTINE, and INCLUDING SUBSIDY		24,953	(102,101)	288,581	7,425	435,369	654,227	564,032	90,195
NONROUTINE EXPENSES AND (CREDITS)									
4610 Extraordinary Maintenance / Direct Use of Reserves		51,162	0	94,044		0	145,206	167,500	22,294
4611 Equip. Purchased - Non Capitalized				34,579		0	34,579	37,500	2,921
4612 Restricted Reserve Expenditures				0		0	0	0	0
4715 Housing Assistance Payments				0		430,128	430,128	430,128	0
7520 Replacement of Equipment		0	0	0			0	54,000	54,000
7540 Betterments & Additions		0		0			0	0	0
4801 Depreciation Expense				0			0	0	0
TOTAL NONROUTINE EXPENSES		51,162	0	128,622	0	430,128	609,912	689,128	79,216
2700 NET INCOME (DEFICIT)		(26,209)	(102,101)	159,959	7,425	5,241	44,315	(125,096)	169,411

See Accountants' Compilation Report

Salem Housing Authority
PROJECT MA06-P055-003,7
BALANCE SHEET - March 31, 2025

ASSETS

CASH - GENERAL FUND - DEV AND/OR OPS	\$ 839,685.42	
PETTY CASH	0.00	\$ 839,685.42
ACCOUNTS RECEIVABLE TENANTS - Net	6,047.22	
ALLOWANCE FOR DOUBTFUL ACCOUNTS - TENANTS	(3,130.25)	
ACCOUNTS RECEIVABLE - HUD	0.00	
ACCOUNTS RECEIVABLE - Other	0.00	2,916.97
ADVANCE - LIMITED REV FUND		25,000.00
PREPAID INSURANCE	58,279.00	
INVENTORY - MATERIALS	0.00	
DEFERRED CHARGES - OTHER	0.00	
DEFERRED CHARGES - RETIREMENT	4,950.00	
INTERPROGRAM DUE TO / DUE FROM	0.00	63,229.00
ACCUMULATED DEPRECIATION - STRUCTURES & EQUIP	(3,272,211.45)	
LAND	258,293.38	
BUILDINGS	3,419,497.90	
FURNITURE, EQUIP AND MACH - DWELLINGS	0.00	
FURNITURE, EQUIP AND MACH - ADMIN	23,218.00	
WORK IN PROGRESS	400,595.05	
BUILDINGS - EQ. TRANSFERRED IN	0.00	
DEFERRED OUTFLOW OF RESOURCES	67,300.00	896,692.88
<u>TOTAL ASSETS</u>		<u>\$ 1,827,524.27</u>

LIABILITIES AND SURPLUS

ACCOUNTS PAYABLE	\$ -	
BID DEPOSIT	0.00	
TENANT PET DEPOSITS	522.39	
ACCOUNTS PAYABLE - HUD	0.00	
PREPAID RENTS	307.00	
ACCOUNTS PAYABLE REV FUND	621,559.51	\$ 622,388.90
ACCRUED PAYROLL	2,281.78	
ACCRUED OTHER	124,296.40	
ACCRUED COMPENSATED ABSCENCES	10,762.96	
ACCRUED PILOT	5,588.46	142,929.60
DEFERRED INFLOWS	74,788.00	74,788.00
ACCRUED OPEB LIABILITY	133,014.00	
NET PENSION LIABILITY	133,654.00	266,668.00
INVESTMENT IN CAPITAL ASSETS, NET OF RELATED DEBT	829,392.88	
UNRESTRICTED NET ASSETS 72% of Max	191,345.05	
UNRESTRICTED NET ASSETS - OPEB	(168,429.00)	
UNRESTRICTED NET ASSETS - Pension Liab	(105,727.00)	
OPERATING TRANSFERS IN	0.00	746,581.93
CURRENT YEAR NET INCOME (DEFICIT)		(25,832.16)
OPEB and PENSION RELATED EXPENSES		0.00
PYA NOT AFFECTING RESIDUAL RECEIPTS		0.00
GAIN OR LOSS ON SALE OF EQUIP.		0.00
EXPENDITURES FOR PROPERTY - CONTRA		0.00
<u>TOTAL LIABILITIES AND SURPLUS</u>		<u>\$ 1,827,524.27</u>

See Accountants' Compilation Report

Salem Housing Authority
6 months ending

MA06-P055-003,7
3/31/2025

39 units
234 unit months

FENTON, EWALD & ASSOCIATES, P.C.
09-Apr-25 PSP

ACCOUNT NUMBER CLASSIFICATION	APPROVED BUDGET AMOUNT	PRO RATA BUDGET 6 Months	BUDGET P.U.M.	ACTUAL TO DATE P.U.M.	ACTUAL TO DATE AMOUNT	Favorable (Unfavorable)	ACTUAL AS A FACTOR OF PRO RATA	AVAILABLE REMAINDER OF YEAR
OPERATING RECEIPTS								
3110 Dwelling Receipts	183,783	91,892	392.70	409.36	95,789.50	3,898	1.042	87,994
3120 Excess Utilities	0	0	0.00	0.00	0.00	0		0
3190 Non-dwelling Rent	0	0	0.00	0.00	0.00	0		0
3610 Interest Income	30,000	15,000	64.10	59.73	13,977.15	(1,023)	0.932	16,023
3690 Other Income	22,200	11,100	47.44	43.84	10,258.00	(842)	0.924	11,942
7530 Sale of Equipment	0	0	0.00	0.00	0.00	0		0
TOTAL OPERATING RECEIPTS	235,983	117,992	504.24	512.93	120,024.65	2,033	1.017	115,958
OPERATING EXPENDITURES								
ADMINISTRATIVE								
4110 Salaries	39,891	19,946	85.24	84.23	19,710.12	235	0.988	20,181
4120 Compensated Absences	937	469	2.00	0.00	0.00	469	0.000	937
4130 Legal	5,000	2,500	10.68	1.59	370.93	2,129	0.148	4,629
4150 Travel	370	185	0.79	3.13	733.48	(548)	3.965	(363)
4170 Accounting Services	9,984	4,992	21.33	21.81	5,103.00	(111)	1.022	4,881
4171 Audit Fees	555	278	1.19	1.42	333.00	(56)	1.200	222
4180 Office Rent	0	0	0.00	0.00	0.00	0		0
4190 Sundry Admin	12,585	6,293	26.89	22.29	5,216.99	1,076	0.829	7,368
TOTAL ADMINISTRATIVE EXPENSE	69,322	34,661	148.12	134.48	31,467.52	3,193	0.908	37,854
4230 RESIDENT SERVICES UTILITIES	975	488	2.08	0.00	0.00	488	0.000	975
4310 Water	24,663	12,332	52.70	56.69	13,264.75	(933)	1.076	11,398
4320 Electricity	24,474	12,237	52.29	63.42	14,841.17	(2,604)	1.213	9,633
4330 Gas	15,821	7,911	33.81	50.42	11,798.99	(3,888)	1.492	4,022
4340 Fuel	0	0	0.00	0.00	0.00	0		0
4350 Utility Labor	0	0	0.00	0.00	0.00	0		0
4390 Other Utility Expenses	0	0	0.00	0.00	0.00	0		0
TOTAL UTILITIES EXPENSE	64,958	32,479	138.80	170.53	39,904.91	(7,426)	1.229	25,053
ORDINARY MAINTENANCE								
4410 Labor	53,771	26,886	114.90	101.70	23,797.80	3,088	0.885	29,973
4420 Materials And Supplies	18,000	9,000	38.46	50.79	11,884.36	(2,884)	1.320	6,116
4430 Contract Costs	41,000	20,500	87.61	72.49	16,963.17	3,537	0.827	24,037
TOTAL ORDINARY MAINTENANCE	112,771	56,386	240.96	224.98	52,645.33	3,740	0.934	60,126
4480 PROTECTIVE SERVICES GENERAL EXPENSES	0	0	0.00	0.00	0.00	0		0
4510 Insurance	128,309	64,155	274.16	189.06	44,239.05	19,915	0.690	84,070
4520 Pilot	11,883	5,942	25.39	23.88	5,588.46	353	0.941	6,295
4530 Terminal Leave Payments	0	0	0.00	0.00	0.00	0		0
4540 Employee Benefits	37,749	18,875	80.66	88.68	20,752.13	(1,878)	1.099	16,997
4541 Employee Benefits - OPEB	0	0	0.00	0.00	0.00	0		0
4542 Employee Benefits - Pension	0	0	0.00	0.00	0.00	0		0
4570 Collection Losses	1,000	500	2.14	1.84	429.60	70	0.859	570
4590 Sundry	0	0	0.00	0.00	0.00	0		0
TOTAL GENERAL EXPENSES	178,941	89,471	382.35	303.46	71,009.24	18,461	0.794	107,932
TOTAL ROUTINE EXPENSES	426,967	213,484	912.32	833.45	195,027.00	18,457	0.914	231,940
NONROUTINE EXPENSES								
4610 Nonroutine Maintenance	35,000	17,500	74.79	218.64	51,161.97	(33,662)	2.924	(16,162)
7520 Replacement of Equip	0	0	0.00	0.00	0.00	0		0
7540 Betterments & Additions	0	0	0.00	0.00	0.00	0		0
TOTAL NONROUTINE EXPENDITURES	35,000	17,500	74.79	218.64	51,161.97	(33,662)	2.924	(16,162)
Prior Yr. Adj. Affect Res. Rec.	0	0	0.00	0.00	0.00	0		0
TOTAL OPERATING EXPENSES	461,967	230,984	987.11	1,052.09	246,188.97	(15,205)	1.066	215,778
NET INCOME(DEFICIT) BEFORE SUBSIDY	(225,984)	(112,992)	(482.87)	(539.16)	(126,164.32)	(13,172)		
8020 Operating Subsidy	180,162	90,081	384.96	427.16	99,955.16	9,874	1.110	80,207
8020 Capital Fund	0	0	0.00	1.61	377.00	377		(377)
RESIDUAL RECEIPTS (DEFICIT)	(45,822)	(22,911)	(97.91)	(110.39)	(25,832.16)	(2,921)		

See Accountants' Compilation Report

HUD-52598					
ANALYSIS OF NONROUTINE EXPENDITURES					
Name of Local Authority Salem Housing Authority			Fiscal Year Ending Date 9/30/25		
Locality 27 Charter Street			Report for Period Ended 3/31/2025		
Development Nos. MA06-P055-003,7			Contract Nos. B-1632		
Part II - Analysis Of Expenditures For Extraordinary Maintenance, Replacement Of Equipment, And Property Betterments And Additions					
WORK PROJECT NUMBER	Salem Housing Authority	MA06-P055-003,7	TOTAL BUDGETED COST	ACTUAL COST	% Complete
	JOB DESCRIPTION	PROJECT NUMBER		Current Year	
	EXTRAORDINARY MAINTENANCE - ACCOUNT 4810				
	Turnover		30,000	51,161.97	
	Total - Account 4810		30,000	51,161.97	
	PRIOR YEAR ADJUSTMENTS - ACCOUNT 6010				
	Total - Account 6010			0.00	
	REPLACEMENT OF NONEXPENDABLE EQUIP. - ACCT. 7520				
	Stoves		5,000		
	Total - Account 7520		5,000	0.00	
	PROPERTY BETTERMENTS AND ADDITIONS - ACCT. 7540				
	Total - Account 7540		0	0.00	
Prepared by:					
Signature:		Fenton, Ewald & Associates, PC			
Title:		Fee Accountants	Date	04/09/25	

SALEM HOUSING AUTHORITY
SECTION 8 VOUCHER
BALANCE SHEET - MARCH 31, 2025

ASSETS

Cash - Voucher	\$1,640,929.68	
Petty Cash	0.00	\$1,640,929.68
Accounts Receivable - Hud	0.00	
Accounts Receivable (Payable) - Mobilities	7,937.13	
Accounts Receivable -Fraud	231,334.70	
Accounts Receivable -Interprogram	0.00	239,271.83
Advances To Revolving Fund		60,000.00
Investments	0.00	
FSS Escrow Balances	49,258.28	49,258.28
Prepaid Insurance	38,358.00	
Deferred Outflows - Retirement	50,238.00	
Deferred Charges -Other	10,087.80	
Deferred Expenses - COVID-19 Related	0.00	98,683.80
Land, Structures And Equipment - Net		618,496.51
Deferred Outflow of Resources		646,051.00
<u>TOTAL ASSETS</u>		<u>\$3,352,691.10</u>

LIABILITIES AND SURPLUS

Accounts Payable - Revolving Fund	(\$600,400.41)	
Accounts Payable - HUD	108,740.00	
Current Portion Capital Project/Mortgage	39,408.00	(\$452,252.41)
Accrued Compensated Absences - Current	66,029.80	
Accrued Payroll	20,962.36	
Accrued Liabilities	57,335.82	
Fss Escrow	49,258.28	193,586.26
Deferred Fraud Income Charges	231,334.70	
Accrued Compensated Absences - Non-Current	73,631.98	
Long Term Portion Capital Project/Mortgage	327,781.00	
Accrued OPEB Liability	1,354,086.00	
Accrued Pension Liability	1,322,773.00	
Deferred Inflows of resources	752,821.00	4,062,427.68
Invested in Capital Assets - net	251,307.51	
Unrestricted Net Assets - Admin	2,069,941.75	
Unrestricted Net Assets - OPEB	(1,714,606.00)	
Unrestricted Net Assets - Pension	(1,069,023.00)	
Restricted Net Assets - HAPs	147,579.00	(314,800.74)
HUD PHA Grants - HAPs	12,115,332.00	
Less HAP Expenses	(12,185,280.00)	
Plus: Interest on HAP Reserves		
Plus: Fraud Receipts - HAP portion	35,779.00	(34,169.00)
Expenditures for Equipment - Contra		0.00
Depreciation Expense		0.00
Net Surplus (Deficit) from Operations		(102,100.69)
<u>TOTAL LIABILITIES AND SURPLUS</u>		<u>\$3,352,691.10</u>

See Accountants' Compilation Report

PSP
9-Apr-25

SALEM HOUSING AUTHORITY
SECTION 8 VOUCHER
MONTHLY OPERATING STATEMENT
6 Months Ending March 31, 2025

4/9/25

PSP

Fenton, Ewald & Associates, P.C.

COMPUTATION OF ADMINISTRATIVE FEE EARNED:

	1st 600	rate	HUD % funding	> 600	rate	HUD % funding	
Oct	600	152.40	91.900%	617	142.23	91.900%	Leasing %
Nov	600	152.40	91.900%	596	142.23	91.900%	Current Month: 89.16%
Dec	600	152.40	91.900%	586	142.23	91.900%	Year to Date: 89.13%
Jan	600	157.17	91.900%	584	146.68	91.900%	Total
Feb	600	157.17	91.900%	579	146.68	91.900%	164,681.00
Mar	600	157.17	91.900%	593	146.68	91.900%	161,936.00
Apr	-	157.17	91.900%	-	146.68	91.900%	160,629.00
May	-	157.17	91.900%	-	146.68	91.900%	165,387.00
Jun	-	157.17	91.900%	-	146.68	91.900%	164,713.00
Jul	-	157.17	91.900%	-	146.68	91.900%	166,600.00
Aug	-	157.17	91.900%	-	146.68	91.900%	0.00
Sep	-	157.17	91.900%	-	146.68	91.900%	0.00
HUD Retro admin Fee - prior year							0.00
							983,946.00
3,600							7,155
							3,555
CARES Act Administrative Fees:							0.00
TOTAL ADMINISTRATIVE FEE EARNED							983,946.00

STATEMENT OF OPERATING RECEIPTS AND EXPENDITURES

	BUDGET	PRO RATA BUDGET 6 months	ACTUAL 6 months	Favorable (Unfavorable)	% favorable (unfavorable)
ADMINISTRATIVE FEE EARNED	1,951,630	975,815	983,946.00	8,131.00	0.8%
INTEREST ON RESERVE FUNDS INVESTED	20,000	10,000	11,817.49	1,817.49	18.2%
MOBILITY FEE INCOME	24,738	12,369	9,883.34	(2,485.66)	-20.1%
FRAUD RECOVERY RECEIPTS	80,000	40,000	35,779.00	(4,221.00)	-10.6%
FSS COORDINATOR	110,250	55,125	0.00	(55,125.00)	-100.0%
OTHER INCOME	0	0	875.00	875.00	
TOTAL OPERATING RECEIPTS	2,186,618	1,093,309	1,042,300.83	(51,008.17)	-4.7%
ADMINISTRATIVE SALARIES	1,103,338	551,669	588,654.43	(36,985.43)	-6.3%
COMPENSATED ABSENCES	22,067	11,034	0.00	11,033.50	
LEGAL	110,000	55,000	49,439.13	5,560.87	11.2%
TRAVEL	12,782	6,391	352.54	6,038.46	1712.8%
ACCOUNTING	28,192	14,096	13,530.00	566.00	4.2%
AUDIT FEE	19,173	9,587	11,604.00	(2,017.50)	-17.4%
OFFICE RENT	68,528	34,264	34,010.55	253.45	0.7%
SUNDRY ADMINISTRATIVE	393,152	196,576	148,099.39	48,476.61	32.7%
DIRECT CHARGES TO PRE 2004 RESERVES	0	0	0.00	0.00	
INSURANCE	52,283	26,142	21,596.50	4,545.00	21.0%
EMPLOYEE BENEFITS	444,700	222,350	198,032.52	24,317.48	12.3%
COVID19-related expenses	0	0	0.00	0.00	
OTHER GENERAL EXPENSES Ports Out Admin Fee	160,000	80,000	79,082.46	917.54	1.2%
TOTAL ROUTINE NON-HAP EXPENSES	2,414,215	1,207,108	1,144,401.52	62,705.98	5.5%
NET INCOME BEFORE NONROUTINE	(227,597)	(113,799)	(102,100.69)	11,697.81	-10.3%
DIRECT CHARGES TO PRE 2004 RESERVES	0	0	0.00	0.00	
EMPLOYEE BENEFITS OPEB	0	0	0.00	0.00	
EMPLOYEE BENEFITS Pension	0	0	0.00	0.00	
EXPENDITURES FOR EQUIPMENT	0	0	0.00	0.00	
TOTAL NONROUTINE EXPENSES	0	0	0.00	0.00	
NET OPERATING INCOME (LOSS)	(227,597)	(113,799)	(102,100.69)	11,697.81	

(102,100.69)

COMPUTATION OF EXCESS OR DEFICIENCY OF FUNDS RECEIVED

		Voucher
4715	HOUSING ASSISTANCE PAYMENTS (HAPs)	12,185,280.00
	less: Fraud Receipts - HAP portion Max ACC	(35,779.00)
	less: Interest Earned on Excess Funds - HAP portion	
	TOTAL ANNUAL CONTRIBUTION USED TO DATE	12,149,501.00
	percent used	100.3%
3801	AMOUNT OF ACC GRANT RECEIVED FROM HUD	12,115,332.00
	Amount (OVER) / UNDER Utilized	(34,169.00)

Analysis and Summary of Housing Choice Voucher Program Expenditures
ABA Fund Limits, Amounts Available, Amounts Used and Balances Remaining

number of units used as basis		1,338							Restricted Net Assets - HAPs 9/30/2024			147,579.00		
			2020	2021	2022	2023	2024	Less: Amount used Oct-Dec. '24						
Annual ABA			\$14,177,041	\$16,449,831	\$18,597,433	\$21,779,939	\$22,720,644	= Net HAP Reserve Surplus						
average monthly ABA			\$1,181,420	\$1,370,819	\$1,549,786	\$1,814,995	\$1,893,387	Available for current year use			147,579.00			
ABA per unit calculation			\$882.97	\$1,024.53	\$1,158.29	\$1,356.50	\$1,415.09	Projected amount (used) or accumulated in Fiscal Year			(34,169.00)			
								Amount (used) or accumulated in Current Year						
								Estimated Current HAP Reserve balance			113,410.00	NRA		
		Actual Units Leased	% Unit Utilization	Actual Monthly Payments # 4715	Actual Average HAP	adjustments	Actual Adjusted Net	ABA available	HUD - Program Reserves	% Dollar Utilization	compare to ABA rec'd # 3082.2	Amount used (above) or below ABA Received	Cumulative Amount used (above) or below ABA calendar year (369,379)	Program Reserves Balance
October	23	1,234	92.2%	1,849,725	1,498.97	(5,076)	1,844,649	1,814,995	(60,415)	101.6%	1,901,288	56,639	(312,740)	(180,307)
November	23	1,235	92.3%	1,841,231	1,490.88	(5,614)	1,835,617	1,814,995	(163,829)	101.1%	1,918,409	82,792	(229,948)	(283,721)
December	23	1,230	91.9%	1,842,074	1,497.62	(8,145)	1,833,930	1,814,995	(224,683)	101.0%	1,875,849	41,920	(188,029)	(344,575)
January	24	1,227	91.7%	1,825,364	1,487.66	(4,224)	1,821,140	1,893,387	(379,511)	96.2%	2,048,215	227,075	39,046	(499,403)
February	24	1,228	91.8%	1,855,316	1,510.84	(6,602)	1,848,714	1,893,387	(392,957)	97.6%	1,906,833	58,119	97,165	(512,849)
March	24	1,227	91.7%	1,889,386	1,539.84	(12,527)	1,876,860	1,893,387	(407,510)	99.1%	1,907,940	31,081	128,246	(527,402)
April	24	1,219	91.1%	1,889,588	1,550.11	(4,797)	1,884,792	1,893,387	(478,189)	99.5%	1,964,066	79,275	207,520	(598,081)
May	24	1,210	90.4%	1,954,550	1,615.33	(6,691)	1,947,860	1,893,387	(549,685)	102.9%	1,964,883	17,024	224,544	(669,577)
June	24	1,204	90.0%	1,956,477	1,624.98	(4,741)	1,951,736	1,893,387	(548,720)	103.1%	1,892,422	(59,314)	165,230	(668,612)
July	24	1,206	90.1%	2,018,248	1,673.51	(9,506)	2,008,742	1,893,387	(547,755)	106.1%	1,892,422	(116,320)	48,910	(667,647)
August	24	1,205	90.1%	2,019,373	1,675.83	(13,625)	2,005,749	1,893,387	(649,761)	105.9%	1,995,393	(10,356)	38,554	(769,653)
September	24	1,194	89.2%	2,045,819	1,713.42	(5,838)	2,039,981	1,893,387	(536,001)	107.7%	1,779,627	(260,354)	(221,800)	(655,893)
October	24	1,217	91.0%	2,000,838	1,644.07	(6,793)	1,994,046	1,893,387	(638,007)	105.3%	1,995,393	1,348	(220,452)	(757,899)
November	24	1,196	89.4%	2,007,803	1,678.77	(5,788)	2,002,015	1,893,387	(579,804)	105.7%	1,835,184	(166,831)	(387,283)	(699,696)
December	24	1,186	88.6%	2,018,092	1,701.60	(5,310)	2,012,782	1,893,387	(751,262)	106.3%	2,064,845	52,063	(335,220)	(871,154)
January	25	1,184	88.5%	1,995,912	1,685.74	(7,708)	1,988,204	1,893,387	(958,203)	105.0%	2,100,328	112,124	(223,096)	(1,078,095)
February	25	1,179	88.1%	2,081,822	1,765.75	(6,141)	2,075,682	1,893,387	(1,136,439)	109.6%	2,071,623	(4,059)	(227,155)	(1,256,331)
March	25	1,193	89.2%	2,080,813	1,744.19	(4,040)	2,076,773	1,893,387	(1,291,011)	109.7%	2,047,959	(28,814)	(255,969)	(1,410,903)
April	25	-	-	-	-	-	-	-	-	-	-	-	-	-
May	25	-	-	-	-	-	-	-	-	-	-	-	-	-
June	25	-	-	-	-	-	-	-	-	-	-	-	-	-
July	25	-	-	-	-	-	-	-	-	-	-	-	-	-
August	25	-	-	-	-	-	-	-	-	-	-	-	-	-
September	25	-	-	-	-	-	-	-	-	-	-	-	-	-
October	25													
November	25													
December	25													
		21,774	135.6%	35,172,431	1,615.34	(123,162)	35,049,269	33,845,790		99.7%	35,162,679	(34,169)		
				-		-					Prior Fiscal Year	23,047,347		
											Current Fiscal Year	12,115,332		

DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
BALANCE SHEET

Salem Housing Authority
3/31/2025 Period Ended
4001 Program Number

ACCOUNT NUMBER	ASSETS		X Administration Modernization Development
CASH			
1111	Cash Development or Modernization fund - Unrestricted	0.00	
1111.1	Cash Development or Modernization fund - Restricted	0.00	
1112	Cash Administration Fund - Unrestricted	683,954.52	
1112.1	Cash Administration Fund - Restricted	0.00	
1113	Cash - Escrow	0.00	
1114	Pet Deposit Fund Cash	8,265.94	
1117	Petty Cash	100.00	
1118	Change Fund	0.00	692,320.46
ACCOUNTS RECEIVABLE			
1121	Federal and DHCD--Section 8 Subsidy-Shelter Rent	0.00	
1122	Tenants Accounts Receivable	141,760.61	
1122.1	Tenants Accounts Receivable - Repayment (Contra)	0.00	
1123	Allowance for Doubtful Accounts - Dwelling Rents	(49,612.93)	
1124	Accounts Receivable - Fraud/Retroactive	147,119.08	
1124.1	Fraud/Retroactive- Contra	(147,119.08)	
1125	Accounts Receivable Subsidy	919,587.00	
1129	Accounts Receivable - Other Federal	0.00	
1130	Interprogram Due From	350,000.00	
1131	Allowance for Doubtful Accounts - Other	0.00	
1145	Accrued Interest Receivable	0.00	1,361,734.68
INVESTMENTS			
1162	Investments - Unrestricted		3,299,178.77
DEFERRED CHARGES			
1211	Prepaid Expenses	168,561.00	
1212	Inventory/Net - Supplies	0.00	
1290	Deferred Charges - Other	1,125,968.00	1,294,529.00
FIXED ASSETS			
1400.2	Cost Control Account - Development/Modernization	0.00	
1401	Land	2,074,807.00	
1402	Building and Building Improvements	41,005,881.54	
1403	Furniture, Equipment and Machinery - Dwellings	0.00	
1404	Other Equipment - Administration/Maintenance	686,419.12	
1405	Leasehold Improvements	0.00	
1406	Accumulated Depreciation	(38,297,772.06)	
1407	Infrastructure	0.00	
1408	Capital Leases		5,469,335.60
TOTAL ASSETS			12,117,098.51
LIABILITIES AND EQUITY			
ACCOUNTS PAYABLE			
2106	Bank Overdraft	0.00	
2111	Accounts Payable <=90 Days	0.00	
2111.1	Accounts Payable >90 Days Past Due	0.00	
2112	Contract Retentions	0.00	
2114	Pet Deposits	8,265.94	
2115	Bid Deposits	0.00	
2117	Employee 's Payroll Deductions	0.00	
2118	Accounts Payable - Subsidy Overpayment	1,919,924.00	
2119	Accounts Payable - Interfund	964,326.38	
2120	Accounts Payable - Other	0.00	2,892,516.32
ACCRUED LIABILITIES			
2130.2	Accrued Contingent Liability	0.00	
2135	Accrued Compensated Absences - Current Portion	80,844.46	
2137	Payment in Lieu of Taxes (PILOT)	6,660.00	
2138	Accrued Payroll	26,770.31	
2139	Accrued Liabilities - Other	160,173.39	274,448.16
DEFERRED CREDITS			
2240	Tenants Prepaid Rents	79,674.46	
2290	Undistributed Credits	30,410.29	
2291	Deferred Revenue - Subsidy	0.00	
2292	Deferred Revenue - Other	1,212,519.00	1,322,603.75
NOTES PAYABLE			
2299	Notes Payable Capital Borrowings - Current Portion	0.00	
2299.1	Notes Payable Operating Borrowings - Current Portion	0.00	0.00
NON-CURRENT LIABILITIES			
2301	Notes Payable Capital Borrowings - Non-Current Portion	0.00	
2301.1	Notes Payable Operating Borrowings - Non-Current Portion	0.00	
2335.01	Accrued Compensated Absences - Non-Current Portion	90,152.30	
2339	Other Non-Current Liabilities	0.00	
2339.1	Accrued OPEB Liability	4,244,626.00	4,334,778.30
EQUITY (NET ASSETS)			
	Unrestricted		
2700	Net Income (Deficit)	159,958.74	
2802	Invested in Capital Assets, net of Related Debt	5,469,335.60	
2805	Net Assets - Restricted	0.00	
2806	Net Assets - Unrestricted	Max % 76.49%	2,075,565.64
2806.1	Net Assets - OPEB	(4,412,108.00)	3,292,751.98
TOTAL LIABILITIES AND EQUITY			12,117,098.51

See Accountants' Compilation Report

Salam Housing Authority
6 months ending
March 31, 2025

4001

678 units
4056 unit months

Fenton, Ewald & Associates, P.C.
FSP

04/09/25

Number	Account Classification	Approved Budget Amount	Pro Rata Budget 6 Months	Budget P.U.M.	Actual To Date P.U.M.	Actual To Date Amount	Amount Favorable (Unfavorable)	Actual As a Factor of Pro Rata	Available Remainder of the Year
OPERATING RECEIPTS									
3110	Shelter Rent - Tenant	3,839,181	1,919,591	473.27	461.99	1,873,851.37	(45,739)	0.976	1,965,330
3115	Shelter Rent - Federal Sect. 8	0	0	0.00	0.00	0.00	0		0
3190	Non Dwelling Rentals	0	0	0.00	0.00	0.00	0		0
3400	Administrative Fees - MRVP	0	0	0.00	0.00	0.00	0		0
3810	Interest on Investments - Unrestricted	60,000	30,000	7.40	5.78	23,431.48	(6,569)	0.781	36,569
3811	Interest on Investments - Restricted	0	0	0.00	0.00	0.00	0		0
3690	Other Revenue	30,000	15,000	3.70	4.86	19,715.42	4,715	1.314	10,285
3950	Operating Grants	0	0	0.00	0.00	0.00	0		0
3691	Other Revenue Retained	139,321	69,661	17.17	30.76	124,744.05	55,084	1.791	14,577
3692	Restricted Reserve Transfer	0	0	0.00	0.00	0.00	0		0
3693	Other Revenue - Net Metering	0	0	0.00	0.00	0.00	0		0
3801	Operating Subsidy	1,887,478	943,739	232.68	234.74	952,087.00	8,348	1.009	935,391
TOTAL OPERATING RECEIPTS		5,955,980	2,977,990	734.22	738.12	2,993,829.32	15,839	1.005	2,962,151
OPERATING EXPENDITURES									
ADMINISTRATIVE									
4110	Administration Salaries	706,989	353,495	87.15	106.17	430,617.46	(77,123)	1.218	276,372
4120	Compensated Absences	0	0	0.00	0.00	0.00	0		0
4130	Legal	270,000	135,000	33.28	34.29	139,080.25	(4,080)	1.030	130,920
4140	Compensation-Board Members	26,325	13,163	3.25	3.14	12,740.00	423	0.968	13,585
4150	Travel And Related Expenses	6,848	3,424	0.84	0.56	2,261.31	1,163	0.660	4,587
4170	Accounting Services	19,542	9,771	2.41	2.34	9,500.00	271	0.972	10,042
4171	Audit Services	15,830	7,815	1.93	2.55	10,329.00	(2,514)	1.322	5,301
4180	Penalties & Interest	0	0	0.00	0.00	0.00	0		0
4190	Administrative Other	195,900	97,950	24.15	23.99	97,306.49	644	0.993	98,594
4190.1	Mixed Population	147,782	73,891	18.22	0.00	0.00	73,891	0.000	147,782
4191	Resident Services	10,375	5,188	1.28	2.93	11,881.51	(6,694)	2.290	(1,507)
TOTAL ADMINISTRATIVE EXPENSE		1,399,391	699,696	172.51	175.97	713,716.02	(14,021)	1.020	685,675
UTILITIES									
4310	Water & Sewer	508,869	254,435	62.73	55.35	224,479.82	29,955	0.882	284,389
4320	Electricity	859,245	429,623	105.92	107.14	434,563.43	(4,941)	1.012	424,682
4330	Gas	113,944	56,972	14.05	10.54	42,741.16	14,231	0.750	71,203
4340	Fuel	0	0	0.00	0.00	0.00	0		0
4360	Energy Conservation	0	0	0.00	0.00	0.00	0		0
4390	Other	0	0	0.00	0.00	0.00	0		0
4391	Solar Operator Costs	0	0	0.00	0.00	0.00	0		0
4392	Net Meter Utility Credit (Negative Number)	0	0	0.00	0.00	0.00	0		0
TOTAL UTILITIES EXPENSE		1,482,058	741,029	182.70	173.02	701,784.41	39,245	0.947	780,274
ORDINARY MAINTENANCE									
4410	Maintenance Labor	860,342	430,171	106.06	94.39	382,849.92	47,321	0.890	477,492
4420	Materials And Supplies	300,000	150,000	36.98	36.18	146,746.07	3,254	0.978	153,254
4430	Contract Costs	461,000	230,500	56.83	62.46	253,353.49	(22,853)	1.099	207,647
TOTAL ORDINARY MAINTENANCE		1,621,342	810,671	199.87	193.03	782,949.48	27,722	0.966	838,393
GENERAL EXPENSE									
4510	Insurance	281,993	140,997	34.76	31.88	129,304.99	11,692	0.917	152,688
4520	Pilot	13,500	6,750	1.66	1.64	6,660.00	90	0.987	6,840
4540	Employee Benefit Contr.	631,833	315,917	77.89	83.43	338,389.85	(22,473)	1.071	293,443
4541	Employee Benefit Contr. OPEB	0	0	0.00	0.00	0.00	0		0
4570	Collection Losses	40,000	20,000	4.93	8.00	32,443.43	(12,443)	1.622	7,557
4580/90	Interest & Other General Exp COVID-19	0	0	0.00	0.00	0.00	0		0
TOTAL GENERAL EXPENSES		967,326	483,663	119.25	124.95	506,798.27	(23,135)	1.048	460,528
TOTAL OPERATING EXPENSES		5,470,117	2,735,059	674.32	666.97	2,705,248.18	29,810	0.989	2,764,869
NET INCOME (DEFICIT) BEFORE SUBSIDY AND NON-ROUTINE Expenses		(1,401,615)	(700,808)	-172.78	-163.59	(663,505.86)	37,302	0.947	(738,109)
NET INCOME (DEFICIT) before NON-ROUTINE, and INCLUDING SUBSIDY		485,863	242,932	59.89	71.15	288,581.14	45,650	1.188	197,282
NONROUTINE EXPENSES AND (CREDITS)									
4610	Extraordinary Maintenance	300,000	150,000	36.98	23.19	94,043.77	55,956	0.627	205,956
4611	Equip. Purchased - Non Capitalized	75,000	37,500	9.25	8.53	34,578.63	2,921	0.922	40,421
4612	Restricted Reserve (Grant) Expenditures	0	0	0.00	0.00	0.00	0		0
4715	Housing Assistance Payments	0	0	0.00	0.00	0.00	0		0
TOTAL NONROUTINE EXPENSES		375,000	187,500	46.23	31.71	128,622.40	58,878		
CAPITAL EXPENDITURES									
7520	Replacement of Equipment-Capitalized	108,000	54,000	13.31	0.00	0.00	54,000		
7540	Betterments & Additions - Capitalized	0	0	0.00	0.00	0.00	0		
TOTAL CAPITAL EXPENDITURES		108,000	54,000	13.31	0.00	0.00	54,000		
NET INCOME (DEFICIT) FROM OPERATIONS		2,863	1,432	0.35	39.44	159,958.74	158,527		
4801	Depreciation Expense	0	0	0.00	0.00	0.00	0		
4541	Employee Benefits - GASB 75	0	0	0.00	0.00	0.00	0		
4542	Pension Expense - GASB 68	0	0	0.00	0.00	0.00	0		
NET CHANGE IN NET ASSETS		2,863	1,432	0.35	39.44	159,958.74	158,527		

Operating Subsidy Earned
year-to-date **\$952,087**

Operating Subsidy Rec'd
year-to-date **\$32,500**

Amount (Over) or Under
Subsidized **\$919,587**

[illegible]

**Salem Housing Authority
Management Fund
Balance Sheet - March 31, 2025**

Assets

Cash - Management Services		\$0.00
A/R - Marblehead Housing Authority	21,530.85	
A/R - Revolving Fund	<u>115,507.26</u>	137,038.11
Deferred Charges - Prepaid Expenses		6,193.00
Fixed Assets - Net		0.00
Deferred Outflows of Resources		30,122.00
Total Assets		<u><u>\$173,353.11</u></u>

Liabilities and Surplus

Accounts Payable - Vendors		\$0.00
Accounts Payable - Revolving Fund		0.00
Accrued Compensated Absences	8,696.26	
Accrued Payroll	1,557.70	
Other Accrued Liabilities	<u>5,190.88</u>	15,444.84
Accrued OPEB Liability		119,333.00
Accrued Pension Liability		0.00
Deferred Inflows of Resources		61,893.00
Unrestricted Net Assets	120,361.18	
Invested in Capital Assets	0.00	
OPEB Reserves - GASB 75	(151,104.00)	
Pension Reserves - GASB 68	<u>0.00</u>	(30,742.82)
Net Income (Deficit) - Current Year		7,425.09
Total Liabilities and Surplus		<u><u>\$173,353.11</u></u>

See Accountants' Compilation Report

**Salem Housing Authority
Management Fund
Monthly Operating Statement**

6 months ending March 31, 2025

Fenton, Ewald & Associates, P.C.

Account Number	Classification	Approved Budget Amount	Pro Rata Budget	Actual To Date Amount	Variance Favorable (Unfavorable)
Operating Receipts					
3110.1	Management Fees	131,532.00	65,766.00	65,093.10	(672.90)
3610	Interest On Investments	-	-	-	-
3690	Other Operating Receipts	20,000.00	10,000.00	9,982.36	(17.64)
Total Operating Receipts		<u>151,532.00</u>	<u>75,766.00</u>	<u>75,075.46</u>	<u>(690.54)</u>
Operating Expenditures					
4110	Administration Salaries	76,972.00	38,486.00	39,493.02	(1,007.02)
4120	Compensated Absences	-	-	-	-
4130	Legal	2,000.00	1,000.00	-	1,000.00
4150	Travel and Related Expenses	-	-	-	-
4170	Accounting Services	5,256.00	2,628.00	-	2,628.00
4171	Audit Services	-	-	-	-
4190	Administrative Other	18,000.00	9,000.00	8,645.55	354.45
4510	Insurance	2,468.00	1,234.00	1,045.00	189.00
4540	Employee Benefits	31,074.00	15,537.00	18,466.80	(2,929.80)
Total Administrative Expenses		<u>135,770.00</u>	<u>67,885.00</u>	<u>67,650.37</u>	<u>234.63</u>
Net Income (Deficit) before Non Cash Expenses		15,762.00	7,881.00	7,425.09	(455.91)
4541	Post Employment Benefits - OPEB	-	-	-	-
4542	Pension Expense - GASB 68	-	-	-	-
4801	Depreciation Expense	-	-	-	-
Net Income (Deficit) after Non Cash Expenses		<u>15,762.00</u>	<u>7,881.00</u>	<u>7,425.09</u>	<u>(455.91)</u>

See Accountants' Compilation Report

DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
BALANCE SHEET

Salem Housing Authority
3/31/2025 Period Ended
MRVP/DMH Program Number

ACCOUNT NUMBER	ASSETS		X Administration Modernization Development
CASH			
1111	Cash Development or Modernization fund - Unrestricted	0.00	
1111.1	Cash Development or Modernization fund - Restricted	0.00	
1112	Cash Administration Fund - Unrestricted	195,648.19	
1112.1	Cash Administration Fund - Restricted	0.00	
1113	Cash - Escrow	0.00	
1114	Security Deposit and Pet Deposit Fund Cash	0.00	
1117	Petty Cash	0.00	
1118	Change Fund	0.00	195,648.19
ACCOUNTS RECEIVABLE			
1121	Federal and DHCD--Section 8 Subsidy-Shelter Rent	0.00	
1122	Tenants Accounts Receivable	0.00	
1122.1	Tenants Accounts Receivable - Repayment (Contra)	0.00	
1123	Allowance for Doubtful Accounts - Dwelling Rents	0.00	
1125	Accounts Receivable Subsidy	0.00	
1129	Accounts Receivable - Other	0.00	
1130	Interprogram Due From	53,826.52	
1131	Allowance for Doubtful Accounts - Other	0.00	
1145	Accrued Interest Receivable	0.00	53,826.52
INVESTMENTS			
1162	Investments - Unrestricted		0.00
DEFERRED CHARGES			
1211	Prepaid Expenses	320.00	
1212	Inventory/Net - Supplies and Fuel	0.00	
1290	Deferred Charges - Other	6,224.00	6,544.00
FIXED ASSETS			
1400.2	Cost Control Account - Development/Modernization	0.00	
1401	Land	0.00	
1402	Building and Building Improvements	0.00	
1403	Furniture, Equipment and Machinery - Dwellings	0.00	
1404	Other Equipment - Administration/Maintenance	70,839.58	
1405	Leasehold Improvements	0.00	
1406	Accumulated Depreciation	(70,839.58)	
1407	Infrastructure	0.00	
1408	Capital Leases	0.00	0.00
TOTAL ASSETS			256,018.71
LIABILITIES AND EQUITY			
ACCOUNTS PAYABLE			
2106	Bank Overdraft	0.00	
2111	Accounts Payable <=90 Days	0.00	
2111.1	Accounts Payable >90 Days Past Due	0.00	
2112	Contract Costs	0.00	
2114	Tenants Security Deposits & Pet Deposits	0.00	
2115	Bid Deposits	0.00	
2117	Employee's Payroll Deductions	0.00	
2118	Accounts Payable - Subsidy Overpayment	6,138.00	
2119	Accounts Payable - Interfund	0.00	
2120	Accounts Payable - Other	0.00	6,138.00
ACCRUED LIABILITIES			
2130.2	Accrued Contingent Liability	0.00	
2135	Accrued Compensated Absences - Current Portion	587.68	
2137	Payment in Lieu of Taxes (PILOT)	0.00	
2138	Accrued Payroll	160.87	
2139	Accrued Liabilities - Other	407.27	1,155.82
DEFERRED CREDITS			
2240	Tenants Prepaid Rents	0.00	
2290	Undistributed Credits	0.00	
2291	Deferred Revenue - Subsidy	79,998.00	
2292	Deferred Revenue - Other	7,021.00	87,019.00
NOTES PAYABLE			
2299	Notes Payable Capital Borrowings - Current Portion	0.00	
2299.1	Notes Payable Operating Borrowings - Current Portion	0.00	0.00
NON-CURRENT LIABILITIES			
2301	Notes Payable Capital Borrowings - Non-Current Portion	0.00	
2301.1	Notes Payable Operating Borrowings - Non-Current Portion	0.00	
2335.01	Accrued Compensated Absences - Non-Current Portion	655.34	
2339	Other Non-Current Liabilities	22,449.00	23,104.34
EQUITY (NET ASSETS)			
2700	Net Income (Deficit)	5,240.87	
2802	Invested in Capital Assets, net of Related Debt	0.00	
2805	Net Assets - Restricted	0.00	
2806	Net Assets - Unrestricted	Max % 36.67% 157,071.68	
2806.1/2	Net Assets - Unrestricted for OPEB & Pension Liability	(23,711.00)	138,601.55
TOTAL LIABILITIES AND EQUITY			256,018.71

See Accountants' Compilation Report

Salem Housing Authority
6 months ending
March 31, 2025

MRVP/DMH

16
273 units
unit months

Fenton, Ewald & Associates, P.C.
PSP 04/09/25

Account Number	Classification	Approved Budget Amount	Pro Rata Budget 6 Months	Budget P.U.M.	Actual To Date P.U.M.	Actual To Date Amount	Amount Favorable (Unfavorable)	Actual As a Factor of Pro Rata	Available Remainder of the Year
OPERATING RECEIPTS									
3400	Administrative Fees - MRVP	29,040	14,520	53.19	55.00	15,015.00	495	1.034	14,025
3610	Interest on Investments - Unrestricted	600	300	1.10	1.10	300.25	0	1.001	300
3611	Interest on Investments - Restricted	-	-	-	-	-	0		0
3690	Other Revenue	-	-	-	-	-	0		0
3691	Other Revenue Retained	-	-	-	-	-	0		0
3802	Operating Subsidy - MRVP Landlords	860,256	430,128	1,575.56	1,575.56	430,128.00	0	1.000	430,128
TOTAL OPERATING RECEIPTS		889,896	444,948	1,629.85	1,631.66	445,443.25	495	1.001	444,453
OPERATING EXPENDITURES									
ADMINISTRATIVE									
4110	Administration Salaries	13,765	6,883	25.21	20.84	5,690.20	1,192	0.827	8,075
4120	Compensated Absences	-	-	-	-	-	0		0
4130	Legal	500	250	0.92	0.09	25.83	224	0.103	474
4140	Compensation-Board Members	-	-	-	-	-	0		0
4150	Travel And Related Expenses	-	-	-	-	-	0		0
4170	Accounting Services	1,668	834	3.05	2.55	695.00	139	0.833	973
4171	Audit Services	642	321	1.18	0.86	234.00	87	0.729	408
4180	Penalties & Interest	-	-	-	-	-	0		0
4190	Administrative Other	2,500	1,250	4.58	5.32	1,451.87	(202)	1.161	1,048
4190.1	Mixed Population Salary	-	-	-	-	-	0		0
4191	Resident Services	-	-	-	-	-	0		0
TOTAL ADMINISTRATIVE EXPENSE		19,075	9,538	34.94	29.66	8,096.90	1,441	0.849	10,978
GENERAL EXPENSE									
4510	Insurance	439	220	0.80	0.48	131.00	89	0.597	308
4540	Employee Benefit Contr.	5,524	2,762	10.12	6.76	1,846.48	916	0.669	3,678
4570	Collection Losses	-	-	-	-	-	0		0
4580/90	Interest & Other General Expenses	-	-	-	-	-	0		0
TOTAL GENERAL EXPENSES		5,963	2,982	10.92	7.24	1,977.48	1,004	0.663	3,986
TOTAL OPERATING EXPENSES		25,038	12,519	45.86	36.90	10,074.38	2,445	0.805	14,964
NET INCOME (DEFICIT) BEFORE SUBSIDY and NON-ROUTINE EXPENSES		4,602	2,301	8.43	19.20	5,240.87	2,940	2.278	(639)
NET INCOME (DEFICIT) before NON- ROUTINE, and INCLUDING SUBSIDY		864,858	432,429	1,583.99	1,594.76	435,368.87	2,940	1.007	429,489
NONROUTINE EXPENSES AND (CREDITS)									
4610	Extraordinary Maintenance	-	-	-	-	-	0		0
4611	Equip. Purchased - Non Capitalized	-	-	-	-	-	0		0
4612	Restricted Reserve Expenditures	-	-	-	-	-	0		0
4715	Housing Assistance Payments	860,256	430,128	1,575.56	1,575.56	430,128.00	0	1.000	430,128
TOTAL NONROUTINE EXPENSES		860,256	430,128	1,575.56	1,575.56	430,128.00	0	1.000	430,128
NET INCOME (DEFICIT) FROM OPERATIONS									
2700		4,602	2,301	8.43	19.20	5,240.87	2,940	2.278	(639)
4801	Depreciation Expense	-	-	-	-	-			
4541	Employee Benefits - GASB 45	-	-	-	-	-			
4542	Pension Expense - GASB 68	-	-	-	-	-			
NET CHANGE IN UNRESTRICTED NET ASSET		4,602	2,301	8.43	19.20	5,240.87	2,940	2.278	(639)

See Accountants' Compilation Report

FENTON, EWALD & ASSOCIATES, P.C.
CERTIFIED PUBLIC ACCOUNTANTS
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NEEDHAM, MA 02494-1365

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To the Board of Commissioners
Salem Housing Authority
27 Charter Street
Salem, MA 01970

We have compiled the accompanying balance sheets of the Salem Housing Authority as of **June 30, 2025**, and the related statements of Revenues and Expenses for the **9** months then ended. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America. The information included in the accompanying Agency Wide Revenue and Expenses and Analysis of Non-routine Expenditures and Credits are presented only for supplementary analysis purposes. Such information has been compiled from information that is the representation of management, without audit or review, and accordingly, we do not express an opinion or provide any assurance on such data.

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

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

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

Fenton, Ewald & Associates, P.C

Needham, Massachusetts
Dated: July 15, 2025

Salem Housing Authority
9 months ending
June 30, 2025

AGENCY WIDE OPERATING STATEMENT
Year To Date Actual

Fenton, Ewald & Associates, P.C.
7/15/2025

Account Number	Classification	Federal Conventional	Section 8 HCVF	State Consolidated 400-1	Admin. Management Program	MRVP	Total	Pro-Rated Budget	\$ Favorable (Unfavorable)	% Favorable (Unfavorable)
OPERATING RECEIPTS										
3110	Shelter Rent - Tenant	141,647		2,834,613			2,976,260	3,017,223	(40,963)	-1%
3115	Shelter Rent - Federal Sect. 8			0			0	0	0	0%
3190	Non Dwelling Rentals	0		0			0	0	0	0%
3400	Administrative Fees (S8, MOB, MRVP)		1,477,667	0	97,976	22,880	1,598,523	1,584,647	13,877	1%
3610	Interest on Investments - Unrestricted	20,420	17,201	28,730	0	446	66,798	82,950	(16,152)	-19%
3611	Interest on Investments - Restricted			0		0	0	0	0	0%
3690	Other Revenue	16,383	66,250	23,514	17,425	0	123,572	215,391	(91,819)	-43%
3950	Operating Grants			0			0	0	0	0%
3891	Other Revenue Retained			232,971		0	232,971	104,491	128,481	123%
3801	Operating Subsidy	115,978		1,218,931		661,887	1,996,796	3,303,338	(1,306,542)	-40%
TOTAL OPERATING RECEIPTS		294,427	1,561,118	4,338,760	115,401	685,213	6,994,919	8,308,039	(1,313,119)	-16%
OPERATING EXPENDITURES										
ADMINISTRATIVE										
4110	Administration Salaries	32,183	939,804	677,192	58,736	9,867	1,717,782	1,455,716	(262,065)	-18%
4120	Compensated Absences	0	0	0	0	0	0	17,253	17,253	100%
4130	Legal	689	53,139	204,302	0	38	258,168	290,825	32,457	11%
4140	Compensation-Board Members			19,707		0	19,707	19,744	37	0%
4150	Travel And Related Expenses	734	363	2,273	0	0	3,370	15,000	11,630	78%
4170	Accounting Services	7,599	20,328	14,273	0	1,112	43,312	48,482	5,170	11%
4171	Audit Services	333	11,604	10,329	0	234	22,500	27,000	4,500	17%
4180	Office Rent	0	50,900	0		0	50,900	51,396	496	1%
4190	Administrative Other	12,562	235,389	156,189	13,119	2,111	419,350	466,803	47,253	10%
4190.1	Mixed Population Salary		0	0		0	0	110,837	110,837	100%
TOTAL ADMINISTRATIVE EXPENSE		54,100	1,311,528	1,084,245	71,855	13,361	2,535,089	2,502,655	(32,434)	-1%
4230	Resident Services	0		13,295		0	13,295	8,513	(4,782)	-56%
UTILITIES										
4310	Water & Sewer	19,231		345,644			364,875	400,149	35,274	9%
4320	Electricity	20,937		452,541			473,478	662,789	189,312	29%
4330	Gas	15,809		67,914			83,723	97,324	13,601	14%
4340	Fuel	0		0			0	0	0	0%
4360	Energy Conservation	0		0			0	0	0	0%
4390	Other	0		23,019			23,019	0	(23,019)	#DIV/0!
TOTAL UTILITIES EXPENSE		55,976	0	889,118	0	0	945,095	1,160,262	215,167	19%
ORDINARY MAINTENANCE										
4410	Maintenance Labor	34,837		604,975			639,812	685,585	45,773	7%
4420	Materials And Supplies	17,951		224,120			242,071	238,500	(3,571)	-1%
4430	Contract Costs	31,987		396,820			428,807	376,500	(52,107)	-14%
TOTAL ORDINARY MAINTENANCE		84,775	0	1,225,715	0	0	1,310,490	1,300,585	(9,905)	-1%
GENERAL EXPENSE										
4510	Insurance	74,432	35,404	197,729	1,579	227	309,371	1,474,119	1,164,748	79%
4520	Pilot	8,567		9,990			18,557	19,037	480	3%
4540	Employee Benefits	35,854	350,123	584,395	31,904	3,164	1,005,440	863,160	(142,280)	-16%
4570	Collection Losses	829		45,368		0	45,997	30,750	(15,247)	-50%
4590	COVID related Costs		0	0		0	0	0	0	0%
4580/90	Other General Expenses - Port Out Fees	0	120,100				120,100	120,000	(100)	0%
TOTAL GENERAL EXPENSES		119,482	505,627	837,482	33,483	3,391	1,499,466	2,507,066	1,007,600	40%
TOTAL OPERATING EXPENSES		314,334	1,817,155	4,049,855	105,337	16,753	6,303,435	7,479,080	1,175,846	16%
NET INCOME (DEFICIT) BEFORE SUBSIDY and NON-ROUTINE EXPENSES		(135,885)	(256,037)	(930,026)	10,063	6,574	(1,305,311)	(2,474,379)	1,169,068	-47%
NET INCOME (DEFICIT) BEFORE NON-ROUTINE, and INCLUDING SUBSIDY		(19,907)	(256,037)	288,905	10,063	668,461	691,485	828,959	(137,474)	-17%
NONROUTINE EXPENSES AND (CREDITS)										
4610	Extraordinary Maintenance / Direct Use of Reserves	81,670	0	120,011		0	201,681	251,250	49,569	20%
4611	Equip. Purchased - Non Capitalized			48,595		0	48,595	56,250	7,655	14%
4612	Restricted Reserve Expenditures			0		0	0	0	0	0%
4715	Housing Assistance Payments			0		661,887	661,887	661,887	0	0%
7520	Replacement of Equipment	0	0	0			0	81,000	81,000	100%
7540	Betterments & Additions	0		0			0	0	0	0%
4801	Depreciation Expense			0			0	0	0	0%
TOTAL NONROUTINE EXPENSES		81,670	0	168,605	0	661,887	912,162	1,050,387	138,225	13%
2700 NET INCOME (DEFICIT)		(101,577)	(256,037)	120,299	10,063	6,574	(220,678)	(221,429)	751	0%

See Accountants' Compilation Report

Salem Housing Authority
PROJECT MA06-P055-003,7
BALANCE SHEET - June 30, 2025

ASSETS

CASH - GENERAL FUND - DEV AND/OR OPS	\$ 624,273.28	
PETTY CASH	0.00	\$ 624,273.28
ACCOUNTS RECEIVABLE TENANTS - Net	10,272.58	
ALLOWANCE FOR DOUBTFUL ACCOUNTS - TENANTS	(3,130.25)	
ACCOUNTS RECEIVABLE - HUD	0.00	
ACCOUNTS RECEIVABLE - Other	0.00	7,142.33
ADVANCE - LIMITED REV FUND		25,000.00
PREPAID INSURANCE	65,588.00	
INVENTORY - MATERIALS	0.00	
DEFERRED CHARGES - OTHER	0.00	
DEFERRED CHARGES - RETIREMENT	19,061.00	
INTERPROGRAM DUE TO / DUE FROM	0.00	84,649.00
ACCUMULATED DEPRECIATION - STRUCTURES & EQUIP	(3,272,211.45)	
LAND	258,293.38	
BUILDINGS	3,419,497.90	
FURNITURE, EQUIP AND MACH - DWELLINGS	0.00	
FURNITURE, EQUIP AND MACH - ADMIN	23,218.00	
WORK IN PROGRESS	530,595.05	
BUILDINGS - EQ. TRANSFERRED IN	0.00	
DEFERRED OUTFLOW OF RESOURCES	67,300.00	1,026,692.88
<u>TOTAL ASSETS</u>		<u>\$ 1,767,757.49</u>

LIABILITIES AND SURPLUS

ACCOUNTS PAYABLE	\$ -	
BID DEPOSIT	0.00	
TENANT PET DEPOSITS	522.39	
ACCOUNTS PAYABLE - HUD	0.00	
PREPAID RENTS	2,907.00	
ACCOUNTS PAYABLE REV FUND	501,581.85	\$ 505,011.24
ACCRUED PAYROLL	2,281.78	
ACCRUED OTHER	124,296.40	
ACCRUED COMPENSATED ABSCENCES	10,762.96	
ACCRUED PILOT	8,567.02	145,908.16
DEFERRED INFLOWS	74,788.00	74,788.00
ACCRUED OPEB LIABILITY	133,014.00	
NET PENSION LIABILITY	133,654.00	266,668.00
INVESTMENT IN CAPITAL ASSETS, NET OF RELATED DEBT	829,392.88	
UNRESTRICTED NET ASSETS 95% of Max	191,345.05	
UNRESTRICTED NET ASSETS - OPEB	(168,429.00)	
UNRESTRICTED NET ASSETS - Pension Liab	(105,727.00)	
OPERATING TRANSFERS IN	0.00	746,581.93
CURRENT YEAR NET INCOME (DEFICIT)		28,800.16
OPEB and PENSION RELATED EXPENSES		0.00
PYA NOT AFFECTING RESIDUAL RECEIPTS		0.00
GAIN OR LOSS ON SALE OF EQUIP.		0.00
EXPENDITURES FOR PROPERTY - CONTRA		0.00
<u>TOTAL LIABILITIES AND SURPLUS</u>		<u>\$ 1,767,757.49</u>

See Accountants' Compilation Report

Salem Housing Authority
9 months ending

MA06-P055-003,7
6/30/2025

39 units
351 unit months

FENTON, EWALD & ASSOCIATES, P.C.
15-Jul-25

PSP

ACCOUNT NUMBER CLASSIFICATION	APPROVED BUDGET AMOUNT	PRO RATA BUDGET 9 Months	BUDGET P.U.M.	ACTUAL TO DATE P.U.M.	ACTUAL TO DATE AMOUNT	Favorable (Unfavorable)	ACTUAL AS A FACTOR OF PRO RATA	AVAILABLE REMAINDER OF YEAR
OPERATING RECEIPTS								
3110 Dwelling Receipts	183,783	137,837	392.70	403.55	141,646.50	3,809	1.028	42,137
3120 Excess Utilities	0	0	0.00	0.00	0.00	0		0
3190 Non-dwelling Rent	0	0	0.00	0.00	0.00	0		0
3610 Interest Income	30,000	22,500	64.10	58.18	20,419.86	(2,080)	0.908	9,580
3690 Other Income	22,200	16,650	47.44	46.68	16,383.00	(267)	0.984	5,817
7530 Sale of Equipment	0	0	0.00	0.00	0.00	0		
TOTAL OPERATING RECEIPTS	235,983	176,987	504.24	508.40	178,449.36	1,462	1.008	57,534
OPERATING EXPENDITURES								
ADMINISTRATIVE								
4110 Salaries	39,891	29,918	85.24	91.69	32,182.55	(2,264)	1.076	7,708
4120 Compensated Absences	937	703	2.00	0.00	0.00	703	0.000	937
4130 Legal	5,000	3,750	10.68	1.96	689.13	3,061	0.184	4,311
4150 Travel	370	278	0.79	2.09	734.15	(457)	2.646	(364)
4170 Accounting Services	9,984	7,488	21.33	21.65	7,599.00	(111)	1.015	2,385
4171 Audit Fees	555	416	1.19	0.95	333.00	83	0.800	222
4180 Office Rent	0	0	0.00	0.00	0.00	0		0
4190 Sundry Admin	12,585	9,439	26.89	35.79	12,562.17	(3,123)	1.331	23
TOTAL ADMINISTRATIVE EXPENSE	69,322	51,992	148.12	154.13	54,100.00	(2,109)	1.041	15,222
4230 RESIDENT SERVICES UTILITIES	975	731	2.08	0.00	0.00	731	0.000	975
4310 Water	24,663	18,497	52.70	54.79	19,230.54	(733)	1.040	5,432
4320 Electricity	24,474	18,356	52.29	59.65	20,936.80	(2,581)	1.141	3,537
4330 Gas	15,821	11,866	33.81	45.04	15,808.92	(3,943)	1.332	12
4340 Fuel	0	0	0.00	0.00	0.00	0		0
4350 Utility Labor	0	0	0.00	0.00	0.00	0		0
4390 Other Utility Expenses	0	0	0.00	0.00	0.00	0		0
TOTAL UTILITIES EXPENSE	64,958	48,719	138.80	159.48	55,976.26	(7,258)	1.149	8,982
ORDINARY MAINTENANCE								
4410 Labor	53,771	40,328	114.90	99.25	34,837.09	5,491	0.864	18,934
4420 Materials And Supplies	18,000	13,500	38.46	51.14	17,951.31	(4,451)	1.330	49
4430 Contract Costs	41,000	30,750	87.61	91.13	31,987.00	(1,237)	1.040	9,013
TOTAL ORDINARY MAINTENANCE	112,771	84,578	240.96	241.53	84,775.40	(197)	1.002	27,996
4480 PROTECTIVE SERVICES GENERAL EXPENSES	0	0	0.00	0.00	0.00	0		0
4510 Insurance	128,309	96,232	274.16	212.06	74,432.40	21,799	0.773	53,877
4520 Pilot	11,883	8,912	25.39	24.41	8,567.02	345	0.961	3,316
4530 Terminal Leave Payments	0	0	0.00	0.00	0.00	0		0
4540 Employee Benefits	37,749	28,312	80.66	102.15	35,854.44	(7,543)	1.266	1,895
4541 Employee Benefits - OPEB	0	0	0.00	0.00	0.00	0		0
4542 Employee Benefits - Pension	0	0	0.00	0.00	0.00	0		0
4570 Collection Losses	1,000	750	2.14	1.79	628.60	121	0.838	371
4590 Sundry	0	0	0.00	0.00	0.00	0		0
TOTAL GENERAL EXPENSES	178,941	134,206	382.35	340.41	119,482.46	14,723	0.890	59,459
TOTAL ROUTINE EXPENSES	426,967	320,225	912.32	895.54	314,334.12	5,891	0.982	112,633
NONROUTINE EXPENSES								
4610 Nonroutine Maintenance	35,000	26,250	74.79	232.68	81,670.00	(55,420)	3.111	(46,670)
7520 Replacement of Equip	0	0	0.00	0.00	0.00	0		0
7540 Betterments & Additions	0	0	0.00	0.00	0.00	0		0
TOTAL NONROUTINE EXPENDITURES	35,000	26,250	74.79	232.68	81,670.00	(55,420)	3.111	(46,670)
Prior Yr. Adj. Affect Res. Rec.	0	0	0.00	0.00	0.00			
TOTAL OPERATING EXPENSES	461,967	346,475	987.11	1,128.22	396,004.12	(49,529)	1.143	65,963
NET INCOME(DEFICIT) BEFORE SUBSIDY	(225,984)	(169,488)	(482.87)	(619.81)	(217,554.76)	(48,067)		
8020 Operating Subsidy	180,162	135,122	384.96	330.42	115,977.92	(19,144)	0.858	64,184
8020 Capital Fund	0	0	0.00	371.44	130,377.00	130,377		(130,377)
RESIDUAL RECEIPTS (DEFICIT)	(45,822)	(34,367)	(97.91)	82.05	28,800.16	63,167		

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HUD-52598

ANALYSIS OF NONROUTINE EXPENDITURES

Name of Local Authority Salem Housing Authority	Fiscal Year Ending Date 9/30/25
Locality 27 Charter Street	Report for Period Ended 6/30/2025
Development Nos. MA06-P055-003,7	Contract Nos. B-1632

Part II - Analysis Of Expenditures For Extraordinary Maintenance, Replacement Of Equipment, And Property Betterments And Additions

WORK PROJECT NUMBER	Salem Housing Authority JOB DESCRIPTION	PROJECT NUMBER	TOTAL BUDGETED COST	ACTUAL COST	% Complete
				Current Year	
	EXTRAORDINARY MAINTENANCE - ACCOUNT 4610				
	Turnover		30,000	81,670.00	
	Total - Account 4610		30,000	81,670.00	
	PRIOR YEAR ADJUSTMENTS - ACCOUNT 6010				
	Total - Account 6010			0.00	
	REPLACEMENT OF NONEXPENDABLE EQUIP. - ACCT. 7520				
	Stoves		5,000		
	Total - Account 7520		5,000	0.00	
	PROPERTY BETTERMENTS AND ADDITIONS - ACCT. 7540				
	Total - Account 7540		0	0.00	

Prepared by:

Signature: Fenton, Ewald & Associates, PC

Title: Fee Accountants Date 07/15/25

SALEM HOUSING AUTHORITY
SECTION 8 VOUCHER
BALANCE SHEET - JUNE 30, 2025

ASSETS

Cash - Voucher	\$1,327,292.20	
Petty Cash	0.00	\$1,327,292.20
Accounts Receivable - Hud	0.00	
Accounts Receivable (Payable) - Mobilities	4,671.13	
Accounts Receivable -Fraud	240,024.70	
Accounts Receivable -Interprogram	0.00	244,695.83
Advances To Revolving Fund		60,000.00
Investments	0.00	
FSS Escrow Balances	70,907.40	70,907.40
Prepaid Insurance	26,349.00	
Deferred Outflows - Retirement	224,548.00	
Deferred Charges -Other	10,087.80	
Deferred Expenses - COVID-19 Related	0.00	260,984.80
Land, Structures And Equipment - Net		618,496.51
Deferred Outflow of Resources		646,051.00
<u>TOTAL ASSETS</u>		<u>\$3,228,427.74</u>

LIABILITIES AND SURPLUS

Accounts Payable - Revolving Fund	(\$506,365.52)	
Accounts Payable - HUD	101,957.00	
Current Portion Capital Project/Mortgage	39,408.00	(\$365,000.52)
Accrued Compensated Absences - Current	66,029.80	
Accrued Payroll	20,962.36	
Accrued Liabilities	57,335.82	
Fss Escrow	70,907.40	215,235.38
Deferred Fraud Income Charges	240,024.70	
Accrued Compensated Absences - Non-Current	73,631.98	
Long Term Portion Capital Project/Mortgage	327,781.00	
Accrued OPEB Liability	1,354,086.00	
Accrued Pension Liability	1,322,773.00	
Deferred Inflows of resources	752,821.00	4,071,117.68
Invested in Capital Assets - net	251,307.51	
Unrestricted Net Assets - Admin	2,069,941.75	
Unrestricted Net Assets - OPEB	(1,714,606.00)	
Unrestricted Net Assets - Pension	(1,069,023.00)	
Restricted Net Assets - HAPs	147,579.00	(314,800.74)
HUD PHA Grants - HAPs	18,296,169.00	
Less HAP Expenses	(18,468,634.00)	
Plus: Interest on HAP Reserves		
Plus: Fraud Receipts - HAP portion	50,378.00	(122,087.00)
Expenditures for Equipment - Contra		0.00
Depreciation Expense		0.00
Net Surplus (Deficit) from Operations		(256,037.06)
<u>TOTAL LIABILITIES AND SURPLUS</u>		<u>\$3,228,427.74</u>

See Accountants' Compilation Report

PSP
15-Jul-25

SALEM HOUSING AUTHORITY
SECTION 8 VOUCHER
MONTHLY OPERATING STATEMENT
9 Months Ending June 30, 2025

7/15/25

PSP

Fenton, Ewald & Associates, P.C.

COMPUTATION OF ADMINISTRATIVE FEE EARNED:

	1st 600	rate	HUD % funding	> 600	rate	HUD % funding	
Oct	600	152.40	91.749%	617	142.23	91.749%	164,410.00
Nov	600	152.40	91.749%	596	142.23	91.749%	161,670.00
Dec	600	152.40	91.749%	586	142.23	91.749%	160,365.00
Jan	600	157.17	91.749%	584	146.68	91.749%	165,114.00
Feb	600	157.17	91.749%	579	146.68	91.749%	164,441.00
Mar	600	157.17	91.749%	593	146.68	91.749%	166,325.00
Apr	600	157.17	91.749%	584	146.68	91.749%	165,114.00
May	600	157.17	91.749%	584	146.68	91.749%	165,114.00
Jun	600	157.17	91.749%	584	146.68	91.749%	165,114.00
Jul	-	157.17	91.749%	-	146.68	91.749%	0.00
Aug	-	157.17	91.749%	-	146.68	91.749%	0.00
Sep	-	157.17	91.749%	-	146.68	91.749%	0.00
HUD Retro admin Fee - prior year							0.00
							<u>1,477,667.00</u>
5,400 10,707 5,307							
CARES Act Administrative Fees							0.00
TOTAL ADMINISTRATIVE FEE EARNED							<u>1,477,667.00</u>

STATEMENT OF OPERATING RECEIPTS AND EXPENDITURES

	BUDGET	PRO RATA BUDGET 9 months	ACTUAL 9 months	Favorable (Unfavorable)	% favorable (unfavorable)
ADMINISTRATIVE FEE EARNED	1,951,630	1,463,723	1,477,667.00	13,944.50	1.0%
INTEREST ON RESERVE FUNDS INVESTED	20,000	15,000	17,201.10	2,201.10	14.7%
MOBILITY FEE INCOME	24,738	18,554	14,871.57	(3,681.93)	-19.8%
FRAUD RECOVERY RECEIPTS	80,000	60,000	50,378.00	(9,622.00)	-18.0%
FSS COORDINATOR	110,250	82,888	0.00	(82,687.50)	-100.0%
OTHER INCOME	0	0	1,000.00	1,000.00	
TOTAL OPERATING RECEIPTS	<u>2,186,618</u>	<u>1,639,964</u>	<u>1,561,117.67</u>	<u>(78,845.83)</u>	-4.8%
ADMINISTRATIVE SALARIES	1,103,338	827,504	939,804.22	(112,300.72)	-11.9%
COMPENSATED ABSENCES	22,067	16,550	0.00	16,550.25	
LEGAL	110,000	82,500	53,139.33	29,360.67	55.3%
TRAVEL	12,782	9,587	363.46	9,223.04	2537.6%
ACCOUNTING	28,192	21,144	20,328.00	816.00	4.0%
AUDIT FEE	19,173	14,380	11,604.00	2,775.75	23.9%
OFFICE RENT	68,528	51,396	50,900.23	495.77	1.0%
SUNDRY ADMINISTRATIVE	393,152	294,864	235,388.68	59,475.32	25.3%
DIRECT CHARGES TO PRE 2004 RESERVES	0	0	0.00	0.00	
INSURANCE	52,283	39,212	35,403.50	3,808.75	10.8%
EMPLOYEE BENEFITS	444,700	333,525	350,122.89	(16,597.89)	-4.7%
COVID19-related expenses	0	0	0.00	0.00	
OTHER GENERAL EXPENSES Ports Out Admin Fee	160,000	120,000	120,100.42	(100.42)	-0.1%
TOTAL ROUTINE NON-HAP EXPENSES	<u>2,414,215</u>	<u>1,810,861</u>	<u>1,817,154.73</u>	<u>(6,493.48)</u>	-0.4%
NET INCOME BEFORE NONROUTINE	<u>(227,597)</u>	<u>(170,698)</u>	<u>(256,037.06)</u>	<u>(85,339.31)</u>	50.0%
DIRECT CHARGES TO PRE 2004 RESERVES	0	0	0.00	0.00	
EMPLOYEE BENEFITS OPEB	0	0	0.00	0.00	
EMPLOYEE BENEFITS Pension	0	0	0.00	0.00	
EXPENDITURES FOR EQUIPMENT	0	0	0.00	0.00	
TOTAL NONROUTINE EXPENSES	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>	
NET OPERATING INCOME (LOSS)	<u>(227,597)</u>	<u>(170,698)</u>	<u>(256,037.06)</u>	<u>(85,339.31)</u>	

(256,037.06)

COMPUTATION OF EXCESS OR DEFICIENCY OF FUNDS RECEIVED

		Voucher
4715	HOUSING ASSISTANCE PAYMENTS (HAPs)	18,468,634.00
	less: Fraud Receipts - HAP portion Max ACC	(50,378.00)
	less: Interest Earned on Excess Funds - HAP portion	
	TOTAL ANNUAL CONTRIBUTION USED TO DATE	18,418,256.00
	percent used	100.7%
3801	AMOUNT OF ACC GRANT RECEIVED FROM HUD	18,296,169.00
	Amount (OVER) / UNDER Utilized	(122,087.00)

See Accountants' Compilation Report

Analysis and Summary of Housing Choice Voucher Program Expenditures
ABA Fund Limits, Amounts Available, Amounts Used and Balances Remaining

	2021	2022	2023	2024	2025
Annual ABA	\$16,449,831	\$18,597,433	\$21,779,939	\$22,720,644	\$23,617,467
average monthly ABA	\$1,370,819	\$1,549,786	\$1,814,995	\$1,893,387	\$1,968,122
ABA per unit calculation	\$1,019.95	\$1,153.11	\$1,350.44	\$1,408.77	\$1,464.38

Restricted Net Assets - HAPs 9/30/2024	147,579
Less: Amount used Oct-Dec, '24	
= Net HAP Reserve Surplus	
Available for current year use	147,579
Projected amount (used) or accumulated in Fiscal Year	(122,087)
Amount (used) or accumulated in Current Year	
Estimated Current HAP Reserve balance	25,492

[illegible]

DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
BALANCE SHEET

Salem Housing Authority
6/30/2025 Period Ended
4001 Program Number

ACCOUNT NUMBER	ASSETS				X Administration Modernization Development
CASH					
1111	Cash Development or Modernization fund - Unrestricted		0.00		
1111.1	Cash Development or Modernization fund - Restricted		0.00		
1112	Cash Administration Fund - Unrestricted		193,903.17		
1112.1	Cash Administration Fund - Restricted		0.00		
1113	Cash - Escrow		0.00		
1114	Pet Deposit Fund Cash		8,265.94		
1117	Petty Cash		100.00		
1118	Change Fund		0.00	202,269.11	
ACCOUNTS RECEIVABLE					
1121	Federal and DHCD--Section 8 Subsidy-Shelter Rent		0.00		
1122	Tenants Accounts Receivable		136,033.19		
1122.1	Tenants Accounts Receivable - Repayment (Contra)		0.00		
1123	Allowance for Doubtful Accounts - Dwelling Rents		(49,612.93)		
1124	Accounts Receivable - Fraud/Retroactive		199,077.33		
1124.1	Fraud/Retroactive- Contra		(199,077.33)		
1125	Accounts Receivable Subsidy		1,058,950.38		
1129	Accounts Receivable - Other Federal		0.00		
1130	Interprogram Due From		350,000.00		
1131	Allowance for Doubtful Accounts - Other		0.00		
1145	Accrued Interest Receivable		0.00	1,495,370.64	
INVESTMENTS					
1162	Investments - Unrestricted			3,331,488.81	
DEFERRED CHARGES					
1211	Prepaid Expenses		100,137.00		
1212	Inventory/Net - Supplies		0.00		
1290	Deferred Charges - Other		1,364,076.00	1,464,213.00	
FIXED ASSETS					
1400.2	Cost Control Account - Development/Modernization		0.00		
1401	Land		2,074,807.00		
1402	Building and Building Improvements		41,005,881.54		
1403	Furniture, Equipment and Machinery - Dwellings		0.00		
1404	Other Equipment - Administration/Maintenance		686,419.12		
1405	Leasehold Improvements		0.00		
1406	Accumulated Depreciation		(38,297,772.06)		
1407	Infrastructure		0.00		
1408	Capital Leases			5,469,335.60	
TOTAL ASSETS				11,962,677.16	
LIABILITIES AND EQUITY					
ACCOUNTS PAYABLE					
2106	Bank Overdraft		0.00		
2111	Accounts Payable <=90 Days		0.00		
2111.1	Accounts Payable >90 Days Past Due		0.00		
2112	Contract Retentions		0.00		
2114	Pet Deposits		8,265.94		
2115	Bid Deposits		0.00		
2117	Employee 's Payroll Deductions		0.00		
2118	Accounts Payable - Subsidy Overpayment		1,919,924.00		
2119	Accounts Payable - Interfund		851,751.13		
2120	Accounts Payable - Other		0.00	2,779,941.07	
ACCRUED LIABILITIES					
2130.2	Accrued Contingent Liability		0.00		
2135	Accrued Compensated Absences - Current Portion		80,844.46		
2137	Payment in Lieu of Taxes (PILOT)		9,990.00		
2138	Accrued Payroll		26,770.31		
2139	Accrued Liabilities - Other		160,173.39	277,778.16	
DEFERRED CREDITS					
2240	Tenants Prepaid Rents		77,416.02		
2290	Undistributed Credits		27,151.90		
2291	Deferred Revenue - Subsidy		0.00		
2292	Deferred Revenue - Other		1,212,519.00	1,317,086.92	
NOTES PAYABLE					
2299	Notes Payable Capital Borrowings - Current Portion		0.00		
2299.1	Notes Payable Operating Borrowings - Current Portion		0.00	0.00	
NON-CURRENT LIABILITIES					
2301	Notes Payable Capital Borrowings - Non-Current Portion		0.00		
2301.1	Notes Payable Operating Borrowings - Non-Current Portion		0.00		
2335.01	Accrued Compensated Absences - Non-Current Portion		90,152.30		
2339	Other Non-Current Liabilities		0.00		
2339.1	Accrued OPEB Liability		4,244,626.00	4,334,778.30	
EQUITY (NET ASSETS)					
	Unrestricted				
2700	Net Income (Deficit)		120,299.47		
2802	Invested in Capital Assets, net of Related Debt		5,469,335.60		
2805	Net Assets - Restricted		0.00		
2806	Net Assets - Unrestricted	Max %	59.79%	2,075,565.64	
2806.1	Net Assets - OPEB		(4,412,108.00)	3,253,092.71	
TOTAL LIABILITIES AND EQUITY				11,962,677.16	

See Accountants' Compilation Report

Salem Housing Authority
9 months ending
June 30, 2025

4001

676 units
6084 unit months

Fenton, Ewald & Associates, P.C.
PSP

07/15/25

Number	Account Classification	Approved Budget Amount	Pro Rata Budget 9 Months	Budget P.U.M.	Actual To Date P.U.M.	Actual To Date Amount	Amount Favorable (Unfavorable)	Actual As a Factor of Pro Rata	Available Remainder of the Year
OPERATING RECEIPTS									
3110	Shelter Rent - Tenant	3,839,181	2,879,386	473.27	466.91	2,834,613.32	(44,772)	0.984	1,004,568
3115	Shelter Rent - Federal Sect. 8	0	0	0.00	0.00	0.00	0		0
3190	Non Dwelling Rentals	0	0	0.00	0.00	0.00	0		0
3400	Administrative Fees - MRVP	0	0	0.00	0.00	0.00	0		0
3610	Interest on Investments - Unrestricted	60,000	45,000	7.40	4.72	28,730.21	(16,270)	0.638	31,270
3611	Interest on Investments - Restricted	0	0	0.00	0.00	0.00	0		0
3690	Other Revenue	30,000	22,500	3.70	3.86	23,514.41	1,014	1.045	6,486
3950	Operating Grants	0	0	0.00	0.00	0.00	0		0
3691	Other Revenue Retained	139,321	104,491	17.17	38.29	232,971.43	128,481	2.230	(93,650)
3692	Restricted Reserve Transfer	0	0	0.00	0.00	0.00	0		0
3693	Other Revenue - Net Metering	0	0	0.00	0.00	0.00	0		0
3801	Operating Subsidy	3,341,772	2,506,329	411.95	200.35	1,218,931.00	(1,287,398)	0.486	2,122,841
TOTAL OPERATING RECEIPTS		7,410,274	5,557,706	913.50	713.14	4,338,760.37	(1,218,945)	0.781	3,071,514
OPERATING EXPENDITURES									
ADMINISTRATIVE									
4110	Administration Salaries	706,989	530,242	87.15	111.31	677,191.99	(146,950)	1.277	29,797
4120	Compensated Absences	0	0	0.00	0.00	0.00	0		0
4130	Legal	270,000	202,500	33.28	33.58	204,302.16	(1,802)	1.009	65,698
4140	Compensation-Board Members	26,325	19,744	3.25	3.24	19,706.99	37	0.998	6,618
4150	Travel And Related Expenses	6,848	5,136	0.84	0.37	2,272.62	2,863	0.442	4,575
4170	Accounting Services	19,542	14,657	2.41	2.35	14,273.00	364	0.974	5,269
4171	Audit Services	15,630	11,723	1.93	1.70	10,329.00	1,394	0.881	5,301
4180	Penalties & Interest	0	0	0.00	0.00	0.00	0		0
4190	Administrative Other	195,900	146,925	24.15	25.67	156,169.46	(9,244)	1.063	39,731
4190.1	Mixed Population	147,782	110,837	18.22	0.00	0.00	110,837	0.000	147,782
4191	Resident Services	10,375	7,781	1.28	2.19	13,294.85	(5,514)	1.709	(2,920)
TOTAL ADMINISTRATIVE EXPENSE		1,399,391	1,049,543	172.51	180.40	1,097,540.07	(47,997)	1.046	301,851
UTILITIES									
4310	Water & Sewer	508,869	381,652	62.73	56.81	345,644.49	36,007	0.906	163,225
4320	Electricity	859,245	644,434	105.92	74.38	452,540.73	191,893	0.702	406,704
4330	Gas	113,944	85,458	14.05	11.16	67,914.17	17,544	0.795	46,030
4340	Fuel	0	0	0.00	0.00	0.00	0		0
4360	Energy Conservation	0	0	0.00	0.00	0.00	0		0
4390	Other	0	0	0.00	0.00	0.00	0		0
4391	Solar Operator Costs	0	0	0.00	3.78	23,019.02	(23,019)		0
4392	Net Meter Utility Credit (Negative Number)	0	0	0.00	0.00	0.00	0		0
TOTAL UTILITIES EXPENSE		1,482,058	1,111,544	182.70	146.14	889,118.41	222,425	0.800	615,959
ORDINARY MAINTENANCE									
4410	Maintenance Labor	860,342	645,257	106.06	99.44	604,974.54	40,282	0.938	255,367
4420	Materials And Supplies	300,000	225,000	36.98	36.84	224,119.76	880	0.996	75,880
4430	Contract Costs	461,000	345,750	56.83	65.19	396,620.32	(50,870)	1.147	64,380
TOTAL ORDINARY MAINTENANCE		1,621,342	1,216,007	199.87	201.47	1,225,714.62	(9,708)	1.008	395,627
GENERAL EXPENSE									
4510	Insurance	1,781,993	1,336,495	219.67	32.50	197,728.99	1,138,766	0.148	1,584,264
4520	Pilot	13,500	10,125	1.66	1.64	9,990.00	135	0.987	3,510
4540	Employee Benefit Contr.	631,833	473,875	77.89	96.05	584,394.90	(110,520)	1.233	47,438
4541	Employee Benefit Contr. OPEB	0	0	0.00	0.00	0.00	0		0
4570	Collection Losses	40,000	30,000	4.93	7.46	45,368.48	(15,368)	1.512	(5,368)
4580/90	Interest & Other General Exp COVID-19	0	0	0.00	0.00	0.00	0		0
TOTAL GENERAL EXPENSES		2,467,326	1,850,495	304.16	137.65	837,482.37	1,013,012	0.453	1,629,844
TOTAL OPERATING EXPENSES		6,970,117	5,227,588	859.24	665.66	4,049,855.47	1,177,732	0.775	2,943,281
NET INCOME (DEFICIT) BEFORE SUBSIDY and NON-ROUTINE Expenses		(2,901,615)	(2,176,211)	-357.69	-152.86	(930,026.10)	1,246,185	0.427	(1,994,808)
NET INCOME (DEFICIT) before NON-ROUTINE, and INCLUDING SUBSIDY		440,157	330,118	54.26	47.49	288,904.90	(41,213)	0.875	128,233
NONROUTINE EXPENSES AND (CREDITS)									
4610	Extraordinary Maintenance	300,000	225,000	36.98	19.73	120,010.77	104,989	0.533	179,989
4611	Equip. Purchased - Non Capitalized	75,000	56,250	9.25	7.99	48,594.66	7,655	0.864	26,405
4612	Restricted Reserve (Grant) Expenditures	0	0	0.00	0.00	0.00	0		0
4715	Housing Assistance Payments	0	0	0.00	0.00	0.00	0		0
TOTAL NONROUTINE EXPENSES		375,000	281,250	46.23	27.71	168,605.43	112,645		
CAPITAL EXPENDITURES									
7520	Replacement of Equipment-Capitalized	108,000	81,000	13.31	0.00	0.00	81,000		
7540	Betterments & Additions - Capitalized	0	0	0.00	0.00	0.00	0		
TOTAL CAPITAL EXPENDITURES		108,000	81,000	13.31	0.00	0.00	81,000		
NET INCOME (DEFICIT) FROM OPERATIONS		(42,843)	(32,132)	-5.28	19.77	120,299.47	152,432		
4801	Depreciation Expense	0	0	0.00	0.00	0.00	0		
4541	Employee Benefits - GASB 75	0	0	0.00	0.00	0.00	0		
4542	Pension Expense - GASB 68	0	0	0.00	0.00	0.00	0		
NET CHANGE IN NET ASSETS		(42,843)	(32,132)	-5.28	19.77	120,299.47	152,432		

Operating Subsidy Earned year-to-date	\$1,218,931
Operating Subsidy Rec'd year-to-date	\$159,981
Amount (Over) or Under Subsidized	\$1,058,950

See Accountants' Compilation Report

[illegible]

**Salem Housing Authority
Management Fund
Balance Sheet - June 30, 2025**

Assets

Cash - Management Services		\$0.00
A/R - Marblehead Housing Authority	10,961.00	
A/R - Revolving Fund	<u>117,971.44</u>	128,932.44
Deferred Charges - Prepaid Expenses		16,937.00
Fixed Assets - Net		0.00
Deferred Outflows of Resources		30,122.00
Total Assets		<u><u>\$175,991.44</u></u>

Liabilities and Surplus

Accounts Payable - Vendors		\$0.00
Accounts Payable - Revolving Fund		0.00
Accrued Compensated Absences	8,696.26	
Accrued Payroll	1,557.70	
Other Accrued Liabilities	<u>5,190.88</u>	15,444.84
Accrued OPEB Liability		119,333.00
Accrued Pension Liability		0.00
Deferred Inflows of Resources		61,893.00
Unrestricted Net Assets	120,361.18	
Invested in Capital Assets	0.00	
OPEB Reserves - GASB 75	(151,104.00)	
Pension Reserves - GASB 68	<u>0.00</u>	(30,742.82)
Net Income (Deficit) - Current Year		10,063.42
Total Liabilities and Surplus		<u><u>\$175,991.44</u></u>

See Accountants' Compilation Report

Salem Housing Authority
Management Fund
Monthly Operating Statement
9 months ending June 30, 2025

Fenton, Ewald & Associates, P.C.

Account Number	Classification	Approved Budget Amount	Pro Rata Budget	Actual To Date Amount	Variance Favorable (Unfavorable)
Operating Receipts					
3110.1	Management Fees	131,532.00	98,649.00	97,976.10	(672.90)
3610	Interest On Investments	-	-	-	-
3690	Other Operating Receipts	20,000.00	15,000.00	17,424.69	2,424.69
Total Operating Receipts		<u>151,532.00</u>	<u>113,649.00</u>	<u>115,400.79</u>	<u>1,751.79</u>
Operating Expenditures					
4110	Administration Salaries	76,972.00	57,729.00	58,736.04	(1,007.04)
4120	Compensated Absences	-	-	-	-
4130	Legal	2,000.00	1,500.00	-	1,500.00
4150	Travel and Related Expenses	-	-	-	-
4170	Accounting Services	5,256.00	3,942.00	-	3,942.00
4171	Audit Services	-	-	-	-
4190	Administrative Other	18,000.00	13,500.00	13,118.56	381.44
4510	Insurance	2,468.00	1,851.00	1,579.00	272.00
4540	Employee Benefits	31,074.00	23,306.00	31,903.77	(8,597.77)
Total Administrative Expenses		<u>135,770.00</u>	<u>101,828.00</u>	<u>105,337.37</u>	<u>(3,509.37)</u>
Net Income (Deficit) before Non Cash Expenses		15,762.00	11,821.00	10,063.42	(1,757.58)
4541	Post Employment Benefits - OPEB	-	-	-	-
4542	Pension Expense - GASB 68	-	-	-	-
4801	Depreciation Expense	-	-	-	-
Net Income (Deficit) after Non Cash Expenses		<u>15,762.00</u>	<u>11,821.00</u>	<u>10,063.42</u>	<u>(1,757.58)</u>

See Accountants' Compilation Report

DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
BALANCE SHEET

Salem Housing Authority
6/30/2025 Period Ended
MRVP/DMH Program Number

X Administration
Modernization
Development

ACCOUNT NUMBER		ASSETS	
CASH			
1111	Cash Development or Modernization fund - Unrestricted	0.00	
1111.1	Cash Development or Modernization fund - Restricted	0.00	
1112	Cash Administration Fund - Unrestricted	208,826.20	
1112.1	Cash Administration Fund - Restricted	0.00	
1113	Cash - Escrow	0.00	
1114	Security Deposit and Pet Deposit Fund Cash	0.00	
1117	Petty Cash	0.00	
1118	Change Fund	0.00	208,826.20
ACCOUNTS RECEIVABLE			
1121	Federal and DHCD--Section 8 Subsidy-Shelter Rent	0.00	
1122	Tenants Accounts Receivable	0.00	
1122.1	Tenants Accounts Receivable - Repayment (Contra)	0.00	
1123	Allowance for Doubtful Accounts - Dwelling Rents	0.00	
1125	Accounts Receivable Subsidy	0.00	
1129	Accounts Receivable - Other	0.00	
1130	Interprogram Due From	44,920.14	
1131	Allowance for Doubtful Accounts - Other	0.00	
1145	Accrued Interest Receivable	0.00	44,920.14
INVESTMENTS			
1162	Investments - Unrestricted		0.00
DEFERRED CHARGES			
1211	Prepaid Expenses	224.00	
1212	Inventory/Net - Supplies and Fuel	0.00	
1290	Deferred Charges - Other	8,548.00	8,772.00
FIXED ASSETS			
1400.2	Cost Control Account - Development/Modernization	0.00	
1401	Land	0.00	
1402	Building and Building Improvements	0.00	
1403	Furniture, Equipment and Machinery - Dwellings	0.00	
1404	Other Equipment - Administration/Maintenance	70,839.58	
1405	Leasehold Improvements	0.00	
1406	Accumulated Depreciation	(70,839.58)	
1407	Infrastructure	0.00	
1408	Capital Leases	0.00	0.00
TOTAL ASSETS			262,518.34
LIABILITIES AND EQUITY			
ACCOUNTS PAYABLE			
2106	Bank Overdraft	0.00	
2111	Accounts Payable <=90 Days	0.00	
2111.1	Accounts Payable >90 Days Past Due	0.00	
2112	Contract Costs	0.00	
2114	Tenants Security Deposits & Pet Deposits	0.00	
2115	Bid Deposits	0.00	
2117	Employee's Payroll Deductions	0.00	
2118	Accounts Payable - Subsidy Overpayment	9,447.00	
2119	Accounts Payable - Interfund	0.00	
2120	Accounts Payable - Other	0.00	9,447.00
ACCRUED LIABILITIES			
2130.2	Accrued Contingent Liability	0.00	
2135	Accrued Compensated Absences - Current Portion	587.68	
2137	Payment in Lieu of Taxes (PILOT)	0.00	
2138	Accrued Payroll	160.87	
2139	Accrued Liabilities - Other	407.27	1,155.82
DEFERRED CREDITS			
2240	Tenants Prepaid Rents	0.00	
2290	Undistributed Credits	0.00	
2291	Deferred Revenue - Subsidy	81,856.00	
2292	Deferred Revenue - Other	7,021.00	88,877.00
NOTES PAYABLE			
2299	Notes Payable Capital Borrowings - Current Portion	0.00	
2299.1	Notes Payable Operating Borrowings - Current Portion	0.00	0.00
NON-CURRENT LIABILITIES			
2301	Notes Payable Capital Borrowings - Non-Current Portion	0.00	
2301.1	Notes Payable Operating Borrowings - Non-Current Portion	0.00	
2335.01	Accrued Compensated Absences - Non-Current Portion	655.34	
2339	Other Non-Current Liabilities	22,449.00	23,104.34
EQUITY (NET ASSETS)			
2700	Net Income (Deficit)	6,573.50	
2802	Invested in Capital Assets, net of Related Debt	0.00	
2805	Net Assets - Restricted	0.00	
2806	Net Assets - Unrestricted	Max % 36.06% 157,071.68	
2806.1/2	Net Assets - Unrestricted for OPEB & Pension Liability	(23,711.00)	139,934.18
TOTAL LIABILITIES AND EQUITY			262,518.34

See Accountants' Compilation Report

Salem Housing Authority MRVP/DMH
9 months ending
June 30, 2025

16 units
416 unit months

Fenton, Ewald & Associates, P.C.
PSP 07/15/25

Account Number	Classification	Approved Budget Amount	Pro Rata Budget 9 Months	Budget P.U.M.	Actual To Date P.U.M.	Actual To Date Amount	Amount Favorable (Unfavorable)	Actual As a Factor of Pro Rata	Available Remainder of the Year
OPERATING RECEIPTS									
3400	Administrative Fees - MRVP	29,700	22,275	53.55	55.00	22,880.00	605	1.027	6,820
3610	Interest on Investments - Unrestricted	600	450	1.08	1.07	446.37	(4)	0.992	154
3611	Interest on Investments - Restricted	-	-	-	-	-	0		0
3690	Other Revenue	-	-	-	-	-	0		0
3691	Other Revenue Retained	-	-	-	-	-	0		0
3802	Operating Subsidy - MRVP Landlords	882,516	661,887	1,591.07	1,591.07	661,887.00	0	1.000	220,629
TOTAL OPERATING RECEIPTS		<u>912,816</u>	<u>684,612</u>	<u>1,645.70</u>	<u>1,647.15</u>	<u>685,213.37</u>	<u>601</u>	<u>1.001</u>	<u>227,603</u>
OPERATING EXPENDITURES									
ADMINISTRATIVE									
4110	Administration Salaries	13,765	10,324	24.82	23.72	9,866.75	457	0.956	3,898
4120	Compensated Absences	-	-	-	-	-	0		0
4130	Legal	500	375	0.90	0.09	37.83	337	0.101	462
4140	Compensation-Board Members	-	-	-	-	-	0		0
4150	Travel And Related Expenses	-	-	-	-	-	0		0
4170	Accounting Services	1,668	1,251	3.01	2.67	1,112.00	139	0.889	556
4171	Audit Services	642	482	1.16	0.56	234.00	248	0.486	408
4180	Penalties & Interest	-	-	-	-	-	0		0
4190	Administrative Other	2,500	1,875	4.51	5.07	2,110.85	(236)	1.126	389
4190.1	Mixed Population Salary	-	-	-	-	-	0		0
4191	Resident Services	-	-	-	-	-	0		0
TOTAL ADMINISTRATIVE EXPENSE		<u>19,075</u>	<u>14,306</u>	<u>34.39</u>	<u>32.12</u>	<u>13,361.43</u>	<u>945</u>	<u>0.934</u>	<u>5,714</u>
GENERAL EXPENSE									
4510	Insurance	439	329	0.79	0.55	227.00	102	0.689	212
4540	Employee Benefit Contr.	5,524	4,143	9.96	7.61	3,164.44	979	0.764	2,360
4570	Collection Losses	-	-	-	-	-	0		0
4580/90	Interest & Other General Expenses	-	-	-	-	-	0		0
TOTAL GENERAL EXPENSES		<u>5,963</u>	<u>4,472</u>	<u>10.75</u>	<u>8.15</u>	<u>3,391.44</u>	<u>1,081</u>	<u>0.758</u>	<u>2,572</u>
TOTAL OPERATING EXPENSES		<u>25,038</u>	<u>18,779</u>	<u>45.14</u>	<u>40.27</u>	<u>16,752.87</u>	<u>2,026</u>	<u>0.892</u>	<u>8,285</u>
NET INCOME (DEFICIT) BEFORE SUBSIDY and NON-ROUTINE EXPENSES		<u>5,262</u>	<u>3,947</u>	<u>9.49</u>	<u>15.80</u>	<u>6,573.50</u>	<u>2,627</u>	<u>1.666</u>	<u>(1,311)</u>
NET INCOME (DEFICIT) before NON-ROUTINE, and INCLUDING SUBSIDY		<u>887,778</u>	<u>665,834</u>	<u>1,600.56</u>	<u>1,606.88</u>	<u>668,460.50</u>	<u>2,627</u>	<u>1.004</u>	<u>219,318</u>
NONROUTINE EXPENSES AND (CREDITS)									
4610	Extraordinary Maintenance	-	-	-	-	-	0		0
4611	Equip. Purchased - Non Capitalized	-	-	-	-	-	0		0
4612	Restricted Reserve Expenditures	-	-	-	-	-	0		0
4715	Housing Assistance Payments	882,516	661,887	1,591.07	1,591.07	661,887.00	0	1.000	220,629
TOTAL NONROUTINE EXPENSES		<u>882,516</u>	<u>661,887</u>	<u>1,591.07</u>	<u>1,591.07</u>	<u>661,887.00</u>	<u>0</u>	<u>1.000</u>	<u>220,629</u>
NET INCOME (DEFICIT) FROM OPERATIONS		<u>5,262</u>	<u>3,947</u>	<u>9.49</u>	<u>15.80</u>	<u>6,573.50</u>	<u>2,627</u>	<u>1.666</u>	<u>(1,312)</u>
4801	Depreciation Expense	-	-	-	-	-			
4541	Employee Benefits - GASB 45	-	-	-	-	-			
4542	Pension Expense - GASB 68	-	-	-	-	-			
NET CHANGE IN UNRESTRICTED NET ASSET		<u>5,262</u>	<u>3,947</u>	<u>9.49</u>	<u>15.80</u>	<u>6,573.50</u>	<u>2,627</u>	<u>1.666</u>	<u>(1,312)</u>

See Accountants' Compilation Report

Salem Housing Authority
Quarterly Budget-to-Actual Variances Analysis
Financial Statements as of June 30, 2025

The following report identifies variances in approved budgets of minus 5% or plus ten percent (10%) or more on the agency wide operating statement*

1. Total operating receipts were under budget by 16% due to lower operating subsidy as EOHLC has yet to pay Salem \$1.5M for the annual property insurance payment.
2. Total administrative expense was over budget by 1% due to increased administrative overtime.
3. Total utilities expense was under budget by 19% due to lower electricity costs from the solar credit program.
4. Total ordinary maintenance expense was over budget by 1% due to higher contract costs.
5. Total general expenses were under budget by 40% due to the absence of EOHLC-directed insurance payment of \$1.5M.
6. Total nonroutine expense was under budget by 13% due to the absence of large equipment purchases for a pickup truck, spider lift, and snow machine.

*As stated in Public Housing Notice 2024-13, "to assist the authority, the fee accountant or the authority's staff accountant will provide to the executive director quarterly operating statements. These operating statements will include budget-to-actual reports for all state programs, including a report of variances from approved budgets of minus 5% or plus ten percent (10%) or more. The executive director will provide the report and a written explanation of variances to each of the board members quarterly."



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Memo to: Cathy Hoog, Executive Director, Salem Housing Authority and Marblehead Housing Authority

From: Casey Lundregan Burns, P.C. | Housing Team

Date: August 7, 2025

RE: Compliance Considerations for Pre-2004 Administrative Fee Reserves

The purpose of this memorandum is to provide the Salem Housing Authority ("SHA")¹ with legal advice regarding compliance relative to expenditures of SHA's pre-2004 administrative fee reserves ("Pre-2004 Reserves"). Specifically, SHA requested that we: (1) review SHA's historical expenditure of its Pre-2004 Reserves and address any compliance concerns; and (2) provide guidance for spending these funds moving forward. In sum, while SHA has complied with all federal, state, and local laws and regulations in using its Pre-2004 Reserves thus far, we recommend that, going forward, SHA preserve these funds and continue to make expenditures from such Pre-2004 Reserves mainly for costs relating to "housing purposes", as we define those below. To reach this conclusion, we reviewed applicable: (1) federal guidance, including federal laws and regulations, guidance issued by the Department of Housing and Urban Development

¹ And/or the Marblehead Housing Authority to the extent necessary. For purposes of this Memo, we only refer to the SHA in making the suggestions herein.



(“HUD”), and audit reports released by HUD’s Office of the Inspector General; and (2) state laws and regulations, which are discussed below.

A. SHA’S HISTORICAL EXPENDITURES OF PRE-2004 RESERVES

PRE-2004 RESERVES AND POST-2003 RESERVES

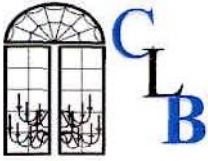
As a preliminary matter, Pre-2004 Reserves historically permitted Public Housing Agencies (“PHAs”), such as SHA, to exercise close to unfettered discretion in its spending of funds from its Pre-2004 Reserves— i.e. any administrative fees funded *prior* to 2004. The Federal Fiscal Year (“FFY”) 2004 Consolidated Appropriations Act (the “2004 Act”), which was signed into law on January 30, 2004, made several significant changes to the federal government’s funding and regulation of the Housing Choice Voucher Program (“HCVP”). Included in these changes were new rules for PHAs regarding their usage and storage of funds in their administrative fee reserves. Specifically, the 2004 Act restricted PHAs’ use of administrative fee reserves from FFY 2004 and all subsequent funding periods (“Post-2003 Reserves”) to activities related to the provision of the HCVP, including related development activities.²

Conversely, Pre-2004 Reserves remained, and still remain, subject to the regulatory requirements at 24 CFR 982.155(b)(1), which state:

“The PHA must use funds in the administrative fee reserve to pay program administrative expenses in excess of administrative fees paid by HUD for a PHA fiscal year. If funds in the administrative fee reserve are not needed to cover PHA administrative expenses (to the end of the last expiring funding increment under the consolidated ACC), the PHA may use these funds for other housing purposes permitted by State and local law. However, HUD may prohibit use of the funds for certain purposes.” 24 CFR 982.155(b)(1) (emphasis added).

Whereby, in accordance with the 2004 Act and the regulatory requirements of 24 CFR 982.155(b)(1), PHAs may use Pre-2004 Reserves for housing purposes permitted by State and local law, including housing activities unrelated to the provision of the HCVP. Notwithstanding the foregoing, HUD has provided little guidance as to what uses may be prohibited or what constitutes a permissible “housing purpose”. We explore the scope of such purposes below based on the limited information available in this context.

² Federal Fiscal Year (FFY) 2004 Consolidated Appropriations Act (Public Law 108-199); Notice PIH 2011-059, U.S. Dep’t of Hous. & Urban Dev., Office of Public and Indian Housing, Oct. 27, 2011.



WHAT IS A PERMISSIBLE “HOUSING PURPOSE”?

Shortly after the enactment of the 2004 Act, HUD explicitly stated that direct transfers of administrative fee reserve funds, including Pre-2004 Reserves, to other non-Section 8 program accounts were prohibited,³ but HUD has never explicitly defined the term “housing purpose”.⁴ Therefore, to better understand what a permissible housing purpose is, we must review which uses of Pre-2004 Reserves HUD has historically allowed and disallowed.

Unfortunately, PHAs have been confused by HUD’s vague policy on administrative fee reserves for decades. As early as July of 1987, HUD’s Office of the Inspector General (“OIG”) recommended that HUD issue more specific guidelines regarding appropriate uses of these funds.⁵ This recommendation came in response to an investigation wherein the OIG discovered that a PHA spent \$76,000.00 in surplus administrative fees on expenses related to the PHA’s 50th anniversary celebration.⁶ While this amount is certainly questionable, HUD’s General Counsel actually confirmed this was a *permissible* use of administrative fee reserves *due to the broad authority afforded to PHAs* and minimal governance in HUD legislation, regulations, or handbooks regarding the use of surplus Section 8 administrative fees.⁷ Then, in 1988, the United States General Accounting Office (“GAO”) released a study regarding PHAs’ uses of administrative fee reserves which found that PHAs were using administrative fee reserves for a wide variety of purposes, including:

“[P]urchasing computers to help administer the section 8 program; buying automobiles used in connection with performing housing inspections; subsidizing the costs of additional low-income housing units; purchasing PHA office furniture, softball uniforms, and birthday cards for PHA employees; modernizing PHA housing units; purchasing office space for PHA employees; paying for PHA holiday parties; and, purchasing exercise equipment for PHA employees.”⁸

The GAO’s study claimed that the GAO shared the report and their concerns with a HUD official, but that the official dismissed their concerns and reiterated that HUD preferred to leave the primary responsibility for the use of the funds with the PHAs in view of the General Counsel’s

³ Federal Fiscal Year (FFY) 2004 Consolidated Appropriations Act (Public Law 108-199; *See also*, Notice PIH 2004-7, U.S. Dep’t of Hous. & Urban Dev., Office of Public and Indian Housing, Apr. 22, 2004. *See also* Muskegon Housing Commission Low Rent Public Housing, Section 8 and Single Room Occupancy Programs, 01-CH-202-1002, Office of the Inspector General, Nov. 29, 2000.

⁴ The primary purpose of the administrative fee reserve is to fund shortfalls in administrative funding. Therefore, administrative activities are necessarily permissible housing purposes. For an expanded list of acceptable administrative activities, please see Notice PIH 2022-18, U.S. Dep’t of Hous. & Urban Dev., Office of Public and Indian Housing, Jun. 13, 2022.

⁵ United States General Accounting Office Report to the Chairman, Subcommittee on Housing and Urban Development Independent Agencies, Committee on Appropriations, U.S. Senate, Apr. 18, 1988.

⁶ *Id.*

⁷ *Id.*

⁸ *Id.*



conclusion on the broad authority afforded to the PHAS for the expenditure of these funds.⁹ While HUD did not explicitly confirm that the above-stated purposes were permissible, HUD's lack of concern over such expenditures suggests that these were permissible "housing purposes" relative to the regulatory requirements of 24 CFR 982.155(b)(1).

A few years later, in 1993, HUD reiterated that expenditures from the administrative fee reserve (formerly known as the Operating Reserve and currently known as the Administrative Fee Reserve and hereinafter referred to as "administrative fee reserve") were a *matter of PHA discretion* in its Section 8 Housing Assistance Payments Program Handbook. HUD Handbook 7420.3, Chapter 5-17(c) reads, in pertinent part, as follows:

"Except for unauthorized transfers or unallowable expenditures from the Operating Reserve, AHMB should not judge the advisability of any expenditures for other housing purposes, since use of the Operating Reserve for other housing purposes is a matter of PHA discretion; the ***PHA is responsible for determining that such expenditures are necessary and reasonable for housing purposes consistent with State and local law***" (emphasis added).¹⁰

While this guidance suggests that, at the time it was issued, PHAs had total discretion over how to spend their administrative fee reserve, it still warned that PHAs were responsible for assuring such expenditures were "necessary and reasonable for housing purposes", albeit without explaining what this term entails.¹¹ Upon information and belief, HUD never released any additional specific guidance on this issue.

Notwithstanding the foregoing, a review of OIG audit reports provides further insight as to what expenditures of Pre-2004 Reserves may be considered acceptable, questionable, discouraged, and/or disallowed by HUD. A 2010 audit revealed that the Wilmington Housing Authority of Wilmington, NC improperly used Pre-2004 Reserves to make mortgage payments on a non-HUD property, despite HUD denying their request to use the funds for such purpose. The audit claimed the PHA's request to use the funds for mortgage payments was denied because the property was unoccupied and would not pass HUD's housing quality standards inspections, suggesting that these may be grounds to disallow expenditures of Pre-2004 Reserves. In 2012, the OIG conducted an audit of the Housing Authority of City of Perth Amboy, NJ's financial operations. The audit uncovered compliance issues pertaining to the PHA's operation of its nonprofit subsidiary, PARTNER; however, the OIG found that the PHA's use of Pre-2004 Reserves to initially establish

⁹ *Id.*

¹⁰ HUD Handbook 7420.3: Section 8 Housing Assistance Payments Program c. 5-17(c); U.S. Dep't of Hous. & Urban Dev., Office of Public and Indian Housing; Feb. 17, 1993.

¹¹ *Id.*



and fund PARTNER was permissible because one of PARTNER's objectives was to provide housing to low- and middle-income individuals and families.¹²

STATE AND LOCAL LAW COMPLIANCE CONSIDERATIONS

Pursuant to the 2004 Act and the regulatory requirements of 24 CFR 982.155(b)(1), a PHA's intended expenditure of Pre-2004 Reserves *must comply with all state and local laws*. It is our understanding that SHA board members have questioned whether SHA's historical uses of Pre-2004 Reserves raise any conflict-of-interest issues. G.L. c. 268A, § 3 typically prohibits public employees from directly or indirectly giving, offering or promising anything of substantial value to any present or former state, county or municipal employee or to any member of the judiciary, or to any person selected to be such an employee or member of the judiciary.¹³ However, under 930 CMR 5.08, PHAs are not prohibited from giving to other public employees who are not their official superiors, and public employees are not prohibited from accepting from other public employees who are not their subordinates, gifts of substantial value, in recognition of holidays; occasions of religious significance; occasions of personal significance including weddings, engagements, birthdays, the birth or adoption of a child, illness, a relative's illness or death; occasions of professional significance including hirings, promotions, and noteworthy accomplishments or achievements; and occasions that terminate a professional working relationship, such as retirement, transfer, or resignation.¹⁴ Therefore, SHA's employees are not prohibited from accepting gifts in recognition of the same, and more importantly, SHA is not improperly appropriating Pre-2004 Reserves in expending them for such purposes in light of the foregoing regulations.

SHA'S HISTORICAL EXPENDITURES OF PRE-2004 RESERVES

After conducting a thorough review of SHA's expenditures of Pre-2004 Reserves from late 2022 through the present, our office is happy to report that none of SHA's expenditure was in noncompliance with federal, state, or local laws. During this time period, SHA used funds from its Pre-2004 Reserves to pay for office supplies, resident events, and employee training workshops. These are necessary housing purposes because they directly further SHA's mission to provide safe, decent, and affordable housing to low-income elderly, families, and disabled individuals in Salem, Massachusetts. SHA also used funds from its Pre-2004 Reserves to pay for expenses such as employee appreciation events, gifts in recognition of employees' significant life events, and holiday gatherings. These expenses are reasonable housing purposes as they indirectly further

¹² "Transactions Between the Housing Authority of the City of Perth Amboy, NJ, and its Nonprofit Subsidiary Did Not Always Comply with HUD Regulations", 2012-NY-1008, Office of the Inspector General, Jun. 1, 2012.

¹³ G.L. c. 268A, § 3.

¹⁴ 930 CMR 5.08.



SHA's housing mission, by improving employee morale and the overall job satisfaction of SHA's employees. Furthermore, SHA has full authority to determine that these are permissible housing purposes under the regulatory requirements of 24 CFR 982.155(b)(1) and pre-2004 HUD guidance.¹⁵ Moreover, these expenditures comply with all state and local laws, including Massachusetts' conflict of interest rules.

B. RECOMMENDATIONS FOR FUTURE EXPENDITURES OF PRE-2004 RESERVES

Based on the foregoing, we can confirm that SHA lawfully expended its Pre-2004 Reserves from late 2022 through the present. While these expenditures were fully in compliance with all federal, state, and local rules, under the regulatory requirements of 24 CFR 982.155(b)(1) and pre-2004 HUD guidance, SHA continues to maintain *full authority to determine what permissible housing purposes are*.¹⁶ Specifically, so long as SHA has access to other funds for purposes of paying for program administrative expenses in excess of administrative fees paid by HUD, funds in the administrative fee reserve are deemed to not be *needed to, although still accessible to*, cover PHA administrative expenses, such as expenditures for the administration of its Section 8 program. It is our understanding that SHA is presently funded in more than one (1) alternative capacity to pay for administrative expenses in excess of administrative fees paid by HUD for administering its Section 8 program. Whereby, it is within SHA's discretion to allocate its Pre-2004 Reserves for the following other housing purposes permitted by State and local law, *in addition to* using said reserves for administering SHA's section 8 program, as needed, moving forward as broken down in the two (2) categories below.

Namely, our office recommends that SHA be able to expend these funds, *without the need to seek board approval* for the following scenarios, and the like, which would directly further SHA's mission:

1. To fund, and/or replenish, post-capital improvement contractual obligations, such as those SHA is bound to for the Leefort Terrace Project, until such time that HUD resumes funding, and/or issuance of such project-based vouchers for such properties.
2. Given the current state of HUD's funding, using Pre-2004 Reserves as an administrative fee funding shortfall, in the event SHA's other resources available for these purposes are

¹⁵ The HCVP is excluded from coverage under 2 CFR 200, Subpart E - Cost Principles, which prohibit recipients of federal grant awards from using said funds for entertainment costs. See "Section 8 Housing Choice Vouchers", U.S. Dept. of Hous. & Urban Dev., SAM.gov, <https://sam.gov/fal/f64360ef60214ec9b64b015783d0c5e5/view>.

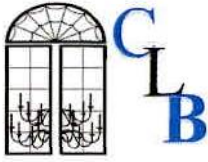
¹⁶ The HCVP is excluded from coverage under 2 CFR 200, Subpart E - Cost Principles, which prohibit recipients of federal grant awards from using said funds for entertainment costs. See "Section 8 Housing Choice Vouchers", U.S. Dept. of Hous. & Urban Dev., SAM.gov, <https://sam.gov/fal/f64360ef60214ec9b64b015783d0c5e5/view>.



fully expended, or as SHA may otherwise deem necessary and/or reasonable prior to such the exhaustion of such alternative funds.

3. If SHA lacks alternative funds to conduct similar capital improvement projects or wishes to spend its Pre-2004 Reserves as deemed necessary and/or reasonable prior to the exhaustion of any alternative funding source, to fund a future capital improvement or maintenance project as same would directly further SHA's housing mission¹⁷.
4. As SHA may deem necessary and/or reasonable prior to the exhaustion of any alternative funding source it maintains, to apply to and/or fund emergency administrative transfers for: 1) households in imminent danger of life-threatening injuries due to providing testimony or information regarding criminal activity to a local law enforcement agency; or 2) a victim of physical harassment, extreme or repeated vandalism to personal property, and or extreme and/or repeated verbal harassment, intimidation, or coercion which places the family in imminent danger that cannot be expeditiously remedied in any other way; or 3) requesting a reasonable accommodation that SHA cannot approve at any of SHA's public housing sites or PBV units because the request would place an undue financial and/or administrative burden on the agency, or would result in a fundamental alteration of the program (assumes that the reasonable accommodation request could be resolved best with the issuance of a tenant-based Section 8 voucher).
5. As SHA may deem necessary and/or reasonable prior to the exhaustion of any alternative funding source it maintains, for applying and funding emergency administrative transfers for households Tenant or an affiliated person within the family whom has been or is currently a victim of domestic violence, dating violence, sexual assault or stalking; and either the Tenant reasonably believes that there is a threat of imminent harm from further violence, including trauma, if the Tenant or affiliated person within the family were to stay in the unit, or the sexual assault occurred on the premises and the tenant requested an emergency transfer within 90 days (including holidays and weekend days) of when that assault occurred; and no other SHA public housing site or PBV unit provides an appropriate or safe alternative unit. These families are protected under the Violence Against Women Act (VAWA).
6. As SHA may deem necessary and/or reasonable prior to the exhaustion of any alternative funding source it maintains, for the continued development of community at the SHA, including to fund resident events and employee training workshops, and the like.

¹⁷ This recommendation comes in as an example to address instance such as the request of a meeting member at the January 13, 2021 board meeting, to fund a window replacement project on a SHA Property via Pre-2004 Reserves.



In addition, our office recommends that SHA be able to expend these funds, *with board approval* for the following scenarios, and the like, which may indirectly further SHA's housing mission:

1. Pursuant to the policy enacted by the board on August 8, 2012, continue to seek board approval to pull from the Pre-2004 Reserves monies to complete the foregoing purposes and the like, in increments of \$15,000.00, rather than \$5,000.00, to reflect market inflation.
2. For any employee-related expenditures, unless SHA's Executive Director determines that such expenditure would directly facilitate SHA's mission and purpose, including, but not limited to, such expenditures that are deemed, in the Executive Director's discretion¹⁸, necessary and/or reasonable for housing purposes consistent with State and local law and housing activities unrelated to the provision of the HCVP.
3. Renovations and improvements for the purposes of supplementing SHA's management offices and the like.

We note that while the foregoing recommendations heavily favor SHA continuing to administer and/or appropriate the use of said Pre-2004 Reserves with *significant discretion and without board approval*, such is intentional and appropriate where the legislative and regulatory scheme around such Pre-2004 Reserves explicitly provide for SHA to maintain such authority.¹⁹

We hope the foregoing has been helpful. If you have any questions or concerns, please do not hesitate to reach out.

Sincerely,

Christelle J. Jean-Felix, Esq.
Senior Associate Attorney

Raeha S. Noel, Esq.
Associate Attorney

Liza M. McCathern, Esq.
Associate Attorney

¹⁸ HUD Handbook 7420.3: Section 8 Housing Assistance Payments Program c. 5-17(c); U.S. Dep't of Hous. & Urban Dev., Office of Public and Indian Housing; Feb. 17, 1993.

¹⁹ See 24 CFR 982.155(b)(1) and pre-2004 HUD guidance.

Salem Housing Authority's Internal Control Policy

INTRODUCTION

Financial control is both the process of managing and reporting the financial position of the Salem Housing Authority (SHA) and the procedures for authorizing and expending funds that provide adequate oversight and safeguards to ensure the use of public funds in accordance with policy, regulation, and public trust. The SHA also has other applicable Policies and Procedures in place for proper control and delegation of authority.

The SHA will maintain its finances such that at the end of each fiscal year the Authority is reasonably within budget and finances are managed in a manner that is in compliance with this policy, the U.S. Department of Housing and Urban Development (HUD), the Executive Office of Housing and Livable Communities (EOHLC) and any and all other applicable financial management, procurement, and audit rules and regulations.

The Executive Director (ED) is responsible for the overall financial management of the Authority. As the Chief Procurement Officer and Contract Officer of the Authority, the Executive Director has access to all financial accounts. The ED and the Director of Finance in conjunction with the contracted fee accounting firm will develop annual budgets according to guidelines for state and federal programs. The Board of Directors will examine and approve the annual budget. The ED is authorized to expend funds in accordance with the annual budget.

The Director of Finance, Director of Leased Housing, and Director of Public Housing are responsible for the day-to-day accounting and cash management. The Executive Director, Director of Finance, and Fee Accountant are responsible for budgeting, financial forecasting, HUD reporting, report management, and financial processes. The Director of Finance through the Fee Accountant shall provide to the ED and the Board of Directors a monthly report on the annual budget which includes any variances. The Director of Finance is responsible for managing the finance department in compliance with all financial controls and policies. SHA staff will follow procedures to ensure proper recording of SHA financial transactions.

All authority account paper checks are stored in a locked cabinet in the Finance Office and in the Section 8 Office. Signature stamps are stored in a locked cabinet in the offices of the Executive Assistant and Assistant Director of Leased Housing.

A: VENDOR ACCOUNTING PAYMENT PROCESS

Purpose

To make payments to vendors, and other parties in an accurate, prompt and efficient manner.

Policy

The SHA will process payments timely, accurately, and in a manner consistent with Housing and Urban Development (HUD), Executive Office of Housing and Livable Communities (EOHLC), and Generally Accepted Accounting Principal (GAAP) standards.

Condition

The finance department must receive all invoices and check requests prior to the check run day(s). Check run days are normally weekly.

Procedures

Responsibility and Actions

All Departments

1. Should submit requisitions to the Finance Department for the issuance of a Purchase Order (PO). No payment will be made without a PO for routine goods and services. Signatures will acknowledge receipt of goods or services.
2. For some services (utilities, telephone, etc.) or non-routine payments, management staff may sign the invoice.
3. Mail is opened by the Receptionist. Invoices are given to the Finance Department for review and processing of payment.

Finance Department

1. The Accounting Coordinator creates and edits information in the Vendor File in the accounting software system and it is verified by the Director of Finance.
2. The Accounting Coordinator receives approved invoices for processing, attaches prior requested purchase order and any supporting documentation, and enters the invoice data into the accounting software A/P system for payment.
3. For utility invoices, the Accounting Coordinator directly receives the invoices and enters consumption and amount information on Excel spreadsheet, then enters invoices into the accounting software A/P system and onto the EOHLC's required software.
4. Before each A/P run the Accounting Coordinator will generate a cover voucher listing the invoices in the run and give it to the Executive Director with the invoices to be paid for review and approval.
5. The Accounting Coordinator will then process the payments. Paper checks and/or ACH payments are then created in the accounting software system. A laser printer is used to print paper checks. The Accounting Coordinator processes payment. The paper checks are signed in accordance with the Check Signing and Security Policy.
6. The Accounting Coordinator matches paper check copy to invoices and purchase documentation, staples them together and files. The Accounting Coordinator puts paper checks into envelopes with remittance advice and mails them.
7. Any payments that need to be made over the phone or online for any reason as determined by the Executive Director or Director of Finance will be recorded with the invoice back-up and receipt of payment and included in all vendor payments listed each month.

Housing Choice Vouchers (HCV), DMH Program, & Other Payables

Condition – All paper checks and ACH payments are processed by the Section 8 Coordinator.

Procedures

Responsibility and Actions

The monthly process to pay Housing Assistance Payments (HAP) to Landlords and Utility Reimbursement Payments (URP) to tenants as well as payments for the Department of Mental Health (DMH) will be completed as follows:

HAP Payments

1. The payment runs are performed monthly.
2. Near the end of each month, a "HAP Accounting Monthly Recurring Transactions" listing is pulled from the accounting software and balanced against the monthly reconciliation report by the Assistant Director of Leased Housing.
3. The Section 8 Housing Coordinator processes payment through the software program where the ACH file and any checks are created.
4. Checks are printed and signed in accordance with the Employee Check Signing Policy.
5. The Director of Leased Housing reviews and uploads the ACH file to the bank for processing and payment.

DMH Payments

1. The payment runs are performed monthly.
2. Near the end of each month a tenant and landlord listing is pulled from the accounting software and balanced against the monthly reconciliation report by the Director of Public Housing.
3. Payment is processed through the software program where the ACH file
4. Checks are printed and signed in accordance with the Employee Check Signing Policy.
5. The Director of Public Housing reviews and uploads the ACH file to the bank for processing and payment.
6. In the absence the Director of Public Housing the Assistant Director of Public Housing will perform the tasks.

B. CAPITAL/FIXED ASSETS - EQUIPMENT

Purpose

To account for equipment capital/fixed asset items by program.

Policy

The Fee Accountant will capitalize all equipment assets whose individual items costs exceed \$5,000.00 and have a useful life greater than 1 year. SHA will account for all expenditures, disposals, and transfers of capital/fixed assets in accordance with GAAP, EOHLC, and HUD guidelines.

Condition

SHA does not use a fixed asset system but rather relies on an Excel based depreciation schedule to track and depreciate capital equipment over the \$5,000.00 threshold. Disposal of equipment will be handled in a manner that complies with the disposition policy.

Definitions

Real Property. Real property comprises all land and buildings and all fixtures permanently attached thereto or installed in a fixed position.

Personal Property. Personal property comprises all material and supplies, equipment, and fixtures not attached to the land or building and not installed in a fixed position. Personal property is divided into three classes:

1. Material and Supplies- defined as items of property which (a) can be used only once; (b) are spent in use; or (c) lose their identity or become integral part of other property when put into use. The term "materials and supplies" also includes items of small tools and equipment having a value of less than \$5,000.00.
2. Expendable Equipment- defined as items of equipment having a useful life of less than one year. The cost of such property will not be treated as a capital expenditure.
3. Non-expendable Equipment- defined as items of equipment having a useful life of more than one year and having a value of \$5,000.00 or more. The cost of such property shall be treated as a capital expenditure.

Procedures

Responsibility and Actions

Finance Department

1. Annually, as part of the year-end process, the Fee Accountant will ensure all newly acquired capital equipment is accounted for and is included in the depreciation schedule. This will also be done with the year-end "hard/soft" costs analysis of the CFP program expenditures.
2. Annually, the Fee Accountant will research if any capital equipment items were disposed of during the fiscal year and adjust the depreciation schedules as needed.
3. Annually the Fee Accountant will reconcile capital/fixed asset listing and depreciation schedule to the G/L, enter applicable journal entries.
4. The SHA shall take a physical inventory and count of all non-expendable equipment at least every two years.

C. RENT RECEIPTS / PAYMENTS AND POSTING

Purpose

To receive and record payments by tenants and to update tenant accounts for payments in a timely and accurate manner.

Policy

SHA tenants of Low-Income Public Housing (LIPH) units are issued payment coupons for use as well as the ability to set up an online account with the SHA through a tenant portal in the SHA's

software program. Rent payments must be made either by mailing the payment in the form of a check or a money order to the lockbox address or by making the payment through the online portal system. Other payments received such as repayment agreements or maintenance charges will also be collected and recorded in this manner. Cash is not accepted.

Condition

The lock box company sends tenant payment information to the SHA for crediting to their accounts.

Procedures

Responsibility and Actions

Public Housing staff and Tenants

1. The lock box company sends an electronic file of payment information to the SHA.
2. The Housing Administrative Coordinator will post payments to tenants' accounts within 2 business days of receipt of payment.
3. The Director of Finance will act as back in the absence of the Housing Administrative Coordinator.

D. COLLECTION LOSS WRITE-OFF OF TARS

Purpose

To account for and write off tenant account receivable balances of tenants that have vacated the unit and left a balance past due and to keep SHA TARs (Tenant Accounts Receivable) in order.

Policy

The Director of Public Housing will write off vacated tenant accounts quarterly with proper Board of Directors' approval. The Fee Accountant will update the allowance for TAR balances on the general ledger.

Condition

A tenant moves out and terminates his/her lease or passes away, leaving an unpaid balance owed after all debits and credits have been entered to his/her account (charges for damages and other items, credits for unearned rent, etc.).

Procedures

Public Housing Managers

1. Mail the tenant a letter requesting payment of the amount owed to the last known address.

Director of Public Housing

1. On a quarterly basis any vacated accounts with balances will be placed on a list for the approval of the Board of Directors to write the account off of the books, at which time the account will then be sent to collections if the balance is over \$100.00.
2. A previous tenant who has not paid his/her account and who has had amounts charged off to Collection Losses by the SHA or any other housing authority as recorded on the housing authority software system, may make application for housing, but will not be declared eligible until the

amount written off has been paid in full. Program staff will then review the applicant's current status and determine his/her eligibility for housing.

Fee Accountant

1. The Fee Accountant will adjust the allowance TARs annually at the end of the fiscal year (September 30th).

E. CREDIT CARD

Purpose

The purpose of the Credit Card Policy is to facilitate the purchase of necessary goods or services where use of a credit card would expedite the transaction in an efficient manner. The purpose of the use of card(s) is "not" to override the procedures set forth in SHA's Procurement Policy, but to provide an alternative method of purchase for necessary goods and services.

Policy

SHA credit cards may be used for necessary purchases of goods and services when deemed for efficiency or emergency.

Condition

The Executive Director determines which staff are issued SHA credit cards or any vendor credit cards such as Home Depot. Staff that are authorized by the Executive Director to carry a credit card are listed with the Finance Department.

Procedures

Responsibility and Actions

Accounting Coordinator

1. Credit card users give receipts for purchases to the Accounting Coordinator/Director of Finance as they are incurred. All expenditures by credit card must have an accompanying purchase order for the purchase.
2. The Accounting Coordinator logs into the Bank and downloads each user's credit card detail for the current bill.
3. After receipts are matched to detail, the Accounting Coordinator processes credit card payments through the accounting software system and pays the current credit card bill each month in a timely manner.

F. PAYROLL

Purpose

To accurately record time worked and attendance and to pay employees their correct rate of pay.

Policy

The SHA will ensure that an employee's time and attendance is accounted for, and that the employee receives the correct amount of pay. Employees can access their payroll records and time accrued information through the online system.

Condition

The SHA uses a payroll service, currently Harpers Payroll Services. Employees will enter their time accurately and record their hours both worked and any paid time off used each week. Requests for pre-approved time off and overtime worked are entered into this system as well. Department Supervisors are responsible for reviewing and approving time records through this online system. Department Supervisors are responsible for reviewing and approving employee time through this online system.

The SHA will utilize a payroll service for employee data entry, approval of time off requests, approval of overtime requests, and to process payroll weekly. The online payroll service will provide the necessary reporting and carry out tax payment responsibilities on behalf of the SHA. The payroll service will also generate end of the year tax documents for employees and the SHA.

Procedure

1. Employees will enter their time worked and paid time off used in the employee portal and submit requests for time off and overtime.
2. At the end of the pay period, Department Heads will utilize the automated payroll system to approve the time of the employees they supervise. The Executive Director will approve the time off that Department Heads submitted through the automated payroll system.
3. The Accounting Coordinator will review the weekly payroll and provide to the Director of Finance for approval and then submit to the payroll company for processing.
4. The Accounting Coordinator will print the related payroll reports and review them for accuracy. These payroll reports will be used to process payroll related payments such as tax withholding, retirement, credit union, union dues, deferred compensation, etc.
5. The Accounting Coordinator will file and maintain the payroll records. The Director of Finance will perform any payroll functions in the absence of the Accounting Coordinator.

G. DAILY CASH AND MISCELLANEOUS RECEIPTS**Purpose**

To properly record and deposit the daily cash receipts and miscellaneous cash receipts to the appropriate accounts.

Policy

SHA will ensure that all receipts are appropriately accounted for and deposited into the correct account.

Condition

On a regular basis the SHA receives ACH deposits from HUD, EOHLC, and other sources for various SHA programs. The SHA also receives Housing Choice Vouchers, Department of Mental

Health Vouchers, and public housing repayments and other 'miscellaneous receipts' each month in the form of checks or money orders.

Procedures

Responsibility and Actions

Accounting Coordinator

1. The Accounting Coordinator logs into the appropriate Massachusetts vendorweb accounting portals/bank accounts daily, prints out deposits made, and disseminates them to the ED, Assistant Executive Director, Director of Finance, and appropriate department heads.
2. The Accounting Coordinator researches and verifies each deposit amount and identifies the nature of the cash (PH operating subsidy, HCV or Mod/Rehab subsidy, CFP draws ...etc.).
3. The Accounting Coordinator sends this information to the appropriate departments as well as the Fee Accountant. The Fee Accountant will review the journal entry and post it to the G/L.
4. The Accounting Coordinator saves a copy of all the daily journal entries with backup for later review and for audit purposes.

Miscellaneous Receipts:

1. The Accounting Coordinator, Director of Public Housing, or Assistant Director of Leased Housing may receive miscellaneous checks and program repayments on a daily basis and determine the what, who, and why of the receipt to provide the information to the appropriate employee/department for recording and processing.
2. All checks will be recorded and deposited within 2 business days. Copies of the checks and any relevant correspondence should be made for backup purposes.

H. BANK RECONCILIATION

Purpose

To ensure that the G/L accounts are properly reflecting current banking information for all bank accounts.

Policy

The appropriate SHA staff, Director of Finance and Director of Leased Housing, will reconcile bank statements within 30 days after the end of the month. This information is provided to the Fee Accountant.

Condition

All bank statements will be reconciled monthly by the appropriate SHA staff. Completed bank reconciliations will be reviewed and approved by the Fee Accountant and then filed for review by Auditor or other parties.

Procedures

Responsibility and Actions

Appropriate Staff

1. Monthly bank statements shall be retrieved from the banking systems by the appropriate staff after the end of each month and reconciled. This information will then be submitted to the Fee Accountant.
2. Bank accounts that carry balances in excess of FDIC insured limit must be fully collateralized.

I. JOURNAL ENTRIES

Purpose

To ensure that journal entries are prepared and entered in an accurate and timely manner.

Policy

The SHA Fee Accountant will prepare journal entries based on a standard format to be entered into the Authority's G/L. Only the Fee Accountant is authorized to post journal entries in the accounting software system.

Condition

SHA will follow standard procedures for the preparation, review, approval and posting of all entries.

Procedures

Responsibility and Actions

Finance Department Staff and Fee Accountant

1. Will prepare and set up all information for Journal Entries into the system using the Authority's standard entries and provide clear concise explanations and descriptions for all entries based on available data.
2. Will prepare all supporting documentation for all entries prepared
3. The Fee Accountant will interface and post all subsidiary financial systems into the G/L.

J. FINANCIAL STATEMENTS AND BOARD REPORT PREPARATION

Purpose

To provide Management and the Board of Directors with timely and accurate financial operating results.

The SHA's Fee Accountant will prepare and present monthly, quarterly, and annual financial statements to the Executive Director for dissemination to the Board Members.

Condition

The Fee Accountant is responsible for board financial report preparation and any presentations requested on a monthly, quarterly, and annual basis.

The Director of Finance is responsible for the monthly listing of bills paid for Board review and approval. The Director of Finance will submit this report to the Executive Director for review and dissemination to the Board Members.

Procedures

Responsibility and Actions

Fee Accountant

1. The Fee Accountant will create financial reports for the various housing programs. This report contains all income and expense accounts for all funds and programs. The report is distributed to the Executive Director for review and approval. The Executive Director will then present the information to the Board of Directors at the monthly Board Meetings.

K. BUDGETS

Purpose

To ensure that the SHA submits accurate budgets to the Board of Directors and/or HUD, EOHLC, and other funding sources in a timely manner.

The Executive Director in conjunction with the Fee Accountant will prepare budgets annually as prescribed by HUD and EOHLC and any other required agency.

Condition

Budgets/subsidy submission will be created and submitted by the established deadlines or the suggested timelines if no hard deadline is required. The SHA's fiscal year ends September 30th.

Procedures

1. The Executive Director, Director of Finance, Director of Maintenance, the Director of Leased Housing, Director of Public Housing, and others will compile and provide the required budget data necessary to prepare budgets to the Fee Accountants. Information is gathered from Department Heads as necessary. This information includes rent rolls, occupancy reports, HUD's inflation factor, utility consumption, utility rates, units offline, VMS reports, program reserves, etc.
2. The Operating Budgets for all programs will be established and once approved by the Executive Director will be submitted to the Board of Directors for approval.
3. The Board of Directors will review and approve the budgets as appropriate and sign all related documents required for submission.

L. CAPITAL FUND GRANT USE AND REPORTING

Purpose

The purpose is to distinguish the proper expenditure of the Capital Funds and to report grant activity to HUD and EOHLC in an accurate and timely manner in accordance with HUD and EOHLC requirements and deadlines.

Policy

SHA is allotted funds for property improvements and operational support to Public Housing Properties. The funds are contracted and confirmed through a Consolidated Annual Contributions Contract (ACC) and Contract for Financial Assistance (CFA). The SHA is responsible for the obligation and expenditures of these funds and to the proper PH Asset Management Projects (AMPS) and CAPHUB software systems. Under no circumstance will the Capital funds be used for any other purpose. The SHA will maintain source documentation for all grant receipts and expenditures by grant number and award date.

Condition

Grant receipts and expenditures will be reconciled on a monthly basis by the Fee Accountant. The responsibility for federal grant draws and the grant accounting process is assigned to the Executive Director or his/her designee.

Procedures

Responsibility and Actions

The SHA manages the Capital Fund Programs and all required reporting is performed by the Fee Accountant and other appropriate staff.

Finance Department staff

1. The Executive Director calculates amount to draw. Federal drawdowns are executed in the HUD E-LOCCs system by the Executive Director or his/her designee to ensure a segregation of duties. State requisitions are submitted and managed by the Executive Director and Assistant Executive Director.
2. The Executive Director and the Director of Leased Housing reconcile each grant E-LOCCs income and expense line item and report the information to the Fee Accountant to update the G/L each month.
3. The Fee Accountant ensures expenditures are posted to the grant G/L according to the budget detail of the grant.
4. The Fee Accountant ensures the close out information is sent by the Executive Director to the HUD Local office or EOHLC in a timely manner.

M. PETTY CASH POLICY

Purpose

SHA has a fiduciary duty to safeguard the assets of the Authority. Cash is a primary asset and therefore a petty cash procedure is in existence.

Policy

Petty cash disbursements are limited to a reasonable amount as determined by the Executive Director.

Condition

SHA has only one petty cash fund that is in existence and the custodian is Director of Finance. The amount kept available is \$100.00.

Procedures**Responsibilities and Actions**Accounting Coordinator

1. The Executive Director will preapprove expenditures from Petty Cash. Employee will give the Accounting Coordinator an original receipt and a Petty Cash slip which has been approved by the Executive Director.
2. The Accounting Coordinator will give Petty Cash to the employee and record the transaction on the appropriate form.
3. Periodically, the Director of Finance will replenish Petty Cash to \$100.00 by entering an expense entry, having the Executive Director approve, and giving the Petty Cash slip to the Accounting Coordinator for a replenishment check to be issued.
4. The Accounting Coordinator will cash the check at the bank, put the cash in Petty Cash box, and record the transaction on the expense form.

N. YEAR-END CLOSING**Purpose**

To ensure that the SHA submits timely and accurate year-end financial statements to HUD, EOHLC, and as required by any other regulatory agencies.

Policy

SHA will close its books of accounts in a timely and efficient manner.

Condition

The Fee Accountant will ensure that the books of accounts are closed on a timely and accurate schedule. The Authority's fiscal year ends on September 30th.

Procedures**Responsibility and Actions**Accounting Coordinator

1. Accrue all payables (salaries, employee benefits, utility expenses, vendors & contractors, Section 8 HAP payments).
Create Vendor payable list from system as of September 30th. Print payroll report of period salaries will be accrued (if any). Determine if any utility invoices need to be accrued. Post any entries and have Fee Accountant approve and post to G/L.
2. Make copy of all quarterly 941 reports and pension payments made during year.
3. Compute compensated absences for employees for Fee Accountant posting.

Fee Accountant

1. Adjust tenant receivable G/L balances to agree to accounting software LIPH system detailed tenant balance report for 9/30.
2. Calculate allowance for write-off resident accounts and make adjustments.
3. Record pre-paid rent as of 9/30 for all programs (deferred revenue).
4. Reconcile FSS accounts for ensuring the FSS detail ledgers agree to the liability accounts and the investments accounts agree to the bank accounts and the bank accounts are fully funded.
5. Verify that the insurance register pre-paid at the end of the year is correct and agree to the G/L.
6. Reconcile all bank accounts as of September 30th and record all adjustments.
7. Update the property depreciation schedules ensuring it agrees to the asset accounts, for additions as well as dispositions. Enter depreciation entry and post.
8. Ensure all ledgers and the inter-fund accounts are in balance.
9. Complete analysis of grant expense versus grant income requested through LOCCS, and accrues income receivable due from HUD.
10. Request operating departments to send unit months leased and unit months available for the fiscal year.
11. Reconcile management, bookkeeping, and asset management fees to final unit month numbers.
12. Make entries to record receivables/payables due to/from HUD for HCV and other Section 8 programs and post to G/L.
13. Complete other Section 8 year-end settlement reports (HUD 52681) and record related adjustments.
16. Accrue all receivables (interest on investments, Section 8 portables, and any other income receivables).
17. Reconcile all receivables and payables and prepare detailed analysis of any balances.
18. Accrue contract retention expense per contract register.
19. Close the income and expense accounts out for the year that is reconciled to final audited FDS submission.
20. Prepare a GAAP trial balance report and a Financial Data Schedule (FDS).
21. Transmit FDS to the Real Estate Assessment Center (REAC) prior to HUD's deadline including the 15 day grace period. (Before September 15th)

O. UPDATING CHART OF ACCOUNTS

Purpose

To account for all transactions in a manner suggested by the Department of Housing and Urban Development (HUD) and the Executive Office of Housing and Livable Communities (EOHLC).

Policy

The SHA will account for all transactions in accordance with GAAP and the applicability of GASB regulations and all other applicable regulatory requirements. The SHA uses the chart of account coding system as the G/L chart of accounts.

Procedures

Responsibility and Actions

Fee Accountant

1. Must take necessary action to ensure that accounting classifications used throughout SHA is in accordance with OMB A-87 and REAC guidelines.
2. Add accounts as necessary. For internal control purposes, only the Accountant is authorized to edit the GL chart of accounts.
3. When accounts are added to the GL chart of accounts, the account may need to be added to any customized financial reports.

P. COST ALLOCATION PLAN

Purpose

Cost of salaries, services, and goods should be charged to the proper federal or non-federal program.

Policy

All costs that have a direct correlation to a program or programs are allocated directly to those programs. These costs could include: Maintenance, Capital Improvements, and Administrative expenses. Costs that pertain to Public Housing are allocated on a per unit basis for all Authority Units. In the HCV and other Section 8 programs as well as the MRVP program, vouchers per program are used. For costs that need to be allocated across multiple programs one of the following guidelines should be used for allocation.

Procedures

Responsibility and Actions

Finance Department

Invoices are reviewed by the Accounting Coordinator to decide what type of allocation should be used or if a direct allocation is needed. If the Accounting Coordinator is not sure which allocation should be used or if it is a direct cost, the Fee Accountant will be consulted and make the final decision. The allocation methods can be altered where necessary. As the Authority's structure changes the cost allocation methods will either be changed or new allocations will be added. The allocation methods of choice will be in accordance to OMB A-87.

Q. CENTRAL OFFICE COST CENTER (COCC) FEE FOR SERVICE MONTHLY BILLINGS

Purpose

To ensure that the COCC Billings to Public Housing, HCV, and other programs are for the maximum supportable amounts that are consistent with HUD policies and regulations.

Policy

The Finance department shall bill the Public Housing, HCV and other programs on a monthly basis and record such billings in the G/L.

Condition

Monthly spreadsheets are kept in by the Accountant to track amounts billed by the COCC.

Procedures

1. The Fee Accountant will update the Section 8, Public Housing billings monthly for units occupied from information in the accounting software system and with confirmation from the appropriate Department Heads.
2. The Fee Accountant will prepare a journal entry and key the entry into the G/L.
3. The Fee Accountant will post the journal entry to the G/L.

R. FINANCIAL DATA SCHEDULE (FDS)

The Unaudited Financial Data Schedule is due 2 months after the fiscal year end with a 15 day grace period. This form is electronically submitted to the Real Estate Assessment Center.

The Audited Financial Data Schedule is due 9 months after the fiscal year end, (there is no grace period). This form is electronically submitted to the Real Estate Assessment Center, after the auditor has performed the attestation function.

S. HOUSING CHOICE VOUCHER PORTABILITY-IN and PORTABILITY-OUT

Purpose

To properly record Portability-In and Portability-Out transactions.

Policy

The Fee Accountant will ensure transactions are recorded into the G/L and operational reports reconcile to the G/L.

Procedures

Port In's are voucher holders from another PHA that request to transfer their voucher to SHA. This voucher can be either absorbed into the SHA HCV Program or it can be administered on behalf of the initial PHA.

1. If it is determined that SHA will absorb the voucher, then SHA takes full control of the voucher.
2. If the SHA administers the voucher, it would be the same as absorbed with the exception that SHA must notify the initial PHA with every change.
3. Monthly, the initial PHA will reimburse SHA 100% for the voucher and 80% of the initial PHA's administrative fee for the voucher. Director of Leased Housing posts the payment from the initial PHA into the accounting software and makes the deposit of the check.

Port Outs are voucher holders that request a transfer to another PHA jurisdiction.

1. The voucher can either be absorbed by the receiving PHA or the receiving PHA will administer the voucher on behalf of SHA. The SHA receives notification (HUD Form 50058) from the administering PHA of the HAP amount paid on behalf of the voucher holder and will reimburse them 100% for the voucher and 80% of the initial PHA's administrative fee for the voucher.
2. The Section 8 Housing Coordinator processes payment through the software program where the ACH file and any checks are created.
3. Paper checks are printed and signed in accordance with the Employee Check Signing Policy.
4. The Director of Leased Housing reviews and uploads the ACH file to the bank for processing and payment.

T. FRAUD RECOVERY

Purpose

To record payments received for Tenant Repayment Agreements which reimburse the PHA for a voucher holder or public housing tenant's failure to report income or not fully report income.

Policy

The SHA will ensure transactions are recorded properly and update the accounting software program accounts. In accordance with state and federal regulations, Section 8 program the SHA keeps 50% and 50% offsets against HAP landlord payments, Federal Public Housing the SHA keeps 100%, and State Public Housing 2/3rds are retained by the SHA and 1/3rd is offset against subsidy due from EOHLC.

Procedures

1. Appropriate housing staff will set up Tenant Repayment Agreements in the tenant data base once signed by the tenant.
2. Appropriate housing staff receives and posts payments received in the tenant accounting software system.
3. Appropriate housing staff reconciles the monthly receipts for the repayment report and forwards the information to the Fee Accountant.
4. Fee accountant records, allocates, and reports the calculation of the fraud revenue.

U. FAMILY SELF SUFFICIENCY (FSS) PROGRAM

Purpose

To ensure proper financial management of the FSS program and track escrow proceeds and disbursements. SHA is required to deposit all escrowed funds into a single depository account for FSS participants.

Policy

The Director of Leased Housing will track escrow proceeds and disbursements from reports received from the software program from information input by the Section 8 Housing Coordinators. The Director of Leased Housing reviews operational reports and FSS bank

accounts. The FSS Coordinator approves and authorizes disbursement to any FSS participant from their escrow account.

Procedures

1. A report delineating escrows to be deposited into each FSS participant's bank account is generated by the SHA software and processed by Section 8 Housing Coordinator.
2. Director of Leased Housing tracks the information and records and reports interest income earned annually.

V. VOUCHER MANAGEMENT SYSTEM (VMS)

Purpose

To report monthly HAP expense, leased units, administrative expenses, UNP, and NRP into the REAC system for all HCV Programs. Primary purpose of the VMS is for HUD to monitor PHA use of vouchers and to provide data to HUD to fund, obligate and disburse funds to PHA based on actual voucher use.

Policy

To submit monthly reports on leasing and expense information to the HUD REAC system for the prior month, to reconcile VMS to the G/L and ensure VMS submissions are accurate.

Procedures

1. The Director of Leased Housing providing VMS entries documentation and reports to the Fee Accountant monthly.
2. The Fee Accountant downloads information from the accounting software VMS module including units leased and HAP dollars.
3. The Fee Accountant calculates NPR, UNP and cash balance from the G/L. Reviews entries in the VMS module to record any HAP adjustments and HAP retro payments.
4. The Fee Accountant enters information into REAC – VMS submission link.
5. The Fee Accountant reconciles VMS to the G/L and identifies retroactive lease and HAP expenses.
6. The Fee Accountant enters retro-active corrections into HUD REAC system to update lease and HAP expense.

BDO Project B25-DV78
 Salem Housing Authority
 Electrical Upgrades, 667-4
 Client Project #258150

General Bid Log

Date: 06/09/2025 at 5:12PM EDT

Page 1 of 2

Bidder	Info	Base Bid	Alternates	Final Bid	Status
Laracy electrical Contractors, Inc 9 Perry Dr Unit #1 Foxboro, MA 02035		\$1,104,000.00		\$1,104,000.00	Anticipated Contract Award
LeVangie Electric Co., Inc. 59 Old Webster Street Hanover, MA 02339		\$1,620,000.00		\$1,620,000.00	—
Jupiter Electric 142B Lafayette Road Salisbury, MA 01952		\$1,750,000.00		\$1,750,000.00	—
CDS Contracting Services, LLC 275 Centre Street STE 1 Holbrook, MA 02343		\$1,960,848.00		\$1,960,848.00	—
Brite Lite Electric 11 Front St. Weymouth, MA 02188		\$1,988,000.00		\$1,988,000.00	—

BDO Project B25-DV78
Salem Housing Authority
Electrical Upgrades, 667-4
Client Project #258150

General Bid Log

Date: 06/09/2025 at 5:12PM EDT

Page 2 of 2

Bidder	Info	Base Bid	Alternates	Final Bid	Status
Systems Contracting Inc. 7 Scobee Circle Plymouth, MA 02360		\$2,030,000.00		\$2,030,000.00	—
Brothers Electrical Corp 18 Graf Rd, Unit #31 Newburyport, MA 01950		\$2,118,000.00		\$2,118,000.00	—
Tilton Electric Inc. 398 Court St. Rear Plymouth, MA 02360		\$2,199,621.00		\$2,199,621.00	—

BDO Project B25-QTZW

Salem Housing Authority

Low-Slope Roof Replacement - Essex Street

242

General Bid Log

Date: 07/30/2025 at 12:24PM EDT

Page 1 of 2

Bidder	Info	Base Bid	Alternates	Final Bid	Status
Leading Way Construction Inc. 31 Perkins Street Brockton, MA 02302		\$388,600.00		\$388,600.00	—
WPI Construction Inc 5 Checkerberry Is Webster, MA 01570		\$440,000.00		\$440,000.00	—
Triumph Roofing Inc 46 Elm St Baldwinville, MA 01436		\$462,560.00		\$462,560.00	—
mdm engineering company inc 51, Sawmill Road Dudley, MA 01571		\$478,000.00		\$478,000.00	—
Corolla Contracting 15 Bates Ave Winthrop, MA 02152		\$508,722.00		\$508,722.00	—
Silktown Roofing, Inc. 27 Pleasant St Manchester, CT 06040		\$528,000.00		\$528,000.00	—

BDO Project B25-QTZW

Salem Housing Authority

Low-Slope Roof Replacement - Essex Street

General Bid Log

Date: 07/30/2025 at 12:24PM EDT

Page 2 of 2

Bidder	Info	Base Bid	Alternates	Final Bid	Status
Capeway Roofing Systems, Inc. 664 Sanford Rd. Westport, MA 02790		\$599,300.00		\$599,300.00	—
C&K Roofing Inc 15 Cypress Suite 204 Newton Center, MA 02459		\$617,242.00		\$617,242.00	—
ALMAR, LLC PO Box 662 Medfield, MA 02052		\$747,000.00		\$747,000.00	—



DESTEEANO
 LANDSCAPE & SNOW
 COMPANY

August 4, 2025

A. The undersigned proposes to furnish all labor and materials required for Snow Removal Services for seven (7) locations, Colonial Terrace, Norton Terrace, Bates Terrace, Pioneer Terrace, 27 Charter St., Phillips House, and Garden Terrace, elderly and family public housing developments in Salem, Massachusetts for contract period of 6 months, November 1, 2025 through April 30, 2026 in accordance with the Contract Documents prepared by the Salem Housing Authority for the contract price specified below, subject to additions and deductions according to the terms of the specifications.

The proposed contract price is \$149,940.00 all-inclusive rate.

Inclusive up to and including 50 inches of snowfall and 40 salting/sanding of roadways, parking lots, driveways, walkways, and sidewalks.

<u>Post 40 salting increments will be charged:</u>		
Salting/sanding of walkways and sidewalks	Price per application	\$ 2,300.00
Salting/sanding of parking lots and driveways	Price per application	\$ 1,775.00
<u>Post 50" snow total:</u>		
Snowfall		Pricing
0.1-3"		\$ 5,795.00
3.1-6"		\$ 9,450.00
6.1-9"		\$ 11,898.00
9.1-12"		\$ 17,379.00
12.+ per inch post 12 "		\$ 1,800.00

**** Snow Relocation (upon request)**


- Curb-to-curb and corner-to-corner is a special service we provide at the end of every snow event where we go along all curbs and corners and relocate all snow piles, so no parking spaces are lost and curbs are all visible.
- Pile push backs are sometime necessary after excessive snowfalls in order to have placement for future snowfalls.
- Dumping fee may apply for off-sit snow dumping. This service will be performed per discretion of DeStefano unless other arrangements were discussed and agreed upon with management in writing.
- Relocation and removal are all priced per man hour. (4 Hr. min)

2 Yard Bobcat (skid steer)	\$ 225.00 p/m/h
3 Yard Loader	\$ 275.00 p/m/h
Dual-Axle	\$ 250.00 p/m/h
Tri-Axle	\$ 250.00 p/m/h
Dump trailer	\$ 300.00 p/m/h
Skid Blower	\$ 425.00 p/m/h
Load Blower	\$ 550.00 p/m/h

- B. The undersigned hereby certifies that they are able to furnish labor that can work in harmony with all the other elements of labor employed or to be employed on the Work and that they will comply fully with all laws and regulations applicable to awards made subject to M.G.L. c.30B.
- C. The undersigned further certifies that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work; that all employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration at the time the employee begins work and who shall furnish documentation of successful completion of said course with the first certified payroll report for each employee; and that he will comply fully with all laws and regulations applicable to awards made subject to section 44A.
- F. The undersigned further certifies under the penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. The undersigned further certifies under the penalty of perjury that the undersigned is not debarred from doing public construction work in the Commonwealth under the provisions of section twenty-nine F of chapter twenty-nine, or any other applicable debarment provisions of any other chapter of the General Laws or any other rule or regulation promulgated thereunder. As used in this certification the word "person" shall mean natural person, joint venture, partnership, corporation or other business or legal entity.

DESTEFANO LANDSCAPING LLC

(Name of General Bidder)

Signature 

BY _____

(Signature & Title of person signing bid)

Date: _____

804 Haverhill Street, Rowley MA 0169 (Business Address)

Chapter 4

APPLICATIONS, WAITING LIST AND TENANT SELECTION

INTRODUCTION

When a family wishes to receive assistance under the HCV program, the family must submit an application that provides the PHA with the information needed to determine the family's eligibility. HUD requires the PHA to place all families that apply for assistance on a waiting list. When HCV assistance becomes available, the PHA must select families from the waiting list in accordance with HUD requirements and PHA policies as stated in the administrative plan and the annual plan.

The PHA is required to adopt clear policies and procedures for accepting applications, placing families on the waiting list, and selecting families from the waiting list, and must follow these policies and procedures consistently. The actual order in which families are selected from the waiting list can be affected if a family has certain characteristics designated by HUD or the PHA that justify their selection. Examples of this are the selection of families for income targeting and the selection of families that qualify for targeted funding.

HUD regulations require that all families have an equal opportunity to apply for and receive housing assistance, and that the PHA affirmatively further fair housing goals in the administration of the program [24 CFR 982.53, HCV GB p. 4-1]. Adherence to the selection policies described in this chapter ensures that the PHA will be in compliance with all relevant fair housing requirements, as described in Chapter 2.

This chapter describes HUD and PHA policies for taking applications, managing the waiting list and selecting families for HCV assistance. The policies outlined in this chapter are organized into three sections, as follows:

Part I: The Application Process. This part provides an overview of the application process, and discusses how applicants can obtain and submit applications. It also specifies how the PHA will handle the applications it receives.

Part II: Managing the Waiting List. This part presents the policies that govern how the PHA's waiting list is structured, when it is opened and closed, and how the public is notified of the opportunity to apply for assistance. It also discusses the process the PHA will use to keep the waiting list current.

Part III: Selection for HCV Assistance. This part describes the policies that guide the PHA in selecting families for HCV assistance as such assistance becomes available. It also specifies how in-person interviews will be used to ensure that the PHA has the information needed to make a final eligibility determination.

PART I: THE APPLICATION PROCESS

4-I.A. OVERVIEW

This part describes the PHA policies for making applications available, accepting applications making preliminary determinations of eligibility, and the placement of applicants on the waiting list. This part also describes the PHA's obligation to ensure the accessibility of the application process to elderly persons, people with disabilities, and people with limited English proficiency (LEP).

4-I.B. APPLYING FOR ASSISTANCE [HCV GB, pp. 4-11 – 4-16, Notice PIH 2009-36]

Any family that wishes to receive HCV assistance must apply for admission to the program. HUD permits the PHA to determine the format and content of HCV applications, as well how such applications will be made available to interested families and how applications will be accepted by the PHA. The PHA must include Form HUD-92006, Supplement to Application for Federally Assisted Housing, as part of the PHA's application.

PHA Policy

The Salem Housing Authority has elected to utilize the Centralized Application and Waiting List process. The Department of Housing and Urban Development has encouraged the use of a Centralized Waiting List by Public Housing Authorities (PHAs). In the Commonwealth of Massachusetts, the PHA Centralized Waiting List is administered by the Massachusetts Chapter of the National Association of Housing and Redevelopment Officials (MassNAHRO) and its subcontractor **GoSection8 Affordablehousing.com**.

The Centralized Section 8 Housing Choice Voucher (HCV) Waiting List affords the Housing Authority and its clients the following benefits:

1. Ease of application process for applications who may apply at the office of any Housing Authority participating in the Centralized Waiting List option or online at www.gosection8.com/MassCWL www.affordablehousing.com.
2. Eliminate the procedural hardship on families and administrative burden to the Housing Authority of closing and opening of the Section 8 HCV Waiting List. The Centralized Section 8 HCV Waiting List is maintained as an open waiting list.
3. Increase housing opportunities for families who now have the option of placement at a number of locations throughout the Commonwealth through the submission of a Preliminary Application.

4-I.C. ACCEPTANCE OF APPLICATIONS

The PHA must review each complete application received and make a preliminary assessment of the family's eligibility. The PHA must accept applications from families for whom the list is open unless there is good cause for not accepting the application (such as denial of assistance) for the grounds stated in the regulations [24 CFR 982.206(b)(2)]. Where the family is determined

to be ineligible, the PHA must notify the family in writing [24 CFR 982.201(f)]. Where the family is not determined to be ineligible, the family will be placed on a waiting list of applicants.

No applicant has a right or entitlement to be listed on the waiting list, or to any particular position on the waiting list [24 CFR 982.202(c)].

PHA Policy

A single, standardized ~~Preliminary Application~~ **Massachusetts Section 8 Centralized Waiting List Preliminary Application** is available at each participating Housing Authority and online at ~~www.gosection8.com/MassCWL~~ www.affordablehousing.com. A master list of all participating PHAs is maintained at the office of MassNAHRO, at each participating Housing Authority and online at ~~www.gosection8.com/MassCWL~~ www.affordablehousing.com. Only one **Massachusetts Section 8 Centralized Waiting List Preliminary Application** is accepted for each Family¹.

The **Massachusetts Section 8 Centralized Waiting List Preliminary Application** requests information as required to administer the Section 8 HCV Program such as;

- Name
- city or town (where Head of Household and spouse/partner live and work)
- telephone number
- total number of family members
- Head of Household's social security number
- if client is 62 years of age or older or disabled
- total gross family income, race and ethnicity
- Information regarding preferences adopted by participating Housing Authorities is also elicited on this Preliminary Application.

MassNAHRO reserves the right to modify the Preliminary Application to change or include other information required or useful to administer the Section 8 HCV Program.

Preliminary Applications are available for completion at the Salem Housing Authority in Person between the hours of ~~8:00~~ 8:30 am ~~and~~ 4:00 pm on Monday ~~and~~ Tuesday ~~and~~ ~~Wednesday, 8:00~~ 8:30 am to ~~7:00~~ 5:30 pm on Thursdays and ~~8:00~~ 8:30 am to 12:00 pm on Fridays. Blank **Massachusetts Section 8 Centralized Waiting List Preliminary Applications** may be mailed or faxed to a family by a Participating PHA for completion by the family.

¹There is an exception when an application has been rejected by a participating PHA for a reason which may not make the family ineligible at another participating PHA. The family may then reapply to the PHA where the application was rejected to be placed on the Waiting List for that participating PHA according to a new date and time. The original application will remain in the system for all other PHAs where the family could potentially be eligible.

Upon completion of the **Massachusetts Section 8 Centralized Waiting List** Preliminary Application, it shall be marked by the PHA staff with date and the time of submission, and the family will mail a standard receipt evidencing submission of the **Massachusetts Section 8 Centralized Waiting List** Preliminary Application. The Salem Housing Authority will then enter the information from the **Massachusetts Section 8 Centralized Waiting List** Preliminary Application into the Centralized Waiting List.

Preliminary Applications may also be submitted online anytime at www.gosection8.com/MassCWL www.affordablehousing.com

Families are notified at time of application that PHA's may have open waiting lists for the public housing programs, project-based voucher programs or moderate rehabilitation programs and often other State funded programs and if the other program includes units suitable for the applicant, the family should contact the PHA directly for placement in its waiting list for other program(s). Information as to availability of many of these program(s) is online on the **Salem Housing Authority's** website: www.salemha.org Upon completion of a **Massachusetts Section 8 Centralized Waiting List** Preliminary Application, if there is another open waitlist for any other program administered by any participating PHA for which applicant may be eligible which is operated through Gosection8.com www.affordablehousing.com, the family will receive automatic notification on the website and by email and may elect to apply instantly online. In this instance there is no need to fill out an additional **Massachusetts Section 8 Centralized Waiting List** Preliminary Application.

4-I.D. DETERMINATION OF ELIGIBILITY

Once a family has been selected from the Centralized Section 8 Waiting List in the manner set forth in the Salem Housing Authority's Administrative Plan from the Section 8 Housing Choice Voucher Program, eligibility determination shall be made according to federal law, regulations governing State law and any applicable procedures set forth in the Salem Housing Authority's Administrative Plan for the Section 8 Housing Choice Voucher Program.

4-I.E. DETERMINATION OF INELIGIBILITY

Ineligibility for Assistance

If a family is denied assistance by the Salem Housing Authority, they will have the right to the appeal procedures set forth in the Salem Housing Authority's Administrative Plan and federal regulations.

The removal shall not occur until the appeal procedure³ when requested or time period for the family to request this appeal has expired. Appeals rights and procedures are governed by the applicable code for federal regulations and the contents of the Administrative Plan for the Housing Authority making the denial. Further to the extent that a denial is based upon CORI or Immigration Status information, regulations and PHA plan procedures governing denials on such basis including any appeals rights related thereto shall apply.

³ Informal Review or Informal Hearing as applicable

Ineligibility for Assistance Based Upon PHA Policy-Removal from the Centralized Waiting List for a Particular PHA Only

If the family could be eligible under another participating PHA's policies, the family's name will not be removed by the Salem Housing Authority from the Centralized Section 8 HCV Waiting List. However, the family will not again be selected by the Salem Housing Authority unless a new Preliminary Application has been submitted to the Salem Housing Authority.

Certain items which are considered mandatory denial categories still result within a removal from the particular PHA only because there is some component of PHA Policy associated with such denial (i.e. the family does not qualify on the basis of citizenship or the eligible immigration status of family members as required in 24 CFR Part 5 Subpart E, Restriction on Assistance to Noncitizens insofar as PHAs may *elect* to require documentation to verify Citizenship or when the family does not meet the Social Security Number disclosure and documentation requirements as set forth in 24 CFR 5.216 insofar as for pending disclosure and documentation of social security numbers, the HA may allow the family to retain its place on the Waiting List for differing times based upon PHA policy.)

Mandatory Ineligibility for Assistance-Removal from the Centralized Waiting List for all PHAs

If the Family is removed from the Waiting List because it is deemed ineligible for a reason which is mandatory the name shall be removed from the Waiting List for all PHAs.

Mandatory grounds for all PHAs are as follows:

1. The Family fails to sign and submit the consent form for obtaining information in accordance with 24 CFR 5, Subparts B and F [24 CFR 982.552 (b) (3)].
2. Any household member has ever been convicted of drug-related criminal activity for the production or manufacture of methamphetamine on the premises of federally assisted housing as set forth in 24 CFR 982.553 (a) (1) (ii) (C) (i).
3. Any household member is subject to a lifetime registration requirement under a state sex offender registration program as set forth in 982.553 (a) (2) (i).

Mandatory Ineligibility for Assistance due to Income Limits – Removal from Centralized Waiting List Dependent on Location for Income Limit Determination

When the family income limit exceeds that required for participation in the HCV Program pursuant to 24 CFR 982.201 they shall be denied participation in the HCV Program. If the family is denied participation in the HCV Program because it is over the applicable income limits for the program, the family's name will be removed from the Centralized Section 8 HCV Waiting List for the Housing Authority making the determination and all other PHA's in the area with income limits at or below the level of the PHA making the determination. The family's name shall remain on the list for other participating PHA's in areas with income limits above that of the PHA's making the denial. If the family later reapplies it shall be provided with a new

(later) Preliminary Application date for the PHA's from which the family's name was previously removed due to the over income denial.

PHA's which have adopted specific policies to admit a low-income family that meets additional eligibility criteria specified in the PHA Administrative Plan which could impact their particular PHA income limits will notify Gosection8 to make certain a different level should not be on file for the particular PHA in relation to denials under this section.

4-1.F NO RESPONSE TO PHA- REMOVAL FROM CENTRALIZED WAITING LIST FOR A PARTICULAR PHA ONLY

If the family does not respond to a letter sent by a participating Housing Authority to attend and eligibility determination appointment or to otherwise respond to the Housing Authority, the Housing Authority who request said response may remove the family's name from the Centralized Section 8 HCV Waiting List for their particular PHA only. The manner for said removal and any applicable appeal procedure shall be governed by the Administrative Plan for the Housing Authority making said removal.

The family's name shall not be removed by the Salem Housing Authority from the entire Centralized Section 8 HCV Waiting List. However, the family will not again be selected by the Salem Housing Authority unless a new Preliminary Application has been submitted to the Salem Housing Authority.

PART II: MANAGING THE WAITING LIST

4-II.A. OVERVIEW

The PHA must have policies regarding various aspects of organizing and managing the waiting list of applicant families. This includes opening the list to new applicants, closing the list to new applicants, notifying the public of waiting list openings and closings, updating waiting list information, purging the list of families that are no longer interested in or eligible for assistance, as well as conducting outreach to ensure a sufficient number of applicants.

In addition, HUD imposes requirements on how a PHA may structure its waiting list and how families must be treated if they apply for assistance from a PHA that administers more than one assisted housing program.

4-II.B SELECTION FROM THE WAITING LIST

Except for Special Admissions (SEE 25 CFR 982.203 (2018)), HCV participants will be selected from the Waiting List. The selection criteria set forth in the Salem Housing Authority's Administrative Plan shall govern the manner in which individual and families are selected by the Salem Housing Authority from the Centralized Section 8 HCV Waiting List. Further, when HUD awards a Housing Authority program funding for a specified category of families on the Waiting List (See 24 CFR 982.204 (e) (2018)), the PHA must select applicant families in the specified category. This is further described in the PHA's Administrative Plan, HUD award and/or Notice of Funding Availability for said funding.

PHA policies which dictate the order of selection are described within the PHA's Section 8 HCV Administrative Plan on December 12, 2018.

Pursuant to 24 CFR 982.201(b)(2) (2018), not less than 75 percent of the families admitted to a PHA's HCV program (tenant based and project based where applicable) during the PHA fiscal year from the PHA waiting list shall be extremely low income families. The PHA may skip a family with an income above the extremely low income limit on the waiting list in order to select an extremely low income family to meet this requirement

4-II.C OPENING AND CLOSING OF THE WAITING LIST AND MARKETING

The Centralized Waiting List was opened in January of 2013 and at that time notice of the opening of the Waiting List was published in a local newspaper of general circulation as well as within minority media.

The list remained open since that date. As individual PHAs join the Centralized Waiting List the individual PHA give notice by publication in a local newspaper of general circulation and also by minority media and/or other suitable means.

Ongoing marketing of the Section 8 HCV Program to those least likely to apply is a combined effort between the participating PHAs, MassNahro and ~~GoSection8-Affordablehousing.com~~. Specifically, publication of the initial participation in the Centralized Waiting list is the

responsibility of the PHA. ~~GoSection8 Affordablehousing.com~~ maintains an up to date website which includes the following information: a description of the Centralized Waiting List and how it operates; a list of participating PHAs; instructions as to how to apply; program eligibility information; the online ~~Massachusetts Centralized Waiting List Preliminary Application and the printable paper Preliminary Application~~ which ~~are~~ is available in multiple languages; manner in which to perform a status check and modify a Preliminary Application as well as responses to frequently asked questions. ~~Printable paper Massachusetts Centralized Waiting List Preliminary Application~~ are available at participating Housing Authority's office.

Further ~~GoSection8 Affordablehousing.com~~ performs outreach and education to advocates and community service agencies by providing free training sessions as to the application process. In addition ~~GoSection8 Affordablehousing.com~~ provides informational as well as toll-free live telephone support.

Individual PHAs and/or other parties as applicable may also perform marketing on as needed basis with regard to their specific programs

4-II.D WAITING LIST UPDATES; PURGING OF WAITING LIST

While the family is on the waiting list, within 10 business days of the occurrence of a change, the family must inform the PHA of changes in contact information (including current residence, mailing address and phone number) household composition, preferences and total household income. The changes must be submitted in writing to a participating PHA or online via the ~~GoSection 8 Application-affordablehousing.com~~ portal within 10 business days of said change.

In order to make certain the Waiting List remains up to date ~~GoSection8-Affordablehousing.com~~ will send email reminder for families to keep their mailing addresses up to date. Families may also elect to receive optional text reminders.

MassNAHRO will, on a biennial bases, send a letter to each applicant on the Centralized Section 8 HCV Waiting List. This letter will be sent to the address on the Section 8 HCV Preliminary Application or on any written change of status request that was completed and sent to a participating Housing Authority. Applicants will be requested to respond to the mailing, either online at ~~www.gosection8.com/MassCWL~~ ~~affordablehouisng.com~~ or by mailing back the response card, within a time parameter set forth in the letter and the letter shall indicate that failure to respond will result in the removal of his/her name from the Centralized Section 8 HCV Waiting List. In the event that the applicant does not respond within the applicable time parameter, his/her name shall be removed from the Centralized Section 8 HCV Waiting List.

Applicants removed by MassNAHRO due to no response to the update mailing may appeal to MassNAHRO during the posted reinstatement period. After the reinstatement period MassNAHRO will consider appeals which are requested as a reasonable accommodation for a person with a disability.

4-II.E. UPDATING THE APPLICATIONS

A family may update its **Massachusetts Centralized Waiting List** Preliminary Application (i.e. change of address) for Section 8 HCV Assistance online at www.gosection8.com/MassCWLaffordablehousing.com or at the office of any PHA participating in the Centralized Waiting List Application process regardless of where the original Preliminary Application was submitted. To update the Preliminary Application through a PHA, a written request must be submitted to the PHA by the family.

In the event of a family break up into two otherwise eligible families, only one family will retain the original **Massachusetts Centralized Waiting List** Preliminary Application. The second family may submit a new **Massachusetts Centralized Waiting List** Preliminary Application for assistance which will have a new date and time.

In the absence of a judicial determination with regard to who should retain the original application, the family will generally determine who retains the original **Massachusetts Centralized Waiting List** Preliminary Application. The PHA will allow the Head of Household to report who remains on the original **Massachusetts Centralized Waiting List** Preliminary Application to reflect this family decision. However, if MassNAHRO or the PHA is informed that the matter is in dispute they shall make the decision as to who will retain the original **Massachusetts Centralized Waiting List** Preliminary Application taking into consideration the following factors: (1) The interest of minor children including custody arrangements. (2) The interest of ill, elderly, or disabled family members. (3) The interest of a victim of an occurrence of domestic violence, dating violence, sexual assault, or stalking². (4) The relevant recommendations of social service professionals involved with the family. (5) The Head of Household who is listed on the original application.

4-II.F JURISDICTION REGARDING CERTAIN DECISIONS

When a family expresses a problem with a decision made by a Housing Authority involved in the Centralized Section 8 HCV Waiting List, that family shall be referred to the Housing Authority who made the determination in question. This includes when a family is removed from the Centralized Waiting List for failure to reply to the PHA.

When a family expresses a problem with a decision made by MassNAHRO, that family shall be instructed to send a written request for reinstatement along with supporting documentation to MassNAHRO's Centralized Waiting List Administrator at: Massachusetts Centralized Waiting List, PO Box 308, Dedham, MA 02027.

4-II.G NONDISCRIMINATION AND PROGRAM ACCESSABILITY

Massachusetts Centralized Waiting List Preliminary Application will be accepted without regard to race, color, sex, religion, familial status, age, disability, national origin, marital status, gender

identity, sexual orientation, receipt of public assistance or housing subsidies, ancestry, military or veteran status, or generic information.

PHA's will provide reasonable accommodations as required under the law to assist individuals with disabilities. Upon request, this may include provision of appropriate auxiliary aids and services necessary to ensure effective communication e.g., Braille, audio, large type, assistive listening devices, and sign language interpreters. Reasonable accommodations may also include a change in policy or procedure to make the program accessible. Such request will be considered and made a required according to applicable law. Applicants are advised of their right to request a reasonable accommodations both on the website and the hard copy of the **Massachusetts Centralized Waiting List** Preliminary Application.

²To the extent that the provisions set forth in 24 CFR part 5, subpart L (Protection for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking) apply the PHA will adhere to such requirements.

Person with hearing and/or speech impairments may access the **GoSection8** Affordablehousing.com via ~~text~~ telephone (TTY) using Massachusetts Relay at 711 for English and (866) 930-9252 for Spanish.

PHA's, MassNAHRO and **GoSection8- affordablehousing.com** will take reasonable steps to ensure meaningful access by persons with Limited English Proficiency (LEP). Such steps will include translation of common written materials into those languages frequently spoken by applicants. Further on an as needed basis ~~GoSection8~~ affordablehousing.com or the participating PHA (depending upon the point of contact) may arrange for telephonic or in person interpretation. The online Preliminary Application queries the "preferred language" and once selected the computerized **Massachusetts Centralized Waiting List** Preliminary Application process is in that language. There are multiple language on the site which are those most commonly encountered in Massachusetts with regard to LEP individuals. ~~GoSection8~~ **Affordablehousing.com** has bilingual staff that speak English, Spanish, French, and Haitian Creole. Further, telephonic interpretation is available in any other languages needed.

Amendment. The PHA Executive Director, MassNAHRO and ~~GoSection8~~ **affordablehousing.com** are authorized by the Board of Commissioners to institute other changes as long as such changes are consistent with the authorizations granted herein.

PART III: SELECTION FOR HCV ASSISTANCE

4-III.A. OVERVIEW

As vouchers become available, families on the waiting list must be selected for assistance in accordance with the policies described in this part.

The order in which families are selected from the waiting list depends on the selection method chosen by the PHA and is impacted in part by any selection preferences for which the family qualifies. The availability of targeted funding also may affect the order in which families are selected from the waiting list.

The PHA must maintain a clear record of all information required to verify that the family is selected from the waiting list according to the PHA's selection policies [24 CFR 982.204(b) and 982.207(e)].

4-III.B. SELECTION AND HCV FUNDING SOURCES

Special Admissions [24 CFR 982.203]

HUD may award funding for specifically-named families living in specified types of units (e.g., a family that is displaced by demolition of public housing; a non-purchasing family residing in a HOPE 1 or 2 projects). In these cases, the PHA may admit such families whether or not they are on the waiting list, and, if they are on the waiting list, without considering the family's position on the waiting list. These families are considered non-waiting list selections. The PHA must maintain records showing that such families were admitted with special program funding.

The following are examples of types of program funding that may be designated by HUD for families living in a specified unit:

A family displaced because of demolition or disposition of a public or Indian housing project;

A family residing in a multifamily rental housing project when HUD sells, forecloses or demolishes the project;

For housing covered by the Low Income Housing Preservation and Resident Homeownership Act of 1990;

A family residing in a project covered by a project-based Section 8 HAP contract at or near the end of the HAP contract term; and

A non-purchasing family residing in a HOPE 1 or HOPE 2 project.

Applicants who are admitted under Special Admissions, rather than from the waiting list, are maintained on separate lists].

A family applying for the Section Eight Project Based Program Assistance that has been defined eligible by the Salem Housing Authority and the Department of Mental Retardation (ARC).

Households which reside within the City of Salem or it's designated jurisdiction and participate in the Massachusetts Rental Voucher Program whom are at risk of displacement due to changes in the affordability requirements, administrative delivery or level of subsidy available for said program, and who are income eligible pursuant to HUD requirements, shall be given vouchers, provided that compliance with the requirement that not less than 75% of all families admitted to the PHA's tenant based voucher program during the fiscal year shall be extremely low income families.

4-III.C. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

Local Preferences [24 CFR 982.207; HCV p. 4-16]

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

PHA Policy

The PHA will offer public notice when changing its preference system and the notice will be publicized using the same guidelines as those for opening and closing the waiting list.

The PHA uses the following local preference system:

Terminated HCV Families due to Insufficient Funding: For applicants that were terminated from the Section 8 program due to insufficient Funding

Salem HA Project-Based Voucher Preference: For applicants that currently participate in a project-based voucher program with the Salem Housing Authority.

Residency Preference: For applicants who live, work, or have been hired to work in the City of Salem, Massachusetts.

Veteran's Preference: For applicants who are currently members of the U. S. Armed Forces, a veteran whose last discharge or release from the armed forces of the United States was under other than dishonorable conditions, or surviving spouses of veterans

Victims of Domestic Violence: For applicants that have been displaced because of domestic violence or lives in a unit with a person who engages in violence. Actual or threatened physical violence directed against the applicant or the applicant's family by a spouse or other household member who lives in the unit with the family and must have occurred within the past **6 months** or be of a continuing nature.

The family must have been displaced as a result of fleeing violence in the home or they are currently living in a situation where they are being subjected to or victimized by violence in the home.

The Applicant must certify that the abuser will not reside with the applicant unless the PHA gives prior written approval.

Involuntary Displacement: For applicants who have been involuntarily displaced and are not living in standard, permanent replacement housing, or will be involuntarily displaced within no more than six months from the date of [preference status certification by the family/verification by the PHA].

Families are considered involuntarily displaced if they are required to vacate housing as a result of:

1. A disaster (fire, flood, earthquake, etc.) that has caused the unit to be uninhabitable.
2. Federal, State or local government action related to code enforcement, public improvement or development.
3. Action by a housing owner which is beyond an applicant's ability to control, and which occurs despite the applicant's having met all previous conditions of occupancy and is other than a rent increase.

If the owner is an immediate family relative and there has been no previous rental agreement, and the applicant has been part of the owner's family immediately prior to application, the applicant will not be considered involuntarily displaced.

For the purposes of this definitional element, reasons for an applicant having to vacate a housing unit include, but are not limited to:

Conversion of an applicant's housing unit to non-rental or non-residential use;

Closure of an applicant's housing unit for rehabilitation or non-residential use;

Notice to an applicant that s/he must vacate a unit because the owner wants the unit for the owner's personal or family use or occupancy;

Sale of a housing unit in which an applicant resides under an agreement that the unit must be vacant when possession is transferred; or

Any other legally authorized act the results, or will result in the withdrawal by the owner of the unit or structure from the rental market.

4. Displacement by Non-Suitability of the Unit: For families where a member of the family has mobility or other impairment that makes the person unable to use critical elements of the unit and the owner is not legally obligated to make changes to the unit.

Critical elements are: [entry and egress of the unit and building/ a sleeping area/ a full bathroom/a kitchen if the person with a disability must do their own food preparation/other]

5. Due to HUD disposition of a multifamily project under Section 203 of the Housing and Community Development Amendments of 1978.

In order to receive the displacement preference, applicants who have been displaced must not be living in "standard, permanent replacement housing."

Standard replacement housing is defined as housing that is decent, safe and sanitary [according to Housing Quality Standards/local housing code/other], that is adequate for the family size according to [Housing Quality Standards/local/state / BOH code], and the family is occupying pursuant to a written or oral lease or occupancy agreement.

Standard replacement housing does not include transient facilities, hotels, motels, temporary shelters, and (in the case of Victims of Domestic Violence) housing occupied by the individual who engages in such violence.

It does not include any individual imprisoned or detained pursuant to State Law or an Act of Congress. Share housing with family or friends is not considered temporary and is considered standard replacement housing.

Substandard Housing: For Applicants who live in substandard housing are families whose dwelling meets one or more of the following criteria [**provided that the family did not cause the condition**]:

Is dilapidated as cited by the Board of Health and does not provide safe, adequate shelter, has one or more critical defects or a combination of defects requiring considerable repair, endangers the health , safety, and well-being of family.

Does not have operable indoor plumbing.

Does not have usable flush toilet in the unit for the exclusive uses of the family.

Does not have usable bathtub or shower in the unit for exclusive family use.

Does not have adequate, safe electrical service.

Does not have an adequate, safe source of heat.

Should, but does not, have a kitchen. (Single Room Occupancy (SRO) housing is not substandard solely because it does not contain sanitary and/or food preparation facilities in the unit).

Has been declared unfit for habitation by a government agency.

Is overcrowded according to [HQS/local/State/BOH Code].

Persons who reside as part of a family unit shall not be considered a separate family unit for substandard housing definition preference purposes.

Applicants living in public housing [or publicly assisted housing] shall not be denied this preference in unit meets the criteria for the substandard preference.

An applicant who is a "homeless family" is considered to be living in substandard housing.

"Homeless Families":

Lack of a fixed, regular and adequate nighttime residence; and

Have a primary nighttime residence that is a supervised public, or private shelter providing temporary accommodations (including welfare hotels, congregate shelters and transitional housing), or an institution providing temporary residences for individuals intended to be institutionalized, or a public or private place not ordinarily used as a sleeping accommodation for human beings.

Homeless families may maintain their place on the waiting list while completing a transitional housing program.

Families who are residing with friends or relatives on a temporary basis will not be included in the homeless definition.

Persons who reside as part of a family unit shall not be considered a separate household.

Rent Burden: For families paying more than 50% of their income for rent and utilities for at least 90 days [commencing before they were selected from the Waiting List/and continuing through the verification of preference].

For the purpose of this preference, "family income" is gross monthly income as defined in the regulations.

"Rent" is defined as the actual amount due under the lease or occupancy agreement calculated on a monthly basis without regards to the amount actually paid, plus the monthly of tenant-supplied utilities which can be either:

The PHA's reasonableness estimate of the cost of such utilities, using the Section 8 Utility Allowance Schedule; or

The average monthly payments the family actually made for these utilities in the most recent 12-month period, or if information is not obtainable for the entire period, the average of at least the past 3 months.

An applicant family may choose which method to use to calculate utilities expense. Any amounts paid to or on behalf of a family under any energy assistance program must be subtracted from the total rent burden if included in family income. The applicant must show that they actually paid the utilities, regardless of whose name the service is under.

To qualify for the rent burden preference, the applicant must pay rent directly to the landlord or agent.

If the applicant pays their share of rent to a cohabitant and is not named on the lease, the PHA will require both verification from the landlord that the applicant resides in the unit, and verification from the cohabitant of the amount of rent paid by the applicant.

If the applicant is subletting, the lessor must have a legal right to sublet.

If an applicant owns a mobile home, but rent the space upon which it is located, then "rent" must include the monthly payment made to amortize the purchase price of the home.

Members of a cooperative are "renters" for the purposes of qualifying for the preference. In this case, "rent" would mean the charges under the occupancy agreement.

Order of Selection

The PHA system of preferences may select families based on local preferences according to the date and time of application [24 CFR 982.207(c)]. If a PHA does not have enough funding to assist the family at the top of the waiting list, it is not permitted to skip down the waiting list to a family that it can afford to subsidize when there are not sufficient funds to subsidize the family at the top of the waiting list [24 CFR 982.204(d) and (e)].

PHA Policy

The PHA's method for selecting applicants from a preference category leaves a clear audit trail that can be used to verify that each applicant has been selected in accordance with the method specified in the administrative plan.

Local Preferences

Local preferences will be used to select families from the waiting list.

The PHA has selected the following system to apply local preferences:

Local Preferences will be numerically ranked, with number 1 being the highest preference, in the following order:

Preference 1- For applicants that were terminated from the Section 8 program due to insufficient Funding

Preference 1 2- Applicants that currently participate in a project-based voucher program with the Salem Housing Authority. (Not Applicable to Federal Public Housing)

Preference 2 3- Applicants that are currently members of the U.S. Armed Forces, Veterans or surviving spouses of veterans, live or work or have been hired to work in the City of Salem and have one of the following local preferences: Involuntarily displaced, victim of domestic violence, living in substandard housing including homelessness or rent burdened more than 50%.

Preference 3-5- Applicants that live, work or have been hired to work in the City of Salem, MA and have one of the following local preferences: involuntarily displaced, victim of domestic violence, living in substandard housing including homelessness or rent burdened more than 50%.

Preference 4-5 Applicants that are currently members of the U.S. Armed Forces, Veterans or surviving spouses of veterans, do not live, work or have been hired to work in the City of Salem and have one of the following local preferences: Involuntarily displaced, victim of domestic violence, living in substandard housing including homelessness or rent burdened more than 50%.

Preference 5-6- Applicants that do not live, work or have been hire to work in the City of Salem, MA and have one of the following local preferences: Involuntarily displaced, victim of domestic violence, living in substandard housing including homelessness or rent burdened more than 50%.

Preference 6-7 -Applicants that are currently members of the U.S. Armed Forces, Veterans or surviving spouses of veterans and live, work or have been hired to work in the City of Salem, MA.

Preference 7 8- Applicants that live, work or have been hired to work in the City of Salem, MA.

Preference 8-9- Applicants that are currently members of the U.S. Armed Forces, Veterans or surviving spouses of veterans and **do not live**, work or have been hired to work in the City of Salem, MA.

Preference 9-10 Applicants that do not live, work or have been hired to work in the City of Salem, MA.

4-III.D. NOTIFICATION OF SELECTION

When a family has been selected from the waiting list, the PHA must notify the family [24 CFR 982.554(a)].

PHA Policy

The PHA will notify the family by first class mail when it is selected from the waiting list. The notice will inform the family of the following:

All documents that must be provided at the interview, including information about what constitutes acceptable documentation

Date due for requested information

If a notification letter is returned to the PHA with no forwarding address, the family will be removed from the waiting list. A notice of denial (see Chapter 3) will be sent to the family's address of record, as well as to any known alternate address.

4-III.E. THE APPLICATION INTERVIEW

HUD recommends that the PHA obtain the information and documentation needed to make an eligibility determination though a face-to-face interview with a PHA representative [HCV GB, pg. 4-16]. Being invited to attend an interview does not constitute admission to the program.

Assistance cannot be provided to the family until all SSN documentation requirements are met. However, if the PHA determines that an applicant family is otherwise eligible to participate in the program, the family may retain its place on the waiting list for a period of time determined by the PHA [Notice PIH 2012-10].

Reasonable accommodation must be made for persons with disabilities who are unable to attend an interview due to their disability.

PHA Policy

Families selected from the waiting list are required to participate in an eligibility interview.

The head of household and the spouse/cohead must attend the interview together. However, either the head of household or the spouse/cohead may attend the interview on behalf of the family. Verification of information pertaining to adult members of the household not present at the interview will not begin until signed release forms are returned to the PHA.

The head of household or spouse/cohead must provide acceptable documentation of legal identity. (Chapter 7 provides a discussion of proper documentation of legal identity.) If the family representative does not provide the required documentation at the time of the interview, he or she will be required to provide it within 10 business days.

Pending disclosure and documentation of social security numbers, the PHA will allow the family to retain its place on the waiting list for **30 calendar days**. If not all household members have disclosed their SSNs at the next time the PHA is issuing vouchers, the PHA will issue a voucher to the next eligible applicant family on the waiting list.

The family must provide the information necessary to establish the family's eligibility and determine the appropriate level of assistance, as well as completing required forms, providing required signatures, and submitting required documentation. If any materials are missing, the PHA will provide the family with a written list of items that must be submitted.

Any required documents or information that the family is unable to provide at the interview must be provided within 10 business days of the interview. If the family is unable to obtain the information or materials within the required time frame, the family may request an extension. If the required documents and information are not provided within the required time frame (plus any extensions), the family will be sent a notice of denial (See Chapter 3).

An advocate, interpreter, or other assistant may assist the family with the application and the interview process.

Interviews will be conducted in English. For limited English proficient (LEP) applicants, the PHA will provide translation services in accordance with the PHA's LEP plan.

4-III.F. COMPLETING THE APPLICATION PROCESS

The PHA must verify all information provided by the family (see Chapter 7). Based on verified information, the PHA must make a final determination of eligibility (see Chapter 3) and must confirm that the family qualified for any special admission, targeted funding admission, or selection preference that affected the order in which the family was selected from the waiting list. Verifications may not be more than 60 days old at the time of issuance of the voucher.

PHA Policy

If the PHA determines that the family is ineligible, the PHA will send written notification of the ineligibility determination within 10 business days of the determination. The notice will specify the reasons for ineligibility, and will inform the family of its right to request an informal review (Chapter 16).

If a family fails to qualify for any criteria that affected the order in which it was selected from the waiting list (e.g. targeted funding, extremely low-income), the family will be placed back on the Centralized Section 8 Waiting List and will be selected again by the Salem Housing Authority if the family claims a change in preference. The PHA will notify the family in writing that it has been returned to the waiting list, and will specify the reasons for it.

If an applicant fails to appear by deadline date, the PHA will automatically send a second notice. If the applicant misses the second deadline without prior approval, the application will be denied.

If an applicant fails to appear for their interview without prior approval of the PHA, their application will be denied unless they can provide acceptable documentation to the PHA that an emergency prevented them from calling.

Reasonable accommodation will be made for persons with a disability who require an advocate or accessible offices. A designee will be allowed to participate in the interview process, but only with permission of the person with a disability.

If an application is denied due to failure to attend the full application interview, the applicant will be notified in writing and offered an opportunity to request an informal review.

All adult members must sign the HUD Form 9886, Release of Information, the application/the application form and all supplemental forms required by the PHA, the declarations and consents related to citizenship/immigration status and any other documents required by the PHA. Applicants will be required to sign specific verification forms for information that is not covered by the HUD form 9886. Failure to do so will be cause for denial of the application for failure to provide necessary certifications and release as required by the PHA.

If the PHA determines at or after the interview that additional information or document(s) are needed, the PHA will request the document(s) or information in writing. The family will be given 10 business days to supply the information.

If the information is not supplied in this time period, the PHA will provide the family a notification of denial for assistance.

If the PHA determines that the family is eligible to receive assistance, the PHA will invite the family to attend a briefing in accordance with the policies in Chapter 5.

Chapter 12

TERMINATION OF ASSISTANCE AND TENANCY

HUD regulations specify mandatory and optional grounds for which a PHA can terminate a family's assistance. They also specify the circumstances under which an owner may terminate the tenancy of an assisted family. This chapter describes the policies that govern mandatory and optional terminations of assistance, and termination of tenancy by the owner. It is presented in three parts:

Part I: Grounds for Termination of Assistance. This part describes the various circumstances under which assistance under the program can be terminated by the family or by the PHA.

Part II: Approach to Termination of Assistance. This part describes the policies and the process that the PHA will use in evaluating decisions on whether to terminate assistance due to actions or inactions of the family where termination is an option. It specifies the alternatives that the PHA may consider in lieu of termination, the criteria the PHA will use when deciding what action to take, and the steps the PHA must take when terminating a family's assistance.

Part III: Termination of Tenancy by the Owner. This part describes the HUD policies that govern the owner's right to terminate an assisted tenancy.

PART I: GROUNDS FOR TERMINATION OF ASSISTANCE

12-I.A. OVERVIEW

HUD requires the PHA to terminate assistance for certain actions and inactions of the family and when the family no longer requires assistance due to increases in family income. HUD permits the PHA to terminate assistance for certain other actions or inactions of the family. In addition, a family may decide to withdraw from the program and terminate their HCV assistance at any time by notifying the PHA.

12-I.B. FAMILY NO LONGER REQUIRES ASSISTANCE [24 CFR 982.455]

As a family's income increases, the amount of the housing assistance payment decreases. If the amount of assistance provided by the PHA is reduced to zero, the family's assistance terminates automatically 180 days after the last HAP payment.

PHA Policy

If a participating family receiving zero assistance experiences a change in circumstances that would result in a HAP payment to the owner, the family must notify the PHA of the change and request an interim reexamination before the expiration of the 180-day period.

12-I.C. FAMILY CHOOSES TO TERMINATE ASSISTANCE

The family may request that the PHA terminate housing assistance payments on behalf of the family at any time.

PHA Policy

The request to terminate assistance should be made in writing and signed by the head of household, and spouse or cohead if applicable. Before terminating the family's assistance, the PHA will follow the notice requirements in Section 12-II.F.

12-I.D. MANDATORY TERMINATION OF ASSISTANCE

HUD requires the PHA to terminate assistance in the following circumstances.

Eviction [24 CFR 982.552(b)(2), 24 CFR 5.2005(c)(1)]

The PHA must terminate assistance whenever a family is evicted from a unit assisted under the HCV program for a serious or repeated violation of the lease. As discussed further in section 12-II.E, incidents of actual or threatened domestic violence, dating violence, sexual assault, stalking, or human trafficking may not be construed as serious or repeated violations of the lease by the victim or threatened victim of such violence or stalking.

PHA Policy

A family will be considered *evicted* if the family moves after a legal eviction order has been issued, whether or not physical enforcement of the order was necessary.

If a family moves after the owner has given the family an eviction notice for serious or repeated lease violations but before a legal eviction order has been issued, termination of assistance is not mandatory. In such cases the PHA will determine whether the family has committed serious or repeated violations of the lease based on available evidence and may terminate assistance or take any of the alternative measures described in section 12-II.C. In making its decision, the PHA will consider the factors described in sections 12-II.D and 12-II.E. Upon consideration of such factors, the PHA may, on a case-by-case basis, choose not to terminate assistance.

Serious and repeated lease violations will include, but not be limited to, nonpayment of rent, disturbance of neighbors, destruction of property, or living or housekeeping habits that cause damage to the unit or premises and criminal activity. Generally, the criterion to be used will be whether or not the reason for the eviction was the fault of the tenant or guests.

Failure to Provide Consent [24 CFR 982.552(b)(3)]

The PHA must terminate assistance if any family member fails to sign and submit any consent form they are required to sign for a regular or interim reexamination. See Chapter 7 for a complete discussion of consent requirements.

Upon the PHA's HOTMA 102/104 compliance date, the below policy on failure to provide consent is added:

PHA Policy

The PHA will also terminate assistance if the family revokes consent for the PHA to collect information from financial institutions.

Failure to Document Citizenship [24 CFR 982.552(b)(4) and [24 CFR 5.514(c)]

The PHA must terminate assistance if (1) a family fails to submit required documentation within the required timeframe concerning any family member's citizenship or immigration status; (2) a family submits evidence of citizenship and eligible immigration status in a timely manner, but United States Citizenship and Immigration Services (USCIS) primary and secondary verification does not verify eligible immigration status of the family; or (3) a family member, as determined by the PHA, has knowingly permitted another individual who is not eligible for assistance to reside (on a permanent basis) in the unit.

For (3) above, such termination must be for a period of at least 24 months. This does not apply to ineligible noncitizens already in the household where the family's assistance has been prorated. See Chapter 7 for a complete discussion of documentation requirements.

Failure to Disclose and Document Social Security Numbers [24 CFR 5.218(c), Notice PIH 2018-24]

The PHA must terminate assistance if a participant family fails to disclose the complete and accurate social security numbers of each household member and the documentation necessary to verify each social security number.

However, if the family is otherwise eligible for continued program assistance, and the PHA determines that the family's failure to meet the SSN disclosure and documentation requirements was due to circumstances that could not have been foreseen and were outside of the family's control, the PHA may defer the family's termination and provide the opportunity to comply with the requirement within a period not to exceed 90 calendar days from the date the PHA determined the family to be noncompliant.

PHA Policy

The PHA will defer the family's termination and provide the family with the opportunity to comply with the requirement for a period of 90 calendar days for circumstances beyond the participant's control such as delayed processing of the SSN application by the SSA, natural disaster, fire, death in the family, or other emergency, if there is a reasonable likelihood that the participant will be able to disclose an SSN by the deadline.

Methamphetamine Manufacture or Production [24 CFR 982.553(b)(1)(ii)]

The PHA must terminate assistance if any household member has ever been convicted of the manufacture or production of methamphetamine on the premises of federally assisted housing.

Lifetime Registered Sex Offenders [Notice PIH 2012-28]

Should a PHA discover that a member of an assisted household was subject to a lifetime registration requirement at admission and was erroneously admitted after June 25, 2001, the PHA must immediately terminate assistance for the household member.

In this situation, the PHA must offer the family the opportunity to remove the ineligible family member from the household. If the family is unwilling to remove that individual from the household, the PHA must terminate assistance for the household.

Failure of Students to Meet Ongoing Eligibility Requirements [24 CFR 982.552(b)(5) and FR 4/10/06]

If a student enrolled at an institution of higher education is under the age of 24, is not a veteran, is not married, does not have dependent children, is not residing with their parents in an HCV assisted household, and is not a person with disabilities receiving HCV assistance as of November 30, 2005, the PHA must terminate the student's assistance if, at the time of reexamination, either the student's income or the income of the student's parents (if applicable) exceeds the applicable income limit.

If a participant household consists of both eligible and ineligible students, the eligible students shall not be terminated but must be issued a voucher to move with continued assistance in accordance with program regulations and PHA policies or must be given the opportunity to lease in place if the terminated ineligible student members elect to move out of the assisted unit.

Death of the Sole Family Member [24 CFR 982.311(d) and Notice PIH 2010-9]

The PHA must immediately terminate program assistance for deceased single member households.

12-IE. MANDATORY POLICIES AND OTHER AUTHORIZED TERMINATIONS

Mandatory Policies [24 CFR 982.553(b) and 982.551(l)]

HUD requires the PHA to establish policies that permit the PHA to terminate assistance if the PHA determines that:

- Any household member is currently engaged in any illegal use of a drug, or has a pattern of illegal drug use that interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents
- Any household member's abuse or pattern of abuse of alcohol may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents
- Any household member has violated the family's obligation not to engage in any drug-related criminal activity
- Any household member has violated the family's obligation not to engage in violent criminal activity

Use of Illegal Drugs and Alcohol Abuse

PHA Policy

The PHA will terminate a family's assistance if any household member is currently engaged in any illegal use of a drug or has a pattern of illegal drug use that interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents.

The PHA will terminate assistance if any household member's abuse or pattern of abuse of alcohol threatens the health, safety, or right to peaceful enjoyment of the premises by other residents.

Currently engaged in is defined as any use of illegal drugs during the previous three-months.

The PHA will consider all credible evidence, including but not limited to, any record of arrests, convictions, or eviction of household members related to the use of illegal drugs or abuse of alcohol.

A record or records of arrest will not be used as the sole basis for the termination or proof that the participant engaged in disqualifying criminal activity.

In making its decision to terminate assistance, the PHA will consider alternatives as described in Section 12-II.C and other factors described in Sections 12-II.D and 12-II.E. Upon consideration of such alternatives and factors, the PHA may, on a case-by-case basis, choose not to terminate assistance.

Drug-Related and Violent Criminal Activity [24 CFR 5.100]

Drug means a controlled substance as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802).

Drug-related criminal activity is defined by HUD as the illegal manufacture, sale, distribution, or use of a drug, or the possession of a drug with intent to manufacture, sell, distribute or use the drug.

Violent criminal activity means any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage.

PHA Policy

The PHA will terminate a family's assistance if any household member has violated the family's obligation not to engage in any drug-related or violent criminal activity during participation in the HCV program.

The PHA will consider all credible evidence, including but not limited to, any record of arrests and/or convictions of household members related to drug-related or violent criminal activity, and any eviction or notice to evict based on drug-related or violent criminal activity.

A record or records of arrest will not be used as the sole basis for the termination or proof that the participant engaged in disqualifying criminal activity.

In making its decision to terminate assistance, the PHA will consider alternatives as described in Section 12-II.C and other factors described in Sections 12-II.D and 12-II.E. Upon consideration of such alternatives and factors, the PHA may, on a case-by-case basis, choose not to terminate assistance.

Other Authorized Reasons for Termination of Assistance
[24 CFR 982.552(c), 24 CFR 5.2005(c), 24 CFR 984.101(d)]

HUD permits the PHA to terminate assistance under a number of other circumstances. It is left to the discretion of the PHA whether such circumstances in general warrant consideration for the termination of assistance. As discussed further in section 12-II.E, the Violence against Women Act prohibits PHAs from considering incidents of, or criminal activity directly related to, domestic violence, dating violence, sexual assault, stalking, or human trafficking as reasons for terminating the assistance of a victim of such abuse.

Additionally, per 24 CFR 984.101(d), PHAs are no longer permitted to terminate assistance to a family due to the family's failure to meet its obligations under the Family Self-Sufficiency (FSS) contract of participation.

PHA Policy

The PHA **will** terminate a family's assistance if:

The family has failed to comply with any family obligations under the program. See Exhibit 12-1 for a listing of family obligations and related PHA policies.

Any family member has been evicted from federally assisted housing in the last three years.

Any family member has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program.

The family currently owes rent or other amounts to any PHA in connection with Section 8 or public housing assistance under the 1937 Act.

The family has not reimbursed any PHA for the amount the PHA paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease.

The family has breached the terms of a repayment agreement entered into with the PHA.

A family member has engaged in or threatened violent or abusive behavior toward PHA personnel.

Abusive or violent behavior towards PHA personnel includes verbal as well as physical abuse or violence. Use of racial epithets, or other language, written or oral, that is customarily used to intimidate may be considered abusive or violent behavior.

Threatening refers to oral or written threats or physical gestures that communicate intent to abuse or commit violence.

In making its decision to terminate assistance, the PHA will consider alternatives as described in Section 12-II.C and other factors described in Sections 12-II.D and 12-II.E. Upon consideration of such alternatives and factors, the PHA may, on a case-by-case basis, choose not to terminate assistance.

Family Absence from the Unit [24 CFR 982.312]

The family may be absent from the unit for brief periods. The PHA must establish a policy on how long the family may be absent from the assisted unit. However, the family may not be absent from the unit for a period of more than 180 consecutive calendar days for any reason. Absence in this context means that no member of the family is residing in the unit.

PHA Policy

If the family is absent from the unit for more than 180 consecutive calendar days, the family's assistance will be terminated. Notice of termination will be sent in accordance with Section 12-II.F.

Upon the PHA's HOTMA 102/104 compliance date, the below section on the asset limitation is added:

Asset Limitation [24 CFR 5.618; Notice PIH 2023-27]

The PHA has discretion with respect to the application of the asset limitation at annual and interim reexamination. The PHA may adopt a written policy of total nonenforcement, enforcement, or limited enforcement as well as adopting exception policies.

PHA Policy

The PHA has adopted a policy of total nonenforcement of the asset limitation for all program participants. The asset limitation only applies to initial eligibility determinations for new admissions to the PHA's HCV program.

Insufficient Funding [24 CFR 982.454]

The PHA may terminate HAP contracts if the PHA determines, in accordance with HUD requirements, that funding under the consolidated ACC is insufficient to support continued assistance for families in the program. The PHA must identify in the administrative plan, in the event of insufficient funding, taking into account any cost saving measures taken by the PHA, a description of the factors the PHA will consider when determining which HAP contracts to terminate first [24 CFR 982.54(d)(26)].

PHA Policy

The PHA will determine whether there is sufficient funding to pay for currently assisted families according to the policies in Part VIII of Chapter 16. If the PHA determines there is a shortage of funding, prior to terminating any HAP contracts, the PHA will determine if any other actions can be taken to reduce program costs.

In the event that the PHA decides to stop issuing vouchers as a result of a funding shortfall, and the PHA is not assisting the required number of special purpose vouchers (NED families, HUD-Veterans Affairs Supportive Housing (VASH) families, and family unification program (FUP) families), when the PHA resumes issuing vouchers, the PHA will issue vouchers first to the special purpose voucher families on its waiting list until it has reached the required number of special purpose vouchers, when applicable.

If after implementing all reasonable cost cutting measures there is not enough funding available to provide continued assistance for current participants, the PHA will terminate HAP contracts as a last resort.

Prior to terminating any HAP contracts, the PHA will inform the local HUD field office. The PHA will terminate the minimum number needed in order to reduce HAP costs to a level within the PHA's annual budget authority.

If the PHA must terminate HAP contracts due to insufficient funding, the PHA will do so in accordance with the following criteria and instructions:

Families comprising the required number of special purpose vouchers, including nonelderly disabled (NED), HUD-Veteran's Affairs Supportive Housing (HUDVASH), and family unification program (FUP) will be the last to be terminated. Families not qualifying as elderly or disabled will be terminated before elderly and/or disabled families. Mobile vouchers will be terminated prior to Project-Based Vouchers.

The PHA will terminate HAP contracts starting with Category 1 families. The PHA will only move to the next category when there are no families remaining in the current category and more HAP contract terminations are necessary.

Category 1: Families who have committed program abuse or fraud.

Within each group below, the PHA will terminate HAP contracts according to the date the PHA first notified the family of the debt, starting with the most recent. If more than one family received notice on the same day, the PHA will rank the notices for that date using a random method, excluding families that include elderly or disabled family members and project-based voucher families.

First, the PHA will terminate families who owe the PHA money but are not yet under repayment agreement.

Second, the PHA will terminate families who owe the PHA money, are under repayment agreement, but have made at least one late payment.

Third, the PHA will terminate families who owe the PHA money, are under repayment agreement, and have made all payments in accordance with the repayment agreement.

Category 2: Families with the lowest HAP payments in the HCV program will be the ~~first~~ next to be terminated, excluding families that include elderly or disabled families members and Project based Voucher families

Category 3: Families who have been assisted in the HCV program the longest will be the ~~second~~ next to be terminated. SHA shall utilize a First in, first out methodology whereby HAP contracts are terminated based on the date of the family's initial participation in the HCV program with the oldest participant(s) terminated first, excluding families that include elderly or disabled family members and project-based voucher families.

Reinstatement: If the PHA determines that there is insufficient funding after a voucher has been issued, the PHA may rescind the voucher and place the affected family back on the waiting list in its original position. No action will be required by the family for the initial placement back on the waiting list, but the family will still be required to respond to requests for information. All eligibility requirements must still be met. Terminated families will be placed on a waiting list for terminated families. After HUD notifies the PHA to resume issuing vouchers, the PHA will select families from the terminated families waiting list and make voucher offers to them before moving on to other waiting lists.

Upon SHA's determination that sufficient funding is available to issue vouchers to some or all eligible families whose HAP contracts have previously been terminated due to insufficient funding, SHA shall use the following criteria:

1. Families will be given the Insufficient Funding Preference and shall be issued vouchers in chronological order based on the family's initial date of participation in the HCV program (prior to termination of the HAP contract), starting with the oldest date of initial participation. No action will be required by the family for the initial preference designation, but the family will still be required to respond to requests for information
2. The voucher issuance is contingent upon the family's continued eligibility for the HCV Program and compliance in relations with previous money owed to the Housing Authority at the time of termination.

PART II: APPROACH TO TERMINATION OF ASSISTANCE

12-II.A. OVERVIEW

The PHA is required by regulation to terminate a family's assistance for certain actions or inactions of the family. For other types of actions or inactions of the family, the regulations give the PHA the authority to either terminate the family's assistance or to take another action. This part discusses the various actions the PHA may choose to take when it has discretion and outlines the criteria the PHA will use to make its decision about whether or not to terminate assistance. It also specifies the requirements for the notification to the family of the PHA's intent to terminate assistance.

12-II.B. METHOD OF TERMINATION [24 CFR 982.552(a)(3)]

Termination of assistance for a participant may include any or all of the following:

- Terminating housing assistance payments under a current HAP contract,
- Refusing to enter into a new HAP contract or approve a lease, or
- Refusing to process a request for or to provide assistance under portability procedures.

12-II.C. ALTERNATIVES TO TERMINATION OF ASSISTANCE

Change in Household Composition

As a condition of continued assistance, the PHA may require that any household member who participated in or was responsible for an offense no longer resides in the unit [24 CFR 982.552(c)(2)(ii)].

PHA Policy

As a condition of continued assistance, the head of household must certify that the culpable family member has vacated the unit and will not be permitted to visit or to stay as a guest in the assisted unit. The family must present evidence of the former family member's current address upon PHA request.

Repayment of Family Debts

PHA Policy

If a family owes amounts to the PHA, as a condition of continued assistance, the PHA will require the family to repay the full amount or to enter into a repayment agreement, within 30 days of receiving notice from the PHA of the amount owed. See Chapter 16 for policies on repayment agreements.

12-IL.D. CRITERIA FOR DECIDING TO TERMINATE ASSISTANCE

Evidence

For criminal activity, HUD permits the PHA to terminate assistance if a *preponderance of the evidence* indicates that a household member has engaged in the activity, regardless of whether the household member has been arrested or convicted [24 CFR 982.553(c)].

PHA Policy

The PHA will use the concept of the preponderance of the evidence as the standard for making all termination decisions.

Preponderance of the evidence is defined as evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole shows that the fact sought to be proved is more probable than not.

Preponderance of the evidence may not be determined by the number of witnesses, but by the greater weight of all evidence

Use of Criminal Conviction Records after Admission [24 CFR 5.903]

The regulation at 24 CFR 5.903 governs a PHA's access to and use of criminal conviction records obtained from a "law enforcement agency" such as the National Crime Information Center (NCIC), police departments, and other law enforcement agencies that hold criminal conviction records. While the regulatory listing of permitted uses for these records includes PHA screening of applicants for admission to the HCV program, it specifically excludes the use of records for lease enforcement and eviction of HCV participants and excludes by omission a PHA's use of records to terminate assistance for participants. While a PHA has regulatory authority to use criminal conviction records for the purpose of applicant screening for admission, there is no corresponding authority to use these records to check for criminal and illegal drug activity by participants, and therefore, PHAs may not use records for this purpose. The limitations, however, do not apply to criminal conviction information searches from non-federal sources (i.e., sources other than the "law enforcement agencies" defined in 24 CFR 5.902(b)). There is no prohibition that bars a PHA from using non-federal sources to conduct criminal background checks of program participants.

Consideration of Circumstances [24 CFR 982.552(c)(2)(i)]

The PHA is permitted, but not required, to consider all relevant circumstances when determining whether a family's assistance should be terminated.

PHA Policy

The PHA will consider the following facts and circumstances when making its decision to terminate assistance:

The seriousness of the case, especially with respect to how it would affect other residents' safety or property

The effects that termination of assistance may have on other members of the family who were not involved in the action or failure to act

The extent of participation or culpability of individual family members, including whether the culpable family member is a minor or a person with disabilities or (as discussed further in section 12-II.E) a victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking

The length of time since the violation occurred, including the age of the individual at the time of the conduct, as well as the family's recent history and the likelihood of favorable conduct in the future

While a record or records of arrest will not be used as the sole basis for termination, an arrest may, however, trigger an investigation to determine whether the participant actually engaged in disqualifying criminal activity. As part of its investigation, the PHA may obtain the police report associated with the arrest and consider the reported circumstances of the arrest. The PHA may also consider:

- Any statements made by witnesses or the participant not included in the police report

- Whether criminal charges were filed

- Whether, if filed, criminal charges were abandoned, dismissed, not prosecuted, or ultimately resulted in an acquittal

- Any other evidence relevant to determining whether or not the participant engaged in disqualifying activity

Evidence of criminal conduct will be considered if it indicates a demonstrable risk to safety and/or property

In the case of drug or alcohol abuse, whether the culpable household member is participating in or has successfully completed a supervised drug or alcohol rehabilitation program or has otherwise been rehabilitated successfully

The PHA will require the participant to submit evidence of the household member's current participation in or successful completion of a supervised drug or alcohol rehabilitation program, or evidence of otherwise having been rehabilitated successfully.

In the case of program abuse, the dollar amount of the overpaid assistance and whether or not a false certification was signed by the family (See Chapter 16-IV.B. Repayment Policy, Criminal Prosecution for Program Fraud/Abuse).

Reasonable Accommodation [24 CFR 982.552(c)(2)(iv)]

If the family includes a person with disabilities, the PHA's decision to terminate the family's assistance is subject to consideration of reasonable accommodation in accordance with 24 CFR Part 8.

PHA Policy

If a family indicates that the behavior of a family member with a disability is the reason for a proposed termination of assistance, the PHA will determine whether the behavior is related to the disability. If so, upon the family's request, the PHA will determine whether alternative measures are appropriate as a reasonable accommodation. The PHA will only consider accommodations that can reasonably be expected to address the behavior that is the basis of the proposed termination of assistance. See Chapter 2 for a discussion of reasonable accommodation.

12-II.E. TERMINATIONS RELATED TO DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, STALKING, OR HUMAN TRAFFICKING

This section describes the protections against termination of assistance that the Violence against Women Act (VAWA) provides for victims of domestic violence, dating violence, sexual assault, stalking, and human trafficking. For general VAWA requirements, key VAWA definitions, and PHA policies pertaining to notification, documentation, and confidentiality, see section 16-IX of this plan.

VAWA Protections against Termination

VAWA provides four specific protections against termination of HCV assistance for victims of domestic violence, dating violence, sexual assault or stalking. (*Note:* The second, third, and fourth protections also apply to terminations of tenancy or occupancy by owners participating in the HCV program, as do the limitations discussed under the next heading.)

- Although the VAWA 2022 statute does not specifically include human trafficking in the list of victims protected under VAWA, in 2022 HUD began including human trafficking as part of the list of victims protected under VAWA (as seen in Notices PIH 2022-06, PIH 2022-22, and PIH 2022-24). In the absence of a final rule implementing VAWA 2022 and to mirror HUD's recent usage, this policy includes human trafficking in addition to domestic violence, dating violence, sexual assault, and stalking anywhere such a list appears.

First, VAWA provides that a PHA may not terminate assistance to a family that moves out of an assisted unit in violation of the lease, with or without prior notification to the PHA, if the move occurred to protect the health or safety of a family member who is or has been the victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking, and who reasonably believed they were imminently threatened by harm from further violence if they remained in the unit [see 24 CFR 982.354(b)(4)].

Second, it provides that an incident or incidents of actual or threatened domestic violence, dating violence, sexual assault, stalking, or human trafficking may not be construed either as a serious or repeated lease violation by the victim or as good cause to terminate the assistance of the victim [see 24 CFR 5.2005(c)(1)].

Third, it provides that criminal activity directly related to domestic violence, dating violence, sexual assault, stalking, or human trafficking may not be construed as cause for terminating the assistance of a tenant if a member of the tenant's household, a guest, or another person under the tenant's control is the one engaging in the criminal activity and the tenant or affiliated individual or other individual is the actual or threatened victim of the domestic violence, dating violence, sexual assault, stalking, or human trafficking [see 24 CFR 5.2005(c)(2)].

Fourth, it gives PHAs the authority to terminate assistance to any tenant or lawful occupant who engages in criminal acts of physical violence against family members or others without terminating assistance to, or otherwise penalizing, the victim of the violence [24 CFR 5.2009(a)].

PHAs and owners may not coerce, intimidate, threaten, interfere with, or retaliate against any person who exercises or assists or encourages a person to exercise any rights or protections under VAWA [FR Notice 1/4/23].

Limitations on VAWA Protections [24 CFR 5.2005(d) and (e)]

VAWA does not limit the authority of a PHA to terminate the assistance of a victim of abuse for reasons unrelated to domestic violence, dating violence, sexual assault, stalking, or human trafficking so long as the PHA does not subject the victim to a more demanding standard than it applies to other program participants [24 CFR 5.2005(d)(1)].

Likewise, VAWA does not limit the authority of a PHA to terminate the assistance of a victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking if the PHA can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the assisted property if the victim is not terminated from assistance [24 CFR 5.2005(d)(2)].

HUD regulations define *actual and imminent threat* to mean words, gestures, actions, or other indicators of a physical threat that (a) is real, (b) would occur within an immediate time frame, and (c) could result in death or serious bodily harm [24 CFR 5.2005(d)(2) and (e)]. In determining whether an individual would pose an actual and imminent threat, the factors to be considered include:

- The duration of the risk
- The nature and severity of the potential harm
- The likelihood that the potential harm will occur
- The length of time before the potential harm would occur [24 CFR 5.2005(e)]

In order to demonstrate an actual and imminent threat, the PHA must have objective evidence of words, gestures, actions, or other indicators. Even when a victim poses an actual and imminent threat, however, HUD regulations authorize a PHA to terminate the victim's assistance "only when there are no other actions that could be taken to reduce or eliminate the threat" [24 CFR 5.2005(d)(3)].

PHA Policy

In determining whether a program participant who is a victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking is an actual and imminent threat to other tenants or those employed at or providing service to a property, the PHA will consider the following, and any other relevant, factors:

Whether the threat is toward an employee or tenant other than the victim of domestic violence, dating violence, sexual assault, stalking or human trafficking

Whether the threat is a physical danger beyond a speculative threat

Whether the threat is likely to happen within an immediate time frame

Whether the threat to other tenants or employees can be eliminated in some other way, such as by helping the victim relocate to a confidential location or seeking a legal remedy to prevent the perpetrator from acting on the threat

If the participant wishes to contest the PHA's determination that they are an actual and imminent threat to other tenants or employees, the participant may do so as part of the informal hearing.

Documentation of Abuse [24 CFR 5.2007]

PHA Policy

When an individual facing termination of assistance for reasons related to domestic violence, dating violence, sexual assault, stalking, or human trafficking claims protection under VAWA, the PHA will request that the individual provide documentation supporting the claim in accordance with the policies in section 16-IX.D of this plan.

The PHA reserves the right to waive the documentation requirement if it determines that a statement or other corroborating evidence from the individual will suffice. In such cases the PHA will document the waiver in the individual's file.

Terminating the Assistance of a Domestic Violence Perpetrator

Although VAWA provides protection against termination of assistance for victims of domestic violence, it does not provide such protection for perpetrators. VAWA gives the PHA the explicit authority to "terminate assistance to any individual who is a tenant or lawful occupant and who engages in criminal acts of physical violence against family members or others" without terminating assistance to "or otherwise penalizing the victim of such violence who is also a tenant or lawful occupant" [24 CFR 5.2009(a)]. This authority is not dependent on a bifurcated lease or other eviction action by an owner against an individual family member. Further, this authority supersedes any local, state, or other federal law to the contrary. However, if the PHA chooses to exercise this authority, it must follow any procedures prescribed by HUD or by applicable local, state, or federal law regarding termination of assistance. This means that the PHA must follow the same rules when terminating assistance to an individual as it would when terminating the assistance of an entire family [FR Notice 3/16/07].

If the perpetrator remains in the unit, the PHA continues to pay the owner until the PHA terminates the perpetrator from the program. The PHA must not stop paying HAP until 30 days after the owner bifurcates the lease to evict the perpetrator. The PHA may pay HAP for the full month if the 30-day period will end mid-month [Notice PIH 2017-08].

If the perpetrator is the only participant eligible to receive assistance, the PHA will provide any remaining participant a chance to establish eligibility for the program. If the remaining participant cannot do so, the PHA will provide them with 30 days to establish eligibility for another housing program prior to termination of the HAP contract.

PHA Policy

The PHA will terminate assistance to a family member if the PHA determines that the family member has committed criminal acts of physical violence against other family members or others. This action will not affect the assistance of the remaining, nonculpable family members.

In making its decision, the PHA will consider all credible evidence, including, but not limited to, a signed certification (form HUD-5382) or other documentation of abuse submitted to the PHA by the victim in accordance with this section and section 16-IX.D. The PHA will also consider the factors in section 12-II.D. Upon such consideration, the PHA may, on a case-by-case basis, choose not to terminate the assistance of the culpable family member.

If the PHA does terminate the assistance of the culpable family member, it will do so in accordance with applicable law, HUD regulations, and the policies in this plan.

12-II.F. TERMINATION NOTICE

HUD regulations require PHAs to provide written notice of termination of assistance to a family only when the family is entitled to an informal hearing. However, since the family's HAP contract and lease will also terminate when the family's assistance terminates [form HUD-52641], it is a good business practice to provide written notification to both owner and family anytime assistance will be terminated, whether voluntarily or involuntarily.

PHA Policy

Whenever a family's assistance will be terminated, the PHA will send a written notice of termination to the family and to the owner. The PHA will also send a form HUD-5382 and form HUD-5380 to the family with the termination notice. The notice will state the date on which the termination will become effective. This date generally will be at least 30 calendar days following the date of the termination notice, but exceptions will be made whenever HUD rules, other PHA policies, or the circumstances surrounding the termination require.

When the PHA notifies an owner that a family's assistance will be terminated, the PHA will, if appropriate, advise the owner of their right to offer the family a separate, unassisted lease.

If a family whose assistance is being terminated is entitled to an informal hearing, the notice of termination that the PHA sends to the family must meet the additional HUD and PHA notice requirements discussed in section 16-III.C of this plan. VAWA requires PHAs to provide notice of VAWA rights and the HUD 5382 form when a PHA terminates a household's housing benefits.

PHA Policy

Whenever the PHA decides to terminate a family's assistance because of the family's action or failure to act, the PHA will include in its termination notice the VAWA information described in section 16-IX.C of this plan and a form HUD-5382 and form HUD-5380. The PHA will request in writing that a family member wishing to claim protection under VAWA notify the PHA within 14 business days.

Still other notice requirements apply in two situations:

- If a criminal record is the basis of a family's termination, the PHA must provide a copy of the record to the subject of the record and the tenant so that they have an opportunity to dispute the accuracy and relevance of the record [24 CFR 982.553(d)(2)].
- If immigration status is the basis of a family's termination, as discussed in section 12-I.D, the special notice requirements in section 16-III.D must be followed.

PART III: TERMINATION OF TENANCY BY THE OWNER

12-III.A. OVERVIEW

Termination of an assisted tenancy is a matter between the owner and the family; the PHA is not directly involved. However, the owner is under some constraints when terminating an assisted tenancy. Termination of tenancy for certain reasons will also result in termination of assistance as discussed in this section.

12-III.B. GROUNDS FOR OWNER TERMINATION OF TENANCY [24 CFR 982.310, 24 CFR 5.2005(c), and Form HUD-52641-A, Tenancy Addendum]

During the term of the lease, the owner is not permitted to terminate the tenancy except for serious or repeated violations of the lease, certain violations of state or local law, or other good cause.

Serious or Repeated Lease Violations

The owner is permitted to terminate the family's tenancy for serious or repeated violations of the terms and conditions of the lease, except when the violations are related to incidents of actual or threatened domestic violence, dating violence, sexual assault, stalking, and human trafficking and the victim is protected from eviction by the Violence against Women Act (see section 12-II.E). A serious lease violation includes failure to pay rent or other amounts due under the lease. However, the PHA's failure to make a HAP payment to the owner is not a violation of the lease between the family and the owner.

Violation of Federal, State, or Local Law

The owner is permitted to terminate the tenancy if a family member violates federal, state, or local law that imposes obligations in connection with the occupancy or use of the premises.

Criminal Activity or Alcohol Abuse

The owner may terminate tenancy during the term of the lease if any *covered person*—meaning any member of the household, a guest, or another person under the tenant's control—commits any of the following types of criminal activity (for applicable definitions see 24 CFR 5.100):

- Any criminal activity that threatens the health or safety of, or the right to peaceful enjoyment of the premises by, other residents (including property management staff residing on the premises)
- Any criminal activity that threatens the health or safety of, or the right to peaceful enjoyment of their residences by, persons residing in the immediate vicinity of the premises
- Any violent criminal activity on or near the premises
- Any drug-related criminal activity on or near the premises

However, in the case of criminal activity directly related to domestic violence, dating violence, sexual assault, stalking, or human trafficking if the tenant or an affiliated individual is the victim, the criminal activity may not be construed as cause for terminating the victim's tenancy (see section 12-II.E).

The owner may terminate tenancy during the term of the lease if any member of the household is:

- Fleeing to avoid prosecution, custody, or confinement after conviction for a crime or an attempt to commit a crime that is a felony under the laws of the place from which the individual flees, or that, in the case of the State of New Jersey, is a high misdemeanor; or
- Violating a condition of probation or parole imposed under federal or state law.

The owner may terminate tenancy during the term of the lease if any member of the household has engaged in abuse of alcohol that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents.

Evidence of Criminal Activity

The owner may terminate tenancy and evict by judicial action a family for criminal activity by a covered person if the owner determines the covered person has engaged in the criminal activity, regardless of whether the covered person has been arrested or convicted for such activity and without satisfying the standard of proof used for a criminal conviction. This is the case except in certain incidents where the criminal activity directly relates to domestic violence, dating violence, sexual assault, stalking, or human trafficking, and the tenant or an affiliated individual is the victim or threatened victim of the domestic violence, dating violence, sexual assault, stalking, or human trafficking.

Other Good Cause

During the initial lease term, the owner may not terminate the tenancy for “other good cause” unless the owner is terminating the tenancy because of something the family did or failed to do. During the initial lease term or during any extension term, other good cause includes the disturbance of neighbors, destruction of property, or living or housekeeping habits that cause damage to the unit or premises.

After the initial lease term, “other good cause” for termination of tenancy by the owner includes:

- Failure by the family to accept the offer of a new lease or revision
- The owner’s desire to use the unit for personal or family use, or for a purpose other than as a residential rental unit
- A business or economic reason for termination of the tenancy (such as sale of the property, renovation of the unit, or desire to lease the unit at a higher rent)

After the initial lease term, the owner may give the family notice at any time, in accordance with the terms of the lease.

If a property is subject to foreclosure, during the term of the lease, the new owner of the property does not have good cause to terminate the tenant’s lease, unless the new owner will occupy the unit as their primary residence and has provided the tenant with at least a 90-day notice. In that case, the lease may be terminated effective on the date of sale, although the tenant is still entitled to a 90-day notice to vacate. See Section 13-II.G for a discussion of PHA policies relating to units in foreclosure.

12-III.C. EVICTION [24 CFR 982.310(e) and (f) and Form HUD-52641-A, Tenancy Addendum]

The owner must give the tenant a written notice that specifies the grounds for termination of tenancy during the term of the lease. The tenancy does not terminate before the owner has given this notice, and the notice must be given at or before commencement of the eviction action.

The notice of grounds may be included in, or may be combined with, any owner eviction notice to the tenant.

Owner eviction notice means a notice to vacate, or a complaint or other initial pleading used under state or local law to commence an eviction action. The owner may only evict the tenant from the unit by instituting a court action. The owner must give the PHA a copy of any eviction notice at the same time the owner notifies the family. The family is also required to give the PHA a copy of any eviction notice (see Chapter 5).

PHA Policy

If the eviction action is finalized in court, the owner must provide the PHA with documentation related to the eviction, including notice of the eviction date, as soon as possible, but no later than 5 business days following the court-ordered eviction.

12-III.D. DECIDING WHETHER TO TERMINATE TENANCY [24 CFR 982.310(h), 24 CFR 982.310(h)(4)]

An owner who has grounds to terminate a tenancy is not required to do so, and may consider all of the circumstances relevant to a particular case before making a decision. These might include:

- The nature of the offending action
- The seriousness of the offending action;
- The effect on the community of the termination, or of the owner's failure to terminate the tenancy;
- The extent of participation by the leaseholder in the offending action;
- The effect of termination of tenancy on household members not involved in the offending activity;
- The demand for assisted housing by families who will adhere to lease responsibilities;
- The extent to which the leaseholder has shown personal responsibility and taken all reasonable steps to prevent or mitigate the offending action;
- The effect of the owner's action on the integrity of the program.

The owner may require a family to exclude a household member in order to continue to reside in the assisted unit, where that household member has participated in or been culpable for action or failure to act that warrants termination.

In determining whether to terminate tenancy for illegal use of drugs or alcohol abuse by a household member who is no longer engaged in such behavior, the owner may consider whether such household member is participating in or has successfully completed a supervised drug or alcohol rehabilitation program or has otherwise been rehabilitated successfully (42 U.S.C. 13661). For this purpose, the owner may require the tenant to submit evidence of the household member's current participation in, or successful completion of, a supervised drug or alcohol rehabilitation program or evidence of otherwise having been rehabilitated successfully.

The owner's termination of tenancy actions must be consistent with the fair housing and equal opportunity provisions in 24 CFR 5.105.

An owner's decision to terminate tenancy for incidents related to domestic violence, dating violence, sexual assault, stalking, or human trafficking is limited by the Violence against Women Act (VAWA) and the conforming regulations in 24 CFR Part 5, Subpart L. (See section 12-II.E.)

12-III.E. EFFECT OF TENANCY TERMINATION ON THE FAMILY'S ASSISTANCE

If a termination is not due to a serious or repeated violation of the lease, and if the PHA has no other grounds for termination of assistance, the PHA may issue a new voucher so that the family can move with continued assistance (see Chapter 10).

EXHIBIT 12-1: STATEMENT OF FAMILY OBLIGATIONS

Following is a listing of a participant family's obligations under the HCV program:

- The family must supply any information that the PHA or HUD determines to be necessary, including submission of required evidence of citizenship or eligible immigration status.
- The family must supply any information requested by the PHA or HUD for use in a regularly scheduled reexamination or interim reexamination of family income and composition.
- The family must disclose and verify social security numbers and sign and submit consent forms for obtaining information.
- Any information supplied by the family must be true and complete.
- The family may be held responsible for a breach of housing quality standards caused by the family's failure to pay tenant-provided utilities or appliances or damages to the dwelling unit or premises beyond ordinary wear and tear caused by any member of the household or guest.

PHA Policy

Damages beyond ordinary wear and tear will be considered to be damages which could be assessed against the security deposit under state law or in court practice.

- The family must allow the PHA to inspect the unit at reasonable times and after reasonable notice, as described in Chapter 8 of this plan.
- The family must not commit any serious or repeated violation of the lease.

PHA Policy

The PHA will determine if a family has committed serious or repeated violations of the lease based on available evidence, including but not limited to, a court-ordered eviction or an owner's notice to evict, police reports, and affidavits from the owner, neighbors, or other credible parties with direct knowledge.

Serious and repeated lease violations will include, but not be limited to, nonpayment of rent, disturbance of neighbors, destruction of property, living or housekeeping habits that cause damage to the unit or premises, and criminal activity. Generally, the criterion to be used will be whether or not the reason for the eviction was the fault of the tenant or guests. Any incidents of, or criminal activity related to, domestic violence, dating violence, sexual assault, stalking, or human trafficking will not be construed as serious or repeated lease violations by the victim [see 24 CFR 5.2005(c)(1)].

- The family must notify the PHA and the owner before moving out of the unit or terminating the lease.

PHA Policy

The family must comply with lease requirements regarding written notice to the owner.

The family must provide written notice to the PHA at the same time the owner is notified.

- The family must promptly give the PHA a copy of any owner eviction notice.

- The family must use the assisted unit for residence by the family. The unit must be the family's only residence.
- The composition of the assisted family residing in the unit must be approved by the PHA. The family must promptly notify the PHA in writing of the birth, adoption, or court-awarded custody of a child. The family must request PHA approval to add any other family member as an occupant of the unit.

PHA Policy

The request to add a family member must be submitted in writing and approved prior to the person moving into the unit. The PHA will determine the eligibility of the new member in accordance with the policies in Chapter 3.

- The family must promptly notify the PHA in writing if any family member no longer lives in the unit.
- If the PHA has given approval, a foster child or a live-in aide may reside in the unit. The PHA has the discretion to adopt reasonable policies concerning residency by a foster child or a live-in aide, and to define when PHA consent may be given or denied. For policies related to the request and approval/disapproval of foster children, foster adults, and live-in aides, see Chapter 3 (Sections I.K and I.M), and Chapter 11 (Section II.B).
- The family must not sublease the unit, assign the lease, or transfer the unit.

PHA Policy

Subleasing includes receiving payment to cover rent and utility costs by a person living in the unit who is not listed as a family member.

- The family must supply any information requested by the PHA to verify that the family is living in the unit or information related to family absence from the unit.
- The family must promptly notify the PHA when the family is absent from the unit.

PHA Policy

Notice is required under this provision only when all family members will be absent from the unit for an extended period. An extended period is defined as any period greater than 30 calendar days. Written notice must be provided to the PHA at the start of the extended absence.

- The family must pay utility bills and provide and maintain any appliances that the owner is not required to provide under the lease [Form HUD-52646, Voucher].
- The family must not own or have any interest in the unit, (other than in a cooperative and owners of a manufactured home leasing a manufactured home space).
- Family members must not commit fraud, bribery, or any other corrupt or criminal act in connection with the program. (See Chapter 14, Program Integrity for additional information).

- Family members must not engage in drug-related criminal activity or violent criminal activity or other criminal activity that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises. See Chapter 12 for HUD and PHA policies related to drug-related and violent criminal activity.
- Members of the household must not engage in abuse of alcohol in a way that threatens the health, safety or right to peaceful enjoyment of the other residents and persons residing in the immediate vicinity of the premises. See Chapter 12 for a discussion of HUD and PHA policies related to alcohol abuse.
- An assisted family or member of the family must not receive HCV program assistance while receiving another housing subsidy, for the same unit or a different unit under any other federal, state or local housing assistance program.
- A family must not receive HCV program assistance while residing in a unit owned by a parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the PHA has determined (and has notified the owner and the family of such determination) that approving rental of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities. [Form HUD-52646, Voucher]

