



Cathy Sheehan, 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

2026 JUL -2 AM 10:26

CITY CLERK
SALEM, MASS

**REVISED NOTICE OF MEETING WITH PUBLIC HEARING ON DRAFT STATE
ANNUAL PLAN/CAPITAL IMPROVEMENT PLAN**

July 1, 2026

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 BOARD OF DIRECTORS WITH PUBLIC HEARING ON DRAFT STATE ANNUAL PLAN/CAPITAL IMPROVEMENT PLAN** to be held on **WEDNESDAY, JULY 8, 2026 at 6:00 p.m.** at the Section 8 Office of the Authority, 136 Canal Street. Unit 1 and Unit 2 Salem, Massachusetts is hereby posted.

Hybrid Meeting Notice: Members of the public are welcome to attend this in-person at the Salem Housing Authority, Section 8 Office, 136 Canal Street, Unit 1 and Unit 2, Salem, MA 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.

Zoom Webinar Link

When: Jul 8, 2026 06:00 PM Eastern Time (US and Canada)
Topic: Salem Housing Authority Board of Commissioners Meeting

Join from PC, Mac, iPad, or Android:

<https://us02web.zoom.us/j/82835115049?pwd=RgOhcuNSKB042TaXS2dbnqAVxbXUnx.1>

Passcode: 686302

Phone one-tap:



Equal Opportunity Employer



+16469313860,,82835115049#,,, *686302# US
+13017158592,,82835115049#,,, *686302# US (Washington DC)

Join via audio:

+1 646 931 3860 US
+1 301 715 8592 US (Washington DC)
+1 305 224 1968 US
+1 309 205 3325 US
+1 312 626 6799 US (Chicago)
+1 646 558 8656 US (New York)
+1 564 217 2000 US
+1 669 444 9171 US
+1 669 900 9128 US (San Jose)
+1 689 278 1000 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

Webinar ID: 828 3511 5049

Passcode: 686302

International numbers available: <https://us02web.zoom.us/j/82835115049>

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
WITH PUBLIC HEARING ON DRAFT STATE ANNUAL PLAN/
CAPITAL IMPROVEMENT PLAN
WEDNESDAY, JULY 8, 2026
6:00 p.m.**

I. Call Meeting to Order

II. Roll Call

Public Hearing on Draft State Annual Plan/Capital Improvement Plan

State Annual Plan//Capital Improvement Plan – Board Vote

III. Tenant/Public Engagement

IV. Acceptance of the Minutes of Previous Meeting(s)

- Acceptance of Minutes of the Special Meeting of June 17, 2026

V. Report of the Executive Director

- Executive Director Report – July 2026

VI. Report of the Tenant Representative

- July 2026

VII. Communications

- Mass NAHRO Newsletter – May/June
- Updated Waitlist
- SHA Department Reports (Vacancy Report, State and Federal, CHAMP Report, State Self-Sufficiency Report (Future Forward), Modernization Report, Voucher Report, Family Self-Sufficiency Program Report (Quarterly), Resident Service Coordinator Reports, Maintenance Report for the month of June 30, 2026, Elevator Operations Report for June 2026 and Pre-2004 Section 8 Monies (Quarterly Report)
- Mandatory Board Member Training Reminder (Veronica Miranda, expires 9-16-2026, Romell Kidds expires 7-24-26, Aaron Paternoster, expires 4-26-27, Emily Ullman expires 10-8-27 and Patricia Morsillo expires 2-21-28)

VIII. Reports of the Committees

IX. Recommendations of the Chair

- Discussion – Strategic Planning

X. Report of the Treasurer

- Bills for the period June 1, 2026 through June 30, 2026
- Balance Sheet and Statements of Revenues and Expenses through May 31, 2026

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

XI. Unfinished Business

XII. New Business

- Certificate of Substantial Completion for EOHLC project #258194, Elevator upgrade work at 27 Charter Street, effective January 31, 2026.
- Certificate of Final Completion for EOHLC project #258194, Elevator upgrade work at 27 Charter Street, and to approve final payment in the amount of \$18,870.00
- Salem Housing Authority Federal Annual Public Housing Agency Plan for Fiscal Year 2026
- Collection of Losses – Write Offs Through June 30, 2026 per Public Housing Notice 2017-17

XIII. Other Business /Late Communications

XIV. Adjournment

Very truly yours,


Cathy Sheehan
Executive Director

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

This notice posted on "Official Bulletin Board"
City Hall, Salem, Mass. on JUL 02 2026
at 10:26am in accordance with MGL Chap. 30A,
Sections 18-25.

AVISO REVISADO DE REUNIÓN CON AUDIENCIA PÚBLICA SOBRE EL
BORRADOR DEL PLAN ANUAL ESTATAL/PLAN DE MEJORAS DE CAPITAL

1 de julio de 2026

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, según enmendadas, se publica el Aviso de REUNIÓN ORDINARIA de la JUNTA DIRECTIVA DE LA AUTORIDAD DE VIVIENDA DE SALEM CON AUDIENCIA PÚBLICA SOBRE EL BORRADOR DEL PLAN ANUAL ESTATAL/PLAN DE MEJORAS DE CAPITAL, que se llevará a cabo el MIÉRCOLES 8 DE JULIO DE 2026 a las 6:00 p. m. en la Oficina de la Sección 8 de la Autoridad, 136 Canal Street, Unidades 1 y 2, Salem, Massachusetts.

Aviso de reunión híbrida: El público puede asistir en persona a la Oficina de la Sección 8 de la Autoridad de Vivienda de Salem, ubicada en 136 Canal Street, Unidades 1 y 2, Salem, MA, o a través del seminario web de Zoom que se proporciona a continuación. Tenga en cuenta que la reunión presencial no se suspenderá ni se cancelará si surgen problemas técnicos que interrumpan la conexión remota.

Enlace al seminario web de Zoom

Fecha: 8 de julio de 2026, 18:00 (hora del este de EE. UU. y Canadá)

Tema: Reunión de la Junta de Comisionados de la Autoridad de Vivienda de Salem

Únase desde PC, Mac, iPad o Android:

<https://us02web.zoom.us/j/82835115049?pwd=RgOhcuNSKB042TaXS2dbnqAVxbXUnx.1>

Código de acceso: 686302

Llamada telefónica con un toque:

+16469313860,,82835115049#,,,*686302# (EE. UU.)

+13017158592,,82835115049#,,,*686302# (EE. UU., Washington D. C.)

Únase por audio:

+1 646 931 3860 EE. UU.

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

+1 305 224 1968 EE. UU.

+1 309 205 3325 EE. UU.
+1 312 626 6799 EE. UU. (Chicago)
+1 646 558 8656 EE. UU. (Nueva York)
+1 564 217 2000 EE. UU.
+1 669 444 9171 EE. UU.
+1 669 900 9128 EE. UU. (San José)
+1 689 278 1000 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.

ID del seminario web: 828 3511 5049

Código de acceso: 686302

Números internacionales disponibles: <https://us02web.zoom.us/j/82835115049>

El Presidente prevé que se abordarán los asuntos descritos en el orden del día a continuación, así como cualquier otro asunto imprevisto que pueda presentarse legalmente.

ORDEN DEL DÍA DE LA
REUNIÓN ORDINARIA DE LA JUNTA DIRECTIVA
CON AUDIENCIA PÚBLICA SOBRE EL BORRADOR DEL PLAN ANUAL
ESTATAL/
PLAN DE MEJORAS DE CAPITAL
MIÉRCOLES, 8 DE JULIO DE 2026
18:00 h

I. Apertura de la sesión

II. Lista de asistencia

Audiencia pública sobre el borrador del Plan Anual Estatal/Plan de Mejoras de Capital

Plan Anual Estatal/Plan de Mejoras de Capital – Votación de la Junta

III. Participación de inquilinos/público

IV. Aprobación de las actas de las reuniones anteriores

- Aprobación de las actas de la reunión extraordinaria del 17 de junio de 2026

V. Informe del Director Ejecutivo

- Informe del Director Ejecutivo – Julio de 2026

VI. Informe del Representante de los Inquilinos

- Julio de 2026

VII. Comunicaciones

- Boletín informativo de Mass NAHRO – Mayo/Junio
- Lista de espera actualizada
- Informes del Departamento de SHA (Informe de vacantes, estatal y federal,

Informe CHAMP, Informe estatal de autosuficiencia (Future Forward),

Informe de modernización, Informe de vales, Informe del programa de autosuficiencia familiar (trimestral), Informes de coordinadores de servicios para residentes, Informe de mantenimiento del mes del 30 de junio de 2026, Informe de operaciones de ascensores de junio de 2026 y Fondos de la Sección 8 anteriores a 2004 (Informe trimestral)

- Recordatorio de capacitación obligatoria para miembros de la junta (Veronica Miranda, vence el 16/09/2026; Romell Kidds, vence el 24/07/2026; Aaron Paternoster, vence el 26/04/2027; Emily Ullman, vence el 08/10/2027; y Patricia Morsillo, vence el 21/02/2028)

VIII. Informes de los Comités

IX. Recomendaciones del Presidente

- Discusión – Planificación Estratégica

X. Informe del Tesorero

- Facturas del período del 1 al 30 de junio de 2026
- Balance General y Estado de Ingresos y Gastos al 31 de mayo de 2026

El Balance General y el Estado de Ingresos y Gastos incluyen cualquier variación en el presupuesto hasta la fecha.

XI. Asuntos Pendientes

XII. Nuevos Asuntos

- Certificado de Finalización Sustancial del proyecto EOHLC n.º 258194, obras de modernización del ascensor en 27 Charter Street, con vigencia a partir del 31 de enero de 2026.

- Certificado de Finalización Definitiva del proyecto EOHLC n.º 258194, obras de modernización del ascensor en 27 Charter Street, y aprobación del pago final por un monto de \$18,870.00
- Plan Anual Federal de la Autoridad de Vivienda de Salem para la Agencia de Vivienda Pública Año Fiscal 2026
- Cobro de Pérdidas – Cancelaciones hasta el 30 de junio de 2026 según

Aviso de Vivienda Pública 2017-17

XIII. Otros Asuntos / Comunicaciones Tardías

XIV. Clausura

Atentamente,



Cathy Sheehan
Directora Ejecutiva

Copia: Miembros de la Junta Directiva de SHA

Asociación de Inquilinos de Charter Street

Organización de Inquilinos de Pioneer/Bertram Terrace

Organización de Inquilinos de Dalton House
Send feedback



Cathy Sheehan, 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

**DISCUSSIONS FOR THE
REGULAR BOARD OF DIRECTORS MEETING
WITH PUBLIC HEARING ON DRAFT STATE ANNUAL PLAN/
CAPITAL IMPROVEMENT PLAN
WEDNESDAY, JULY 8, 2026
6:00 p.m.**

I. Call Meeting to Order

This meeting will be a hybrid meeting.

II. Roll Call

Present

Absent

Also Present:

Public Hearing on State Annual Plan/Capital Improvement Plan

Public Hearing is being held July 8, 2026 at the Regular Board Meeting for comment on the State Annual Plan/Capital Improvement Plan.

State Annual Plan//Capital Improvement Plan – Board Vote

Cathy Sheehan presented to the Board the State Annual Plan/Capital Improvement Plan for approval.

() moves to approve the State Annual Plan/Capital Improvement Plan as presented.

() seconds the motion and the vote is as follows:

Ayes

Nays



III. Tenant/Public Engagement

IV. Minutes of Previous Meeting(s)

() moves to approve the minutes of the Special Board Meeting of June 17, 2026. () seconds the motion and the roll call vote is as follows:

Ayes

Nays

V. Executive Director Report

- Executive Director Report – July 2026

VI. Tenant Representative Report

- July 2026

VII. Communications

- Mass NAHRO Newsletters May/June 2026
- Updated Waitlist
- SHA Department Reports (Vacancy Report, State and Federal, CHAMP Report, Modernization Report, Voucher Report, Family Self-Sufficiency Program Report (Federal) (Quarterly), Future Forward Report State Self-Sufficiency Program, Resident Service Coordinator Reports, Maintenance Report for Month of June 2026), Elevator Operations Report June 2026 and Pre-2004 Section 8 Monies (Quarterly Report)
- Mandatory Board Member Training Reminder (Veronica Miranda, expires 9-16-2026, Romell Kidds expires 7-24-26, Aaron Paternoster, expires 4-26-27, Emily Ullman expires 10-8-27 and Patricia Morsillo expires 2-21-28)

VIII. Reports of the Committees

IX. Recommendations of the Chair

- Discussion -Strategic Planning

X. Report of the Treasurer

Bills

Cathy Sheehan will present the Bills for the period June 1, 2026 through June 30, 2026 to the Board of Directors.

() moves to acknowledge receipt the bills for the period June 1, 2026 through June 30, 2026 as presented. () seconds the motion and the **roll call** vote is as follows:

Ayes

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 in time

() moves 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, 2026 () seconds the motion and the **roll call** vote is as follows:

Ayes

Nays

XI. Unfinished Business

XII. New Business

Certificate of Substantial Completion for EOHLC project #258194, Elevator upgrade work at 27 Charter Street, effective January 31, 2026.

Cathy Sheehan presented and discussed with the Board Certificate of Substantial Completion for EOHLC project #258194, Elevator upgrade work at 27 Charter Street, effective January 31, 2026.

() moves to approve Certificate of Substantial Completion for EOHLC project #258194, Elevator upgrade work at 27 Charter Street, effective January 31, 2026. () seconds the motion and the roll call vote was as follows:

Ayes

Nays

Certificate of Final Completion for EOHLC project #258194, Elevator upgrade work at 27 Charter Street, and to approve final payment in the amount of \$18,870.00.

Cathy Sheehan will present and discuss with the Board of Directors the Certificate of Final Completion for EOHLC project #258194, Elevator upgrade work at 27 Charter Street, and to approve final payment in the amount of \$18,870.00.

() moves to approve the Certificate of Final Completion for EOHLC project #258194, Elevator upgrade work at 27 Charter Street, and to approve final payment in the amount of \$18,870.00. () seconded the motion and the roll call vote is as follows:

Ayes

Nays

Salem Housing Authority Federal Annual Public Housing Agency Plan for Fiscal Year 2026

Cathy Sheehan will present to the Board of Directors the Salem Housing Authority Federal Annual Public Housing Agency Plan for Fiscal Year 2026.

() moves to approve the 2026 Federal Annual Public Housing Agency Plan for Fiscal Year 2026 as presented and authorize Chair Aaron Paternoster to execute the Civil

Rights Certification and Certification of Compliance with PHA Plans and Related Regulations including required and any other certifications required. () seconds the motion and the roll call vote was as follows:

Ayes

Nays

Collection of Losses – Write Offs Through March 31, 2026 per Public Housing Notice 2017-17

Cathy Sheehan will present the Collection of Losses – Write Offs Through June 30, 2026 per Public Housing Notice 2017-17.

() moves to approve write offs through June 30, 2026 for State Development 667 in the amount of \$3,992.41 and State Development 200 in the amount of 1,808.00 for a total

amount equal to \$5,800.41 pursuant to Public Housing Notice 2017-17. () seconds
the motion and the **roll call** vote is as follows:

Ayes

Nays

XIII. Other Business/Late Communications

XIV. Adjournment

() moves that the Board adjourn the Regular Meeting of Wednesday, July 8, 2026 at
() p.m. () seconds the motion and the vote is as follows:

Ayes

Nays

Notice of Public Hearing

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

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

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



Hearing time and date: 6:00 PM on 7/8/2026

Hearing location: Meeting Room
136 Canal Street
Salem, MA 01970

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

- o Copies of the Annual Plan are available at the Authority's office or may be reviewed online at <https://publichousingfacilityreview.mass.gov/Public?ap=269>
- o Comments may be submitted orally at the hearing, by emailing the housing authority office, or by submitting written comments at the housing authority office. Comments must be received no later than the close of the public hearing.
- o For reasonable accommodation requests contact the housing authority office by 6/24/2026 at 4:00 PM
- o Contact information for SALEM HOUSING AUTHORITY:
Office: 27 Charter St. Salem, MA 01970
Phone: 978-744-4432
Email: choog@salemha.org

Detailed Instructions for Remote Access

www.zoom.us

Webinar ID: 828 3511 5049

Passcode: 686302

To join by phone:

(386) 347-5053 or

(507) 473-4847

Aviso de audiencia pública

EL/LA SALEM HOUSING AUTHORITY

invita a todos los arrendatarios y al público en general a una revisión del Plan Anual Propuesto por la autoridad para el año fiscal 2027

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

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



Fecha y hora de la audiencia: 6:00 PM on 7/8/2026

Lugar de la audiencia: Meeting Room
136 Canal Street
Salem, MA 01970

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

- o Puede obtener copias del Plan anual en la oficina de la autoridad o consultar el Plan por Internet en <https://publichousingfacilityreview.mass.gov/Public?ap=269>. El Plan está disponible únicamente en inglés.
- o Si desea hacer comentarios, puede hacerlo oralmente en la audiencia o enviar los comentarios por correo electrónico o postal a la oficina de la autoridad de vivienda. Los comentarios se deben recibir antes del cierre de la audiencia pública.
- o Si tiene una solicitud razonable en relación con una discapacidad, póngase en contacto con la oficina de la autoridad de vivienda antes del 7/8/2026 a las 6:00 PM.
- o Información de contacto de SALEM HOUSING AUTHORITY:
Oficina: 27 Charter St. Salem, MA 01970
Teléfono: 978-744-4432
Correo electrónico: choog@salemha.org

Detailed Instructions for Remote Access

www.zoom.us

Webinar ID: 828 3511 5049

Passcode: 686302

To join by phone:

(386) 347-5053 or

(507) 473-4847

សេចក្តីជូនដំណឹងអំពីសវនការសាធារណៈ

SALEM HOUSING AUTHORITY

អញ្ជើញអ្នកជួល

**និងសាធារណជនទូទៅទាំងអស់ឲ្យទៅពិនិត្យមើលឡើងវិញនូវផែនការប្រចាំឆ្នាំដែលបានដាក់ស្នើ
របស់អាជ្ញាធរសម្រាប់ឆ្នាំសារពើពន្ធ 2027**

ផែនការប្រចាំឆ្នាំមានគោលបំណងផ្តល់ការយល់ដឹងអំពីប្រតិបត្តិការ

និងផែនការរបស់អាជ្ញាធរសម្រាប់ឆ្នាំសារពើពន្ធខាងមុខនេះ

ព្រោះរាប់រាល់ដល់នៅឆ្នាំសាធារណៈដែលជួយដោយរដ្ឋរបស់អាជ្ញាធរ។ ផែនការប្រចាំឆ្នាំដែលបានដាក់ស្នើ
មានធាតុដូចខាងក្រោម៖

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



កាលបរិច្ឆេទ
និងម៉ោងសវនការ៖
ទីកន្លែងសវនការ៖

6:00 PM នៅ 7/8/2026

Meeting Room
136 Canal Street
Salem, MA 01970

គេហជន និងសាធារណជនទូទៅត្រូវបានអញ្ជើញឱ្យពិនិត្យមើលឡើងវិញនូវផែនការប្រចាំឆ្នាំមុនពេលបើកសវនាការ
ហើយអាចបញ្ជូនមតិសាធារណៈដូចបានកត់សម្គាល់ខាងក្រោម។

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

ឬទាំងអស់ទៅក្នុងសេចក្តីព្រាងផែនការ បើអាជ្ញាធរយល់ថាសមស្របជាមួយការគ្រប់គ្រងដែលត្រឹមត្រូវ។ មតិសំខាន់ៗ
នឹងត្រូវបានសង្ខេប និងបញ្ចូលទៅក្នុងផែនការប្រចាំឆ្នាំ នៅពេលត្រូវបានដាក់ជូនក្រសួងអភិវឌ្ឍសហគមន៍ និងលំនៅដ្ឋាន
(EOHLC)។

- សេចក្តីចម្លងនៃផែនការប្រចាំឆ្នាំ មាននៅកាវិយាល័យរបស់អាជ្ញាធរ ឬអាចពិនិត្យមើលឡើងវិញលើបណ្តាញតាមរយៈ
<https://publichousingfacilityreview.mass.gov/Public?ap=269>។ មានជាភាសាអង់គ្លេសតែប៉ុណ្ណោះ។
- មតិសាធារណៈត្រូវបានផ្តល់ដោយផ្ទាល់មាត់នៅក្នុងសវនាការ ដោយធ្វើអ៊ីមែលទៅកាវិយាល័យអាជ្ញាធរលំនៅដ្ឋាន
ឬដោយដាក់មតិជាលាយលក្ខណ៍អក្សរនៅកាវិយាល័យអាជ្ញាធរលំនៅដ្ឋាន។
មតិសាធារណៈត្រូវតែផ្តល់ឱ្យបានមុនពេលបិទសវនាការសាធារណៈ។
- សម្រាប់សំណើសុំការស្នាក់នៅសមរម្យ សូមទាក់ទងកាវិយាល័យអាជ្ញាធរលំនៅដ្ឋានត្រឹមថ្ងៃ 7/8/2026 នៅម៉ោង 6:00
PM។
- ព័ត៌មានទំនាក់ទំនងសម្រាប់ SALEM HOUSING AUTHORITY៖
កាវិយាល័យ៖ 27 Charter St. Salem, MA 01970
ទូរស័ព្ទ៖ 978-744-4432
អ៊ីមែល៖ choog@salemha.org

Detailed Instructions for Remote Access

www.zoom.us

Webinar ID: 828 3511 5049

Passcode: 686302

To join by phone:

(386) 347-5053 or

(507) 473-4847

Thông báo Điều trần Công khai

SALEM HOUSING AUTHORITY

**xin mời tất cả những người thuê nhà và cộng đồng đến tham dự
buổi đánh giá Kế hoạch Hàng năm Đề xuất cho Năm Tài chính của
Cơ quan Quản lý 2027**

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

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



Ngày và giờ điều trần: 6:00 PM và 7/8/2026
Địa điểm điều trần: Meeting Room
136 Canal Street
Salem, MA 01970

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

- Các bản sao của Kế hoạch Hàng năm sẵn có tại văn phòng Cơ quan Quản lý hoặc quý vị có thể xem trực tuyến tại <https://publichousingfacilityreview.mass.gov/Public?ap=269>. Các bản này chỉ có bằng Tiếng Anh.
- Các ý kiến đóng góp có thể được nộp bằng lời tại buổi điều trần, gửi email cho văn phòng cơ quan quản lý gia cư, hoặc nộp ý kiến bằng văn bản tại văn phòng cơ quan quản lý gia cư. Các ý kiến đóng góp phải được nhận không muộn hơn giờ kết thúc phiên điều trần.
- Để đưa ra các yêu cầu về biện pháp điều chỉnh đặc biệt hợp lý, hãy liên hệ với văn phòng cơ quan quản lý gia cư trước 7/8/2026 lúc 6:00 PM.
- Thông tin liên hệ cho SALEM HOUSING AUTHORITY:
Văn phòng: 27 Charter St. Salem, MA 01970
Điện thoại: 978-744-4432
Email: choog@salemha.org

Detailed Instructions for Remote Access

www.zoom.us

Webinar ID: 828 3511 5049

Passcode: 686302

To join by phone:

(386) 347-5053 or

(507) 473-4847

开公众听证会的通知

SALEM HOUSING AUTHORITY 邀请所有租户和公众

对本管理局的{ }财政年度建议的《年度计划》进行审查

该《年度计划》旨在深入了解本管理局的运作和下一财政年度的计划，因为它们会影响到管理局的有国家援助的公共住房。建议的年度计划包括以下内容：2027

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



听证会时间和日期: 6:00 PM 在 7/8/2026

听证会地点:
Meeting Room
136 Canal Street
Salem, MA 01970

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

- 可以在管理局的办公室获得《年度计划》的副本，或者可以上网进入 <https://publichousingfacilityreview.mass.gov/Public?ap=269> 在线查看。那些副本或网上内容是用英语的。
- 各位要提出评论，可以在听证会上通过口头方式、或通过向住房管理局的办公室发送电子邮件、或在住房管理局的办公室当面提交书面评论。所有评论必须在公众听证会结束之前收到。
- 对于合理的需通融的要求，请在{时间}之前通过6:00 PM 在 7/8/2026 与住房管理局的办公室联系。
- SALEM HOUSING AUTHORITY 的联系方式:
办公室: 27 Charter St. Salem, MA 01970
电话: 978-744-4432
电子邮件: choog@salemha.org

Detailed Instructions for Remote Access

www.zoom.us

Webinar ID: 828 3511 5049

Passcode: 686302

To join by phone:

(386) 347-5053 or

(507) 473-4847

Aviso de Audiência Pública

O SALEM HOUSING AUTHORITY

convida todos os locatários e o público em geral para uma revisão do plano anual proposto pela Autoridade para o ano fiscal 2027

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

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



Data e hora da audiência: **6:00 PM on 7/8/2026**

Local da audiência: **Meeting Room
136 Canal Street
Salem, MA 01970**

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

- Cópias do Plano Anual estão disponíveis no escritório da Autoridade ou podem ser analisadas on-line em <https://publichousingfacilityreview.mass.gov/Public?ap=269>. Estas estão apenas no idioma inglês.
- Os comentários podem ser apresentados oralmente na audiência, por e-mail para o escritório da autoridade habitacional ou por escrito para o escritório da autoridade habitacional. Os comentários devem ser recebidos, no máximo, até o encerramento da audiência pública.
- Para solicitações razoáveis de acomodação, entre em contato com o escritório da autoridade habitacional em 7/8/2026 às 6:00 PM.
- Informações de contato para SALEM HOUSING AUTHORITY:
Escritório: 27 Charter St. Salem, MA 01970
Telefone: 978-744-4432
E-mail: choog@salemha.org

Detailed Instructions for Remote Access

www.zoom.us

Webinar ID: 828 3511 5049

Passcode: 686302

To join by phone:

(386) 347-5053 or

(507) 473-4847

Уведомление о публичном слушании

SALEM HOUSING AUTHORITY

**приглашает всех жильцов и представителей общественности
принять участие в рассмотрении предлагаемого Управлением
Годового плана на фискальный год 2027**

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

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



Время слушания:
Место проведения
слушания:

6:00 PM Дата слушания 7/8/2026
Meeting Room
136 Canal Street
Salem, MA 01970

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

- Копии Годового плана можно получить в офисе Управления или на сайте: <https://publichousingfacilityreview.mass.gov/Public?ap=269> . Документы доступны только на английском языке.
- Замечания можно сделать устно в ходе слушания, а также отправить их по электронной почте в офис Жилищного управления или оставив их в письменном виде в офисе Управления. Замечания должны быть получены до закрытия публичного слушания.
- Разумные запросы о размещении можно направить в офис Жилищного управления до 7/8/2026 6:00 PM
- Контактная информация SALEM HOUSING AUTHORITY
Офис: 27 Charter St. Salem, MA 01970
Телефон: 978-744-4432
Адрес эл. почты: choog@salemha.org

Detailed Instructions for Remote Access

www.zoom.us

Webinar ID: 828 3511 5049

Passcode: 686302

To join by phone:

(386) 347-5053 or

(507) 473-4847

Avi Odisyon Piblik

SALEM HOUSING AUTHORITY

ap envite tout lokatè ak piblik la an jeneral nan yon revizyon Plan Anyèl
pou Ane Fiskal la ke Administrasyon an Pwopoze 2027

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

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



Dat ak lè odisyon:

6:00 PM nan dat 7/8/2026

Adrès odisyon an:

Meeting Room

136 Canal Street

Salem, MA 01970

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

- Kopi Plan Anyèl yo disponib nan biwo Administrasyon an oswa w ka revize anliy nan
<https://publichousingfacilityreview.mass.gov/Public?ap=269>. Sa yo se nan lang Anglè
sèlman.
- Yo gendwa soumèt kòmantè yo vèbalman nan odisyon an, pa imèl bay biwo administrasyon
lojman an, oswa nan soumisyon kòmantè ekri w yo nan biwo administrasyon lojman an. Yo ta
dwe voye kòmantè yo nan yon moman ki pa pi ta pase odisyon piblik la.
- Pou demand akomodasyon rezonab kontakte biwo administrasyon lojman an kote w ap
7/8/2026 a 6:00 PM.
- Enfòmasyon kontak pou SALEM HOUSING AUTHORITY:
Biwo: 27 Charter St. Salem, MA 01970
Telefòn: 978-744-4432
Imèl: choog@salemha.org

Detailed Instructions for Remote Access

www.zoom.us

Webinar ID: 828 3511 5049

Passcode: 686302

To join by phone:

(386) 347-5053 or

(507) 473-4847

SALEM HOUSING AUTHORITY
Proposed Annual Plan for Fiscal Year 2027
For State-Aided Public Housing

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

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

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

The SALEM HOUSING AUTHORITY's Annual Plan for their 2027 fiscal year includes the following components:

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

State-Aided Public Housing Developments

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

Dev No	Type	Development Name	Num Bldgs	Year Built	Dwelling Units
705-05	Family	PHILLIPS (new 705-4)	3	1883	17
667-7B	Elderly	DALTON RESIDENCE	1	1988	35
200-02	Family	RAINBOW TERRACE	34	1952	136
200-01	Family	GARDEN TERRACE	8	1949	32
667-04	Elderly	PIONEER TERRACE	10	1966	104
667-7A	Elderly	RUANE BUILDING-Congregate	1	1818	15
667-1A	Elderly	BERTRAM TERRACE	2	1959	20
667-06	Elderly	MORENCY MANOR	1	1982	54
667-05	Elderly	CHARTER STREET	1	1973	110
705-03	Family	FARRELL COURT	3	1988	12
667-3B	Elderly	NORTON TERRACE	3	1963	20
667-3A	Elderly	BATES TERRACE	2	1963	16
667-02	Elderly	COLONIAL TERRACE	3	1961	40
	Family	Family units in smaller developments	2		14
Total			74		625

Massachusetts Rental Voucher Program (MRVP)

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

SALEM HOUSING AUTHORITY manages 50 MRVP vouchers.

Federally Assisted Developments

SALEM HOUSING AUTHORITY also manages Federally-assisted public housing developments and/or federal rental subsidy vouchers serving 1385 households.

LHA Central Office

SALEM HOUSING AUTHORITY
27 Charter St. Salem, MA 01970

Cathy Sheehan, Executive Director
Phone: 978-744-4432
Email: choog@salemha.org

LHA Board of Commissioners

	<u>Role</u>	<u>Category</u>	<u>From</u>	<u>To</u>
Aaron Paternoster	Chair		09/28/2023	03/28/2029
Romell Kidd	Member		03/25/2024	02/22/2029
Veronica Miranda	Member		04/28/2022	09/11/2030
Emily Ullman	Member		05/12/2025	02/01/2026
Patricia Morsillo	Member		01/22/2026	10/26/2026

Plan History

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

REQUIREMENT		DATE COMPLETED
A.	Advertise the public hearing on the LHA website.	5/21/2026
B.	Advertise the public hearing in public postings.	5/21/2026
C.	Notify all LTOs or RAB (if there is one) of the hearing and provide access to the Proposed Annual Plan.	
D.	Post draft AP for tenant and public viewing.	5/20/2026
E.	Hold quarterly meeting with LTO or RAB to review the draft AP. (Must occur before the LHA Board reviews the Annual Plan.)	
F.	Annual Plan Hearing. Hosted by the LHA Board, with a quorum of members present. (For Boston, the Administrator will host the hearing.)	
G.	Executive Director presents the Annual Plan to the Board.	
H.	Board votes to approve the AP. (For Boston Housing Authority, the Administrator approves and submits the AP.)	

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

Capital Improvement Plan (CIP) Description

What Is the Capital Improvement Plan?

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

How Projects Are Funded Each Year

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

Why Plans and Costs May Change

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

Why Project Schedules Can Shift

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

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

Other Funding Sources

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

The CIP includes the following parts:

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

Active and Proposed Projects with Projected Spending by Fiscal Year

Active Projects			
Project #	Project Title	Development	Total Development Cost
258182	Door replacement: 667-3A, 667-7B, 667-3B, 705-2A	BATES TERRACE	\$151,551.00
258184	ARPA FF: Decking, stairs, railings	RUANE BUILDING-Congregate	\$20,000.00
258187	ARPA FF: Selective siding replacement	FARRELL COURT	\$348,855.73
258150	Electrical Upgrades	PIONEER TERRACE	\$1,327,625.50
258167	ARPA FF: Pioneer Terrace - site work and concrete stair repair	PIONEER TERRACE	\$479,799.60
258171	SUST Oil to heat pump conversion	26 PRINCE ST. /33 PARK ST.	\$1,180,000.00
258173	HILAPP: Exterior Upgrades (Water Infiltration) Charter St.	CHARTER STREET	\$590,416.21
258188	ARPA TAR: Meter: Fed Pac Panel, Fire Alarm Syst, Stove Replacement	RAINBOW TERRACE	\$2,911,924.35
258189	ARPA FF: Walk-in Shower	MORENCY MANOR	\$841,393.40
258194	Elevator Repairs	MORENCY MANOR	\$233,740.00
258197	Colonial Terr - site work and concrete stair repair	COLONIAL TERRACE	\$210,600.00
258198	Sustainability Study - Flood Zone - Rising Sea Level Chapter 667-4 and 705-2B	PIONEER TERRACE	\$25,000.00
258199	Ruane - Roof replacement	RUANE BUILDING-Congregate	\$127,000.00
258202	27 Charter Street Window Replacement Project	CHARTER STREET	\$716,150.00
258203	AIP: 667 Routine Turnovers (258201)	COLONIAL TERRACE	\$92,600.00
Total			\$9,256,655.79

Proposed Projects			
FY2027	Available Formula Funding:		\$902,014.73
Project Title	Development	Total Development Cost	Special Award(s) Requested
Roof Replacement	GARDEN TERRACE	\$431,533.00	
84 + 88 Essex Street - Exterior Painting	PHILLIPS (new 705-4)	\$100,079.00	
Rainbow Terrace Paving - Development wide	RAINBOW TERRACE	\$2,515,377.00	
Total		\$3,046,989.00	

Proposed Projects		
FY2028	Anticipated Formula Funding:	\$902,014.73
Project Title	Development	Total Development Cost
45 St. Peter Street - common area carpet replacement	MORENCY MANOR	\$596,560.00
New Locks and Entry system - Yale Accentra	DALTON RESIDENCE	\$111,925.00
New Locks Development wide - Yale Accentra Locks	DALTON RESIDENCE	\$65,038.00
Ruane - Lock replacement	RUANE BUILDING-Congregate	\$34,031.00
Colonial Terr Locks and Mailbox Replacements	COLONIAL TERRACE	\$128,562.00
Total		\$936,116.00

Proposed Projects		
FY2029	Anticipated Formula Funding:	\$902,014.73
Project Title	Development	Total Development Cost
Kitchen and bathroom modernization	BERTRAM TERRACE	\$899,318.00
Total		\$899,318.00

Years 4 and 5 (reflect estimated annual planning amounts)		
FY2030 and FY2031		
Project Title	Development	Total Development Cost
Kitchen modernization	COLONIAL TERRACE	\$854,144.00
Bathroom modernization	COLONIAL TERRACE	\$945,836.00
Pioneer Terrace Bathroom Ventilation Upgrade	PIONEER TERRACE	\$676,047.00
Total		\$2,476,027.00

The 'Narrative Questions' with Additional Information

1. Project Closeout

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

Answer: Yes

Explanation: We are regularly striving to clean up old projects that need to be closed out. 258167, 258187, 258194 are all close to completion. 258203 can be closed as soon as outstanding billing has been submitted.

2. Request for Additional Funding

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

3. Overall Goals of the Capital Improvement Plan

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

Explanation: The projects selected this year include roof replacement, paving and painting. While preventative maintenance projects like roof replacements remain a high priority, incorporating projects that provide aesthetically pleasing and quality of life outcomes for our residents is always something we strive to include each year. Exterior painting and paving have a nice visual upgrade effect for our residents and tend to increase satisfaction feedback.

4. Changes from the Previous CIP

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

Explanation: As the leadership in our agency transitions into the 7th year, we are reaching a stage where less urgent projects are in queue for completion. While there are larger capital needs still being evaluated, the list of urgent needs is lessening, and we are in a place where we hope to complete more interior improvement projects that have been placed in a lower priority of need. These projects include kitchen upgrades, flooring and bath upgrades, all of which residents are always excited and eager to see in the plan.

5. Requirements from previous CIP approval**A. Approval Requirements**

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

Answer: No

6. Project Priorities

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

Answer: Yes

7. High Priority Deficiencies

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

Answer: Yes

Explanation: There is currently not a project created for Charter Street plumbing infrastructure, but it is a high priority deficiency that we need to address. The costs related to this project will require several years of phasing and/or ideally grant funds, so we are in planning stages on how to best address this. We've asked Ray Guertin to consult with his staff to assist us with cost estimating as Ray is the current architect for our Accessible bathroom upgrade project (258189) and is seeing firsthand the plumbing infrastructure conditions behind the walls as we upgrade bathroom accessible features.

8. Accessibility

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

Answer: Yes

Explanation: Yes, we are working toward upgrading bathrooms through an existing project (258189) currently in construction and are making progress toward increasing the accessibility features in the bathrooms in these developments.

9. Special Needs Development**A. DMH/DDS Developments**

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

Answer: No

10. Sustainability Program

Are you requesting Sustainability Funding for any of your projects?

Answer: No

11. Solar Initiatives

Does your current CIP contain roof replacement projects?

Answer: Yes

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

Answer: No

Explanation: We currently have a solar net metering project that is providing substantial savings to all our state-aided development electric bills. Along with the solar net metering, we have contracts locally with the City of Salem for group contract savings. We are in good position with regard to our energy usage and solar energy sustainability.

12. Resilience

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

Answer: Yes

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

Answer: No

Explanation: Pioneer Terrace sits directly on the waterfront. There are long term sustainable concerns for this site. The City of Salem does have a seawall project in planning stages, but the concern for this site remains a priority for the team. The long-term vision for Pioneer Terrace includes the possibility for redeveloping this site.

13. Fossil Fuels

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

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

Answer: No

14. Vacant Units

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

Explanation: We have a few projects currently in construction that are involving holding vacant units at different sites, we anticipate they'll be completed within this year. These projects include 258189 and 258150.

15. EOHLC/RCAT Assistance

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

Answer: Yes

Explanation: The Team at the Salem Housing Authority is thankful for the support of EOHLC, Beth at Cybersense and ongoing opportunities for additional competitive funding programs to assist us with the capital needs of our portfolio. Steve Garuti has been an excellent support to our team, special thanks to Steve for being so great.

16. Certification Statement

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

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

Answer: Yes

17. Other Comments

Comments:

Maintenance and Repair Plan

Maintenance Objective

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

About This Maintenance and Repair Plan

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

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

Classification and Prioritization of Maintenance Tasks

Maintenance items are tracked as “work orders” and are classified in the following categories. They are prioritized in the order listed. The following classifications and prioritization are required by the Executive Office of Housing and Livable Communities (EOHLC).

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

Emergency Request System

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

METHOD	CONTACT INFO.	TIMES
Call Answering Service	978-744-7616	24 hr Maintenance line answering service
Call LHA at Phone Number	978-744-4431	During business hours, with answering service backup
Other		

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

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

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

Normal Maintenance Request Process

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

METHOD	CONTACT INFO.	TIMES
Text Phone Number		
Call Answering Service	978-744-7616	24 hr Maintenance line answering service
Call Housing Authority Office		
Submit Online at Website		
Email to Following Email	gdean@saalemha.org	llopez@saalemha.org
Other		

Work Order Management

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

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

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

Maintenance Plan Narrative

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

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

The Salem Housing Authority's maintenance operations remain strong, efficient, and aligned with its mission to provide safe and well-maintained housing. Feedback from residents, staff, and EOHLC (PMR and AUP) indicates a responsive and reliable operation with a growing emphasis on proactive maintenance. Over the past year, the team completed approximately 4,420 work orders and over 70 unit turnovers, demonstrating high productivity and effective unit readiness. Residents have responded positively to improved communication and timely service. Internally, staff report a collaborative, team-oriented environment supported by clear leadership and opportunities for advancement. External reviews confirm compliance and solid performance. Overall, operations are well-managed, resident-focused, and positioned for continued improvement.

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

Over the past year, Salem Housing Authority has strengthened maintenance operations through staffing, process improvements, and coordination. Three internal promotions enhanced leadership and morale, while two new hires increased capacity and response efficiency. The department improved work order and turnover processes, allowing for high output while maintaining quality. Greater alignment between maintenance, modernization, and inspection efforts has improved planning and reduced reactive work. The team has also emphasized communication, accountability, and customer service, resulting in more consistent service delivery and improved resident satisfaction. These changes have increased efficiency, strengthened team performance, and positioned the department for continued success.

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

The Salem Housing Authority's maintenance goals focus on efficiency, sustainability, and service quality. Key priorities include expanding preventive maintenance to reduce emergencies and extend asset life, and improving work order efficiency through better data tracking and resource allocation. Workforce development will remain a focus through training and advancement opportunities. The Authority will continue aligning maintenance with modernization efforts to support long-term planning. Enhancing resident communication and customer service will further improve satisfaction. Maintaining strong compliance and inspection performance will

remain essential. Overall, the goal is to build on current success while advancing a proactive, data-driven, and team-oriented maintenance program.

D. Maintenance Budget Summary

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

	Total Regular Maintenance Budget	Extraordinary Maintenance Budget
Last Fiscal Year Budget	\$1,571,072.00	\$250,000.00
Last Fiscal Year Actual Spending	\$1,552,852.00	\$258,979.00
Current Fiscal Year Budget	\$1,621,342.00	\$300,000.00

E. Unit Turnover Summary

# Turnovers Last Fiscal Year	41
Average time from date vacated to make unit "Maintenance Ready"	22 days
Average time from date vacated to lease up of unit	72 days

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

The Salem Housing Authority's maintenance team has demonstrated a strong, unified commitment to providing safe, well-maintained housing through hard work, collaboration, and pride in service. Over the past year, the team completed more than 4,400 work orders and 70 turnovers, while supporting modernization efforts and maintaining inspection readiness. Through internal promotions and new hires, the department has strengthened both its capacity and its culture, creating opportunities for growth and reinforcing a team-first approach. These efforts have led to improved efficiency, better coordination, and a higher level of service for residents. Looking ahead, the Authority remains focused on building a more proactive, data-driven maintenance program, while continuing to invest in its workforce and enhance the resident experience.

Attachments

These items have been prepared by the SALEM HOUSING AUTHORITY and appear on the following pages:

Preventive Maintenance Schedule - a table of preventive maintenance items showing specific tasks, who is responsible (staff or vendor), and the month(s) they are scheduled

Deferred Maintenance Schedule - a table of maintenance items which have been deferred due to lack of resources.

Preventive Maintenance Schedule and Checklist

LHA NAME: SALEM HOUSING AUTHORITY

DEVELOPMENT: 2 HATHORNE CRESCENT

LIFE AND SAFETY SYSTEMS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
FIRE ALARM - Local type - check expiration date, change batteries, confirm all detectors are working and installed where required	annual	C								X				
EXIT SIGNS	annual	SHA							X					
EMERGENCY LIGHTING	annual	SHA							X					

DWELLING UNIT

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ANNUAL INSPECTIONS	annual	SHA							X					
PEST CONTROL	annual/as need	SHA							X					
SMOKE /CO DETECTORS	annual	SHA							X					
BLOCKED EGRESS	annual	SHA							X					
ACCUMULATION OF DEBRIS	annual	SHA							X					
									X					

BUILDING ENVELOPE

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ROOFS	annual	SHA							X					
WINDOWS AND DOORS	annual	SHA							X					
GUTTERS AND DOWNSPOUTS	annual	SHA							X					
SIDING/TRIM	annual	SHA							X					
FLASHING	annual	SHA							X					
FOUNDATION	annual	SHA							X					
LIGHTING/ELECTRICAL	annual	SHA							X					
FOUNDATION	annual	SHA							X					
PEST CONTROL	annual	SHA							X					
									X					

Preventive Maintenance Schedule and Checklist

LHA NAME: SALEM HOUSING AUTHORITY

DEVELOPMENT: 2 HATHORNE CRESCENT

SITE AND GROUNDS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
WALWAYS/SIDEWALKS	annual	SHA							X					
LIGHTING	annual	SHA							X					
ROADS/PARKING LOTS	annual	SHA							X					
CATCH BASINS AND STORM DRAINS	annual	SHA							X					
TREES AND SHRUBS	annual	SHA							X					
LAWNS AND GARDENS	annual	SHA							X					
DUMPSTERS AND TRASH REMOVAL	annual	SHA							X					
CHECK LINING OF PROPERTY (DUE 2030)	annual	SHA							X					
									X					

MECHANICAL, ELECTRICAL AND BUILDING SYSTEMS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
BOILER SERVICE	annual	SHA								X				
ELECTRICAL PANELS/COMPONENTS	annual	SHA							X					
SUMP PUMPS	annual	SHA							X					
VENTS	annual	SHA							X					
DOMESTIC WATER	annual	SHA							X					

Preventive Maintenance Schedule and Checklist

LHA NAME: SALEM HOUSING AUTHORITY

DEVELOPMENT: 5 BARTON SQUARE

LIFE AND SAFETY SYSTEMS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
FIRE ALARM - System type - Description of work per item listed is recommended	ANNUAL	C					x							
FIRE ALARM - Local type - check expiration date, change batteries, confirm all detectors are working and installed where required	ANNUAL	C					x							
BUILDING SPRINKLER	ANNUAL	C					x							
BACKFLOW DEVICE	ANNUAL	C					x							
FIRE PUMP	ANNUAL	C					x							
FIRE EXTINGUISHERS	ANNUAL	C					x							
FIRE DOORS	ANNUAL	SHA		x							x			
ELEVATORS	Monthly	C	x	x	x	x	x	x	x	x	x	x	x	x
EXIT SIGNS	ANNUAL	SHA		x										
EMERGENCY LIGHTING	ANNUAL	SHA		x										
SECURITY SYSTEMS	ANNUAL	C		x										

DWELLING UNIT

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ANNUAL INSPECTIONS	ANNUAL	SHA		x										
PEST CONTROL	monthly/as need	SHA												
HVAC/ASHP FILTERS AND CLEANING	ANNUAL	SHA		x										
SMOKE /CO DETECTORS	ANNUAL	SHA		x										
BLOCKED EGRESS	ANNUAL	SHA		x										
ACCUMULATION OF DEBRIS	ANNUAL	SHA		x										

Preventive Maintenance Schedule and Checklist

LHA NAME: SALEM HOUSING AUTHORITY

DEVELOPMENT: 5 BARTON SQUARE

BUILDING ENVELOPE

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ROOFS	ANNUAL	SHA		x										
WINDOWS AND DOORS	ANNUAL	SHA		x										
GUTTERS AND DOWNSPOUTS	ANNUAL	SHA		x										
SIDING/TRIM	ANNUAL	SHA		x										
FLASHING	ANNUAL	SHA		x										
FOUNDATION	ANNUAL	SHA		x										
LIGHTING/ELECTRICAL	ANNUAL	SHA		x										
FOUNDATION	ANNUAL	SHA		x										
PEST CONTROL	ANNUAL	SHA		x										

SITE AND GROUNDS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
WALWAYS/SIDEWALKS	ANNUAL	SHA		x										
LIGHTING	ANNUAL	SHA		x										
ROADS/PARKING LOTS	ANNUAL	SHA		x										
CATCH BASINS AND STORM DRAINS	ANNUAL	SHA		x										
TREES AND SHRUBS	ANNUAL	SHA		x										
LAWNS AND GARDENS	ANNUAL	SHA		x										
DUMPSTERS AND TRASH REMOVAL	weekly	SHA		x										
CHECK LINING OF PROPERTY (DUE BY 2030)	ANNUAL	SHA		x										

MECHANICAL, ELECTRICAL AND BUILDING SYSTEMS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
BOILER SERVICE	ANNUAL	SHA		x										
CONDENSATE PUMPS	ANNUAL	SHA		x										
HVAC SYSTEMS	ANNUAL	SHA		x										
AIR SOURCE HEAT PUMPS	ANNUAL	SHA		x										
ELECTRICAL PANELS/COMPONENTS	ANNUAL	SHA		x										
ELEVATORS	Monthly	SHA		x										
SEPTIC/SEWERAGE PUMPS	ANNUAL	SHA		x										
SUMP PUMPS	ANNUAL	SHA		x										
VENTS	ANNUAL	SHA		x										
DOMESTIC WATER	ANNUAL	SHA		x										
TRASH COMPACTOR	ANNUAL	SHA		x										
TRASH CHUTES AND DOORS	ANNUAL	SHA		x										

(FINAL Draft)

PREVENTIVE

Preventive Maintenance Schedule and Checklist

LHA NAME: SALEM HOUSING AUTHORITY

DEVELOPMENT: 17, 19. & 21 FARRELL COURT

LIFE AND SAFETY SYSTEMS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
FIRE ALARM - Local type - check expiration date, change batteries, confirm all detectors are working and installed where required	annual	C												X
FIRE HYDRANTS	annual	SHA								X				

DWELLING UNIT

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ANNUAL INSPECTIONS	annual	SHA	X											
PEST CONTROL	monthly/as need	SHA	X	X	X	X	X	X	X	X	X	X	X	X
HVAC/ASHP FILTERS AND CLEANING	annual	SHA	X											
SMOKE /CO DETECTORS	annual	SHA	X											
BLOCKED EGRESS	annual	SHA	X											
ACCUMULATION OF DEBRIS	annual	SHA	X											

BUILDING ENVELOPE

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ROOFS	annual	SHA	X											
WINDOWS AND DOORS	annual	SHA	X											
GUTTERS AND DOWNSPOUTS	annual	SHA	X											
SIDING/TRIM	annual	SHA	X											
FLASHING	annual	SHA	X											
FOUNDATION	annual	SHA	X											
LIGHTING/ELECTRICAL	annual	SHA	X											
FOUNDATION	annual	SHA	X											
PEST CONTROL	annual	SHA	X											

Preventive Maintenance Schedule and Checklist

LHA NAME: SALEM HOUSING AUTHORITY

DEVELOPMENT: 17, 19. & 21 FARRELL COURT

SITE AND GROUNDS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
WALWAYS/SIDEWALKS	annual	SHA	X											
LIGHTING	annual	SHA	X											
ROADS/PARKING LOTS	annual	SHA	X											
CATCH BASINS AND STORM DRAINS	annual	SHA	X											
TREES AND SHRUBS	annual	SHA	X											
LAWNS AND GARDENS	annual	SHA	X											
DUMPSTERS AND TRASH REMOVAL	weekly	SHA	X											
CHECK LINING OF PROPERTY (DUE BY 2030)	annual	SHA	X											

MECHANICAL, ELECTRICAL AND BUILDING SYSTEMS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
BOILER SERVICE	annual	C								X				
CONDENSATE PUMPS	annual	C								X				
HVAC SYSTEMS	annual	C								X				
ELECTRICAL PANELS/COMPONENTS	annual	SHA	X							X				
SUMP PUMPS	annual	SHA	X											
VENTS	annual	SHA	X											
DOMESTIC WATER	annual	SHA	X											

Preventive Maintenance Schedule and Checklist

LHA NAME: SALEM HOUSING AUTHORITY

DEVELOPMENT: 33 PARK ST. / 26 PRINCE STREET

LIFE AND SAFETY SYSTEMS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
FIRE ALARM - System type - Description of work per item listed is recommended	annual	C									X			
FIRE ALARM - Local type - check expiration date, change batteries, confirm all detectors are working and installed where required	annual	C									X			
BACKFLOW DEVICE	annual	C									X			
FIRE EXTINGUISHERS	annual	C						X						
EXIT SIGNS	annual	SHA						X						
EMERGENCY LIGHTING	annual	SHA						X						
SECURITY SYSTEMS	annual	SHA						X						
								X						

DWELLING UNIT

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ANNUAL INSPECTIONS	annual	SHA						X						
PEST CONTROL	monthly/as needed	SHA	X	X	X	X	X	X	X	X	X	X	X	X
HVAC/ASHP FILTERS AND CLEANING	annual	SHA								X				
SMOKE /CO DETECTORS	annual	SHA						X						
BLOCKED EGRESS	annual	SHA						X						
ACCUMULATION OF DEBRIS	annual	SHA						X						
								X						

Preventive Maintenance Schedule and Checklist

LHA NAME: SALEM HOUSING AUTHORITY

DEVELOPMENT: 33 PARK ST. / 26 PRINCE STREET

BUILDING ENVELOPE

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ROOFS	annual	SHA						X						
WINDOWS AND DOORS	annual	SHA						X						
GUTTERS AND DOWNSPOUTS	annual	SHA						X						
SIDING/TRIM	annual	SHA						X						
FLASHING	annual	SHA						X						
FOUNDATION	annual	SHA						X						
LIGHTING/ELECTRICAL	annual	SHA						X						
FOUNDATION	annual	SHA						X						
PEST CONTROL	annual	SHA						X						
								X						

SITE AND GROUNDS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
WALWAYS/SIDEWALKS	annual	SHA						X						
LIGHTING	annual	SHA						X						
ROADS/PARKING LOTS	annual	SHA						X						
CATCH BASINS AND STORM DRAINS	annual	SHA						X						
TREES AND SHRUBS	annual	SHA						X						
LAWNS AND GARDENS	annual	SHA						X						
DUMPSTERS AND TRASH REMOVAL	weekly	SHA	X	X	X	X	X	X	X	X	X	X	X	X

MECHANICAL, ELECTRICAL AND BUILDING SYSTEMS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
BOILER SERVICE	annual	C								X				
CONDENSATE PUMPS	annual	C								X				
HVAC SYSTEMS	annual	C								X				
AIR SOURCE HEAT PUMPS	annual	C								X				
ELECTRICAL PANELS/COMPONENTS	annual	SHA								X				
SUMP PUMPS	annual	SHA						X						
VENTS	annual	SHA						X						
DOMESTIC WATER	annual	SHA						X						

Preventive Maintenance Schedule and Checklist

LHA NAME: SALEM HOUSING AUTHORITY

DEVELOPMENT: 73 BOSTON STREET

LIFE AND SAFETY SYSTEMS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
FIRE ALARM - System type - Description of work per item listed is recommended	annual	C									X			
FIRE ALARM - Local type - check expiration date, change batteries, confirm all detectors are working and installed where required	annual	C									X			
		C												
FIRE EXTINGUISHERS	annual	C						X						
EXIT SIGNS	annual	SHA				X								
EMERGENCY LIGHTING	annual	SHA				X								
SECURITY SYSTEMS	annual	SHA				X								

DWELLING UNIT

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ANNUAL INSPECTIONS	annual	SHA				X								
PEST CONTROL	monthly/as needed	SHA	X	X	X	X	X	X	X	X	X	X	X	X
SMOKE /CO DETECTORS	annual	SHA				X								
BLOCKED EGRESS	annual	SHA				X								
ACCUMULATION OF DEBRIS	annual	SHA				X								

BUILDING ENVELOPE

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ROOFS	annual	SHA				X								
WINDOWS AND DOORS	annual	SHA				X								
GUTTERS AND DOWNSPOUTS	annual	SHA				X								
SIDING/TRIM	annual	SHA				X								
FLASHING	annual	SHA				X								
FOUNDATION	annual	SHA				X								
LIGHTING/ELECTRICAL	annual	SHA				X								
FOUNDATION	annual	SHA				X								
PEST CONTROL	annual	SHA				X								

Preventive Maintenance Schedule and Checklist															
LHA NAME: SALEM HOUSING AUTHORITY			DEVELOPMENT: 73 BOSTON STREET												
SITE AND GROUNDS															
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
WALWAYS/SIDEWALKS	annual	SHA				X									
LIGHTING	annual	SHA				X									
ROADS/PARKING LOTS	annual	SHA				X									
CATCH BASINS AND STORM DRAINS	annual	SHA				X									
TREES AND SHRUBS	annual	SHA				X									
LAWNS AND GARDENS	annual	SHA				X									
DUMPSTERS AND TRASH REMOVAL	weekly	SHA	X	X	X	X	X	X	X	X	X	X	X	X	
CHECK LINING OF PROPERTY (DUE BY 2030)	annual	C				X									
MECHANICAL, ELECTRICAL AND BUILDING SYSTEMS															
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
BOILER SERVICE	annual	C													
CONDENSATE PUMPS	annual	C													
HVAC SYSTEMS	annual	C													
ELECTRICAL PANELS/COMPONENTS	annual	SHA													
VENTS	annual	SHA													
DOMESTIC WATER	annual	SHA													

Preventive Maintenance Schedule and Checklist

LHA NAME: SALEM HOUSING AUTHORITY

DEVELOPMENT: 117 CONGRESS STREET

LIFE AND SAFETY SYSTEMS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
FIRE ALARM - System type - Description of work per item listed is recommended	ANNUAL	C												
FIRE ALARM - Local type - check expiration date, change batteries, confirm all detectors are working and installed where required	ANNUAL	C												
FIRE EXTINGUISHERS	ANNUAL	C				X								
EXIT SIGNS	ANNUAL	SHA							X					
EMERGENCY LIGHTING	ANNUAL	SHA							X					

DWELLING UNIT

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ANNUAL INSPECTIONS	ANNUAL	SHA						X						
PEST CONTROL	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
HVAC/ASHP FILTERS AND CLEANING	ANNUAL	SHA						X						
SMOKE /CO DETECTORS	ANNUAL	SHA						X						
BLOCKED EGRESS	ANNUAL	SHA						X						
ACCUMULATION OF DEBRIS	ANNUAL	SHA						X						

BUILDING ENVELOPE

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ROOFS	ANNUAL	SHA							X					
WINDOWS AND DOORS	ANNUAL	SHA							X					
GUTTERS AND DOWNSPOUTS	ANNUAL	SHA							X					
SIDING/TRIM	ANNUAL	SHA							X					
FLASHING	ANNUAL	SHA							X					
FOUNDATION	ANNUAL	SHA							X					
LIGHTING/ELECTRICAL	ANNUAL	SHA							X					
FOUNDATION	ANNUAL	SHA							X					
PEST CONTROL	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X

Preventive Maintenance Schedule and Checklist

LHA NAME: SALEM HOUSING AUTHORITY

DEVELOPMENT: 117 CONGRESS STREET

SITE AND GROUNDS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
WALWAYS/SIDEWALKS	ANNUAL	SHA							X					
LIGHTING	ANNUAL	SHA							X					
ROADS/PARKING LOTS	ANNUAL	SHA							X					
CATCH BASINS AND STORM DRAINS	ANNUAL	C							X					
TREES AND SHRUBS	mONTHLY	C				X	X	X	X	X	X			
LAWNS AND GARDENS	Monthly	SHA				X	X	X	X	X	X			
DUMPSTERS AND TRASH REMOVAL	ANNUAL	SHA												

MECHANICAL, ELECTRICAL AND BUILDING SYSTEMS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
BOILER SERVICE	ANNUAL	C								X				
CONDENSATE PUMPS	ANNUAL	C								X				
HVAC SYSTEMS	ANNUAL	C								X				
ELECTRICAL PANELS/COMPONENTS	ANNUAL	SHA								X				
SEPTIC/SEWERAGE PUMPS	ANNUAL	SHA							X					
SUMP PUMPS	ANNUAL	SHA							X					
VENTS	ANNUAL	SHA							X					
DOMESTIC WATER	ANNUAL	SHA							X					
AIR SOURCE HEAT PUMPS									X					
ELECTRICAL PANELS/COMPONENTS														
ELEVATORS														
SEPTIC/SEWERAGE PUMPS														
SUMP PUMPS														
VENTS														
DOMESTIC WATER														
TRASH COMPACTOR														
TRASH CHUTES AND DOORS														

Preventive Maintenance Schedule and Checklist

LHA NAME: SALEM HOUSING AUTHORITY

DEVELOPMENT: 121 1/2 BRIDGE STREET

LIFE AND SAFETY SYSTEMS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
FIRE ALARM - Local type - check expiration date, change batteries, confirm all detectors are working and installed where required	ANNUAL	C							X					
FIRE EXTINGUISHERS	ANNUAL	C				X								
EXIT SIGNS	ANNUAL	SHA							X					
EMERGENCY LIGHTING	ANNUAL	SHA							X					

DWELLING UNIT

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ANNUAL INSPECTIONS	ANNUAL	SHA							X					
PEST CONTROL	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
HVAC/ASHP FILTERS AND CLEANING	ANNUAL	SHA							X					
SMOKE /CO DETECTORS	ANNUAL	SHA							X					
BLOCKED EGRESS	ANNUAL	SHA							X					
ACCUMULATION OF DEBRIS	ANNUAL	SHA							X					

BUILDING ENVELOPE

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ROOFS	ANNUAL	SHA							X					
WINDOWS AND DOORS	ANNUAL	SHA							X					
GUTTERS AND DOWNSPOUTS	ANNUAL	SHA							X					
SIDING/TRIM	ANNUAL	SHA							X					
FLASHING	ANNUAL	SHA							X					
FOUNDATION	ANNUAL	SHA							X					
LIGHTING/ELECTRICAL	ANNUAL	SHA							X					
FOUNDATION	ANNUAL	SHA							X					
PEST CONTROL	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X

Preventive Maintenance Schedule and Checklist

LHA NAME: SALEM HOUSING AUTHORITY

DEVELOPMENT: 121 1/2 BRIDGE STREET

SITE AND GROUNDS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
WALWAYS/SIDEWALKS	ANNUAL	SHA							X					
LIGHTING	ANNUAL	SHA							X					
ROADS/PARKING LOTS	ANNUAL	SHA							X					
CATCH BASINS AND STORM DRAINS	ANNUAL	C							X					
TREES AND SHRUBS	mONTHLY	C							X					
LAWNS AND GARDENS	Monthly	SHA				X	X	X	X	X	X			
DUMPSTERS AND TRASH REMOVAL	ANNUAL	SHA				X	X	X	X	X	X			

MECHANICAL, ELECTRICAL AND BUILDING SYSTEMS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
BOILER SERVICE	ANNUAL	C								X				
CONDENSATE PUMPS	ANNUAL	C								X				
HVAC SYSTEMS	ANNUAL	C								X				
AIR SOURCE HEAT PUMPS	ANNUAL	C								X				
ELECTRICAL PANELS/COMPONENTS	ANNUAL	SHA								X				
SEPTIC/SEWERAGE PUMPS	ANNUAL	SHA							X					
SUMP PUMPS	ANNUAL	SHA							X					
VENTS	ANNUAL	SHA							X					
DOMESTIC WATER	ANNUAL	SHA							X					
									X					

Preventive Maintenance Schedule and Checklist

LHA NAME: SALEM HOUSING AUTHORITY

DEVELOPMENT: 122 1/2 BOSTON STREET

LIFE AND SAFETY SYSTEMS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
FIRE ALARM - Local type - check expiration date, change batteries, confirm all detectors are working and installed where required	ANNUAL	C									X			
FIRE EXTINGUISHERS	ANNUAL	C				X								
EXIT SIGNS	ANNUAL	SHA				X								
EMERGENCY LIGHTING	ANNUAL	SHA				X								

DWELLING UNIT

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ANNUAL INSPECTIONS	ANNUAL	SHA				X								
PEST CONTROL	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
HVAC/ASHP FILTERS AND CLEANING	ANNUAL	SHA				X								
SMOKE /CO DETECTORS	ANNUAL	SHA				X								
BLOCKED EGRESS	ANNUAL	SHA				X								
ACCUMULATION OF DEBRIS	ANNUAL	SHA				X								

BUILDING ENVELOPE

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ROOFS	ANNUAL	SHA				X								
WINDOWS AND DOORS	ANNUAL	SHA				X								
GUTTERS AND DOWNSPOUTS	ANNUAL	SHA				X								
SIDING/TRIM	ANNUAL	SHA				X								
FLASHING	ANNUAL	SHA				X								
FOUNDATION	ANNUAL	SHA				X								
LIGHTING/ELECTRICAL	ANNUAL	SHA				X								
FOUNDATION	ANNUAL	SHA				X								
PEST CONTROL	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X

Preventive Maintenance Schedule and Checklist

LHA NAME: SALEM HOUSING AUTHORITY

DEVELOPMENT: 122 1/2 BOSTON STREET

SITE AND GROUNDS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
WALWAYS/SIDEWALKS	ANNUAL	SHA				X								
LIGHTING	ANNUAL	SHA				X								
ROADS/PARKING LOTS	ANNUAL	SHA				X								
CATCH BASINS AND STORM DRAINS	ANNUAL	SHA				X								
TREES AND SHRUBS	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
LAWNS AND GARDENS	MONTHLY	V	X	X	X	X	X	X	X	X	X	X	X	X
DUMPSTERS AND TRASH REMOVAL	WEEKLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
CHECK LINING OF PROPERTY (DUE BY 2030)	ANNUAL	SHA								X				

MECHANICAL, ELECTRICAL AND BUILDING SYSTEMS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
BOILER SERVICE	ANNUAL	C								X				
CONDENSATE PUMPS	ANNUAL	C								X				
HVAC SYSTEMS	ANNUAL	C								X				
AIR SOURCE HEAT PUMPS	ANNUAL	C								X				
ELECTRICAL PANELS/COMPONENTS	ANNUAL	SHA				X				X				
SEPTIC/SEWERAGE PUMPS	ANNUAL	SHA				X								
SUMP PUMPS	ANNUAL	SHA				X								
VENTS	ANNUAL	SHA				X								
DOMESTIC WATER	p	SHA				X								

Preventive Maintenance Schedule and Checklist

LHA NAME: SALEM HOUSING AUTHORITY

DEVELOPMENT: BATES TERRACE

LIFE AND SAFETY SYSTEMS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
FIRE ALARM - System type - Description of work per item listed is recommended	ANNUAL	C			X									
FIRE ALARM - Local type - check expiration date, change batteries, confirm all detectors are working and installed where required	ANNUAL	C			X									
FIRE EXTINGUISHERS	ANNUAL	C				X								
EXIT SIGNS	ANNUAL	SHA											X	
EMERGENCY LIGHTING	ANNUAL	SHA											X	

DWELLING UNIT

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ANNUAL INSPECTIONS	ANNUAL	SHA											X	
PEST CONTROL	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
HVAC/ASHP FILTERS AND CLEANING	ANNUAL	SHA											X	
SMOKE /CO DETECTORS	ANNUAL	SHA											X	
BLOCKED EGRESS	ANNUAL	SHA											X	
ACCUMULATION OF DEBRIS	ANNUAL	SHA											X	

BUILDING ENVELOPE

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ROOFS	ANNUAL	SHA											X	
WINDOWS AND DOORS	ANNUAL	SHA											X	
GUTTERS AND DOWNSPOUTS	ANNUAL	SHA											X	
SIDING/TRIM	ANNUAL	SHA											X	
FLASHING	ANNUAL	SHA											X	
FOUNDATION	ANNUAL	SHA											X	
LIGHTING/ELECTRICAL	ANNUAL	SHA											X	
FOUNDATION	ANNUAL	SHA											X	
PEST CONTROL	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X

Preventive Maintenance Schedule and Checklist

LHA NAME: SALEM HOUSING AUTHORITY

DEVELOPMENT: BATES TERRACE

SITE AND GROUNDS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
WALWAYS/SIDEWALKS	ANNUAL	SHA											X	
LIGHTING	ANNUAL	SHA											X	
ROADS/PARKING LOTS	ANNUAL	SHA											X	
CATCH BASINS AND STORM DRAINS	ANNUAL	SHA											X	
TREES AND SHRUBS	MONTHLY	SHA			X	X	X	X	X	X	X	X		
LAWNS AND GARDENS	MONTHLY	SHA			X	X	X	X	X	X	X	X		
DUMPSTERS AND TRASH REMOVAL	WEEKLY	SHA	X	X	X	X	X	X	X	X	X	X		
CHECK LINING OF PROPERTY (DUE BY 2030)	ANNUAL	SHA								X				

MECHANICAL, ELECTRICAL AND BUILDING SYSTEMS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
BOILER SERVICE	ANNUAL	C								X				
CONDENSATE PUMPS	ANNUAL	C								X				
HVAC SYSTEMS	ANNUAL	C								X				
AIR SOURCE HEAT PUMPS	ANNUAL	C								X				
ELECTRICAL PANELS/COMPONENTS	ANNUAL	SHA								X				
DOMESTIC WATER	ANNUAL	SHA											X	
SUMP PUMPS	ANNUAL	SHA											X	
VENTS	ANNUAL	SHA											XX	
DOMESTIC WATER	ANNUAL	SHA											X	

Preventive Maintenance Schedule and Checklist

LHA NAME: SALEM HOUSING AUTHORITY

DEVELOPMENT: BERTRAM TERRACE

LIFE AND SAFETY SYSTEMS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
FIRE ALARM - System type - Description of work per item listed is recommended	ANNUAL	C										X		
FIRE ALARM - Local type - check expiration date, change batteries, confirm all detectors are working and installed where required	ANNUAL	C										X		
FIRE EXTINGUISHERS	ANNUAL	C				X								
FIRE DOORS	ANNUAL	SHA				X								
EXIT SIGNS	ANNUAL	SHA					X							
EMERGENCY LIGHTING	ANNUAL	SHA					X							

DWELLING UNIT

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ANNUAL INSPECTIONS	ANNUAL	SHA					X							
PEST CONTROL	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	
HVAC/ASHP FILTERS AND CLEANING	ANNUAL	SHA					X							
SMOKE /CO DETECTORS	ANNUAL	SHA					X							
BLOCKED EGRESS	ANNUAL	SHA					X							
ACCUMULATION OF DEBRIS	ANNUAL	SHA					X							

BUILDING ENVELOPE

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ROOFS	ANNUAL	SHA					X							
WINDOWS AND DOORS	ANNUAL	SHA					X							
GUTTERS AND DOWNSPOUTS	ANNUAL	SHA					X							
SIDING/TRIM	ANNUAL	SHA					X							
FLASHING	ANNUAL	SHA					X							
FOUNDATION	ANNUAL	SHA					X							
LIGHTING/ELECTRICAL	ANNUAL	SHA					X							
FOUNDATION	ANNUAL	SHA					X							
PEST CONTROL	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X

Preventive Maintenance Schedule and Checklist

LHA NAME: SALEM HOUSING AUTHORITY

DEVELOPMENT: BERTRAM TERRACE

SITE AND GROUNDS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
WALWAYS/SIDEWALKS	ANNUAL	SHA					X							
LIGHTING	ANNUAL	SHA					X							
ROADS/PARKING LOTS	ANNUAL	SHA					X							
CATCH BASINS AND STORM DRAINS	ANNUAL	SHA					X							
TREES AND SHRUBS	MONTHLY	SHA			X	X	X	X	X	X	X	X		
LAWNS AND GARDENS	MONTHLY	SHA			X	X	X	X	X	X	X	X		
DUMPSTERS AND TRASH REMOVAL	WEEKLY	SHA	X	X	X	X	X	X	X	X	X	X		
CHECK LINING OF PROPERTY (DUE BY 2030)	ANNUAL	SHA					X							

MECHANICAL, ELECTRICAL AND BUILDING SYSTEMS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
BOILER SERVICE	ANNUAL	C								X				
CONDENSATE PUMPS	ANNUAL	C								X				
HVAC SYSTEMS	ANNUAL	C								X				
AIR SOURCE HEAT PUMPS	ANNUAL	C								X				
ELECTRICAL PANELS/COMPONENTS	ANNUAL	SHA					X			X				
SUMP PUMPS	ANNUAL	SHA					X							
VENTS	ANNUAL	SHA					X							
DOMESTIC WATER	ANNUAL	SHA					X							

Preventive Maintenance Schedule and Checklist

LHA NAME: SALEM HOUSING AUTHORITY

DEVELOPMENT: CHARTER STREET

LIFE AND SAFETY SYSTEMS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
FIRE ALARM - System type - Description of work per item listed is recommended	ANNUAL												X	
FIRE ALARM - Local type - check expiration date, change batteries, confirm all detectors are working and installed where required	ANNUAL												X	
BUILDING SPRINKLER	ANNUAL									X				
BACKFLOW DEVICE	ANNUAL													
FIRE PUMP	ANNUAL													X
FIRE EXTINGUISHERS	ANNUAL									X				
FIRE DOORS	ANNUAL		X	X	X	X	X	X	X	X	X	X	X	X
FIRE HYDRANTS	ANNUAL					X								
GENERATORS	ANNUAL						X							
ELEVATORS	ANNUAL				X									
EXIT SIGNS	ANNUAL		X	X	X	X	X	X	X	X	X	X	X	X
EMERGENCY LIGHTING	ANNUAL		X	X	X	X	X	X	X	X	X	X	X	X
SECURITY SYSTEMS	ANNUAL		X	X	X	X	X	X	X	X	X	X	X	X

DWELLING UNIT

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ANNUAL INSPECTIONS	ANNUAL		X	X	X	X	X	X	X	X	X	X	X	X
PEST CONTROL	MONTHLY		X	X	X	X	X	X	X	X	X	X	X	X
HVAC/ASHP FILTERS AND CLEANING	ANNUAL		X	X	X	X	X	X	X	X	X	X	X	X
SMOKE /CO DETECTORS	ANNUAL		X	X	X	X	X	X	X	X	X	X	X	X
BLOCKED EGRESS	ANNUAL		X	X	X	X	X	X	X	X	X	X	X	X
ACCUMULATION OF DEBRIS	ANNUAL		X	X	X	X	X	X	X	X	X	X	X	X

Preventive Maintenance Schedule and Checklist

LHA NAME: SALEM HOUSING AUTHORITY

DEVELOPMENT: CHARTER STREET

BUILDING ENVELOPE

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ROOFS	ANNUAL		X	X	X	X	X	X	X	X	X	X	X	X
WINDOWS AND DOORS	ANNUAL		X	X	X	X	X	X	X	X	X	X	X	X
GUTTERS AND DOWNSPOUTS	ANNUAL		X	X	X	X	X	X	X	X	X	X	X	X
SIDING/TRIM	ANNUAL		X	X	X	X	X	X	X	X	X	X	X	X
FLASHING	ANNUAL		X	X	X	X	X	X	X	X	X	X	X	X
FOUNDATION	ANNUAL		X	X	X	X	X	X	X	X	X	X	X	X
LIGHTING/ELECTRICAL	ANNUAL		X	X	X	X	X	X	X	X	X	X	X	X
FOUNDATION	ANNUAL		X	X	X	X	X	X	X	X	X	X	X	X
PEST CONTROL	MONTHLY		X	X	X	X	X	X	X	X	X	X	X	X

SITE AND GROUNDS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
WALWAYS/SIDEWALKS	ANNUAL		X	X	X	X	X	X	X	X	X	X	X	X
LIGHTING	ANNUAL		X	X	X	X	X	X	X	X	X	X	X	X
ROADS/PARKING LOTS	ANNUAL		X	X	X	X	X	X	X	X	X	X	X	X
CATCH BASINS AND STORM DRAINS	ANNUAL		X	X	X	X	X	X	X	X	X	X	X	X
TREES AND SHRUBS	MONTHLY		X	X	X	X	X	X	X	X	X	X	X	X
LAWNS AND GARDENS	MONTHLY		X	X	X	X	X	X	X	X	X	X	X	X
DUMPSTERS AND TRASH REMOVAL	WEEKLY		X	X	X	X	X	X	X	X	X	X	X	X
CHECK LINING OF PROPERTY (DUE BY 2030)	ANNUAL		X	X	X	X	X	X	X	X	X	X	X	X

MECHANICAL, ELECTRICAL AND BUILDING SYSTEMS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
BOILER SERVICE	ANNUAL		X	X	X	X	X	X	X	X	X	X	X	X
CONDENSATE PUMPS	ANNUAL		X	X	X	X	X	X	X	X	X	X	X	X
HVAC SYSTEMS	ANNUAL		X	X	X	X	X	X	X	X	X	X	X	X
AIR SOURCE HEAT PUMPS	ANNUAL		X	X	X	X	X	X	X	X	X	X	X	X
ELECTRICAL PANELS/COMPONENTS	ANNUAL		X	X	X	X	X	X	X	X	X	X	X	X
ELEVATORS	ANNUAL		X	X	X	X	X	X	X	X	X	X	X	X
SEPTIC/SEWERAGE PUMPS	ANNUAL		X	X	X	X	X	X	X	X	X	X	X	X
SUMP PUMPS	ANNUAL		X	X	X	X	X	X	X	X	X	X	X	X
VENTS	ANNUAL		X	X	X	X	X	X	X	X	X	X	X	X
DOMESTIC WATER	ANNUAL		X	X	X	X	X	X	X	X	X	X	X	X
TRASH COMPACTOR	ANNUAL					X						X	X	X
TRASH CHUTES AND DOORS	ANNUAL					X							X	

Preventive Maintenance Schedule and Checklist

LHA NAME: SALEM HOUSING AUTHORITY

DEVELOPMENT: COLONIAL TERRACE

LIFE AND SAFETY SYSTEMS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
FIRE ALARM - System type - Description of work per item listed is recommended	ANNUAL	C										X		
FIRE ALARM - Local type - check expiration date, change batteries, confirm all detectors are working and installed where required	ANNUAL	C										X		
BACKFLOW DEVICE	ANNUAL	C							X					
FIRE EXTINGUISHERS	ANNUAL	C				X								
EXIT SIGNS	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
EMERGENCY LIGHTING	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
SECURITY SYSTEMS	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X

DWELLING UNIT

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ANNUAL INSPECTIONS	MONTHLY	SHA	X	X	X	X	X	X	X			X	X	X
PEST CONTROL	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
HVAC/ASHP FILTERS AND CLEANING	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
SMOKE /CO DETECTORS	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
BLOCKED EGRESS	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
ACCUMULATION OF DEBRIS	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X

BUILDING ENVELOPE

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ROOFS	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
WINDOWS AND DOORS	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
GUTTERS AND DOWNSPOUTS	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
SIDING/TRIM	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
FLASHING	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
FOUNDATION	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
LIGHTING/ELECTRICAL	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
FOUNDATION	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
PEST CONTROL	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X

Preventive Maintenance Schedule and Checklist

LHA NAME: SALEM HOUSING AUTHORITY

DEVELOPMENT: COLONIAL TERRACE

SITE AND GROUNDS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
WALWAYS/SIDEWALKS	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
LIGHTING	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
ROADS/PARKING LOTS	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
CATCH BASINS AND STORM DRAINS	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
TREES AND SHRUBS	MONTHLY	SHA			X	X	X	X	X	X	X	X	X	X
LAWNS AND GARDENS	MONTHLY	SHA			X	X	X	X	X	X	X			
DUMPSTERS AND TRASH REMOVAL	MONTHLY	SHA	X	X	X	X	X	X	X	X	X			
CHECK LINING OF PROPERTY (DUE BY 2030)	ANNUAL	SHA				X	X	X	X	X	X	X	X	X
								X						

MECHANICAL, ELECTRICAL AND BUILDING SYSTEMS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
CONDENSATE PUMPS	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
HVAC SYSTEMS	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
AIR SOURCE HEAT PUMPS	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
ELECTRICAL PANELS/COMPONENTS	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
SEPTIC/SEWERAGE PUMPS	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
SUMP PUMPS	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
VENTS	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
DOMESTIC WATER	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X

Preventive Maintenance Schedule and Checklist

LHA NAME: SALEM HOUSING AUTHORITY

DEVELOPMENT: DALTON RESIDENCE

LIFE AND SAFETY SYSTEMS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
FIRE ALARM - System type - Description of work per item listed is recommended	ANNUAL	C										x		
FIRE ALARM - Local type - check expiration date, change batteries, confirm all detectors are working and installed where required	ANNUAL	C										x		
BUILDING SPRINKLER	ANNUAL	C					x							
BACKFLOW DEVICE	ANNUAL	C					x							
FIRE PUMP	ANNUAL	C					x							
FIRE EXTINGUISHERS	ANNUAL	C				x								
FIRE DOORS	MONTHLY		X	X	X	X	X	X	X	X		X	X	X
GENERATORS	ANNUAL	C			x							X	X	X
ELEVATORS	ANNUAL	C			x									
EXIT SIGNS	MONTHLY	SHA	X	X	X	X	X	X	X	X		X	X	X
EMERGENCY LIGHTING	MONTHLY	SHA	X	X	X	X	X	X	X	X		X	X	X
SECURITY SYSTEMS	MONTHLY	SHA	X	X	X	X	X	X	X	X		X	X	X

DWELLING UNIT

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ANNUAL INSPECTIONS	MONTHLY	SHA	X	X	X	X	X	X	X	X		X	X	X
PEST CONTROL	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
HVAC/ASHP FILTERS AND CLEANING	MONTHLY	SHA	X	X	X	X	X	X	X	X		X	X	X
SMOKE /CO DETECTORS	MONTHLY	SHA	X	X	X	X	X	X	X	X		X	X	X
BLOCKED EGRESS	MONTHLY	SHA	X	X	X	X	X	X	X	X		X	X	X
ACCUMULATION OF DEBRIS	MONTHLY	SHA	X	X	X	X	X	X	X	X		X	X	X

Preventive Maintenance Schedule and Checklist

LHA NAME: SALEM HOUSING AUTHORITY

DEVELOPMENT: DALTON RESIDENCE

BUILDING ENVELOPE

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ROOFS	MONTHLY	SHA	X	X	X	X	X	X	X	X		X	X	X
WINDOWS AND DOORS	MONTHLY	SHA	X	X	X	X	X	X	X	X		X	X	X
GUTTERS AND DOWNSPOUTS	MONTHLY	SHA	X	X	X	X	X	X	X	X		X	X	X
SIDING/TRIM	MONTHLY	SHA	X	X	X	X	X	X	X	X		X	X	X
FLASHING	MONTHLY	SHA	X	X	X	X	X	X	X	X		X	X	X
FOUNDATION	MONTHLY	SHA	X	X	X	X	X	X	X	X		X	X	X
LIGHTING/ELECTRICAL	MONTHLY	SHA	X	X	X	X	X	X	X	X		X	X	X
FOUNDATION	MONTHLY	SHA	X	X	X	X	X	X	X	X		X	X	X
PEST CONTROL	MONTHLY	SHA	X	X	X	X	X	X	X	X		X	X	X

SITE AND GROUNDS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
WALWAYS/SIDEWALKS	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
LIGHTING	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
ROADS/PARKING LOTS	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
CATCH BASINS AND STORM DRAINS	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
TREES AND SHRUBS	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
LAWNS AND GARDENS	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
DUMPSTERS AND TRASH REMOVAL	WEEKLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
CHECK LINING OF PROPERTY (DUE BY 2030)	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X

MECHANICAL, ELECTRICAL AND BUILDING SYSTEMS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
BOILER SERVICE	ANNUAL	C												
CONDENSATE PUMPS	ANNUAL	C									X			
HVAC SYSTEMS	ANNUAL	C									X			
AIR SOURCE HEAT PUMPS	ANNUAL	C									X			
ELECTRICAL PANELS/COMPONENTS	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
ELEVATORS	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
SEPTIC/SEWERAGE PUMPS	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
SUMP PUMPS	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
VENTS	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
DOMESTIC WATER	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X

Preventive Maintenance Schedule and Checklist

LHA NAME: SALEM HOUSING AUTHORITY

DEVELOPMENT: GARDEN TERRACE

LIFE AND SAFETY SYSTEMS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
FIRE ALARM - Local type - check expiration date, change batteries, confirm all detectors are working and installed where required	ANNUAL	C										X		
FIRE EXTINGUISHERS	ANNUAL	C				X								
FIRE HYDRANTS	ANNUAL	C				X				X				
EXIT SIGNS	MONTHLY	SHA	X	X	X	X	X	X	X			X	X	X
EMERGENCY LIGHTING	MONTHLY	SHA	X	X	X	X	X	X	X			X	X	X

DWELLING UNIT

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ANNUAL INSPECTIONS	MONTHLY	SHA	X	X	X	X	X	X	X			X	X	X
PEST CONTROL	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
HVAC/ASHP FILTERS AND CLEANING	MONTHLY	SHA	X	X	X	X	X	X	X			X	X	X
SMOKE /CO DETECTORS	MONTHLY	SHA	X	X	X	X	X	X	X			X	X	X
BLOCKED EGRESS	MONTHLY	SHA	X	X	X	X	X	X	X			X	X	X
ACCUMULATION OF DEBRIS	MONTHLY	SHA	X	X	X	X	X	X	X			X	X	X

BUILDING ENVELOPE

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ROOFS	MONTHLY	SHA	X	X	X	X	X	X	X			X	X	X
WINDOWS AND DOORS	MONTHLY	SHA	X	X	X	X	X	X	X			X	X	X
GUTTERS AND DOWNSPOUTS	MONTHLY	SHA	X	X	X	X	X	X	X			X	X	X
SIDING/TRIM	MONTHLY	SHA	X	X	X	X	X	X	X			X	X	X
FLASHING	MONTHLY	SHA	X	X	X	X	X	X	X			X	X	X
FOUNDATION	MONTHLY	SHA	X	X	X	X	X	X	X			X	X	X
LIGHTING/ELECTRICAL	MONTHLY	SHA	X	X	X	X	X	X	X			X	X	X
FOUNDATION	MONTHLY	SHA	X	X	X	X	X	X	X			X	X	X
PEST CONTROL	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X

Preventive Maintenance Schedule and Checklist

LHA NAME: SALEM HOUSING AUTHORITY

DEVELOPMENT: GARDEN TERRACE

SITE AND GROUNDS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
WALWAYS/SIDEWALKS	MONTHLY	SHA	X	X	X	X	X	X	X			X	X	X
LIGHTING	MONTHLY	SHA	X	X	X	X	X	X	X			X	X	X
ROADS/PARKING LOTS	MONTHLY	SHA	X	X	X	X	X	X	X			X	X	X
CATCH BASINS AND STORM DRAINS	MONTHLY	SHA	X	X	X	X	X	X	X			X	X	X
TREES AND SHRUBS	MONTHLY	SHA				X	X	X	X	X	X	X	X	X
LAWNS AND GARDENS	MONTHLY	SHA				X	X	X	X	X	X	X		
DUMPSTERS AND TRASH REMOVAL	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X		
CHECK LINING OF PROPERTY (DUE BY 2030)	ANNUAL	SHA								X				

MECHANICAL, ELECTRICAL AND BUILDING SYSTEMS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
BOILER SERVICE	ANNUAL	C								X				
CONDENSATE PUMPS	ANNUAL	C								X				
HVAC SYSTEMS	ANNUAL	C								X				
AIR SOURCE HEAT PUMPS	ANNUAL	C								X				
ELECTRICAL PANELS/COMPONENTS	MONTHLY	SHA	X	X	X	X	X	X	X			X	X	X
SUMP PUMPS	MONTHLY	SHA	X	X	X	X	X	X	X			X	X	X
VENTS	MONTHLY	SHA	X	X	X	X	X	X	X			X	X	X
DOMESTIC WATER	MONTHLY	SHA	X	X	X	X	X	X	X			X	X	X

Preventive Maintenance Schedule and Checklist

LHA NAME: SALEM HOUSING AUTHORITY

DEVELOPMENT: MORENCY MANOR

LIFE AND SAFETY SYSTEMS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
FIRE ALARM - System type - Description of work per item listed is recommended	ANNUAL	C									X			
FIRE ALARM - Local type - check expiration date, change batteries, confirm all detectors are working and installed where required	ANNUAL	C									X			
BUILDING SPRINKLER	ANNUAL	C								X				
BACKFLOW DEVICE	ANNUAL	C										X		
FIRE PUMP	ANNUAL	C										X		
FIRE EXTINGUISHERS	ANNUAL	C				X				X				
FIRE DOORS	MONTHLY	SHA	X	X	X	X	X	X	X		X	X	X	X
FIRE HYDRANTS	ANNUAL	C			X						X	X	X	X
GENERATORS	ANNUAL	C								X				
ELEVATORS	ANNUAL	C							X					
EXIT SIGNS	MONTHLY	SHA	X	X	X	X	X	X	X		X	X	X	X
EMERGENCY LIGHTING	MONTHLY	SHA	X	X	X	X	X	X	X		X	X	X	X
SECURITY SYSTEMS	MONTHLY	SHA	X	X	X	X	X	X	X		X	X	X	X

DWELLING UNIT

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ANNUAL INSPECTIONS	MONTHLY	SHA	X	X	X	X	X	X	X		X	X	X	X
PEST CONTROL	WEEKLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
HVAC/ASHP FILTERS AND CLEANING	MONTHLY	SHA	X	X	X	X	X	X	X		X	X	X	X
SMOKE /CO DETECTORS	MONTHLY	SHA	X	X	X	X	X	X	X		X	X	X	X
BLOCKED EGRESS	MONTHLY	SHA	X	X	X	X	X	X	X		X	X	X	X
ACCUMULATION OF DEBRIS	MONTHLY	SHA	X	X	X	X	X	X	X		X	X	X	X

Preventive Maintenance Schedule and Checklist														
LHA NAME: SALEM HOUSING AUTHORITY					DEVELOPMENT: MORENCY MANOR									
BUILDING ENVELOPE														
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ROOFS	MONTHLY	SHA	X	X	X	X	X	X	X		X	X	X	X
WINDOWS AND DOORS	MONTHLY	SHA	X	X	X	X	X	X	X		X	X	X	X
GUTTERS AND DOWNSPOUTS	MONTHLY	SHA	X	X	X	X	X	X	X		X	X	X	X
SIDING/TRIM	MONTHLY	SHA	X	X	X	X	X	X	X		X	X	X	X
FLASHING	MONTHLY	SHA	X	X	X	X	X	X	X		X	X	X	X
FOUNDATION	MONTHLY	SHA	X	X	X	X	X	X	X		X	X	X	X
LIGHTING/ELECTRICAL	MONTHLY	SHA	X	X	X	X	X	X	X		X	X	X	X
FOUNDATION	MONTHLY	SHA	X	X	X	X	X	X	X		X	X	X	X
PEST CONTROL	WEEKLY	SHA	X	X	X	X	X	X	X		X	X	X	X
SITE AND GROUNDS														
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
WALWAYS/SIDEWALKS	MONTHLY	SHA	X	X	X	X	X	X	X		X	X	X	X
LIGHTING	MONTHLY	SHA	X	X	X	X	X	X	X		X	X	X	X
ROADS/PARKING LOTS	MONTHLY	SHA	X	X	X	X	X	X	X		X	X	X	X
CATCH BASINS AND STORM DRAINS	MONTHLY	SHA	X	X	X	X	X	X	X		X	X	X	X
TREES AND SHRUBS	MONTHLY	SHA			X	X	X	X	X	X	X	X		
LAWNS AND GARDENS	MONTHLY	SHA			X	X	X	X	X	X	X	X		
DUMPSTERS AND TRASH REMOVAL	WEEKLY	SHA	X	X	X	X	X	X	X	X	X	X		
CHECK LINING OF PROPERTY (DUE BY 2030)	ANNUAL	SHA								X				
MECHANICAL, ELECTRICAL AND BUILDING SYSTEMS														
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
BOILER SERVICE	ANNUAL	SHA						X						
CONDENSATE PUMPS	ANNUAL	SHA						X						
HVAC SYSTEMS	ANNUAL	SHA												
AIR SOURCE HEAT PUMPS	ANNUAL	SHA										X		
ELECTRICAL PANELS/COMPONENTS	MONTHLY	SHA	X	X	X	X	X	X	X		X	X	X	X
ELEVATORS	MONTHLY	SHA	X	X	X	X	X	X	X		X	X	X	X
SEPTIC/SEWERAGE PUMPS	MONTHLY	SHA	X	X	X	X	X	X	X		X	X	X	X
SUMP PUMPS	MONTHLY	SHA	X	X	X	X	X	X	X		X	X	X	X
VENTS	MONTHLY	SHA	X	X	X	X	X	X	X		X	X	X	X
DOMESTIC WATER	MONTHLY	SHA	X	X	X	X	X	X	X		X	X	X	X
TRASH COMPACTOR	WEEKLY	C	X	X	X	X	X	X	X		X	X	X	X
TRASH CHUTES AND DOORS	ANNUAL	C		X						X				

Preventive Maintenance Schedule and Checklist

LHA NAME: SALEM HOUSING AUTHORITY

DEVELOPMENT: MORENCY MANOR

VEHICLES AND EQUIPMENT

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
TRUCKS/TRAILERS	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
LAWN MOWERS	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
SNOW REMOVAL EQUIPMENT	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
TOOLS	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X

Preventive Maintenance Schedule and Checklist														
LHA NAME: SALEM HOUSING AUTHORITY			DEVELOPMENT: NORTON TERRACE											
LIFE AND SAFETY SYSTEMS														
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
FIRE ALARM - System type - Description of work per item listed is recommended	ANNUAL	C			X									
FIRE ALARM - Local type - check expiration date, change batteries, confirm all detectors are working and installed where required	ANNUAL	C			X									
FIRE EXTINGUISHERS	ANNUAL	C				X								
FIRE DOORS	ANNUAL	SHA								X				
EXIT SIGNS	ANNUAL	SHA								X				
EMERGENCY LIGHTING	ANNUAL	SHA								X				
DWELLING UNIT														
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ANNUAL INSPECTIONS	ANNUAL	SHA								X				
PEST CONTROL	p	SHA	X	X	X	X	X	X	X	X	X	X	X	X
HVAC/ASHP FILTERS AND CLEANING	ANNUAL	SHA			X	X								
SMOKE /CO DETECTORS	ANNUAL	SHA								X				
BLOCKED EGRESS	ANNUAL	SHA								X				
ACCUMULATION OF DEBRIS	ANNUAL	SHA								X				
BUILDING ENVELOPE														
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ROOFS	ANNUAL	SHA								X				
WINDOWS AND DOORS	ANNUAL	SHA								X				
GUTTERS AND DOWNSPOUTS	ANNUAL	SHA								X				
SIDING/TRIM	ANNUAL	SHA								X				
FLASHING	ANNUAL	SHA								X				
FOUNDATION	ANNUAL	SHA								X				
LIGHTING/ELECTRICAL	ANNUAL	SHA								X				
FOUNDATION	ANNUAL	SHA								X				
PEST CONTROL	WEEKLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X

Preventive Maintenance Schedule and Checklist

LHA NAME: SALEM HOUSING AUTHORITY

DEVELOPMENT: NORTON TERRACE

SITE AND GROUNDS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
WALWAYS/SIDEWALKS	ANNUAL	SHA								X				
LIGHTING	ANNUAL	SHA								X				
ROADS/PARKING LOTS	ANNUAL	SHA								X				
CATCH BASINS AND STORM DRAINS	ANNUAL	SHA								X				
TREES AND SHRUBS	MONTHLY	SHA				X	X	X	X	X	X	X		
LAWNS AND GARDENS	MONTHLY	SHA				X	X	X	X	X	X	X		
DUMPSTERS AND TRASH REMOVAL	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
CHECK LINING OF PROPERTY (DUE BY 2030)	ANNUAL	SHA								X				

MECHANICAL, ELECTRICAL AND BUILDING SYSTEMS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
HVAC SYSTEMS	ANNUAL	SHA			X	X								
AIR SOURCE HEAT PUMPS	ANNUAL	SHA			X	X								
ELECTRICAL PANELS/COMPONENTS	ANNUAL	SHA												
SEPTIC/SEWERAGE PUMPS	ANNUAL	SHA								X				
SUMP PUMPS	ANNUAL	SHA								X				
VENTS	ANNUAL	SHA								X				
DOMESTIC WATER	ANNUAL	SHA								X				

Preventive Maintenance Schedule and Checklist															
LHA NAME: SALEM HOUSING AUTHORITY				DEVELOPMENT: PHILLIPS HOUSE											
LIFE AND SAFETY SYSTEMS															
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
IDENTIFY ALL ITEMS THAT REQUIRE PM WORK/INSPECTION - LIST ITEMS WITH DESCRIPTION OF WORK NEEDED	HOW OFTEN PM WORK IS NEEDED PER TASK	BY LHA OR CONTR ACTOR													
FIRE ALARM - System type - Description of work per item listed is recommended															
FIRE ALARM - Local type - check expiration date, change batteries, confirm all detectors are working and installed where required															
BUILDING SPRINKLER															
BACKFLOW DEVICE															
FIRE PUMP															
KITCHEN HOOD FIRE SUPPRESSION SYSTEM - Inspection and maintained															
FIRE EXTINGUISHERS															
FIRE DOORS															
FIRE HYDRANTS															
GENERATORS															
ELEVATORS															
EXIT SIGNS															
EMERGENCY LIGHTING															
SECURITY SYSTEMS															
DWELLING UNIT															
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
ANNUAL INSPECTIONS															
PEST CONTROL											X				
HVAC/ASHP FILTERS AND CLEANING															
SMOKE /CO DETECTORS															
BLOCKED EGRESS															
ACCUMULATION OF DEBRIS															

Preventive Maintenance Schedule and Checklist

LHA NAME: SALEM HOUSING AUTHORITY

DEVELOPMENT: PHILLIPS HOUSE

BUILDING ENVELOPE

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ROOFS														
WINDOWS AND DOORS														
GUTTERS AND DOWNSPOUTS														
SIDING/TRIM														
FLASHING														
FOUNDATION														
LIGHTING/ELECTRICAL														
FOUNDATION														
PEST CONTROL														

SITE AND GROUNDS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
WALWAYS/SIDEWALKS														
LIGHTING														
ROADS/PARKING LOTS														
CATCH BASINS AND STORM DRAINS														
TREES AND SHRUBS														
LAWNS AND GARDENS														
DUMPSTERS AND TRASH REMOVAL														

MECHANICAL, ELECTRICAL AND BUILDING SYSTEMS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
BOILER SERVICE														
CONDENSATE PUMPS														
HVAC SYSTEMS														
AIR SOURCE HEAT PUMPS														
ELECTRICAL PANELS/COMPONENTS														
ELEVATORS														
SEPTIC/SEWERAGE PUMPS														
SUMP PUMPS														
VENTS														
DOMESTIC WATER														
TRASH COMPACTOR														
TRASH CHUTES AND DOORS														

Preventive Maintenance Schedule and Checklist														
LHA NAME: SALEM HOUSING AUTHORITY					DEVELOPMENT: PHILLIPS HOUSE									
VEHICLES AND EQUIPMENT														
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
TRUCKS/TRAILERS														
LAWN MOWERS														
SNOW REMOVAL EQUIPMENT														
PLOWS														
TOOLS														

Preventive Maintenance Schedule and Checklist														
LHA NAME: SALEM HOUSING AUTHORITY			DEVELOPMENT: PIONEER TERRACE											
LIFE AND SAFETY SYSTEMS														
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
FIRE ALARM - System type - Description of work per item listed is recommended	ANNUAL	C					X							
FIRE ALARM - Local type - check expiration date, change batteries, confirm all detectors are working and installed where required	ANNUAL	C					X							
FIRE EXTINGUISHERS	ANNUAL	C				X								
FIRE HYDRANTS	ANNUAL	SHA			X						X			
EXIT SIGNS	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
EMERGENCY LIGHTING	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
DWELLING UNIT														
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ANNUAL INSPECTIONS	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
PEST CONTROL	WEEKLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
HVAC/ASHP FILTERS AND CLEANING	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
SMOKE /CO DETECTORS	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
BLOCKED EGRESS	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
ACCUMULATION OF DEBRIS	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
BUILDING ENVELOPE														
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ROOFS	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
WINDOWS AND DOORS	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
GUTTERS AND DOWNSPOUTS	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
SIDING/TRIM	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
FLASHING	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
FOUNDATION	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
LIGHTING/ELECTRICAL	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
FOUNDATION	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
PEST CONTROL	WEEKLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X

Preventive Maintenance Schedule and Checklist														
LHA NAME: SALEM HOUSING AUTHORITY					DEVELOPMENT: PIONEER TERRACE									
SITE AND GROUNDS														
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
WALWAYS/SIDEWALKS	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
LIGHTING	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
ROADS/PARKING LOTS	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
CATCH BASINS AND STORM DRAINS	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
TREES AND SHRUBS	MONTHLY	SHA			X	X	X	X	X	X	X	X	X	X
LAWNS AND GARDENS	MONTHLY	SHA			X	X	X	X	X	X	X	X		
DUMPSTERS AND TRASH REMOVAL	WEEKLY	SHA	X	X	X	X	X	X	X	X	X	X		
CHECK LINING OF PROPERTY (DUE BY 2030)	ANNUAL	SHA							X					
MECHANICAL, ELECTRICAL AND BUILDING SYSTEMS														
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ELECTRICAL PANELS/COMPONENTS	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
SEPTIC/SEWERAGE PUMPS	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
SUMP PUMPS	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
VENTS	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
DOMESTIC WATER	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X

Preventive Maintenance Schedule and Checklist

LHA NAME: SALEM HOUSING AUTHORITY

DEVELOPMENT: RAINBOW TERRACE

LIFE AND SAFETY SYSTEMS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
FIRE ALARM - Local type - check expiration date, change batteries, confirm all detectors are working and installed where required	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
FIRE EXTINGUISHERS	ANNUAL	C				X								
FIRE HYDRANTS	ANNUAL	C			X						X			
EXIT SIGNS	ANNUAL	SHA								X				
EMERGENCY LIGHTING	ANNUAL	SHA								X				
SECURITY SYSTEMS	ANNUAL	C								X				

DWELLING UNIT

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ANNUAL INSPECTIONS	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
PEST CONTROL	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
HVAC/ASHP FILTERS AND CLEANING	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
SMOKE /CO DETECTORS	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
BLOCKED EGRESS	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
ACCUMULATION OF DEBRIS	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X

BUILDING ENVELOPE

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ROOFS	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
WINDOWS AND DOORS	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
GUTTERS AND DOWNSPOUTS	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
SIDING/TRIM	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
FLASHING	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
FOUNDATION	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
LIGHTING/ELECTRICAL	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
FOUNDATION	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
PEST CONTROL	WEEKLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X

Preventive Maintenance Schedule and Checklist

LHA NAME: SALEM HOUSING AUTHORITY

DEVELOPMENT: RAINBOW TERRACE

SITE AND GROUNDS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
WALWAYS/SIDEWALKS	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
LIGHTING	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
ROADS/PARKING LOTS	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
CATCH BASINS AND STORM DRAINS	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
TREES AND SHRUBS	MONTHLY	SHA			X	X	X	X	X	X	X	X	X	X
LAWNS AND GARDENS	MONTHLY	SHA			X	X	X	X	X	X	X	X		
DUMPSTERS AND TRASH REMOVAL	DAILY	SHA	X	X	X	X	X	X	X	X	X	X		
CHECK LINING OF PROPERTY (DUE BY 2030)	ANNUAL	SHA								X				X

MECHANICAL, ELECTRICAL AND BUILDING SYSTEMS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
BOILER SERVICE	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
CONDENSATE PUMPS	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
HVAC SYSTEMS	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
AIR SOURCE HEAT PUMPS	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
ELECTRICAL PANELS/COMPONENTS	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
SEPTIC/SEWERAGE PUMPS	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
SUMP PUMPS	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
VENTS	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X
DOMESTIC WATER	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X

VEHICLES AND EQUIPMENT

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
TRUCKS/TRAILERS	WEEKLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
LAWN MOWERS	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
SNOW REMOVAL EQUIPMENT	MONTHLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
PLOWS	MONTHLY	SHA	X	X						X			X	X
TOOLS	DAILY	SHA	X	X	X	X	X	X	X	X	X	X	X	X

Preventive Maintenance Schedule and Checklist

LHA NAME: SALEM HOUSING AUTHORITY

DEVELOPMENT: RUANE RESIDENCE

LIFE AND SAFETY SYSTEMS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
FIRE ALARM - System type - Description of work per item listed is recommended	ANNUAL	C			X									
FIRE ALARM - Local type - check expiration date, change batteries, confirm all detectors are working and installed where required	ANNUAL	C			X									
BUILDING SPRINKLER	ANNUAL	C							X					
BACKFLOW DEVICE	ANNUAL	C							X					
FIRE PUMP	ANNUAL	C							X					
FIRE EXTINGUISHERS	ANNUAL	C				X								
ELEVATORS	ANNUAL	C				X								
EXIT SIGNS	ANNUAL	SHA				X								
EMERGENCY LIGHTING	ANNUAL	SHA												X
SECURITY SYSTEMS	ANNUAL	C												X
														X

DWELLING UNIT

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ANNUAL INSPECTIONS	ANNUAL	SHA												X
PEST CONTROL	WEEKLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X
HVAC/ASHP FILTERS AND CLEANING	ANNUAL	SHA												X
SMOKE /CO DETECTORS	ANNUAL	SHA												X
BLOCKED EGRESS	ANNUAL	SHA												X
ACCUMULATION OF DEBRIS	MONTHLY	SHA												X
														X

Preventive Maintenance Schedule and Checklist

LHA NAME: SALEM HOUSING AUTHORITY

DEVELOPMENT: RUANE RESIDENCE

BUILDING ENVELOPE

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ROOFS	ANNUAL	SHA												
WINDOWS AND DOORS	ANNUAL	SHA												X
GUTTERS AND DOWNSPOUTS	ANNUAL	SHA												X
SIDING/TRIM	ANNUAL	SHA												X
FLASHING	ANNUAL	SHA												X
FOUNDATION	ANNUAL	SHA												X
LIGHTING/ELECTRICAL	ANNUAL	SHA												X
FOUNDATION	ANNUAL	SHA												X
PEST CONTROL	WEEKLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X

SITE AND GROUNDS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
WALWAYS/SIDEWALKS	ANNUAL	SHA												X
LIGHTING	ANNUAL	SHA												X
ROADS/PARKING LOTS	ANNUAL	SHA												X
CATCH BASINS AND STORM DRAINS	ANNUAL	SHA			X									X
TREES AND SHRUBS	MONTHLY	SHA			X	X	X	X	X	X	X			
LAWNS AND GARDENS	MONTHLY	SHA			X	X	X	X	X	X	X			
TRASH REMOVAL	DAILY	SHA	X	X	X	X	X	X	X	X	X			
CHECK LINING OF PROPERTY (DUE BY 2030)	ANNUAL	SHA								X				

MECHANICAL, ELECTRICAL AND BUILDING SYSTEMS

TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
BOILER SERVICE	ANNUAL	C								X				
CONDENSATE PUMPS	ANNUAL	C								X				
HVAC SYSTEMS	ANNUAL	C								X				
ELECTRICAL PANELS/COMPONENTS	ANNUAL	SHA								X				
ELEVATORS	ANNUAL	SHA				X								X
SEPTIC/SEWERAGE PUMPS	ANNUAL	SHA												X
SUMP PUMPS	ANNUAL	SHA												X
VENTS	ANNUAL	SHA												X
DOMESTIC WATER	ANNUAL	SHA												X

Preventive Maintenance Schedule and Checklist															
LHA NAME: SALEM HOUSING AUTHORITY			DEVELOPMENT: S. ZISSON ELDERLY RESIDENCE												
LIFE AND SAFETY SYSTEMS															
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
FIRE ALARM - System type - Description of work per item listed is recommended	ANNUAL	C											X		
FIRE ALARM - Local type - check expiration date, change batteries, confirm all detectors are working and installed where required	ANNUAL	C											X		
BUILDING SPRINKLER	ANNUAL	C							X						
BACKFLOW DEVICE	ANNUAL	C							X						
FIRE PUMP	ANNUAL	C							X						
FIRE EXTINGUISHERS	ANNUAL	C				X									
FIRE DOORS	ANNUAL	SHA			X										
ELEVATORS	ANNUAL	C				X									
EXIT SIGNS	ANNUAL	SHA			X										
EMERGENCY LIGHTING	ANNUAL	SHA			X										
SECURITY SYSTEMS	ANNUAL	C			X										
DWELLING UNIT															
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
ANNUAL INSPECTIONS	ANNUAL	SHA			X										
PEST CONTROL	ANNUAL	SHA	X	X	X	X	X	X	X	X	X	X	X	X	
HVAC/ASHP FILTERS AND CLEANING	ANNUAL	SHA			X										
SMOKE /CO DETECTORS	ANNUAL	SHA			X										
BLOCKED EGRESS	ANNUAL	SHA			X										
ACCUMULATION OF DEBRIS	ANNUAL	SHA			X										
BUILDING ENVELOPE															
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
ROOFS	ANNUAL	SHA			X										
WINDOWS AND DOORS	ANNUAL	SHA			X										
GUTTERS AND DOWNSPOUTS	ANNUAL	SHA			X										
SIDING/TRIM	ANNUAL	SHA			X										
FLASHING	ANNUAL	SHA			X										
FOUNDATION	ANNUAL	SHA			X										
LIGHTING/ELECTRICAL	ANNUAL	SHA			X										
FOUNDATION	ANNUAL	SHA			X										
PEST CONTROL	WEEKLY	SHA	X	X	X	X	X	X	X	X	X	X	X	X	

Preventive Maintenance Schedule and Checklist															
LHA NAME: SALEM HOUSING AUTHORITY			DEVELOPMENT: S. ZISSON ELDERLY RESIDENCE												
SITE AND GROUNDS															
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
WALWAYS/SIDEWALKS	ANNUAL	SHA			X										
LIGHTING	ANNUAL	SHA			X										
ROADS/PARKING LOTS	ANNUAL	SHA			X										
CATCH BASINS AND STORM DRAINS	ANNUAL	SHA		X	X	X	X	X	X	X	X	X	X		
TREES AND SHRUBS	MONTHLY	SHA			X	X	X	X	X	X	X	X	X		
LAWNS AND GARDENS	MONTHLY	SHA			X	X	X	X	X	X	X	X	X		
TRASH REMOVAL	DAILY	SHA	X	X	X	X	X	X	X	X	X	X	X		
CHECK LINING OF PROPERTY (DUE BY 2030)	ANNUAL	SHA								X					
MECHANICAL, ELECTRICAL AND BUILDING SYSTEMS															
TASK	Frequency	By	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
BOILER SERVICE	ANNUAL	C									X				
CONDENSATE PUMPS	ANNUAL	C									X				
HVAC SYSTEMS	ANNUAL	C									X				
AIR SOURCE HEAT PUMPS	ANNUAL	C									X				
ELECTRICAL PANELS/COMPONENTS	ANNUAL	SHA			X						X				
ELEVATORS	ANNUAL	C				X									
SEPTIC/SEWERAGE PUMPS	ANNUAL	SHA			X										
SUMP PUMPS	ANNUAL	SHA			X										
VENTS	ANNUAL	SHA			X										
DOMESTIC WATER	ANNUAL	SHA			X										
TRASH COMPACTOR	DAILY	SHA	X	X	X	X	X	X	X	X	X	X	X	X	
TRASH CHUTES AND DOORS	DAILY	SHA	X	X	X	X	X	X	X	X	X	X	X	X	

**Salem Housing Authority
Deferred Work Order Report**

Filter Criteria Includes: 1) Program: All Programs 2) Project: 3) Types: All Types 4) Deferred Reason: N/A 5) Employee: All, 6) Completed Date: 10/1/2024 to 9/30/2025

Work Order Number	Completed Date/Time	Deferred Reason	Deferred Type
-------------------	---------------------	-----------------	---------------

No information for selected criteria.

End of Report

Annual Operating Budget

The tables on the following pages show the approved budget and actual income and spending per budget account (row) for the fiscal year ending 9/30/2025. It also shows the approved budget for the current year (2025) if there is one, and the percent change from last year's spending to this year's approved budget. The final column shows the current approved amount for each account divided by the number of housing units and by 12 months to show the amount per unit per month (PUM). The chart does not show a draft budget for the coming fiscal year as that will typically be developed in the final month of the fiscal year.

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

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

Operating Reserve

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

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

The SALEM HOUSING AUTHORITY operating reserve at the end of fiscal year 2025 was \$2,348,645.00, which is 80.04% of the full reserve amount defined above.

Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by SALEM HOUSING AUTHORITY						
REVENUE						
Account Number	Account Class	2024 Approved Revenue Budget	2024 Actual Amounts Received	2025 Approved Revenue Budget	% Change from 2024 Actual to 2025 Budget	2025 Dollars Budgeted Per Unit per Month
3110	Shelter Rent -Tenants	3,805,728.00	3,556,488.00	3,839,181.00	7.90%	473.27
3111	Shelter Rent - Tenants - Fraud/Retroactive	0.00	0.00	0.00	0.00%	0.00
3115	Shelter Rent -Federal Section 8\MRVP One-time Leased up Rev.	0.00	0.00	0.00	0.00%	0.00
3190	Nondwelling Rentals	0.00	0.00	0.00	0.00%	0.00
3400	Administrative Fee - MRVP	0.00	0.00	0.00	0.00%	0.00
3610	Interest on Investments - Unrestricted	5,000.00	8,245.00	60,000.00	627.70%	7.40
3611	Interest on Investments - Restricted	0.00	0.00	0.00	0.00%	0.00
3690	Other Revenue	40,000.00	45,063.00	30,000.00	-33.40%	3.70
3691	Other Revenue - Retained	139,598.00	309,165.00	139,321.00	-54.90%	17.17
3692	Other Revenue - Operating Reserves	0.00	0.00	0.00	0.00%	0.00
3693	Other Revenue - Energy Net Meter	0.00	0.00	0.00	0.00%	0.00
3801	Operating Subsidy - EOHLC (4001)	3,166,019.00	3,113,983.00	3,341,772.00	7.30%	411.95
3802	Operating Subsidy - MRVP Landlords	0.00	0.00	0.00	0.00%	0.00
3803	Restricted Grants Received	0.00	0.00	0.00	0.00%	0.00
3920	Gain/Loss From Sale/Disp. of Prop.	0.00	0.00	0.00	0.00%	0.00
3000	TOTAL REVENUE	7,156,345.00	7,032,944.00	7,410,274.00	5.40%	913.50

Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by SALEM HOUSING AUTHORITY						
EXPENSES						
Account Number	Account Class	2024 Approved Revenue Budget	2024 Actual Amounts Received	2025 Approved Revenue Budget	% Change from 2024 Actual to 2025 Budget	2025 Dollars Budgeted Per Unit per Month
4110	Administrative Salaries	657,035.00	651,117.00	706,989.00	8.60%	87.15
4120	Compensated Absences	0.00	16,352.00	0.00	-100.00%	0.00
4130	Legal	120,000.00	222,612.00	270,000.00	21.30%	33.28
4140	Members Compensation	24,075.00	31,093.00	26,325.00	-15.30%	3.25
4150	Travel & Related Expenses	6,061.00	2,017.00	6,848.00	239.50%	0.84
4170	Accounting Services	19,358.00	16,996.00	19,542.00	15.00%	2.41
4171	Audit Costs	13,124.00	19,124.00	15,630.00	-18.30%	1.93
4180	Penalties & Interest	0.00	0.00	0.00	0.00%	0.00
4190	Administrative Other	182,983.00	276,311.00	195,900.00	-29.10%	24.15
4191	Tenant Organization	80,004.00	17,033.00	158,157.00	828.50%	19.50
4100	TOTAL ADMINISTRATION	1,102,640.00	1,252,655.00	1,399,391.00	11.70%	172.51
4310	Water	486,445.00	466,014.00	508,869.00	9.20%	62.73
4320	Electricity	1,059,149.00	802,537.00	859,245.00	7.10%	105.92
4330	Gas	125,175.00	109,252.00	113,944.00	4.30%	14.05
4340	Fuel	0.00	0.00	0.00	0.00%	0.00
4360	Net Meter Utility Debit/Energy Conservation	0.00	0.00	0.00	0.00%	0.00
4390	Other	0.00	0.00	0.00	0.00%	0.00
4391	Solar Operator Costs	0.00	0.00	0.00	0.00%	0.00
4392	Net Meter Utility Credit (Negative Amount)	0.00	0.00	0.00	0.00%	0.00
4300	TOTAL UTILITIES	1,670,769.00	1,377,803.00	1,482,058.00	7.60%	182.70

Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by SALEM HOUSING AUTHORITY						
EXPENSES						
Account Number	Account Class	2024 Approved Revenue Budget	2024 Actual Amounts Received	2025 Approved Revenue Budget	% Change from 2024 Actual to 2025 Budget	2025 Dollars Budgeted Per Unit per Month
4410	Maintenance Labor	825,072.00	846,087.00	860,342.00	1.70%	106.06
4420	Materials & Supplies	300,000.00	285,872.00	300,000.00	4.90%	36.98
4430	Contract Costs	446,000.00	420,893.00	461,000.00	9.50%	56.83
4510	Insurance	1,764,490.00	1,754,062.00	1,781,993.00	1.60%	219.67
4520	Payment in Lieu of Taxes	13,500.00	13,243.00	13,500.00	1.90%	1.66
4540	Employee Benefits	594,054.00	636,538.00	631,833.00	-0.70%	77.89
4541	Employee Benefits - GASB 45	0.00	53,949.00	0.00	-100.00%	0.00
4542	Pension Expense - GASB 68	0.00	0.00	0.00	0.00%	0.00
4570	Collection Loss	30,000.00	44,367.00	40,000.00	-9.80%	4.93
4571	Collection Loss - Fraud/Retroactive	0.00	0.00	0.00	0.00%	0.00
4580	Interest Expense	0.00	0.00	0.00	0.00%	0.00
4590	Other General Expense	0.00	0.00	0.00	0.00%	0.00
4500	TOTAL GENERAL EXPENSES	2,402,044.00	2,502,159.00	2,467,326.00	-1.40%	304.16
4610	Extraordinary Maintenance	250,000.00	258,979.00	300,000.00	15.80%	36.98
4611	Equipment Purchases - Non Capitalized	46,000.00	32,015.00	75,000.00	134.30%	9.25
4612	Restricted Reserve Expenditures	0.00	0.00	0.00	0.00%	0.00
4715	Housing Assistance Payments	0.00	0.00	0.00	0.00%	0.00
4801	Depreciation Expense	0.00	891,166.00	0.00	-100.00%	0.00
4600	TOTAL OTHER EXPENSES	296,000.00	1,182,160.00	375,000.00	-68.30%	46.23
4000	TOTAL EXPENSES	7,042,525.00	7,867,629.00	7,345,117.00	-6.60%	905.46

Consolidated Budget (400-1) for all state-aided 667 (Elderly), 200 (family), and 705 (scattered site family) developments owned by SALEM HOUSING AUTHORITY

SUMMARY

Account Number	Account Class	2024 Approved Revenue Budget	2024 Actual Amounts Received	2025 Approved Revenue Budget	% Change from 2024 Actual to 2025 Budget	2025 Dollars Budgeted Per Unit per Month
3000	TOTAL REVENUE	7,156,345.00	7,032,944.00	7,410,274.00	5.40%	913.50
4000	TOTAL EXPENSES	7,042,525.00	7,867,629.00	7,345,117.00	-6.60%	905.46
2700	NET INCOME (DEFICIT)	113,820.00	-834,685.00	65,157.00	-107.80%	8.03
7520	Replacements of Equip. - Capitalized	198,000.00	78,200.00	108,000.00	38.10%	13.31
7540	Betterments & Additions - Capitalized	0.00	0.00	0.00	0.00%	0.00
7500	TOTAL NONOPERATING EXPENDITURES	198,000.00	78,200.00	108,000.00	38.10%	13.31
7600	EXCESS REVENUE OVER EXPENSES	-84,180.00	-912,885.00	-42,843.00	-95.30%	-5.28

Explanation of Budget Accounts

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

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

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

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

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

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

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

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

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

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

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

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

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

3802: Operating Subsidy – MRVP/AHVP Landlords:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4520: Payments in Lieu of Taxes:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Narrative Responses to the Performance Management Review (PMR) Findings

The Performance Management Review conducted by the Department of Housing and Community Development (EOHLC) for the LHA fiscal year resulted in the following ratings. Criteria which received a 'Corrective Action' rating show both a reason for the rating and a response by the LHA. The reason indicates the LHA's understanding of why they received the rating, while the responses describe their goals and the means by which they will meet or improve upon the performance-based assessment standards established by EOHLC in the PMR. When the PMR rating is 'Operational Guidance', the LHA may have responded, but was not required to.

Category: Management

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

Rating: No Findings

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

Rating: No Findings

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

Rating: No Findings

Criterion: Completion of mandatory online board member training

Rating: No Findings

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

Rating: No Findings

Criterion: Staff completed relevant certifications or trainings

Rating: No Findings

Category: Financial

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

Rating: No Findings

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

Rating: No Findings

Category: Capital Spending

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

Rating: No Findings

Category: CHAMP

Criterion: Paper applications are available, received and entered into CHAMP

Rating: Corrective Action

Reason: Two of the ten randomly selected paper applications has mismatched date/time stamps due to human error.

Response: We continue to encourage employees to pay close attention with data entry.

Criterion: Vacancies are recorded correctly and occupied using CHAMP

Rating: No Findings

Criterion: Fair Housing Policies Uploaded

Rating: No Findings

Category: Facility Management - Inspection Standards and Practices

Criterion: 100% of units inspected during FYE under review

Rating: No Findings

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

Rating: No Findings

Criterion: Unit inspection reports accurately reflect necessary repairs

Rating: No Findings

Category: Facility Management - Vacancy Turnover Standards and Practices

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

Rating: No Findings

Criterion: Vacancy turnover work orders accurately reflect necessary repairs

Rating: No Findings

Category: Facility Management - Preventive Maintenance Standards and Practices

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

Rating: No Findings

Category: Facility Management - Work Order Types and Systems

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

Rating: No Findings

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

Rating: No Findings

Additional comments regarding the PMR:

Explanation of PMR Criteria Ratings

CRITERION	DESCRIPTION
Management	
Occupancy Rate	The rating is calculated using the following formula: (Total Number of Occupied units on Monthly Report divided by (Total Number of Units Minus Units that Received a Waiver Minus Number of Units Vacant less than 30 days on Monthly Report)) • "No Findings" : Occupancy Rate is at or above 98% • Operational Guidance: Occupancy rate is at 95% up to 97.9% • Corrective Action: Adjusted occupancy rate is less than 95%
Tenant Accounts Receivable (TAR)	This criterion calculates the percentage of uncollected rent and related charges owed by starting with the amount reported by the LHA, as uncollected balances for the TAR (Account 1122 from the Balance Sheet) minus Normal Repayment Agreements* divided by Shelter (Tenant) Rent (account 3110 from the Operating Statement) • "No Findings" : At or below 2% • "Operational Guidance": More than 2% , but less than 5% • "Corrective Action": 5% or more
Certifications and Reporting Submissions	Housing authorities are required to submit 4 quarterly vacancy certifications by end of the month following quarter end; 4 quarterly operating statements and 4 Tenant Accounts Receivable (TAR) reports within 60 days of quarter end. • "No Findings": At least 11 of the required 12 reports were submitted and at least 9 were submitted on time. • "Operational Guidance": Less than 11 of the required 12 reports were submitted and/or less than 9 were submitted on time.
Board Member Training	Percentage of board members that have completed the mandatory online board member training. • "No Findings" : 80% or more completed training • "Operational Guidance" : 60-79.9% completed training • "Corrective Action" : <60 % completed training
Staff Certifications and Training	Each LHA must have at least one staff member complete a relevant certification or training During the fiscal year. The number of required trainings varies by LHA size. • No Findings: LHAs completed the required number of trainings • Corrective Action: LHAs have not completed any trainings
Annual Plan (AP) Submitted	Housing authorities are required to submit an annual plan every year. • "No Findings" =Submitted on time • "Operational Guidance" =Up to 45 days late • "Corrective Action" =More than 45 days late

CRITERION	DESCRIPTION
CHAMP	
Paper applications	Paper applications are available, received and entered into CHAMP • No Findings: Paper applications are available; And paper applications are date and time stamped correctly; And 90% of new paper applications are entered into CHAMP within 15 calendar days of date/time stamp; And 2% or less of new paper applications are entered more than 30 days after date/time stamp • Operational Guidance: Paper applications are available; And paper applications are date and time stamped and entered correctly; And 75% - 89% of new paper applications are entered into CHAMP within 15 calendar days; And 3% - 5% of new paper applications are entered more than 30 days after date/time stamp • Corrective Action: Paper applications are not available; Or the LHA has failed to date and time stamp paper applications and/or failed to enter them correctly; Or Less than 75% of new paper applications are entered into CHAMP within 15 calendar days of date/time stamp; Or more than 5% of new paper applications are entered more than 30 days after date/time stamp
Vacancies occupied using CHAMP	Vacancies are recorded correctly and occupied using CHAMP • No Findings: All vacancies during the fiscal year are recorded in EOHLC's Housing Applications Vacancy System within 30 days; And the housed Applicant ID and Pull List ID match between EOHLC's Housing Applications Vacancy System and CHAMP for unit occupied during the fiscal year, excluding administrative transfers; And 25% or less of occupied units have data entry errors • Operational Guidance: All vacancies during the fiscal year are recorded in EOHLC's Housing Applications Vacancy System, all vacancies are not recorded within 30 days; Or the Housed Applicant ID and Pull List ID match between EOHLC's Housing Applications Vacancy System and CHAMP for units occupied during the fiscal year, excluding administrative transfers; And greater than 25% of occupied units have data entry errors • Corrective Action: All vacancies during the fiscal year are not recorded in EOHLC's Housing Applications Vacancy System; Or the Housed Applicant ID and Pull List ID do not match (or data is missing) between EOHLC's Housing Applications Vacancy System and CHAMP for units occupied during the fiscal year, excluding administrative transfers

CRITERION	DESCRIPTION
Financial	
Adjusted Net Income	The Adjusted Net Income criterion calculation starts with an LHA's Net Income and subtracts Depreciation, GASB 45 (Retirement Costs), GASB 68 (Retirement Costs), Extraordinary Maintenance (maintenance expense outside of routine/ordinary expenses), and Equipment Purchases – Non Capitalized. This Adjusted Net Income amount is then divided by the Total Expenses of the LHA. If this Adjusted Net Income amount is positive, it means underspending and if it is negative it means overspending. Underspending Rating: • "No Findings" : 0 to 9.9% • "Operational Guidance": 10 to 14.9% • "Corrective Action": 15% or higher Overspending Rating: • "No Findings" : 0 to -4.9% • "Operational Guidance": -5% to -9.9% • "Corrective Action": -10% or below
Operating Reserves	Current Operating Reserve as a percentage of total maximum reserve level. Appropriate reserve level is buffer against any unforeseen events or expenditures. • "No Findings" :35%+ of maximum operating reserve • "Operational Guidance": 20% to 34.9% of maximum operating reserve • "Corrective Action": <20% of maximum operating reserve
Capital Planning	
Capital Spending	Under the Formula Funding Program (FF), authorities receive undesignated funds to spend on projects in their Capital Improvement Plan. They are rated on the percentage of available funds they have spent over a three-year period • "No Findings" = at least 80% • "Operational Guidance" = At least 50% • "Corrective Action" = Less than 50%
Health & Safety	
Health & safety violations	EOHLC has observed conditions at the LHA's developments and reported health and safety violations. The LHA has certified the number of corrected violations in each category.

CRITERION	DESCRIPTION
Facility Management – Inspection Standards and Practices	
100% Unit Inspections	All units inspected at LHA during FY under review - No Findings: 100% of units inspected - Corrective Action: Less than 100% of units inspected
LHA Inspections Reports/Work Orders	Unit inspection reports create, track, and report work orders for inspection repairs, and inspection WOs completed within 30 days or add to DM/CIP - No Findings: All inspection work orders/lease violations are created, tracked, and reported; And non-health and safety work orders for inspection repairs/lease violations are completed within 30 days or added to DM/CIP; And health and safety work orders for inspection repairs/lease violations are addressed within 48 hours - Operational Guidance: All health and safety inspection work orders/lease violations are created, tracked, reported and completed within 48 hours; And LHA fail to create, track, or report no more than 1 or 2 (based on LHA size) non-EHS (exigent health and safety) deficiencies; Or LHA failed to complete any non-EHS work orders/lease violations appropriately - Corrective Action: Any EHS work orders/lease violations not created, tracked, reported, or completed; Or 1 of the following: LHA failed to create, track or report a) More than 1 non-EHS deficiency (small LHA); b) More than 2 non-EHS deficiencies (Medium/Large)
Accuracy of LHA Inspections	Unit inspection reports accurately reflect necessary repairs - No Findings: c.667 unit has less than 2 EHS deficiencies and c.200/705 unit has less than 3 EHS deficiencies - Operational Guidance: c.667 unit has 2 EHS deficiencies or c.200/705 has 3 EHS deficiencies - Corrective Action: c.667 has equal to or greater than 3 EHS deficiencies or c.200/705 unit has equal to or greater than 4 EHS deficiencies
Facility Management – Preventative Maintenance Standards and Practices	
LHA Preventative Maintenance Schedule Accuracy and Implementation of Preventative Schedules	LHA preventative maintenance schedule accurately reflects all necessary work to maximize the life of LHA components - No Findings: c.667 unit less than 2 EHS deficiencies and c.200/705 less than 3 EHS deficiencies - Operational Guidance: c.667 2 EHS deficiencies or c.200/705 3 EHS deficiencies - Corrective Action: c.667 equal to or greater than 3 EHS deficiencies or c.200/705 equal to or greater than 4 EHS deficiencies

CRITERION	DESCRIPTION
Facility Management – Vacancy Turnover Standards and Practices	
Vacancy Turnover Work Orders	Work orders created for every vacancy and completed within 30 days (or waiver requested) - No Findings: Vacancy work orders are created, tracked and reported for every unit and reflect all work in unit; And Vacancy work orders are Maintenance Ready in ≤ 30 days for c.667 units or ≤ 45 days for c.200/705 units or have approved waiver - Operational Guidance: Vacancy work orders are created, tracked and reported for every unit; And work orders do not reflect all work completed in unit; Or vacancy work orders are Maintenance Ready in 31-45 days for c.667 and 46-60 days for c.200/705 and no approved waiver - Corrective Action: Vacancy work orders are not created, tracked and reported for every unit; Or vacancy work orders are Maintenance Ready in >45 days for c.667 and >60 days for c.200/705 and have no approved waiver
Accuracy and Standard of Vacancy Turnovers	Vacancy turnover work orders accurately reflect necessary repairs - No Findings: c.667 unit less than 2 EHS deficiencies and c.200/705 less than 3 EHS deficiencies - Operational Guidance: c.667 2 EHS deficiencies or c.200/705 3 EHS deficiencies - Corrective Action: c.667 equal to or greater than 3 EHS deficiencies or c.200/705 equal to or greater than 4 EHS deficiencies
Work Order Types and Systems	
Emergency Work Orders	All emergency work orders are created, tracked, reported and completed within 48 hours - No Findings: All emergency work orders under review are created, tracked, reported and completed within 48 hours - Operational Guidance: All emergency work orders completed within 48 hours; Less than 100% but greater than or equal to 80% of work orders under review are correctly created, tracked and reported administratively - Corrective Action: Not all emergency work orders are completed within 48 hours; Or less than 80% of work orders under review are correctly created, tracked and reported administratively
CRITERION	DESCRIPTION
Requested Work Orders	All requested work orders are created, tracked, reported and completed within 14 days or added to DM/CIP - No Findings: All requested work orders under review are created, tracked, and reported; All work is complete within 14 days or added to DM/CIP - Operational Guidance: All requested work orders completed within 14 days or added to DM/CIP; And less than 100% of work orders under review are correctly created, tracked and reported - Corrective Action: Not all requested work orders are completed within 14 days or added to DM/CIP

Policies

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

Policy	Last Ratified by Board Vote	Notes
*Capitalization Policy	7/11/2018	
*Fair Housing Marketing Plan	8/10/2022	
*Grievance Policy	8/22/2000	
*Language Access Plan	11/13/2013	
*Personnel Policy	1/22/2022	Attachments include Statement of Drug Free Workplace #2, Code of Ethics
*Procurement Policy	11/28/2018	
*Reasonable Accommodations Policy	8/11/2021	
*Rent Collection Policy	11/17/2021	
Affirmative Action Policy	5/15/2019	Equal Employment Opportunity Policy and Affirmative Action Plan
Community Room Use	11/23/2004	
Credit/Debit Card Policy	1/13/2016	
Criminal Offender Records Information (CORI) Policy	8/9/2017	
Emergency Response Plan	11/9/2016	
Equal Employment Opportunity Policy and Affirmative Action Plan	5/15/2019	
Investment Policy	9/27/2002	
Maintenance and Other Charges	10/14/2020	
Other – Define in the 'Notes' column	1/23/2007	External Antenna Policy
Other – Define in the 'Notes' column	2/12/2020	Disposition Policy
Other – Define in the 'Notes' column	6/9/2010	Customer Services Principles
Other – Define in the 'Notes' column	9/8/2010	Cooperation Agreement
Other – Define in the 'Notes' column	4/25/2006	Tenant Selection and Transfer Plan for Congregate Units
Other – Define in the 'Notes' column	10/23/2007	Confidentiality Policy
Other – Define in the 'Notes' column	5/9/2018	ACH Direct Deposit Policy
Other – Define in the 'Notes' column	2/12/2025	Employee Check Signing Security Agreement
Other – Define in the 'Notes' column	7/15/2008	Salem Housing Authority Cafeteria Plan
Other – Define in the 'Notes' column	10/9/2019	Employment Release Policy
Other – Define in the 'Notes' column	12/15/2017	Bed Bug Policy
Other – Define in the 'Notes' column	7/14/2010	Policy Governing the Collection of Attorney's Fees in Eviction Cases

Other – Define in the 'Notes' column	11/18/2008	Abandoned Unit Policy
Other – Define in the 'Notes' column	9/9/2020	Wage Match Guidelines
Other – Define in the 'Notes' column	3/18/2008	Vehicle Safety Policy (Union)
Other – Define in the 'Notes' column	5/20/2008	Vehicle Safety Policy (Administrative)
Other – Define in the 'Notes' column	12/10/2008	Tracking and Reporting of Crime-Related Problems Policy
Other – Define in the 'Notes' column	12/14/2016	Section 3 Plan
Other – Define in the 'Notes' column	6/9/2010	Salem Housing Authority Repayment Agreement Policy
Other – Define in the 'Notes' column	12/9/2020	Instructions and Fees for Copies Of Public and Tenant Records
Other – Define in the 'Notes' column	10/9/2019	Internal Key Management Policy and Acknowledgement
Other – Define in the 'Notes' column	12/14/2016	Integrated Pest Management Policy
Other – Define in the 'Notes' column	11/9/2022	Transfer Policy
Other – Define in the 'Notes' column	11/17/2021	Illegal Dumping Policy
Other – Define in the 'Notes' column	12/8/2021	Surveillance Camera Policy
Other – Define in the 'Notes' column	3/23/2022	Snow Removal Policy
Other – Define in the 'Notes' column	4/14/2021	Anti-Fraud Policy
Other – Define in the 'Notes' column	10/14/2020	Ductless Minisplit Maintenance Policy
Other – Define in the 'Notes' column	10/14/2020	Emergency Maintenance Policy
Other – Define in the 'Notes' column	10/14/2020	Work Order Procedure Policy
Other – Define in the 'Notes' column	2/12/2025	Code of Interpersonal Conduct for the Board of Commissioners
Other – Define in the 'Notes' column	7/1/2017	Admissions and Continued Occupancy (ACOP) Policy
Other – Define in the 'Notes' column	9/14/2022	Biennial Year Recertification Policy
Other – Define in the 'Notes' column	12/9/2020	Instructions and Fees for Copies of Public and Tenant Records
Other – Define in the 'Notes' column	5/26/1987	Public Relations and Press Relations Policy
Other – Define in the 'Notes' column	8/11/2021	Reasonable Accommodation Policy
Other – Define in the 'Notes' column	5/14/2014	Reasonable Accommodations Animal Policy
Other – Define in the 'Notes' column	3/27/2001	Standard Emergency Case Plan
Other – Define in the 'Notes' column	9/6/2012	Statement of Drug-Free Workplace
Other – Define in the 'Notes' column	1/2/2013	Code of Ethics/Conduct
Parking	12/9/2020	
Pet Policy	5/14/2014	
Sexual Harassment Policy	10/10/2008	Attachment #1 to Personnel Policy
Smoking Policy	3/9/2016	Smoke-Free Housing Policy

* Starred policies are required by EOHLC. Policies without a "Latest Revision" date are not yet in force.
The list of policies has been provided by the LHA and has not been verified by EOHLC.

Waivers

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

Description	Reason	Date Approved by EOHLC	Date Expired
-------------	--------	---------------------------	--------------

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

Glossary

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

AHVP: Alternative Housing Voucher Program

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

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

ANUEL: Allowable Non-Utility Expense Level

AP: Annual Plan

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

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

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

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

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

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

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

CNA: Capital Needs Assessment

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

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

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

EOHLC: Massachusetts Executive Office of Housing and Livable Communities

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

FF: Formula Funding

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

FYE: Fiscal Year End

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

HHA: Host Housing Authority for the RCAT program.

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

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

LHA: Local Housing Authority

LTO: Local Tenants Organization

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

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

MOR: Management and Occupancy Report

MRVP: Massachusetts Rental Voucher Program (MRVP) is a state-funded program that provides rental subsidies to low-income families and individuals. It pulls together data on the authority's occupancy rates, tenant accounts receivables, accounts payable, budget variance, operating reserve, capital improvement plan submission, capital spending, annual inspections and work order and maintenance systems to identify and address areas of strength and areas for development. Its goal is to allow EOHLC and the LHA to take a deep dive into the data, lift up best practices, and work together towards improving operations voucher Program.

PMR: Performance Management Review

RCAT: Regional Capital Assistance Team

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

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

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

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

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

Attachments

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

- Performance Management Review
- Cover sheet for tenant satisfaction surveys

Resident Surveys – Background

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

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

Round One Surveys (2016 – 2018)

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

Round Two Surveys (2019 – 2022)

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

Round Three Surveys (2023 – 2027)

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

SALEM HOUSING AUTHORITY

Performance Management Review (PMR) Report

Fiscal Year End 9/30/2025

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

Executive Office of Housing and Livable Communities (EOHLC)**PMR Desk Audit Ratings Summary Official Published PMR Record**

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

Housing Authority	SALEM HOUSING AUTHORITY
Fiscal Year Ending	Sep 2025
Housing Management Specialist	Melanie Loveland-Hale
Facilities Management Specialist	Sean Pope

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

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

LHA Name	SALEM HOUSING AUTHORITY
FYE	Sep 2025
HMS Name	Melanie Loveland-Hale
FMS Name	Sean Pope

Criteria	Rating
Staff Certification and Training	No Findings

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

LHA Name	SALEM HOUSING AUTHORITY
FYE	Sep 2025
HMS Name	Melanie Loveland-Hale
FMS Name	Sean Pope

CFA Submission

Rating: No Findings

Recommendations: 1. No Recommendations

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

LHA Name	SALEM HOUSING AUTHORITY
FYE	Sep 2025
HMS Name	Melanie Loveland-Hale
FMS Name	Sean Pope

Occupancy

Rating All: No Findings

Rating 667: No Findings

Rating 705: No Findings

Rating 200: No Findings

1. No Recommendations

Tenant Accounts Receivable (TAR)

Rating All: No Findings

Rating 667: No Findings

Rating 705: No Findings

Rating 200: No Findings

1. No Recommendations

Board Member Training

Rating: No Findings

1. No Recommendations

Certifications and Reporting Submissions

Rating: No Findings

1. No Recommendations

Annual Plan Submission

Rating: No Findings

1. No Recommendations

Adjusted Net Income/Revenue

Rating: No Findings

Revenue

1. No Recommendations

Expense

Salaries

1. No Recommendations

Legal

1. No Recommendations

Utilities

1. No Recommendations

Maintenance

1. No Recommendations

Other

1. No Recommendations

Operating Reserve

Rating: No Findings

1. No Recommendations

EXECUTIVE OFFICE OF HOUSING AND LIVABLE COMMUNITIES (EOHLC)**CHAMP Close Out Report****Official Published PMR Record**

LHA Name	SALEM HOUSING AUTHORITY
FYE	Sep 2025
HMS Name	Melanie Loveland-Hale
FMS Name	Sean Pope

CHAMP Criteria 1a

Rating: No Findings

Recommendations: 1. No Recommendations

CHAMP Criteria 1b

Rating: Corrective Action

Recommendations: 1. Prioritize the data entry of CHAMP Paper Applications to ensure that all CHAMP Paper Applications are entered into CHAMP accurately.
2. Audit/review date and time stamp to ensure they are clearly readable.

CHAMP Criteria 1c

Rating: No Findings

Recommendations: 1. No Recommendations

CHAMP Criteria 2a

Rating: No Findings

Recommendations: 1. No Recommendations

CHAMP Criteria 2b

Rating: No Findings

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

CHAMP Criteria 3a

Rating: No Findings

Recommendations: 1. No Recommendations

CHAMP Criteria 3b

Rating: No Findings

Recommendations: 1. No Recommendations

CHAMP Criteria 3c

Rating: No Findings

Recommendations: 1. No Recommendations

EXECUTIVE OFFICE OF HOUSING AND LIVABLE COMMUNITIES (EOHLC)
PMR Physical Condition Report

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

LHA Name	SALEM HOUSING AUTHORITY
FYE	Sep 2025
HMS Name	Melanie Loveland-Hale
FMS Name	Sean Pope

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

Rating: No Findings

Recommendations: 1. Ensure that all work orders are completed in the appropriate timeframe or appropriately added to the DM/CIP

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

Rating: No Findings

Recommendations: 1. Ensure that all work orders are completed in the appropriate timeframe or appropriately added to the DM/CIP

Criteria 3: Unit Inspection Reports accurately reflect necessary repairs

Rating: No Findings

Recommendations: 1. Ensure that all Lease Violations are resolved per EOHLC guidance

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

Rating: No Findings

Recommendations: 1. Work order does not reflect a proper close date. Maintenance was performed in unit after W/O close date

Criteria 5: Vacancy Turnover Work Orders accurately reflect necessary repairs

Rating: No Findings

Recommendations: 1. No Recommendations

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

Rating: No Findings

Recommendations: 1. No Recommendations

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

Rating: No Findings

Recommendations: 1. No Recommendations

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

Rating: No Findings

Recommendations: 1. No Recommendations

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

Rating: No Findings

Recommendations: 1. No Recommendations

Health & Safety Deficiencies

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

FY2027 State Budget Update: Public Housing Line Items

The Senate Ways & Means Committee released its Fiscal Year 2027 budget on Tuesday, May 5, with funding levels identical to the House budget. Because the Governor, House, and Senate all proposed the same numbers, no conference committee will be needed — these are the final figures:

Operating Subsidy: \$117,810,000

Service Coordinators: \$6,500,000

Operating Subsidy reflects a 2% increase over FY2026, consistent with the Governor's proposal — but still well short of MassNAHRO's ask of \$133 million. While we appreciate that an increase was maintained, rising operating costs at most local housing authorities far exceed 2%, meaning this appropriation will not keep pace with what you are actually spending.

Service Coordinators received flat

funding for the third consecutive year. The line item has held at \$6.5 million since FY2024 — enough only to maintain Resident Service Coordinators (RSCs) currently on LHAs' payroll. No funding exists to hire new RSCs, and many small and medium-sized LHAs remain without any RSC staff at all.

This is a challenging and uncertain budget year. We thank Governor Healey and the House and Senate Ways and Means Committees for maintaining an increase to Operating Subsidy over last year's appropriation — 2% is better than nothing, and we recognize the commitment to public housing in a difficult fiscal environment. We continue to advocate for funding levels that truly reflect the needs of public housing residents and the authorities that serve them.

MassNAHRO extends its sincere thanks to the legislators who filed amendments in support of public housing: Representative Paul McMurtry and Representative Meghan Kilcoyne for filing amendments to the House budget; Senator Julian Cyr and Senator Mike Rush for filing amendments to the Senate budget. Their advocacy on behalf of public housing authorities and the residents they serve makes a real difference.

We also thank MassNAHRO members for their tireless advocacy — for responding to action alerts, keeping it local, building relationships with your legislators, and joining us on Beacon Hill for Legislative Day. Your presence and voices are essential to moving the needle on public housing funding. Save the date for 2027 Legislative Day - March 31.

Registration is Now Open for 2026 Annual Conference & Exhibition

Registration is now open for MassNAHRO's 2026 Annual Conference and Exhibition, September 13–16. The Professional Development/Member Services Committee is crafting another outstanding agenda featuring more than twenty informative sessions focused on the latest and most relevant topics for board members, Executive Directors, and staff of our member agencies. Topics include:

- Mock Eviction Trial
- Ask the Attorneys
- Building Stronger Boards
- Common AUP & PMR Findings
- New E.D. Success Strategies
- Artificial Intelligence (AI)
- EOHLC Town Hall
- Handling Property Management Challenges
- Resident Aggression & Bullying
- Washington Update
- Open Meeting Law
- Cybersecurity Threats on LHAs

Visit the [MassNAHRO website](https://www.massnahro.org) for the full agenda and to register today!

Invited special guests include Juana Matias, Secretary of the Executive Office of Housing and Livable Communities (EOHLC); Michael Banks, Regional Administrator for the U.S. Department of Housing and Urban Development (HUD); Senator Julian Cyr, Senate Chair of the Joint Committee on Housing; Senator Dylan Fernandes, Senate Chair of the Joint Committee on Agriculture; and Representative Jake Moakley. EOHLC will also present on several hot topics, and peer roundtables will be held for Executive Directors, board members, and staff.

The Exhibit Hall, featuring more than 50 vendors of quality products and services, will be open Sunday afternoon and all day Monday, including a raffle during the Monday coffee break. We're also expanding networking opportunities for attendees with multiple receptions. Not to be missed - Sunday evening will feature a Sunset Cruise-Themed Dinner featuring nautical décor, great food, and the beautiful ocean view sunset — all in

the Sea Crest dining room!

Monday's lunch will recognize MPHA and Board Member Certification graduates, Member of the Year, Board Member of the Year, and Longevity Award recipients. The Glow Party returns Monday evening with DJ Cubey!

As always, the conference will include several fundraising events for the scholarship fund, including the 50/50 raffle and silent auction. Full and one-day registrations are available. Scholarships are also available for small agencies with budget constraints. Visit the [MassNAHRO website](https://www.massnahro.org) for more details and to register today!

save the date...

**2027
Spring Conference
& Exhibition**

**March 21-23
AC Marriott Worcester**

Massachusetts NAHRO 2026-2027 Board of Directors

PRESIDENT

Peter Proulx
Chief Operating Officer
Worcester Housing Authority

VICE-PRESIDENT - Large HAS

Colleen Doherty
Executive Director
Taunton Housing Authority

VICE-PRESIDENT - Medium HAS

Pamela Rogers
Executive Director
Amherst Housing Authority

VICE-PRESIDENT - Small HAS

Mark Roy
Executive Director
Canton Housing Authority

VICE-PRESIDENT - Commissioners

Caileen Foley
Executive Director
Lexington Housing Authority

VICE-PRESIDENT - Aff. Hsg. Dev.

Gina Govoni
Executive Director
Franklin County Regional HRA

TREASURER

Jennifer Polito
Executive Director
Concord Housing Authority

IMMEDIATE PAST PRESIDENT

Michael Lara
Executive Director
Newton Housing Authority

DIRECTOR EMERITUS

Thomas J. Connelly, Jr.

DIRECTORS - Terms expiring 2027

Candace Avery, Executive Director, Millis Housing Authority
Sean Barnicle, Executive Director, Norwood Housing Authority
Benjamin Gold, Executive Director, Leominster Housing Authority
Ron Bonney, Executive Director, Northborough Housing Authority
Matthew Mainville, Executive Director, Holyoke Housing Authority
William Schrade, Executive Director, Adams Housing Authority

DIRECTORS - Terms expiring 2026

Alex Corrales, Chief Executive Officer, Worcester Housing Authority
Kathryn Gallant, Executive Director, Reading Housing Authority
Skye Kessler, Board Member, Dedham Housing Authority
Krishonna Murray, Executive Director, Gardner Housing Authority
Kirk Fulton, Executive Director, Chelmsford Housing Authority
Tom Thibeault, Executive Director, Brockton Housing Authority

Professional Staff

EXECUTIVE DIRECTOR

Donna Brown-Rego, Esq.

DIRECTOR OF PROFESSIONAL DEVELOPMENT & MEMBER SERVICES

Jessica Coughlin

DIRECTOR OF POLICY & PROGRAM DEVELOPMENT

Cylas Martell-Crawford, Esq.

President's Corner



As we welcome the start of summer, I hope you are finding opportunities to enjoy the longer days while continuing the important work of serving residents and communities across the Commonwealth.

Summer often provides a chance to reflect on our accomplishments, recharge our energy, and prepare for the busy months ahead.

This year, housing remains at the forefront of policy discussions throughout Massachusetts. The EOHLC budget demonstrates the Commonwealth's continued recognition of the critical role that local housing authorities and affordable housing providers play in addressing housing needs. And while we were not able to increase the funding for the Resident Service Coordinator grants, we will continue to advocate for funding for critical needs. While budget discussions are never without challenges, the investments made in public housing programs and housing stability initiatives reinforce the importance of our collective advocacy and partnership with state leaders. MassNAHRO will continue to work closely with EOHLC and our legislative partners to ensure that housing authorities have the resources needed to serve residents effectively and preserve our housing portfolio for future generations.

As we look ahead, I encourage all members to register for the upcoming MassNAHRO Annual Conference at the Sea Crest in September. Our annual gathering provides an outstanding opportunity to connect with colleagues, share best practices, hear from industry experts, and celebrate the accomplishments of our members. Whether you are a long-time participant or attending for the first time, the Annual Conference promises valuable educational sessions, networking opportunities, and meaningful discussions about the future of affordable housing in Massachusetts.

Two whales are having a few drinks at a bar, the first whale turns to second whale and says....nope not yet, see you in Falmouth.

Advocacy remains one of our most important responsibilities. Please mark your calendars now for next year's MassNAHRO Legislative Day at the State House on Wednesday, March 31, 2027, from 9:30 a.m. to 12:00 p.m. Legislative Day gives us the opportunity to tell our story directly to policymakers, highlight the impact of public and affordable housing programs, and advocate for the resources and policies that support

continued on page 3

Wellesley H.A.'s Renee Spencer Honored with CHAPA Changemaker Award



Renee Spencer — a tenant board member of the Wellesley Housing Authority and MassNAHRO member — has been recognized by the Citizens' Housing and Planning Association (CHAPA) with its prestigious Changemaker Award. The honor reflects a lifetime of work rooted in a simple but powerful belief: every person deserves a voice in the decisions that shape their home and community.

A proud Wellesley resident since 1983, Spencer currently serves as a Network Leader with the Mass Union Public Housing Tenants, advocating for tenants, neighbors, and anyone who needs someone in their corner. Her role on the Wellesley Housing Authority board keeps her directly engaged with the housing system on behalf of the people it serves — the kind of hands-on, boots-on-the-ground commitment that has defined her work for more than four decades.

That commitment runs deep. Spencer has partnered with the Massachusetts Law Reform Institute on Access to Counsel initiatives, helping to ensure

that low-income residents have legal representation in eviction proceedings when it matters most. She has also served as a Commissioner on the Wellesley Housing Authority Board, a Trustee Board Member of the Mass Law Reform Institute, and a member of the Wellesley League of Women Voters. Her community ties include serving as President of the Barton Road Tenants Association, a Wellesley Town Meeting Member, and a Board Member for Wellesley Friendly Aid.

The Town of Wellesley has previously honored Spencer with a Community Service Award, and she received the TZEDEK Champion Award from Temple Beth Elohim for her commitment, effective advocacy, and leadership in pursuing housing equity and justice. CHAPA's Changemaker Award adds to that legacy of recognition — but those who know Spencer best will tell you that awards are not what drives her. What sets her apart is the way she shows up: with warmth, with persistence, and with an unwavering belief that the people most affected by housing policy deserve to be heard, represented, and empowered.

Congratulations, Renee. MassNAHRO is very proud to count you among its members.

PRESIDENT *continued from page 2*
our residents and communities. Strong member participation is essential to ensure our voices are heard on Beacon Hill.

Thank you for your continued dedication to the mission of affordable housing and community development. The strength of MassNAHRO comes from the commitment, expertise, and passion of our members. I look forward to seeing many of you at the Sea Crest this summer and again at the State House next spring.

Wishing you a safe, enjoyable, and productive summer season.

Peter Proulx
President,
Massachusetts NAHRO, Inc.
Chief Operating Officer,
Worcester H.A.



Gloucester First-Grader Advances to Regional Poster Contest

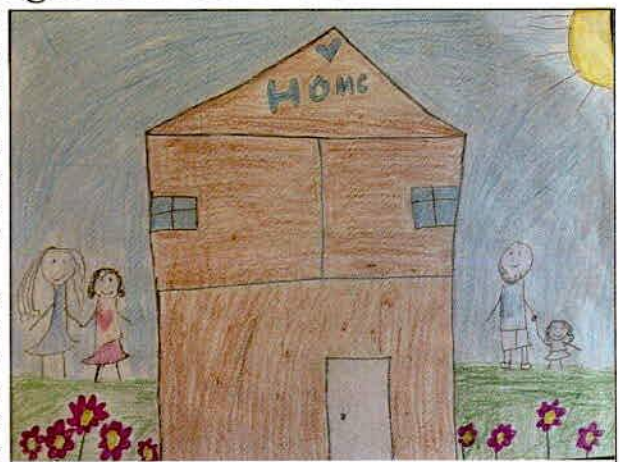
Everline Hyppolite, a seven-year-old first-grader from Gloucester, has been named the MassNAHRO state winner in the elementary school category of NAHRO's annual "What Home Means to Me" Poster Contest. Her entry, submitted through the Gloucester Housing Authority, captured the spirit of the contest with a heartfelt reflection on family, memory, and unconditional love.

As the state-level winner, Everline will advance to the regional competition through the New England Regional Council (NERC), where her poster and essay will be evaluated alongside top submissions from across the region on display at NERC's upcoming conference.

The Gloucester Housing Authority sponsored Everline's submission. Her

application was verified and certified by both the housing authority and MassNAHRO, confirming her eligibility and selection to advance. If chosen at the regional level, she would go on to represent NERC at the national contest.

NAHRO's "What Home Means to Me" Poster Contest invites children living in public housing or receiving housing assistance to share their vision of home through art and writing. Entries are judged at the local, state, regional, and national levels.



"Home to me means being around my family making memories, unconditional love and support."

— Everline Hyppolite, 1st grade, Gloucester, MA



We have another installment in our Spotlight Series highlighting a Massachusetts housing authority and all of the great work that they are doing!

This Spotlight Housing Authority is the **Foxborough Housing Authority** ("FHA"). The recipient of MassNAHRO's 2025 Outstanding Agency Award, the Foxborough

Housing Authority, comprised of just under 160 state public housing units, has spent the past year expanding housing opportunities providing better life experiences for FHA residents.

This past year the FHA has seen the completion of the Walnut Knoll senior housing development, serving 55+ and disabled persons at a variety of income levels, with Phase One recently being completed and all 141 new units fully leased. Phase Two, which is currently under construction, will add 59 additional units, bringing the total new unit count to 200, more than doubling the amount of affordable housing currently available in the Foxborough community. This project is the culmination of 12 hard years of work by former FHA Board Chair John Michelmoro and current FHA Board Chair Greg Spier (who happens to be MassNAHRO's 2025 Board Member of the year!) which was conceived 12 years ago, received significant support from federal, state, and local officials. In addition to adding affordable housing options to the community, the development is state of the art, with unique amenities such as rooftop solar panels, electric charging stations, fire pits, a dog park, a putting green, and more.

The FHA isn't stopping at one project. To continue improving the lives of residents the FHA has begun planning a large-scale project to repave parking lots and walkways at the N Carl Annon facilities and their 705 scattered family site driveways. Additionally, the FHA is wrapping up a large deck and porch replacement project for their 705 scattered sites. This runs in tandem with the great work being done by the FHA maintenance team, which responded to, and resolved, nearly 800 work orders in the past year, and also has begun a project to turn a currently vacant, rundown senior unit into a modern, fully compliant ADA unit. The work on the ADA unit is also a testament to the great work the FHA does with other housing authorities, as it is being done with the support of their RCAT and the Taunton Housing Authority. The FHA has also undertaken an extensive project to connect the Walnut Terrace homes and Walnut Street Group Home from the septic to the Town sewer line creating necessary upgrades to ensure smooth operations through bypassing the aging septic system.

In addition to all of the hard work being done to create safe and modern homes, the FHA is also creating a place residents want to be. The FHA has recently partnered with the New England Patriots and received funding to allow for the purchase of ADA picnic tables for residents. Additionally, the FHA is currently partnering with local community organizations such as the Foxborough Community Center, the Fire Department,

continued on page 6

Register Now: Past Presidents Memorial Scholarship Golf Tournament & Celebration



**MassNAHRO
Past
Presidents
Memorial
Scholarship**

Mark your calendars! MassNAHRO's annual Past Presidents Memorial Scholarship Golf Tournament & Scholarship Celebration returns on Monday, August 10, 2026, at Juniper Hill Golf Course

in Northborough, MA — and registration is now open.

Golf Tournament — 9:00 AM Shotgun Start

Whether you're a seasoned golfer or just looking for a great day on the course, this is an event you won't want to miss. Individual registrations are \$150, and foursomes are available for \$600. Registration includes green fees, golf cart, lunch, a souvenir gift, and admission to the Scholarship Celebration & Reception.

Scholarship Celebration & Reception — 3:00–5:00 PM

Can't make it for the golf? The Scholarship Celebration & Reception is free and open to all — though registration is required. Join us from 3:00 to 5:00 PM as we recognize this year's scholarship recipients and hear from past recipients about their educational and career journeys. Light refreshments will be served.

38 Years of Investing in the Next Generation

Since 1988, the Past Presidents Memorial Scholarship Fund has awarded more than \$703,000 in educational assistance to over 310 public housing residents, housing authority employees, and their families. Every golfer, sponsor, donor, and attendee plays a vital role in making future scholarships possible.

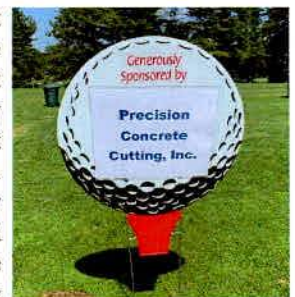
Become a Sponsor

Sponsoring this year's tournament is a meaningful way to demonstrate your organization's commitment to educational opportunity and workforce development in Massachusetts communities. Sponsors receive valuable visibility with MassNAHRO members and housing professionals across the state — while directly funding scholarships that change lives.

Whether your organization is interested in a title sponsorship, a hole sponsorship, or another level of support, we'd love to have you involved. Visit the link below or contact the MassNAHRO office to learn about available sponsorship packages and how your contribution makes a difference.

Register or Sponsor Today

Visit www.massnahro.org to register as a golfer, sponsor, or to attend the reception. Contact the MassNAHRO office at info@massnahro.org or 617-367-0008 with any questions or for more information. Thank you for investing in the next generation!



HUD Issues EIV-SAVE Attestation Requirement Deadline

The United States Department of Housing and Urban Development ("HUD") has recently set the deadline by which housing agencies, owners, and agents must review their Enterprise Income Verification Systemic Alien Verification System (EIV-SAVE) report and attest to the fact that all of the appropriate documentation is collected, error free, and meets current requirements.

As a reminder, housing providers are required only to check that documentation under current laws and regulations is on file. Further, this applies only to those individuals who have stated that they are citizens or eligible noncitizens. A person who is not contending eligibility will not appear on the EIV-SAVE report.

The deadlines are as follows:

- June 20, 2026 for owners and agents administering Project-Based Rental Assistance (PBRA) program.
- August 3, 2026, for housing agencies with Public Housing and Housing Choice Voucher programs.

Please find the PDF version of the email sent by Assistant Secretary Benjamin Hobbs [here](#).

Stay Safe on the Job - and Off It



Workplace injuries can happen anywhere, anytime — and the best defense is knowing the risks before they find you. The MassNAHRO Insurance Group, Inc. has put together

a series of safety flyers covering some of the most common workers' compensation claims it has seen recently. From hand injuries to dog bites, sun exposure to poison ivy, these quick-reference guides are packed with practical tips to help keep you safe whether you're on the job site or working outdoors.

Share them with your team, post them in common areas, or keep them handy as a seasonal reminder — because safety awareness is most effective when it's part of your everyday routine. Take a minute to review them, pass them along, and help us build a culture where everyone goes home healthy at the end of the day.

- **Sun Safety**
- **Poison Ivy & Oak**
- **Dog Bite Prevention**
- **Bloodborne Pathogens**
- **Hand Safety**
- **Electrical Safety**
- **Preventing Tick Bites**

The Insurance Group also provides free safety training to staff at member agencies. For more information or to host a training, email David Matosky at damatosky@faiagency.com.

HUD Update

On May 15th, HUD issued a letter, sent to all Public Housing Authorities ("PHAs") titled "Updates to the Restore-Rebuild Initiative." The letter can be [found here](#). In short, this letter sets out that, effective May 15, 2026, HUD will not accept new requests for a Notice of Anticipated RAD Rents ("NARR"). HUD will continue processing requests for NAR, as long as they have been received as of May 12, 2026, and all NARRs will expire in 90 days (August 11, 2026), unless one of the following conditions is met:

- The PHA has received HUD approval for mixed-finance development or public housing acquisition under applicable regulations;
- The PHA has submitted a substantially complete mixed-finance development proposal or public housing acquisition proposal to HUD for the proposed project;
- The PHA has demonstrated, through documentation from a state allocating agency, that an application for Low-Income Housing Tax Credits for the proposed project has been submitted and is under review or has been approved.

If your proposed projects satisfy one of the above conditions, HUD will continue issuing RAD Conversation Conditional Approvals ("RCCA"), and these projects may continue towards acquisition or the completion of construction and RAD conversion. This will follow currently existing Restore-Rebuild Guidance.

It's important to note that the President's budget includes a proposition to re-benchmark Faircloth limits, which would be based on unit counts as of October 1, 2027.

We will continue to update you as this moves forward, if you have any other questions, please do not hesitate to reach out to Cylas Martell-Crawford at cmartellcrawford@massnahro.org.

3rd ANNUAL AWARDS GALA DINNER

October 29, 2026

FOUR POINTS SHERATON, NORWOOD

2026 Award Presentations:

President's Award
Legislator of the Year Award
Outstanding Agency Award
Development Partner of the Year Award

More information will be available online soon on:

- Sponsorship Opportunities
- Ticket Purchase
- Award Nomination Forms

Reasonable Accommodations

webinar

**Thursday, June 25
9:00 AM-12:30 PM**

presented by:
Atty. Manette Donovan

This training will assist the PHA in avoiding the exposure that is found in the failure to respond or properly address such direct and indirect requests.

The scope of the training will cover the following:

- Difference Between a Reasonable Accommodation and Reasonable Modification
- Tips to Avoid Legal Exposure (short list of DON'Ts based upon case law)
- Review of Qualifying Disability
- What Can (and Cannot) a Housing Provider ask regarding a Disability
- The Importance of the Interactive Dialogue
- Review of the Nexus between the Disability and the Accommodation
- When the issue of Reasonable Accommodation can be raised
- Exceptions to the Duty to Accommodate
- Service Animals, Assistance Animals & Comfort Animals.

Registration Fee: \$169

[\$469 for Non-Members]

To register visit www.massnahro.org.

To request a hardship waiver of registration fee,
email info@massnahro.org.

SPOTLIGHT *continued from page 4*

and Eastpoint Properties, with funding provided by the New England Patriots to plan a large 250th Fourth of July Celebration.

There are over 240 housing authorities across the Commonwealth doing great work like this. Please let us know what your housing authority is up to and we'll feature you in the coming months! Contact Cylas Martell-Crawford at 617-367-0008 or cmartellcrawford@massnahro.org.

Massachusetts Public Housing Administrator (MPHA) Certification

Upcoming Seven (7) Required Courses Schedule:

Legal Elements

presented by: Atty. Jeffrey Driscoll
July 31 9:00 AM - 4:00 PM
Framingham H.A.

Financial Elements

presented by: Teresa Ewald, CPA
September 25 12:30 PM - 4:00 PM
Bridgewater H.A.

Maintenance/Modernization

presented by: James Comer
September 25 9:00 AM - 12:00 PM
Bridgewater H.A.

Personnel

presented by: Atty. Jeffrey Driscoll
October 2 9:00 AM - 4:00 PM
Woburn H.A.

The Occupancy Cycle - Part I

presented by: Atty. Lori McBride
October 7 9:00 AM - 4:00 PM
Worcester H.A.

The Occupancy Cycle - Part II

presented by: Atty. Lori McBride
October 21 9:00 AM - 1:00 PM
webinar

Professional Relationships

presented by: Atty. Jeffrey Driscoll
December 4 9:00 AM - 12:00 PM
Norwood H.A.

Procurement

presented by: Atty. Jeffrey Driscoll
December 4 1:00 PM - 4:00 PM
Norwood H.A.

To register, go to www.massnahro.org.

Board Member Training & Certification

Upcoming Webinars

Ethics

Saturday, August 1

Atty. Jeffrey Driscoll

Topics:

- Conflicts of Interest
- Privacy & Confidentiality
- Public Officials Code of Conduct
- Disclosure
- Nepotism

Personnel

Saturday, October 3

Atty. Jeffrey Driscoll

Topics:

- Local Policy
- Hiring & Firing
- Unionization/Collective Bargaining
- Performance Evaluations
- Personnel Policies

Registration Fee: **\$149**

*Registration fee is discounted to \$59 for tenant board members.

All webinars are held 9:00 AM-12:00 PM.

For more information and to register visit our Professional Development page at www.massnahro.org.

Handbook for Board Members For Sale

The updated 2024 edition of MassNAHRO's *Handbook for Board Members of Public Housing Authorities* is designed to be a resource to board members who provide the governance, leadership, and policies for Massachusetts housing authorities. This book provides an overview of the role of board members, the critical relationships with stakeholders and local officials, financial responsibilities, guidance on effective board meetings, and various legal considerations.

The cost is \$24.99 each or five copies for \$99, including shipping. Order at www.massnahro.org. As a supplement to the *Handbook*, MassNAHRO created the "[Board Member Resources](#)" page for helpful links and downloadable documents.

CLASSIFIEDS

Executive Director

The Williamstown Housing Authority (WHA) seeks an experienced executive director to lead and manage its programs, properties, and contracts. The WHA owns and operates 137 units, including 30 units of ch. 667 state-aided elderly/handicapped public housing, eight units of ch. 705, and 8 units of ch. 689 housing. WHA further administers 16 state MRVP vouchers and 75 federal HCV vouchers. Required Minimum Qualifications: Two years' experience in public or private housing, community development, public administration, non-profit administration or a field that demonstrates strong management and organizational skills. Knowledge of the principles and practices of housing management, finances and maintenance systems in public or private housing. Excellent written and verbal communication skills required. Willingness to work with people of various socio-economic backgrounds. Willingness and interest in working with tenants on a personal level. While not required for hiring certification as a property manager or similar classification by a nationally recognized housing or real estate organization, or by certification or by certification as a MPHA of a EOHLC -approved Massachusetts Public Housing Administrator Certification Program is desirable or must be obtained within the first year of employment. Diverse applicants are encouraged to apply. The annual starting salary ranges from \$78,939 to \$87,170 per year depending upon experience, certifications, and in accordance with the EOHLC Executive Director Salary Schedule/Calculation worksheet. The closing date is close of business on July 20, 2026.

Executive Director

The Warren Housing Authority (WHA) seeks an experienced executive director to lead and manage its programs, properties, and contracts. The WHA owns and operates 101 total units, including 64 state units, consisting of 60 units of ch. 667 state-aided elderly/handicapped public housing, and four units of ch. 705, family housing. WHA further administers 7 state MRVP vouchers, 24 federal HCV vouchers, and six Section 8 New Construction vouchers. Required Minimum Qualifications: Two years' experience in public or private housing, community development, public administration, non-profit administration or a field that demonstrates strong management and organizational skills. Knowledge of the principles and practices of housing management, finances, and maintenance systems in public or private housing. Excellent written and verbal communication skills required. Willingness to work with people of various socio-economic backgrounds. Willingness and interest in working with tenants on a personal level. While not required for hiring certification as a property manager or similar classification by a nationally recognized housing or real estate organization, or by certification as a MPHA of an EOHLC-approved Massachusetts Public Housing Administrator Certification Program is desirable or must be obtained within the first year of employment. Diverse applicants are encouraged to apply. The annual starting salary ranges from \$63,130 to \$70,145 per year depending upon experience, certifications, and in accordance with the EOHLC Executive Director Salary Schedule/Calculation worksheet. The closing date is close of business on July 17, 2026.

To see all current classified ads and job descriptions, go to "Classifieds" page at www.massnahro.org. Classified ads are free of charge for members to post for any position. To post an ad on our website go to "Classifieds" page at www.massnahro.org or email info@massnahro.org.

c a l e n d a r

trainings, conferences, & events...

JUNE 25

Reasonable Accommodations
webinar

Presented by Atty. Manette Donovan.
See details on page 6. To register, visit www.massnahro.org.

AUGUST 10

2026 Golf Tournament & Scholarship Reception

Juniper Hill Golf Course, Northborough
See details on page 4. Register to play or sponsor at www.massnahro.org.

SEPTEMBER 13-16

Annual Conference & Exhibition

Sea Crest Hotel, N. Falmouth
See details on page 1. Registration now open at www.massnahro.org.

OCTOBER 29

Annual Awards Gala

Four Points Sheraton, Norwood
Mark your calendars! Registration will open in late June.

Massachusetts Chapter
National Association of
Housing & Redevelopment Officials
990 Washington Street, Suite 209
Dedham, MA 02026
617-367-0008
www.massnahro.org

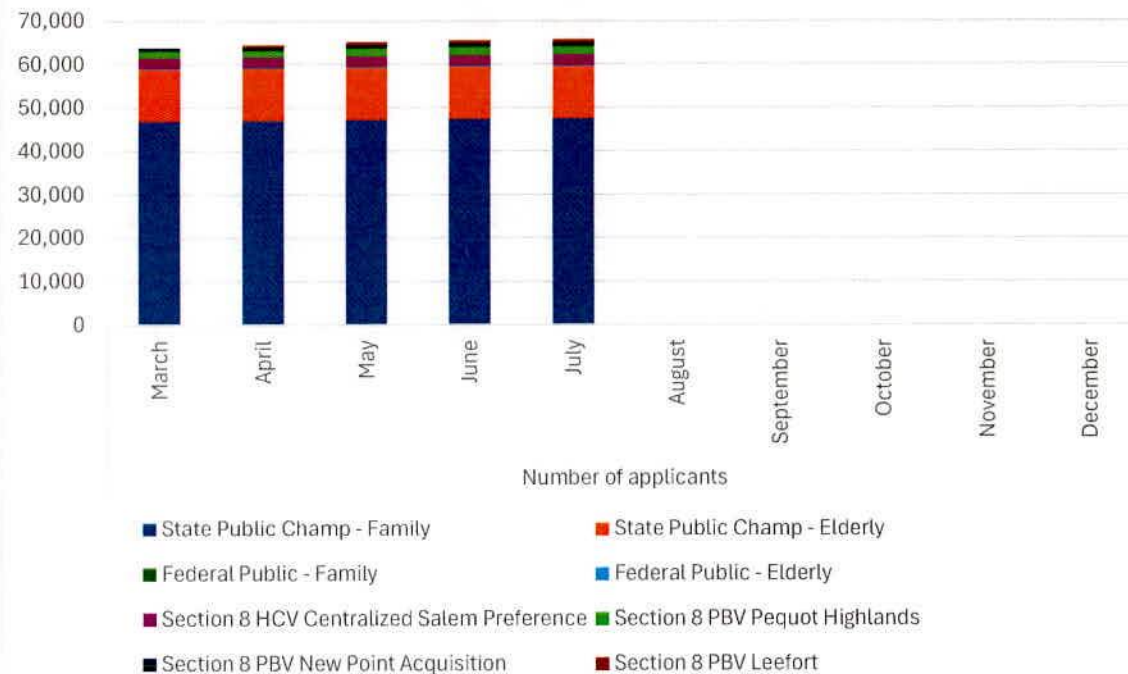
Follow us on Facebook & LinkedIn

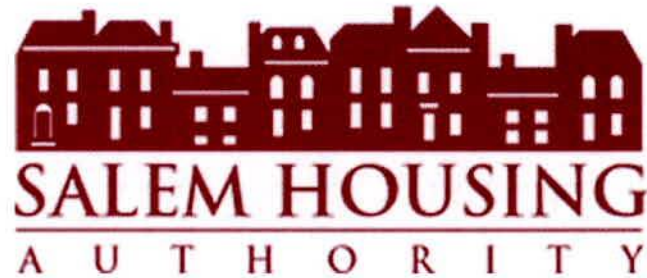


Salem Housing Authority Waiting Lists

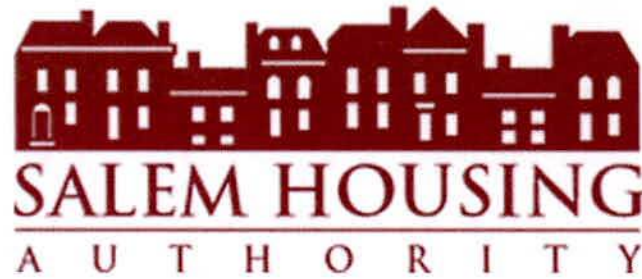
Program	Number of applicants											
	March	April	May	June	July	August	September	October	November	December		
State Public Champ - Family	46,800	46,962	47,214	47,421	47,589							
State Public Champ - Elderly	12,013	11,988	11,976	11,971	11,958							
Federal Public - Family	9	7	7	6	6							
Federal Public - Elderly	251	256	243	243	243							
Section 8 HCV Centralized Salem Preference	2,384	2,384	2,429	2,450	2,463							
Section 8 PBV Pequot Highlands	1,554	1,554	1,800	1,860	1,890							
Section 8 PBV New Point Acquisition	724	724	856	884	900							
Section 8 PBV Leefort	0	530	658	725	726							

SHA Waiting Lists Report





Public Housing Department Performance



The Public Housing team continues to provide subsidized housing and social services to the Salem community.

We are also continuing to offer available units through applications submitted via CHAMP, Application for Congregate, and the Housing Now program.



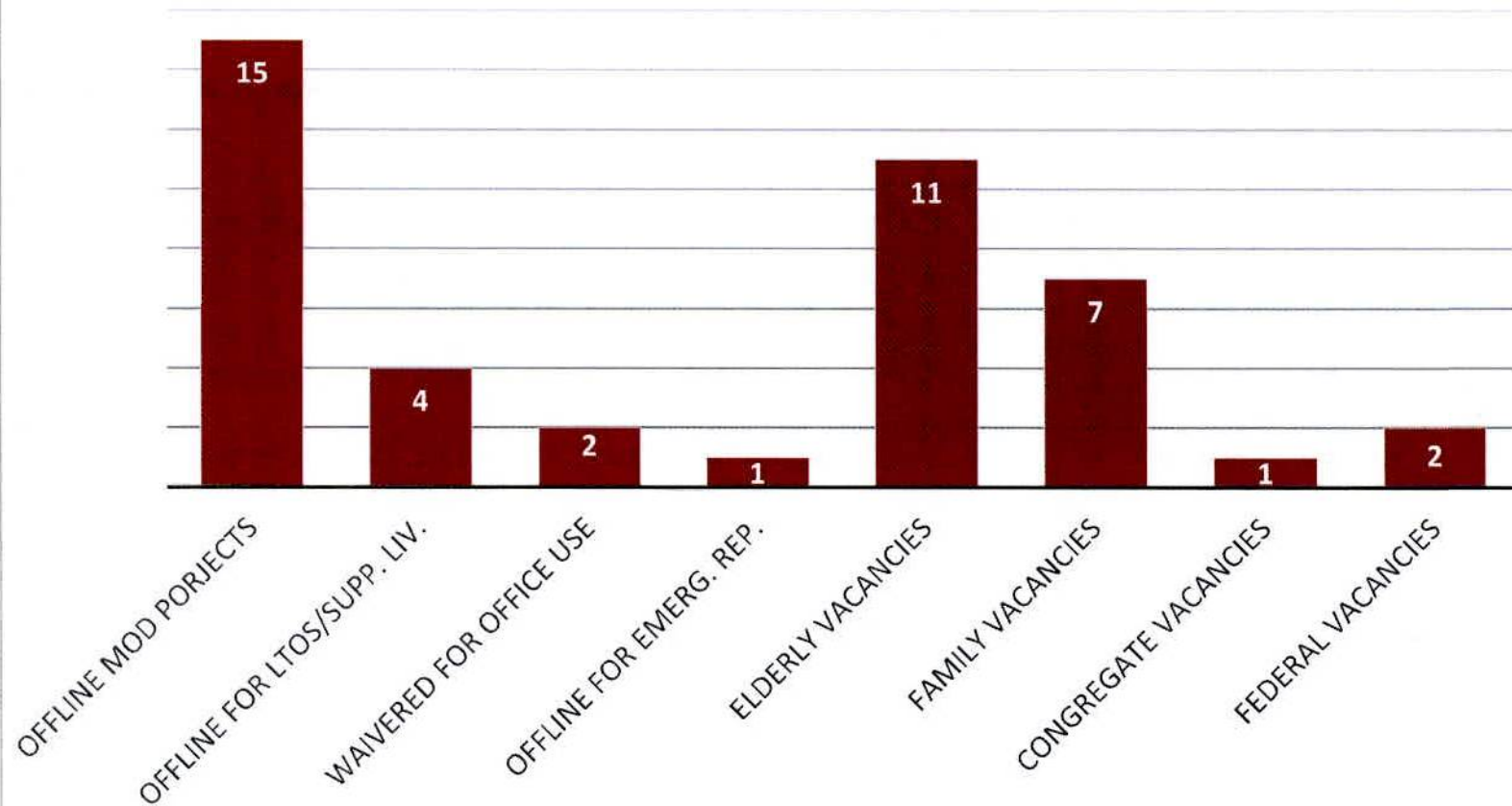
Key Highlights

- 629 Households are presently leased on the program.
- Vacancies available to lease are low at 22 units, or ~3%.
- Compliance inspections for 39 residents are continuing as we address lease violations in-house to assist those falling behind with lease obligations while avoiding legal involvement.



Vacancy Report

Vacancies by Type





Vacancy Report Cont.

Vacancy Type	Count
Offline Mod Projects	15
Offline for LTOs and Supportive Living	4
Waivered for Office Use	2
Offline for Emergency Repairs	1
Elderly Vacancies	11 (7 from Leefort moves)
Family Vacancies	7 (6 in progress Housing Now leases)
Congregate Vacancies	1
Federal Vacancies	2 (2 in progress for Housing Now leases)



Vacancy Report Cont.

- Offline modernization projects references Pioneer, Charter, Morency, and Phillips locations.
- Though vacancies appear on the data, the data does not show that we have offered:
 - 8 Units for Elderly
 - 1 Units for Family
 - 8 Units in Family and Federal will be offered through Housing Now
- One vacancy in June was due to eviction for nonpayment, and no evictions occurred for cause.



Lease Up Report

In June 2026, we leased up 9 households across our state programs and 1 in our Federal program. Federal and State are combined on the graph below.





DMH Voucher Program

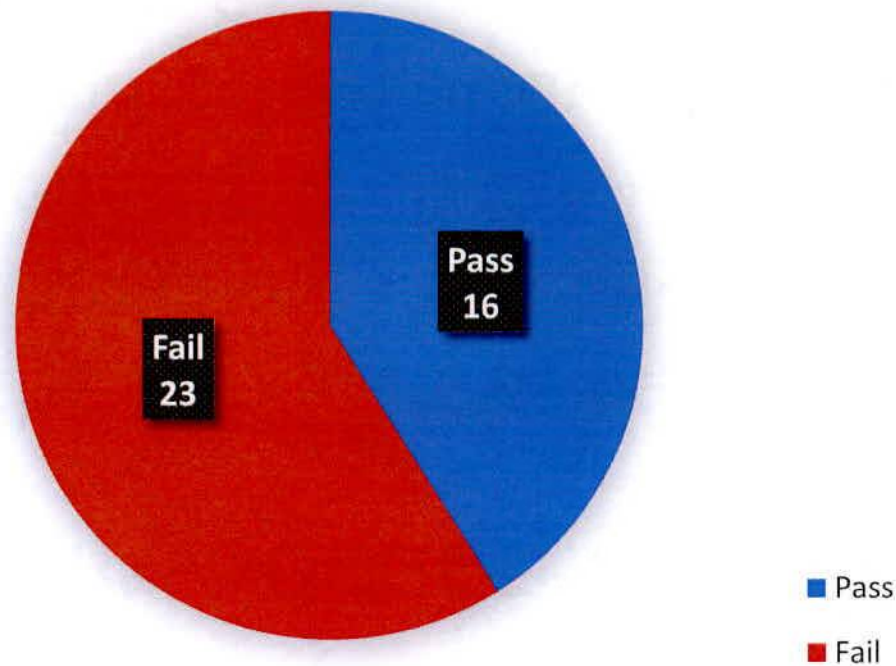
- Along with the Department of Mental Health, we have a great opportunity to issue vouchers.
- We have 45 DMH vouchers currently in use out in the community.
- This program has expanded rapidly over the past few years, growing from roughly 20 vouchers to 45 today.



Compliance Inspection Report

In June 2026, the Public Housing Department completed 39 compliance inspections:

June 2026 Compliance Inspections





Compliance Inspection Report Cont.

- Each month the Public Housing team completes compliance inspections to ensure resident compliance with the lease with residents that have had prior issues adhering to their lease terms.
- This is part of an ongoing effort to assist residents in coming back into compliance with their lease through monthly visits and RSC involvement.



Private Conference Report

- In June 2026, the Public Housing Department conducted 21 Private Conferences.
- These meetings are held in our office to address various types lease violations without the involvement of legal representation.
- Private Conferences are a great opportunity to understand context and offer help through our RSCs there is an unmet need.
- The goal is always lease compliance in the end. The way we get there varies depending on circumstance, but the residents are always given the opportunity to be heard and to work with us.



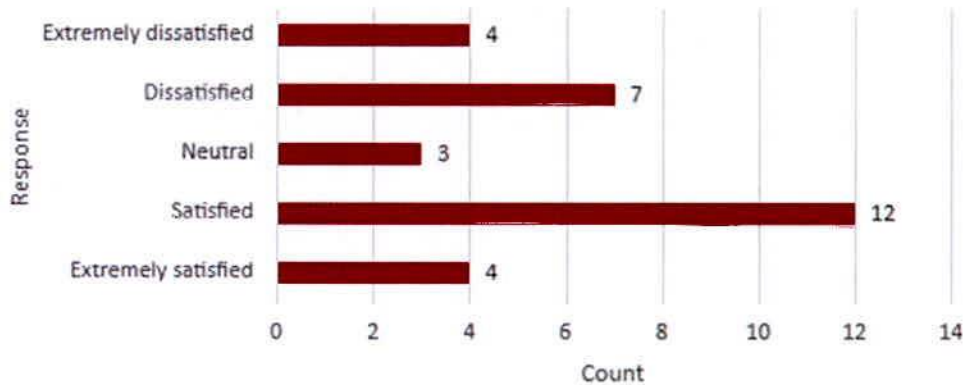
Quarterly Survey Report

- In Q2 of 2026 we began using digital and paper surveys to collect data in an effort to make the survey more accessible to all. We received 31 total surveys back this quarter. These were all from those in elderly housing. No families submitted responses this quarter.
- Out of the total number of questions responded to, there were:
 - 64.8% positive responses (400)
 - 30.0% negative responses (185)
 - 5.2% neutral responses (32)
- Overall survey responses trend positive, with residents generally expressing satisfaction and agreement across most categories. Most negative responses centered around tenant organization interest/participation and some dissatisfaction regarding communications. You will see details for each question on the following pages.

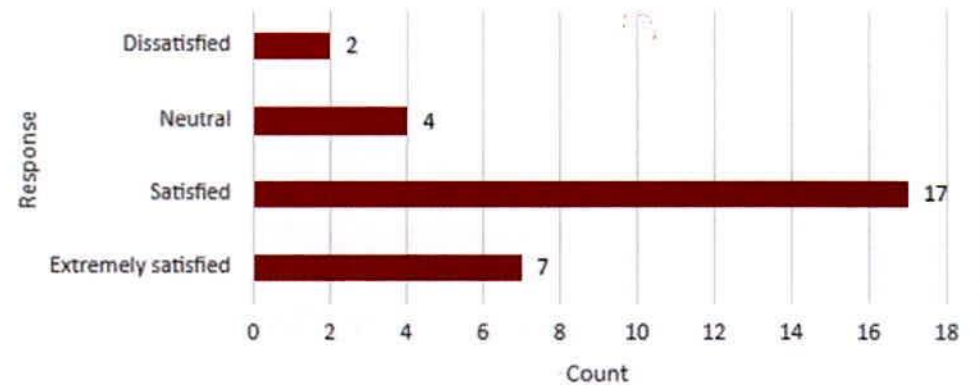


Quarterly Survey Data

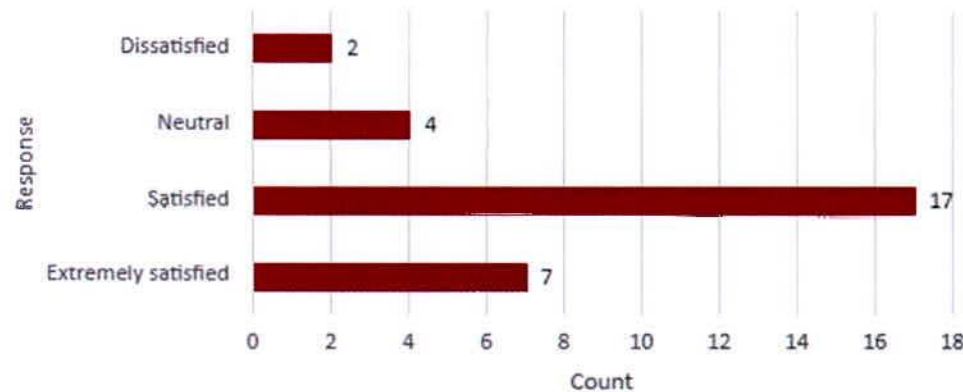
How satisfied are you with common areas and laundry facilities?



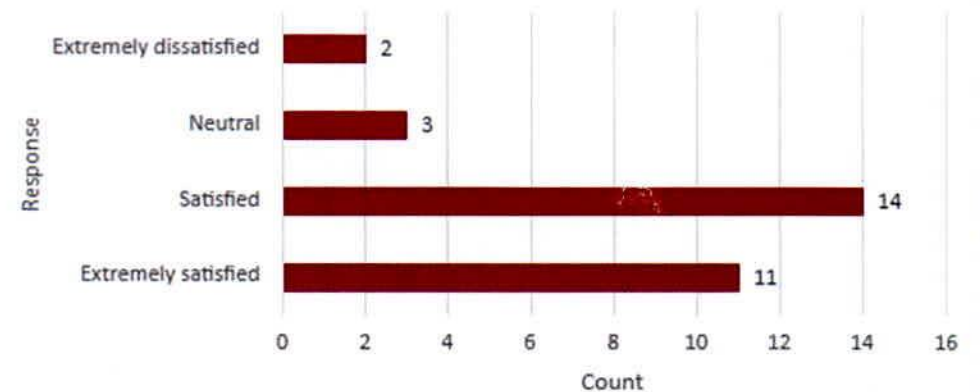
How satisfied are you with the property and exterior grounds?



How satisfied are you with the property and exterior grounds?



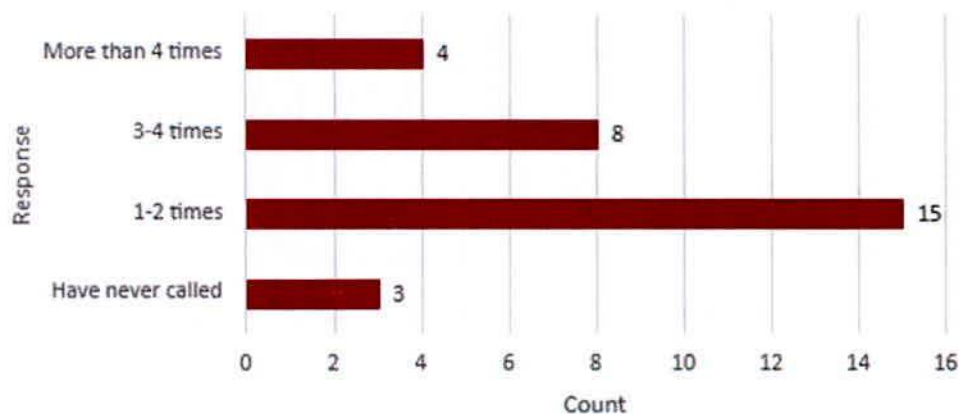
How satisfied are you with the location of your home?



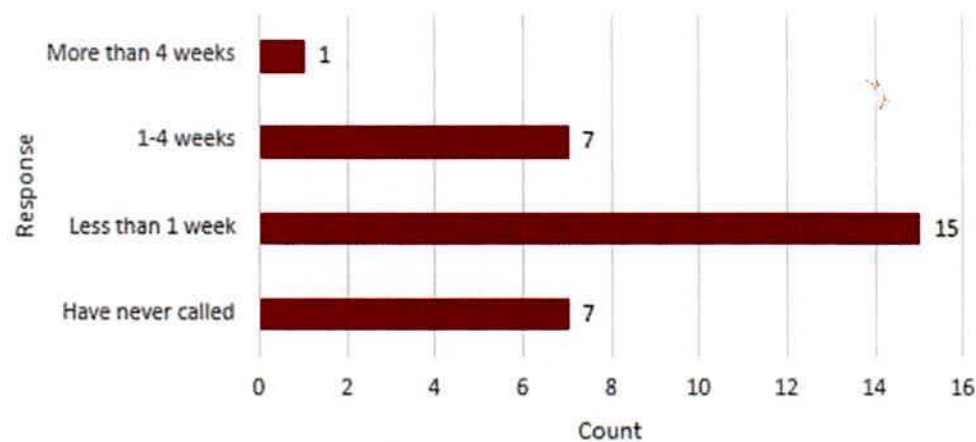


Quarterly Survey Data

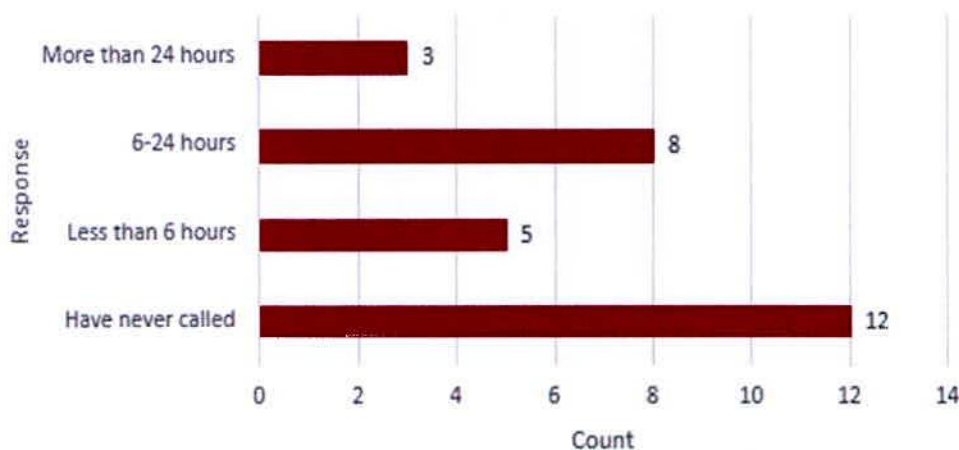
Over the last year, how many times have you called for maintenance/repairs?



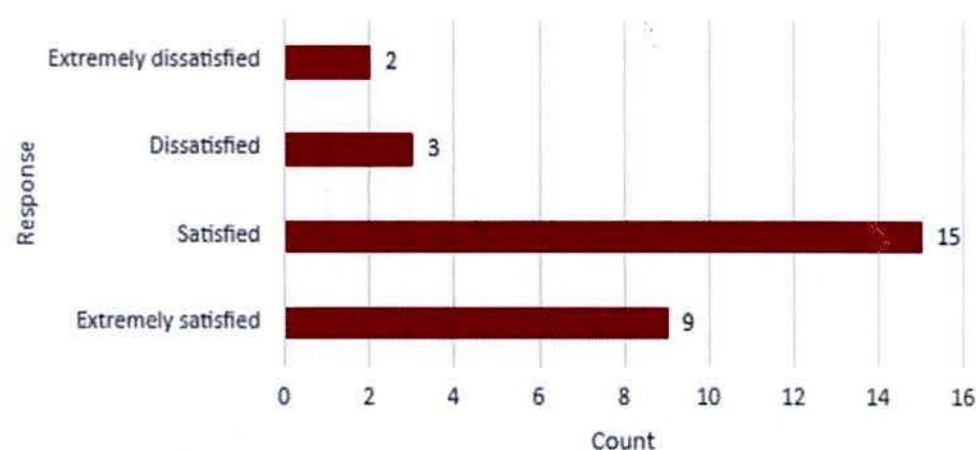
If you called for NON-EMERGENCY maintenance/repairs (leaky faucet, broken light), the work was usually completed in:



If you called for EMERGENCY maintenance/repairs (toilet clog, no heat), work was usually completed in:



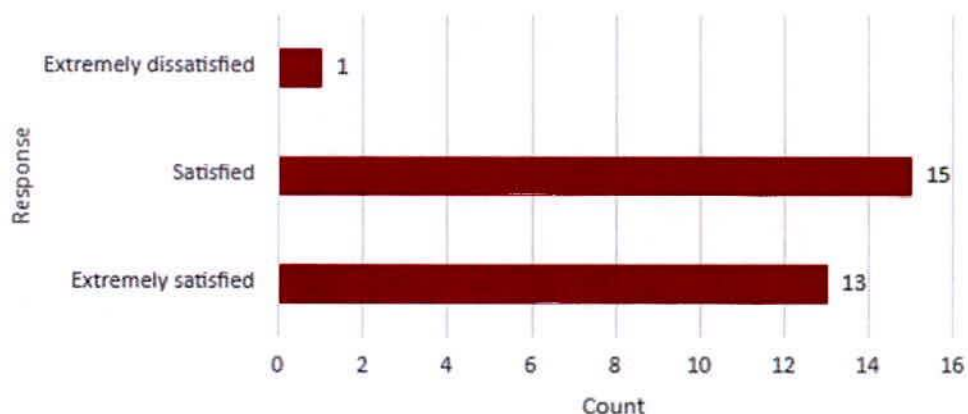
Based on your experience, how satisfied are you with the ease of requesting repairs?



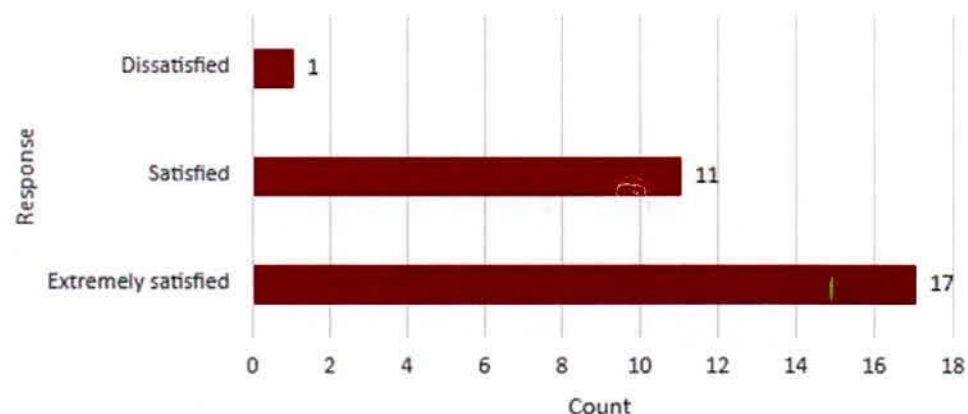


Quarterly Survey Data

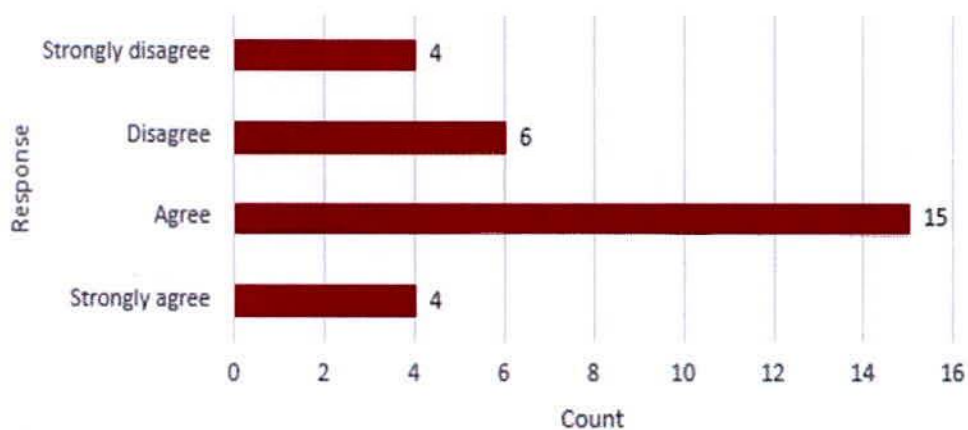
Based on your experience, how satisfied are you with the way you were treated by the person you contacted for repairs?



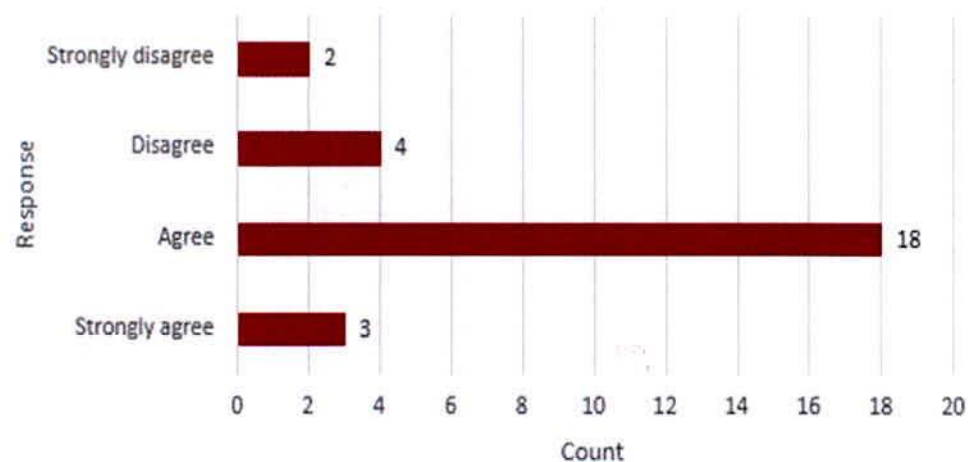
Based on your experience, how satisfied are you with the way you were treated by the person completing the repairs?



Do you agree that the Housing Authority provides enough information about maintenance and repair projects? (Water shut off, elevator repairs, modernization activities)



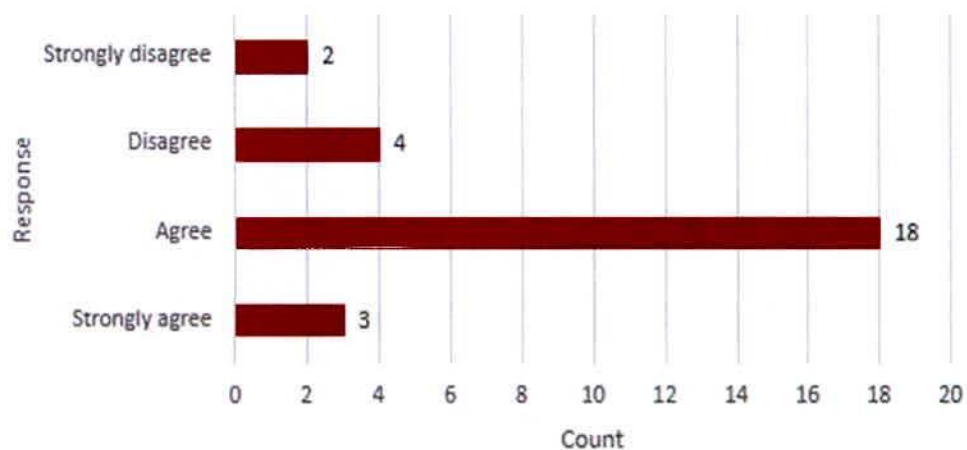
Do you agree that the Housing Authority provides enough information about the rules of your lease?



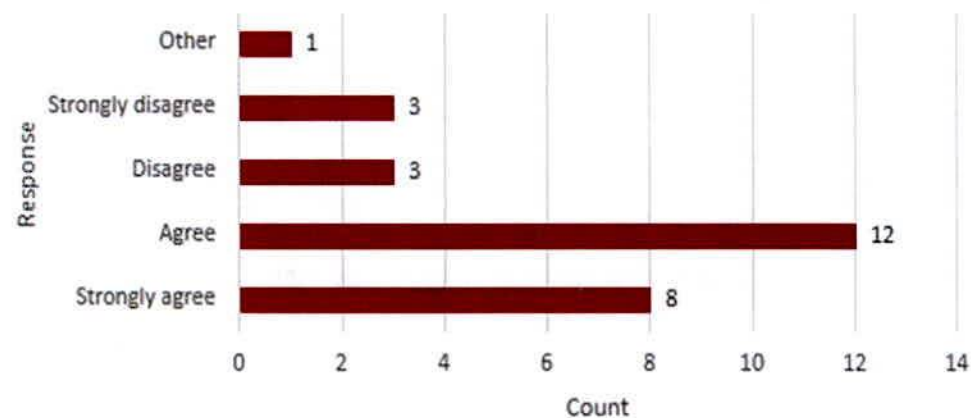


Quarterly Survey Data

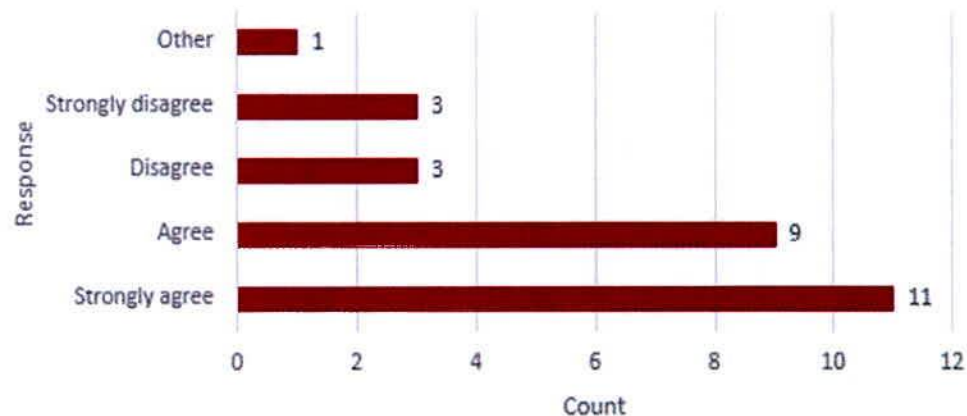
Do you agree that the Housing Authority provides enough information about the rules of your lease?



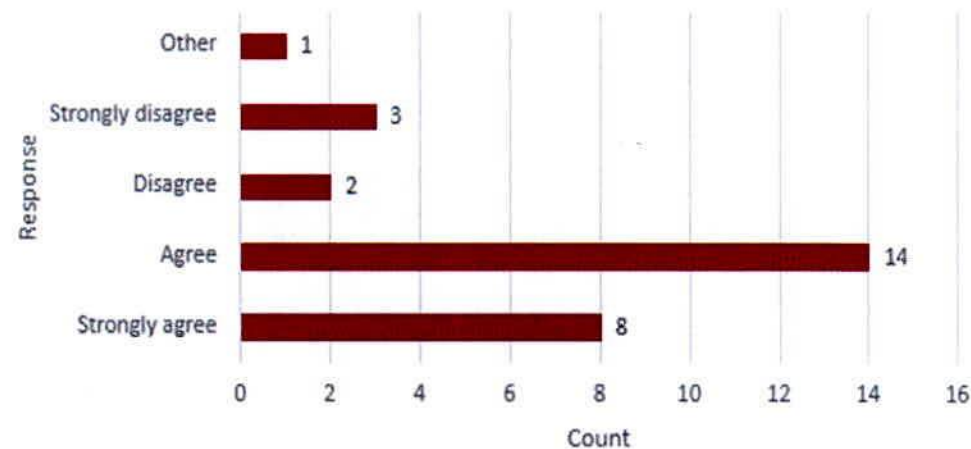
Do you think your Manager is responsive to your questions and concerns?



Do you think your Manager is professional and courteous with you?



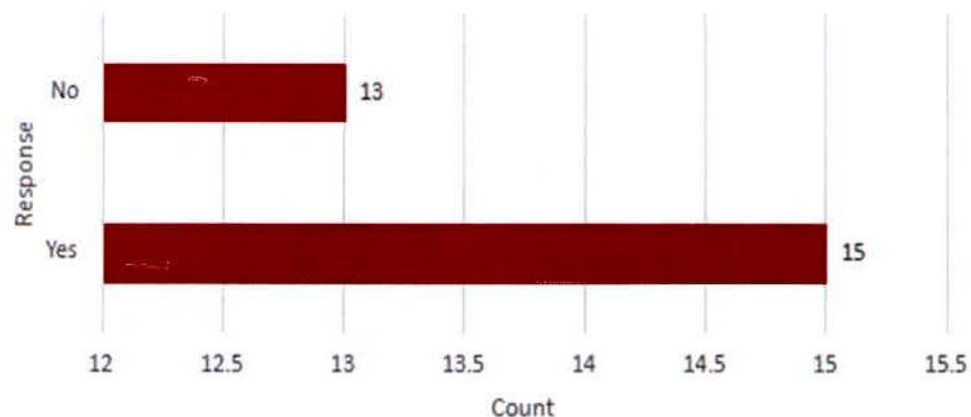
Do you think your Manager is helpful and knowledgeable when you complete your annual recertification?



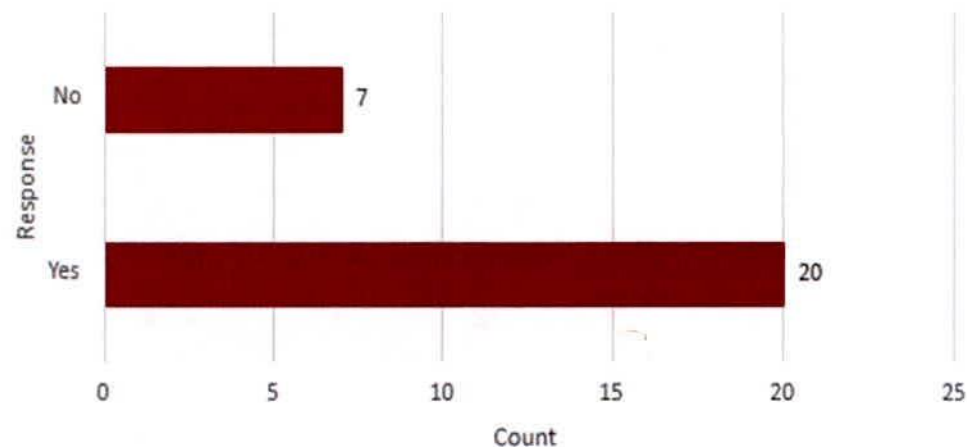


Quarterly Survey Data

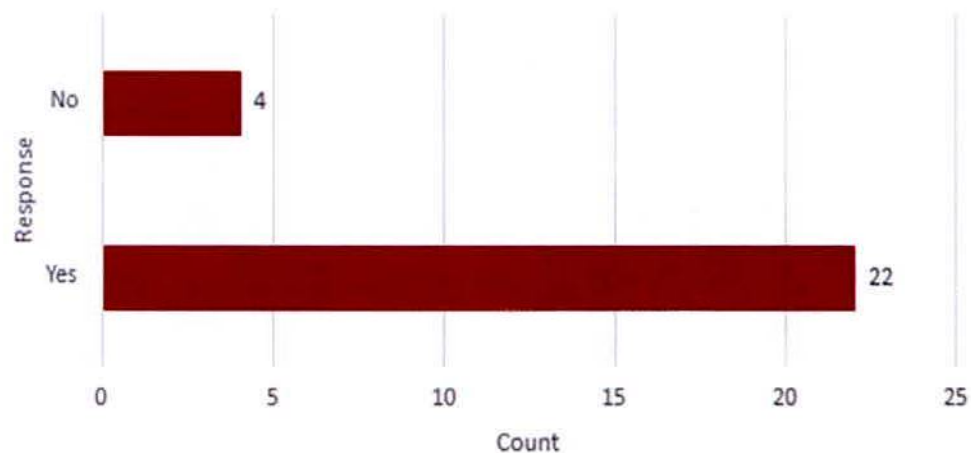
Are you aware of the monthly
Board of Commissioner
Meetings?



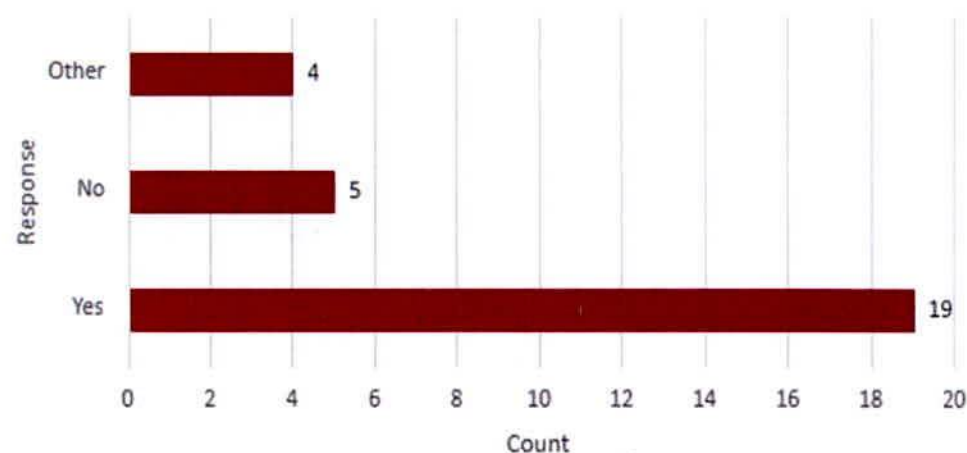
Would you recommend your housing property to a friend or family member
seeking public housing?



Do you feel safe living in
your development?



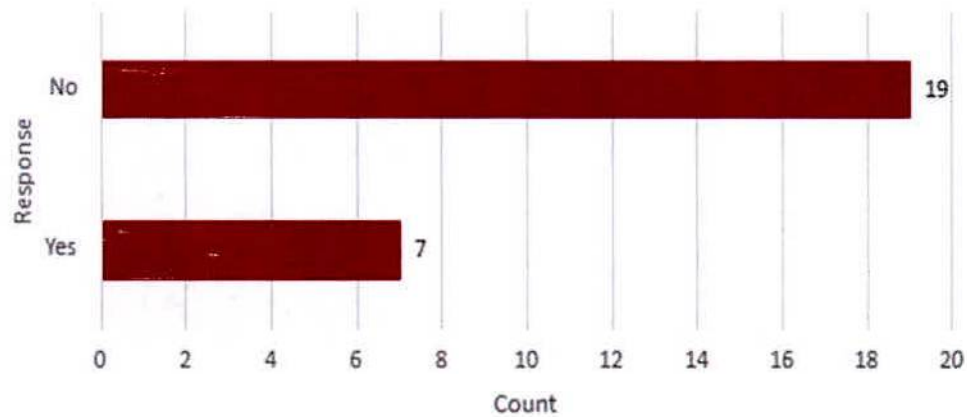
Overall, do you feel satisfied
with your apartment?



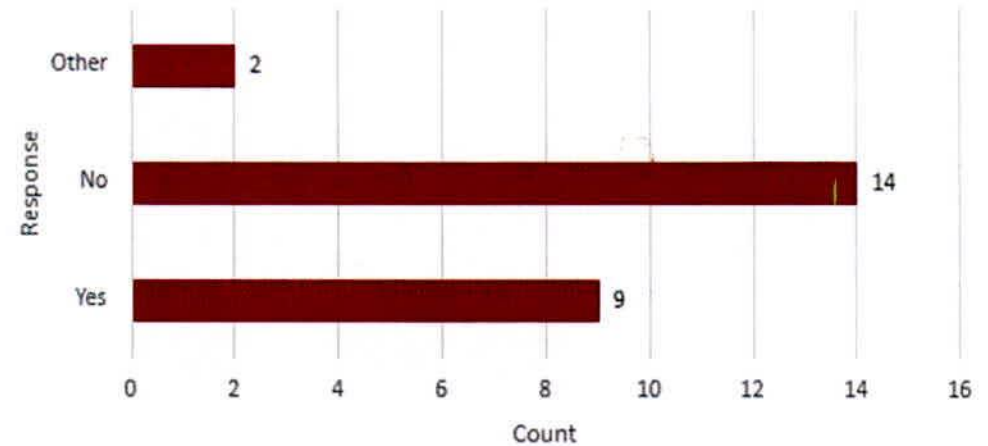


Quarterly Survey Data

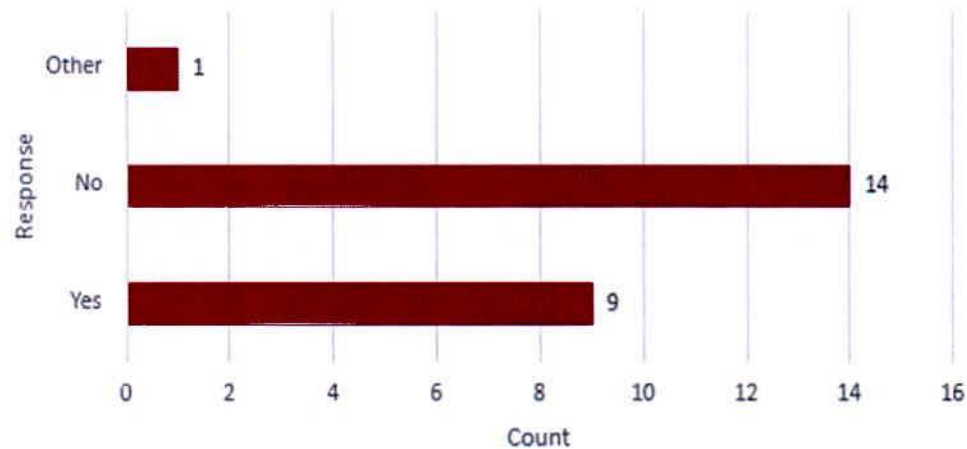
Are you interested in attending monthly Board of Commissioner Meetings?



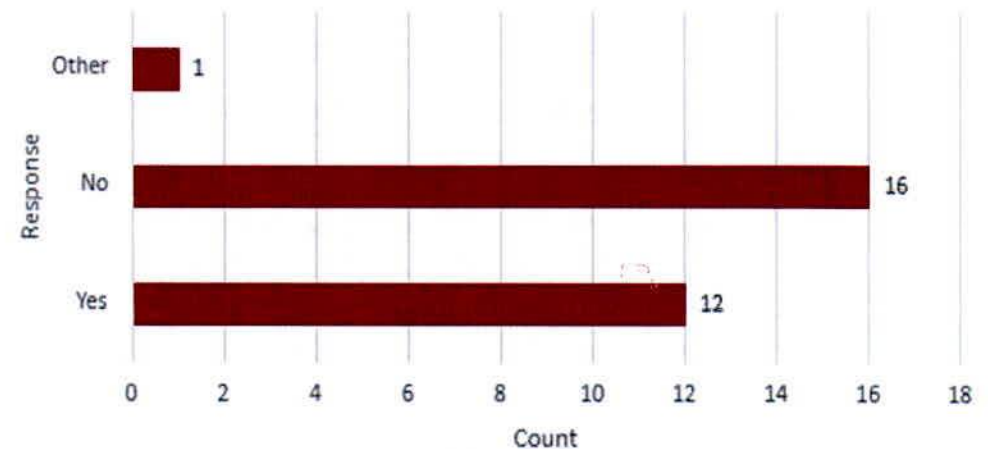
If you have attended one or more monthly Board of Commissioner meeting(s), were they informative and/or helpful?



Have you received information from the Housing Authority Executive Director in writing or in a meeting online or in person?



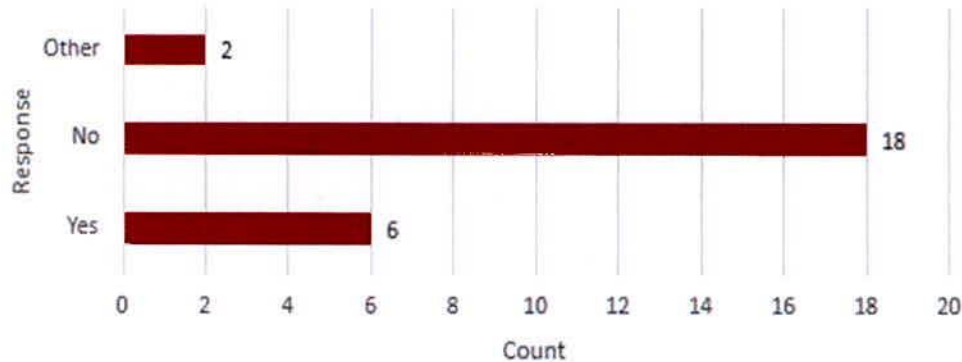
If you have one at your development, do you participate in the local tenant organization (LTO) meetings?



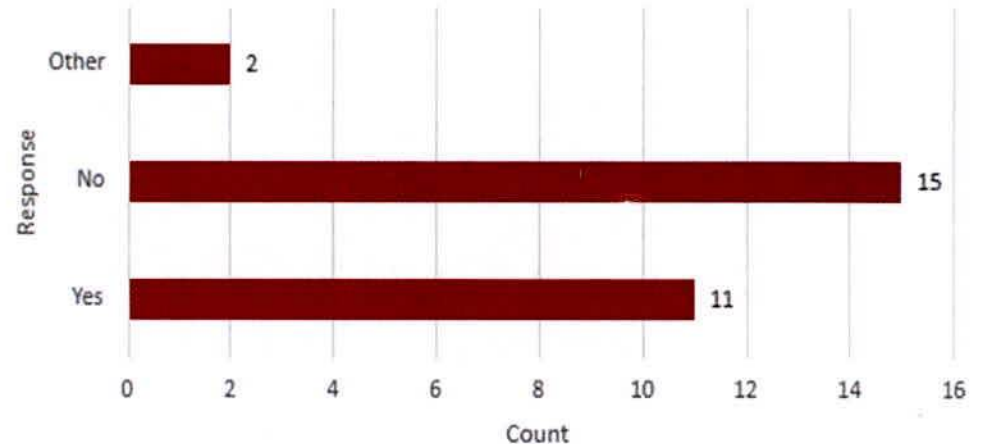


Quarterly Survey Data

Would you be interested in getting involved with your LTO or starting one if your development doesn't have one?



If you participate in your local tenant organization (LTO) meetings, do you find the support you need?





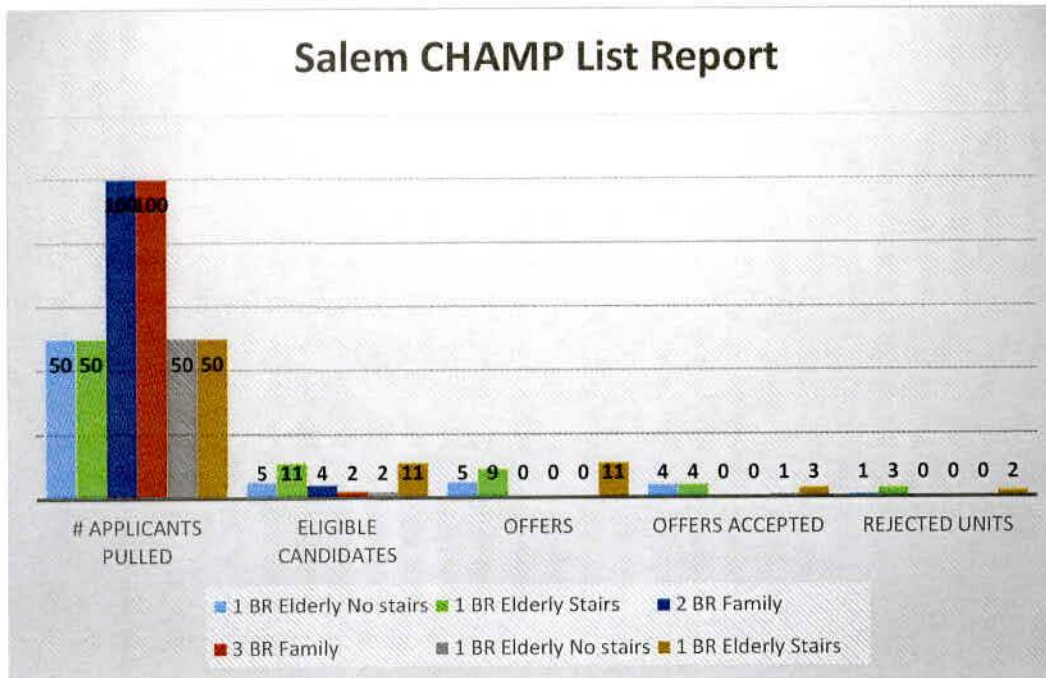
Community Impact

- Our efforts have led to our Public Housing portfolio being just below capacity, ensuring a safe and affordable place for people in our community to live.
- Through the team's efforts, we have continued working with households to maintain housing stability. Resident Service Coordinators continue to offer assistance to many of these households, along with other households, with grant funding, community resources, and various program opportunities.
- With quarterly data collected from surveys, we can address problem areas identified by our residents. For example, with the most negative recent responses regarding communications, we can adjust to make sure people are more informed moving forward.

Salem CHAMP List Report

Date Pulled	List ID	Criteria	# Applicants Pulled	Eligible candidates	Offers	Offers Accepted	Rejected Units	List Status
1/5/2026	29985803	1 BR Elderly No stairs	50	5	5	4	1	Pending Applicant Response
1/14/2026	30087905	1 BR Elderly Stairs	50	11	9	4	3	Pending Applicant Response
3/19/2026	30483304	2 BR Family	100	4	0	0	0	Pending Screening
4/15/2026	30685506	3 BR Family	100	2	0	0	0	Pending Screening
5/19/2026	30897718	1 BR Elderly No stairs	50	2	0	1	0	Pending Screening
5/19/2026	30901722	1 BR Elderly Stairs	50	11	11	3	2	Pending Screening

Salem CHAMP List Report





FUTURE FORWARD

Self-Sufficiency Program (SSP)

MONTHLY REPORT: June 1 – June 30, 2026

PREPARED BY: Sandra Reiniger/Future Forward Coordinator

PROGRAM OVERVIEW

The Future Forward Self-Sufficiency Program (SSP) supports Public Housing residents working toward greater economic stability through goal planning, connection to community resources, and individualized support and coaching

PROGRAM SNAPSHOT

Marblehead Housing Authority

• Total Participants Enrolled: 9 • In Process of Enrollment: 2 • With Escrow: 2

Salem Housing Authority

• Total Participants Enrolled: 9 • In Process of Enrollment: 2 • With Escrow: 3

TOTAL ESCROW SAVED- Through June 30, 2026 - \$11,131.00.

Marblehead –\$8,220.

Salem - \$2,911.

MONTHLY HIGHLIGHTS

- Women's Money Matters –10 Active Participants - Excellent participation weekly!
Start date: May 12, 6:30-8:00 End date: June 30,
Each participant will receive a \$50 gift card to Market Basket upon completion of a program survey for feedback on this new program
- 250th Year Celebration for public housing residents– Great fun on June 18, 2-5:00. Live music, face painting, magic show, caricatures, balloon twisting, fresh popcorn and cotton candy, and BBQ meal from Roots!

UPCOMING ACTIVITIES & FOCUS AREAS

- Continue intake and enrollment in Future Forward Program
- Launch of our new Mass Broadband Institute grant funded "Connected and Online" initiative, including laptop computers and other equipment for an onsite computer lab and lending library. Kickoff celebration will be scheduled in July along with multi level computer skills classes.

SALEM HOUSING AUTHORITY

Modernization Operations Report

June 2026

Modernization Snapshot — June 2026

<u>Portfolio Metric</u>	<u>Value</u>
Annual Capital Formula Funding	\$796,966
Comp Mod Grant Award (Charter Street)	\$2.7 Million
Developments Supported	23
Buildings Supported	82
Units Supported	715
Active Capital Projects	11
Future Pipeline Projects	5

Modernization Focus Areas

Electrical & Life Safety 27%	Building Envelope 22%	Heating & Sustainability 18%
Accessibility 15%	Roofing 10%	Site Improvements 8%

Investment Information

EOHLC Formula Funding	60%	Primary modernization source
Competitive Grants	20%	Includes Charter Street award
Federal ARPA Funding	12%	Panel and gas stove replacement
Energy Grants	5%	Heating and efficiency support
Future Funding Sources	3%	Pipeline opportunities

Project Progress Dashboard — Current Projects

Active Project Tracker

Project No.	Project / Scope	Property Names	Start Date	Completion Date	Current Status
258150	Electrical Upgrade	Pioneer Terrace	01/07/26	01/07/27	Under construction; Laracy Electrical awarded contract; panel configuration changes progressing.
258171	Oil-to-Heat Pump Conversion	705-2A and 705-2B	TBD	TBD	Contract executed; preconstruction meeting scheduled for 06/30/26.
258173	Exterior Upgrades / Water Infiltration	Charter Street	TBD	TBD	Design advancing; \$2.7 million comprehensive modernization grant awarded.
258182	Exterior Door Replacement	Bates, Norton, Dalton, Park/Prince	TBD	TBD	Low bid received; awaiting EOHLC contracts and Notice to Proceed.
258188	ARPA Federal Pacific Panel and Gas Stove Replacement	Rainbow, Leefort, Bertram, Colonial, Norton, Pioneer, Morency, Ruane, Dalton, Phillips	05/20/26	05/20/27	Preconstruction completed; submittals under review; schedule pending.
258189	Walk-In Tub / Shower Program	Charter Street, Morency Manor, Phillips House	03/13/25	10/28/25 extended by change order	Work continues; Charter and Phillips plumbing issues require scope review; work moved to Morency Manor.
258197	Site Work and Concrete Repair	Colonial Terrace	04/23/26	10/19/26	Work underway; quality oversight added and mason support being brought in.
258198	Flood Zone / Rising Sea Level Sustainability Study	Pioneer Terrace and Congress Street	TBD	TBD	EOHLC project; awaiting additional information.
258199	Roof Replacement	Ruane	TBD	TBD	Historic Commission approved plans; low bid received; awaiting EOHLC contract.
258200	Boiler and Hot Water Tank Replacement	Phillips House	In progress	TBD	Work has begun; DCAMM waiver needed for potable water compatibility issue.
258202	Window Replacement	Charter Street	TBD	TBD	Work order created; architect preparing schematic design plans.
258203	Aging-in-Place at Routine Turnovers	Various 667 elderly developments	Ongoing	Ongoing	Accessibility and adaptability upgrades incorporated during routine vacancy turnover; reimbursement paperwork pending.

June Accomplishments and Current Activity

Pioneer Terrace Electrical upgrade active through Jan. 2027.	Heat Pump Conversion Contract executed; preconstruction set for 06/30/26.
ARPA Safety Work Panel and gas stove replacement mobilized.	Colonial Terrace Site and concrete repairs underway with oversight.
Accessibility Walk-in tub/shower work continues at Charter, Morency, and Phillips.	Charter Street Water infiltration and window design continue to advance.

Federally Funded Projects

No federally funded modernization projects are listed for June 2026 as of yet.

Looking Ahead — 2026 Modernization Pipeline

Project	Property	Status
Kitchen and Bath Modernization	Bertram	Planned as funding allows
Roof Replacement	Garden Terrace	Designer assignment / design / bid
Exterior Painting	84 & 88 Essex Street	Designer assignment / design / bid
Paving Improvements	Rainbow Terrace	Designer assignment / design / bid

Strategic modernization priorities remain centered on resident-focused improvements, asset preservation, sustainability and resilience, and life safety. Salem Housing Authority is leveraging formula funding, competitive grants, ARPA resources, energy grants, and future funding opportunities to maximize modernization activity while preserving housing assets for current and future residents.



Housing Choice Voucher & PBV Program Performance



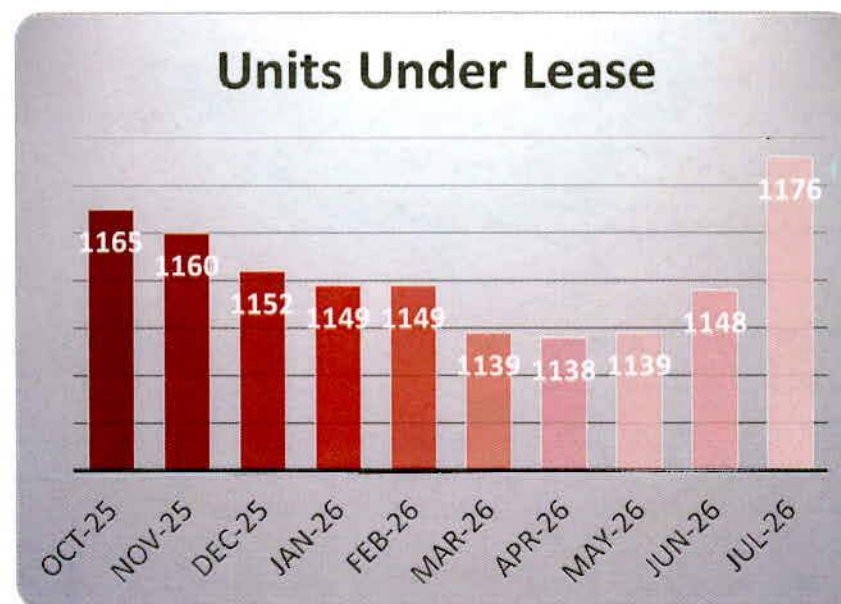
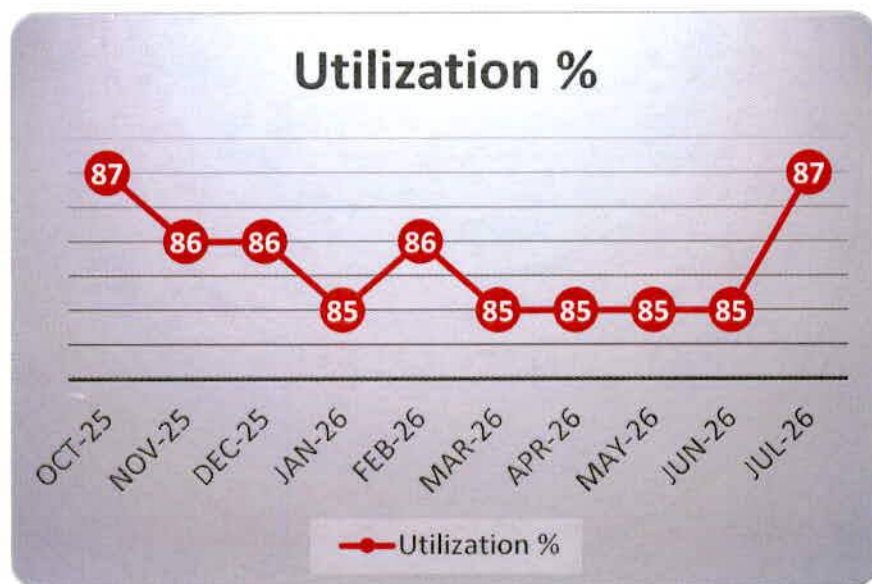
The Housing Choice Voucher (HCV) and Project-Based Voucher (PBV) programs continued to provide stable housing assistance to Salem residents throughout the reporting period. Voucher utilization remained strong, averaging approximately 85–87%, while PBV vacancies remained low.



Key Highlights

- 1,346 available vouchers
- Voucher Utilization July 2026: 87% which utilizes over 100% of our Authorized Budgeted Allocation (ABA)
- Average units under lease: 1,151
- New and returning residents began moving into Leefort Terrace starting May of 2026.

Voucher Utilization & Units Under Lease





HAP Expense June & July 2026

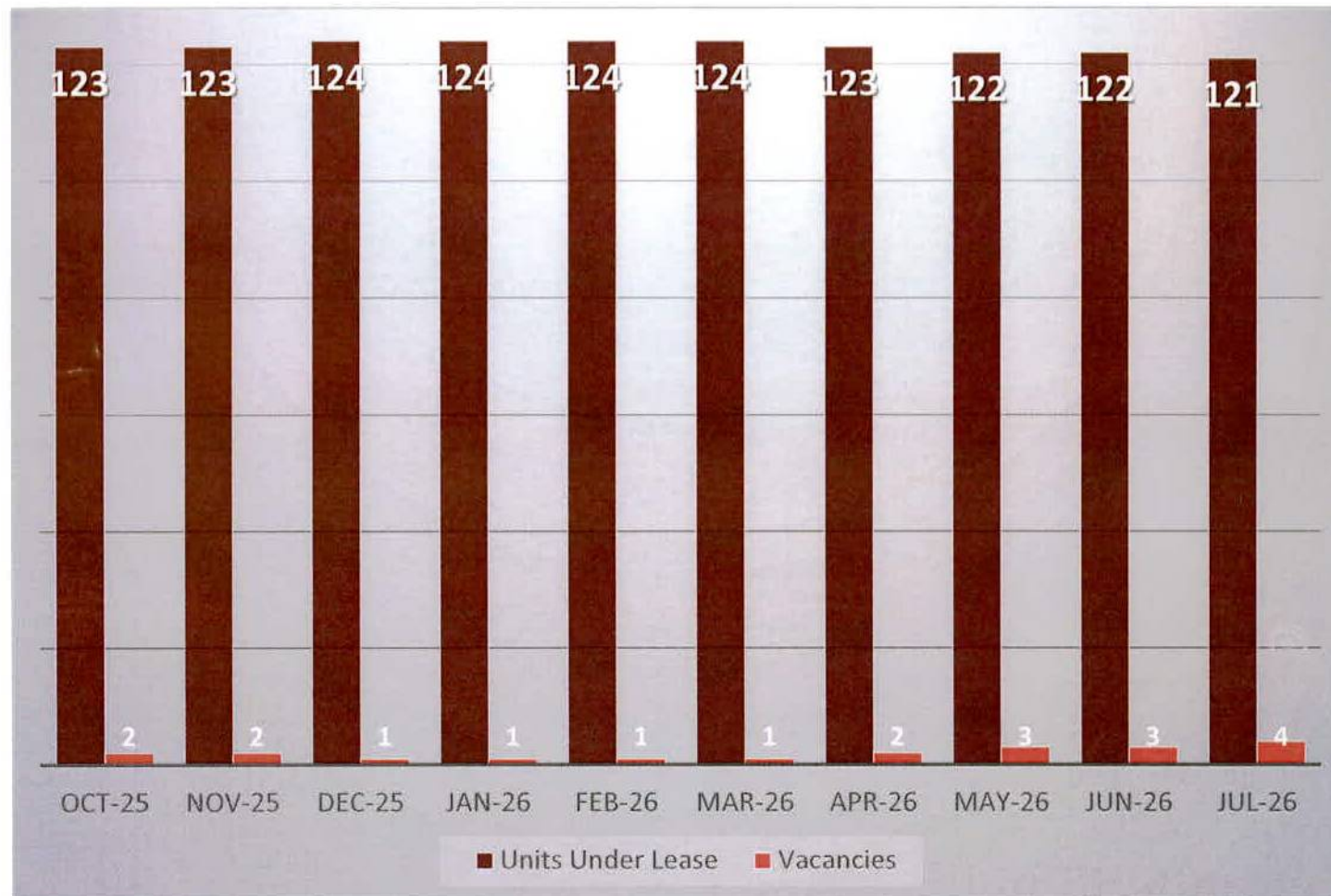
JUNE 2026		JULY 2026	
HAP	\$1,870,610	HAP	\$ 1,968,555
URP	\$7,067	URP	\$ 8,222
FSS	\$10,595	FSS	\$ 8,193
HAP Adj	\$32,822	HAP Adj	\$ 48,219
URP Adj	\$501	URP Adj	\$ -
Port-Out HAP	\$224,909	Port-Out HAP (Est.)	\$ 220,246
Port-Out URP	\$1,491	Port-Out URP (Est.)	\$ 1,337
Port-Out HAP Adj	\$(296)	Port-Out HAP Adj	\$ -
Port-Out URP Adj		Port-Out URP Adj	\$ -
Total	\$2,147,699	Total	\$ 2,254,772



Project Based Voucher(PBV) Program Vacancies

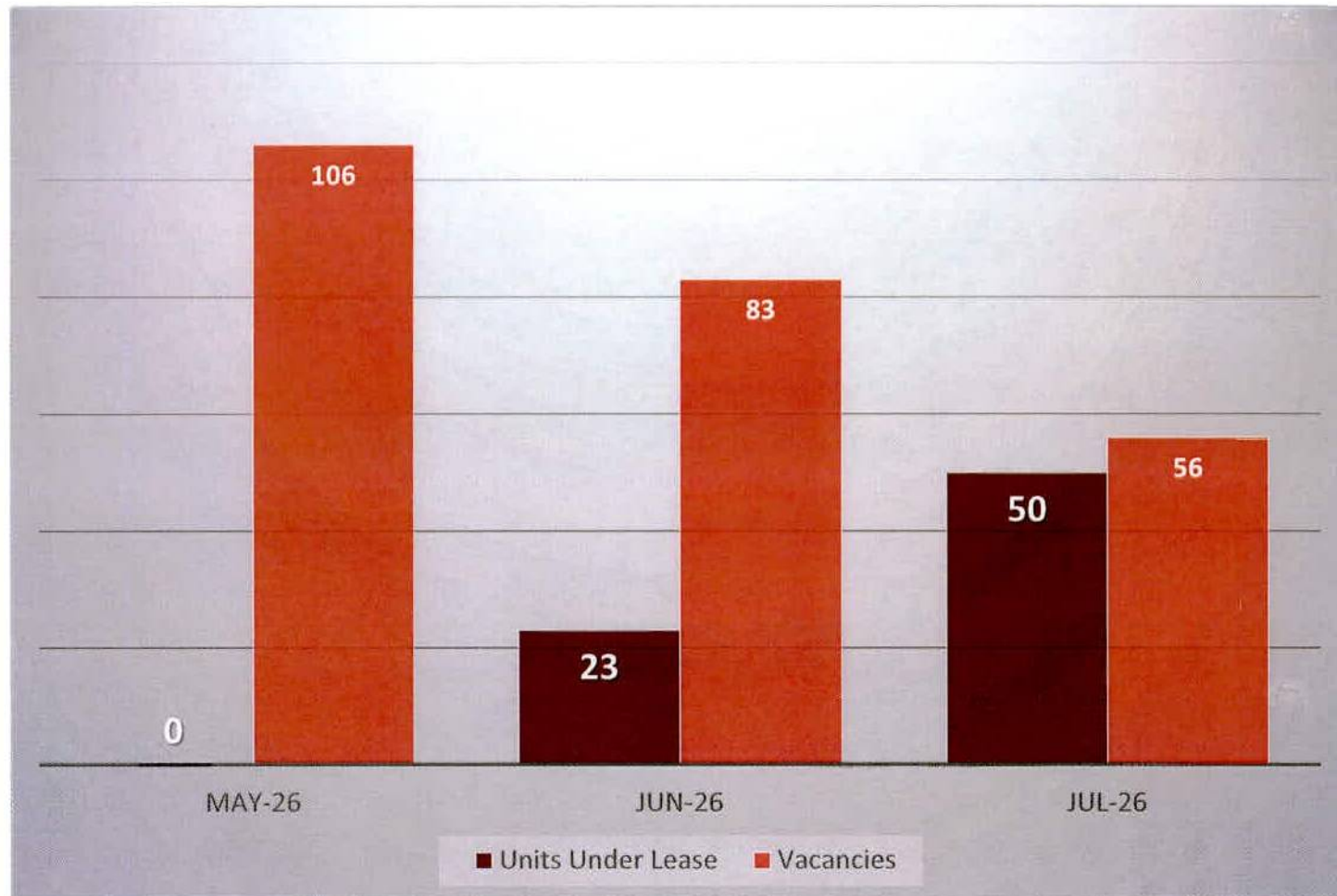


Pequot Highlands – 125 PBV Units



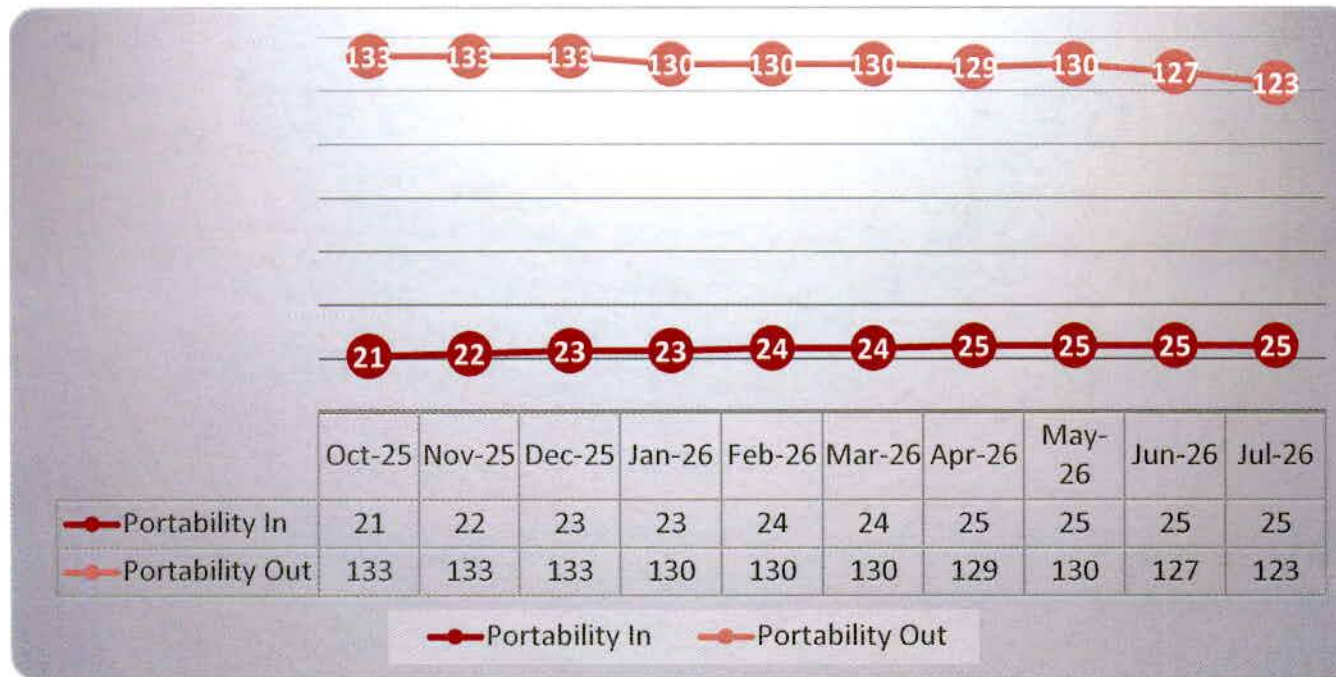


Leefort Terrace – 106 PBV Units





Portability In & Out



Salem Housing Authority

27 Charter Street
Salem, MA 01970

(978)744-4431



Cathy Hoog
Executive Director

June 1- 30 2026

Kathlyn Valianti

June RSC MONTHLY REPORT

NEW Referrals to RSC: 9
Ongoing case management/referrals: 42

Category:

<u>Mental / behavioral health</u>	<u>6</u>
<u>Housing stabilization support / One time deep cleaning</u>	<u>0</u>
<u>Re-certification assistance</u>	<u>0</u>
<u>Housekeeping/ Agency referrals</u>	<u>1</u>
<u>Wellness & fitness</u>	<u>18</u>
<u>Nutrition/Snap applications, food pantry resources</u>	<u>6</u>
<u>Healthy food options, food pantry and emergency shopping</u>	<u>6</u>
<u>Community Engagement / Socialization</u>	<u>61</u>
<u>Health insurance / Health supportive services</u>	<u>6</u>
<u>ther- Distribution of flyers and community events</u>	<u>163</u>
<u>Other</u>	

Referrals made out to other places:

- Salem COA, Salem Pantry, Life Bridge, Gather Health HOU, MassHealth, Healthy Living, Element Care/PACE, AgeSpan, Disability Resource Center, 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, Mass Rehabilitation Commission, Salem Community Gardens

Other important info to include:

6/3/26 React High Risk team meeting, Salem Council on Aging.

Salem Housing Authority

27 Charter Street
Salem, MA 01970

(978)744-4431



Cathy Hoog
Executive Director

6/4/26 Manager's meeting, Zoom

6/22/26 Networking event at Season's Assisted Living in Danvers

6/9/26 Congregate lunch for Ruanne residents with games.

Key Tech computer classes have started at Charter St. and Morency/Dalton

6/3/26 Charter St Class

6/8/26 Morency/Dalton Class

6/10/26 Charter St. Class

6/15/26 Morency/Dalton Class

6/17/26 Charter St. Class (Last Class)

6/1/26 Pioneer Community Hours

6/8/26 Pioneer Terrace Community hours

6/15/26 Pioneer Community Hours

6/22/26 Pioneer Terrace Community hours

6/16/26 Fire Safety Training Conversation with Salem Fire Department, Morency/Dalton

6/16/26 Art and Culture TAP training

6/10/26 Networking lunch At Brookhouse Assisted Living

6/24/26 Cooking demonstration at Morency/Dalton

- Wellness Wednesday with Kelley Annese – wellness classes will be started again in July, 26.
- Distributed flyers for Kelley Annese; Memory Café and Reiki at the Council on Aging
- Scheduled Lunch with Congregate tenants at Ruane, next scheduled lunch 6/9/26 with RSC's.
- Planning social monthly community engagement / workshops at Morency, Dalton, and Pioneer community rooms (Coffee hour, snacks, movies, games, etc.)
- RSC's planning to schedule monthly game events
- Weekly office hours at Pioneer Terrace Community Room.
- Meet with other community organizations- EPNG, NorthShore REACT

Salem Housing Authority

27 Charter Street
Salem, MA 01970

(978)744-4431



Cathy Hoog
Executive Director

- Posted informative pamphlets to upcoming workshops and Events and food resource information.
Post up local events-Social Programs, Transportation schedule, and outing events hosted by COA.

Salem Housing Authority

27 Charter Street
Salem, MA 01970

(978)744-4431



Cathy Hoog
Executive Director

June 1- 30 2026
Mary Ann Kairouz

RSC MONTHLY REPORT

NEW Referrals to RSC: 10
Ongoing case management/referrals: 36

Category:

<u>Mental / behavioral health</u>	<u>0</u>
Housing stabilization support / One time deep cleaning	<u>1</u>
Re-certification assistance	<u>7</u>
Housekeeping/ Agency referrals	<u>1</u>
Wellness & fitness	<u>49</u>
<u>Nutrition/Snap applications, food pantry resources</u>	<u>68</u>
<u>Healthy food options, food pantry and emergency shopping</u>	<u>0</u>
<u>Community Engagement / Socialization</u>	<u>100</u>
<u>Health insurance / Health supportive services</u>	<u>1</u>
<u>Other- Distribution of flyers and community events</u>	<u>615</u>
<u>Other-Robo calls-----</u>	<u>615</u>

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:

- 6/2/26 Rainbow hub office hours
- 6/3/26 React High Risk team meeting, Salem Council on Aging.
- 6/4/26 Manager's meeting, Zoom

Salem Housing Authority

27 Charter Street
Salem, MA 01970



(978)744-4431

Cathy Hoog
Executive Director

- 6/22/26 Networking event at Season's Assisted Living in Danvers
- 6/9/26 Congregate lunch for Ruane residents with games.
- Kev Tech computer classes have started at Charter St. and Morency/Dalton
- 6/3/26 Charter St Class
- 6/8/26 Morency/Dalton Class
- 6/10/26 Charter St. Class
- 6/11/26 RSC coffee Chat with Anne Elizabeth
- 6/15/26 Morency/Dalton Class
- 6/17/26 Charter St. Class (Last Class)
- 6/1/26 Pioneer Community Hours
- 6/8/26 Pioneer Terrace Community hours
- 6/15/26 Pioneer Community Hours
- 6/18/26 250th Celebration 2pm-5pm at Pioneer Terrace
- 6/22/26 Pioneer Terrace Community hours
- 6/23/26 Spiritual Healing Pioneer
- 6/16/26 Fire Safety Training Conversation with Salem Fire Department, Morency/Dalton
- 6/24/26 Empanadas Cooking demonstration at Morency/Dalton
- Wellness Wednesday with Kelley Annese – wellness classes will be started again in July, 8
- Distributed flyers for Kelley Annese; Memory Café and Reiki at the Council on Aging
- 6/9/26 Lunch with Congregate tenants at Ruane with RSCs.
- Planning social monthly community engagement / workshops at Morency, Dalton, and Pioneer community rooms (Coffee hour, snacks, movies, games, etc.)
- RSC's planning to schedule monthly game events
- Weekly office hours at Pioneer Terrace Community Room.
- Meet with other community organizations- EPNG, NorthShore REACT
- Posted informative pamphlets to upcoming workshops and Events and food resource information.
- Post up local events-Social Programs, Transportation schedule, and outing events hosted by COA.

Salem Housing Authority

27 Charter Street
Salem, MA 01970

(978)744-4431



Cathy Sheehan
Executive Director

June 1 – June 30, 2026
Alexandra Dominguez

RSC MONTHLY REPORT

Total Referrals to RSC:

New Referrals: 0

On-Going Referrals: 5

Categories of services and the number of tenants provided services:

<u>Mental-behavioral health</u>	<u>0</u>
Housing stabilization support, case management	<u>8</u>
Re-certification assistance	<u>0</u>
Housekeeping, laundry services through agency referrals	<u>0</u>
Wellness and fitness workshops	<u>0</u>
<u>Nutrition-SNAP application and list food pantry resources</u>	<u>2</u>
<u>healthy food access-assisting at food panty & emergency food shopping</u>	<u>34</u>
<u>Community Engagement, Socialization</u>	<u>134</u>
<u>Health insurance, Health supportive services</u>	<u>0</u>
<u>Other- resources posted in buildings</u>	<u>1</u>
<u>Other-passed out to tenants</u>	<u>1</u>
<u>Other- robo calls of events or services</u>	<u>1</u>
A. <u>Families Robo call</u>	<u>1</u>

Referrals made out to other places:

- Samaritan's Charitable Society of Salem, MassHire, DTA, Future Forward, Women's Money Matters, HomeBASE, RAFT, NSCAP, Mission of Deeds, Household Goods, Lifebridge store, Child Care Circuit. Angela's Daycare, Salvation Army, Pathways Family Resource Center, St. Vincent De Paul.

Salem Housing Authority

27 Charter Street
Salem, MA 01970

(978)744-4431



Cathy Sheehan
Executive Director

Other important info to include:

- Attended EOHLC's Specialized Family & Supportive Services (SFSS) Open Office Hours (OOH) virtually: The Massachusetts Children's Alliance ([MACA](#)) on 'Children's Sexual Exploitation and Labor Trafficking' presented by Latirah Cisero
- Socialized and interacted with Rainbow residents at the Mobile Pantry on Mondays. Passed out flyers for the 250th Celebration of America.
- Alex and MaryAnn hold monthly office hours on the first Tuesday of every month from 9:00–11:00 AM at 83RT for all Family Housing residents. Residents can stop in for support, ask questions, receive assistance, and access resources.
- RSC's are scheduled to meet again on July 1st to finalize forms, procedures, and distribute flyers for the Laptop Lending Library.
- RSC's held the 250th Celebration of America event 'Red, White & BBQ' on Thursday, June 18th at the Garden/Field area at Pioneer Terrace. Despite the weather being a threat, residents came by and enjoyed themselves burgers, hot dogs, pasta salad, desserts, popcorn, cotton candy, facepainting, live music, a magic show and personalized caricature drawings. Vendors: Giovanna's Entertainment (balloon twisting, face painting, cotton candy and popcorn machine), Caricature drawings by Artist Alex Alderete, live music by Olivia and Friends, and Magic Show by Laila Goodman.
- As of June 30, 2026, there are a total of five (5) families on the Housing Now Program, resulting in a 63% occupancy rate.
- Beginning July 1, 2026, funding will begin for an additional four (4) units to be used towards the Housing Now Program, bringing the total number of units set aside for the program to twelve (12).
- Housing Now interviews are currently being conducted for upcoming vacancies at Rainbow Terrace, Congress St., a total of seven (7) units will be filled with Housing Now applicants, (five, 2BRs, One, 3BR, and one, 4BR). Once all seven units are filled, the program will reach 100% occupancy rate. Goal is to have all seven filled by the end of July 2026.

Salem Housing Authority

Maintenance Operations

June 2026 Board Report

1. Work Order Completion Rate

Completed

362

83% of total work orders

Open

75

17% of total work orders

Key Takeaway

- 437 total work orders
- 362 completed
- 83% completion rate
- 75 open as of June 29, 2026

2. Work Orders by Priority

Priority	Completed	Visual Scale
Routine	207	
Emergency	143	
Inspection Other	8	
Inspection UPCS	0	
Preventive	3	
Urgent	0	
Vacant Unit	1	

Key Takeaway

Routine and emergency requests represented the majority of June maintenance activity, with 207 routine and 143 emergency work orders completed.

3. Average Completion Time

Target	Actual
< 5.00 Days	3.20 Days

Key Takeaway

Average completion time remained below the five-day target, with June work orders averaging 3.20 days to complete.

4. Resident Satisfaction Follow-Up

Resident Satisfaction

100%



7 of 7 residents reported satisfaction with work completed.

Quality Assurance Results

Measure	Result
Residents Contacted	7
Work Completed	7 of 7
Timely Completion	7 of 7
Professional Service	7 of 7
Resident Satisfaction	100%

Key Takeaway

All seven residents contacted reported that the work was completed, completed in a timely fashion, performed professionally, and completed to their satisfaction.

Executive Summary

During June 2026, the Salem Housing Authority maintenance department processed **437 work orders**, completing **362 (83%)** with an average completion time of **3.20 days**. Staff responded to **143 completed emergency work orders** and continued to address routine repairs, inspections, preventive maintenance, vacant-unit work, and resident service needs across all developments. Quality assurance follow-up calls were conducted with seven residents so far this month, all of whom reported that the work was completed, completed in a timely fashion, performed professionally, and completed to their satisfaction. The department continues to maintain safe, sanitary, and well-maintained housing while providing responsive resident service.

5. Maintenance Performance Dashboard

Indicator	June 2026
Total Work Orders	437
Completed	362
Emergency Work Orders Resolved	143
UPCS Corrections	0
Other Inspection Corrections	8
Average Completion Time	3.20 Days
Resident Satisfaction	100%

Development Workload Summary

Development / Portfolio	Completed	Open
Federal Elderly	32	3
Federal Family	3	0
Rainbow Terrace	81	17
Garden Terrace	12	6
Bertram Terrace	4	0
27 Charter Street	56	6
Pioneer Terrace	60	10
Morency Manor	22	5
Norton / Bates	48	3
Colonial Terrace	17	11
Phillips / Essex (State 705)	4	0
117 Congress Street	2	7
Farrell Court	5	0
Phillips / Essex (State 689)	2	0

Salem Housing Authority

Inspection Operations Report – June 2026

During June 2026, the Salem Housing Authority completed **59 annual inspections** across State Family and State Elderly developments. Inspection activity covered State 200, State 667, and State 705 properties, with work completed between June 1 and June 29, 2026.

Of the 59 completed inspections, **25 units passed** and **34 units failed**, producing an overall pass rate of **42%**. June's results show a higher concentration of failed inspections than passed inspections, making corrective maintenance follow-up and reinspection tracking the primary operational priorities.

Inspection volume was balanced across the portfolio: **State 667 Elderly properties accounted for 30 inspections (51%)**, while **State Family developments accounted for 29 inspections (49%)**. Rainbow Terrace recorded the highest volume at 11 inspections, followed by 27 Charter Street with 10, Pioneer Terrace and 117 Congress Street with 8 each.

The June inspection cycle highlights two very different operating patterns: strong performance at 27 Charter Street, Pioneer Terrace, and Dalton Building; and concentrated failure activity at Garden Terrace, Rainbow Terrace, and 117 Congress Street. This makes targeted follow-up by development especially important for closing open deficiencies quickly.

Executive Dashboard

June 2026 inspection results at a glance

Total Completed	Passed	Failed	Pass Rate
59	25	34	42%
Metric	June Result	Operational Meaning	
Total Inspections Completed	59	High-volume annual inspection cycle completed across nine developments.	
Passed	25	Strong results were concentrated in the elderly portfolio.	
Failed	34	Follow-up work should prioritize developments with clustered failed inspections.	
Pass Rate	42%	Overall pass rate indicates a need for aggressive deficiency closeout.	

Inspection Activity by Development

Development	Program	Inspections	Passed	Failed	Pass Rate	Follow-Up Priority
Rainbow Terrace	State 200 Family	11	1	10	9%	High
27 Charter Street	State 667 Elderly	10	9	1	90%	Monitor
Pioneer Terrace	State 667 Elderly	8	7	1	88%	Monitor
117 Congress Street	State 705 Family	8	0	8	0%	High
33 Park St. / 26 Prince St.	State 705 Family	6	2	4	33%	Medium
Colonial Terrace	State 667 Elderly	5	1	4	20%	High
Garden Terrace	State 200 Family	4	0	4	0%	High
Morency Manor	State 667 Elderly	4	2	2	50%	Medium
Dalton Building	State 667 Elderly	3	3	0	100%	Sustain
Total	All Programs	59	25	34	42%	Portfolio follow-up

This report reflects completed annual inspection activity listed for June 1 through June 29, 2026. All completed inspections in the source report were performed by Luis Lopez.

Insights

- **Strongest results:** Dalton Building achieved a 100% pass rate, while 27 Charter Street and Pioneer Terrace both exceeded 85%.
- **Highest follow-up need:** Rainbow Terrace, 117 Congress Street, Garden Terrace, and Colonial Terrace produced the most urgent reinspection and work-order tracking needs.
- **Portfolio pattern:** State 667 Elderly inspections performed substantially better than the State Family developments reviewed during the month.
- **Operational priority:** Convert failed annual inspections into scheduled corrective work, resident communication, and documented reinspection outcomes.

Program-Level Inspection Activity

Program	Inspections	Passed	Failed	Pass Rate	Visual Snapshot
State 200 Family	15	1	14	7%	
State 667 Elderly	30	22	8	73%	
State 705 Family	14	2	12	14%	

Recommended Follow-Up Priorities

1. **Schedule corrective maintenance by development priority**, beginning with Rainbow Terrace, 117 Congress Street, Garden Terrace, and Colonial Terrace.
2. **Use the pass-rate spread to guide staffing**, keeping high-performing elderly sites in routine monitoring while deploying additional follow-up attention to family developments.
3. **Track all failed annual inspections through closeout**, including work-order status, resident notification, and reinspection date.
4. **Highlight successful property performance**, especially Dalton Building, 27 Charter Street, and Pioneer Terrace, as examples of stronger inspection readiness.

Salem Housing Authority

Elevator Operations Report | June 2026

Summary: June was a strong operating month for Salem Housing Authority elevator operations. The Authority's eight elevators generally ran very well, with most locations reporting no operational issues. Delta Beckwith completed preventive maintenance during two June site visits on all eight elevators. Three elevator work orders were reviewed, all were completed, and no incomplete elevator-related work orders were noted. Only one confirmed elevator outage occurred: a 27 Charter Street elevator was out of service for approximately four days while an independent selector module was obtained and replaced following a reported power surge/National Grid electrical issue.

8 Total Elevators	6 Locations	3 Completed Work Orders	0 Incomplete Items	1 Confirmed Outage	4 Days Downtime
-----------------------------	-----------------------	--------------------------------------	---------------------------------	---------------------------------	---------------------------

Portfolio Status Snapshot

Location	Elevators	June Status	Concise Notes
27 Charter Street	A & B elevators	One outage event	One elevator was out for about four days due to an independent selector module failure after a reported power surge/National Grid issue. A separate concern was checked on a later date and both elevators were functioning.
45 Saint Peter Street	A & B elevators	No issues reported	No June elevator service problems noted.
292 Essex Street	1 Building elevator	Operational	Reported door issue was an adjacent building door, not the elevator; elevator remained in service.
5 Barton Square	1 Building elevator	No issues reported	No June elevator operational issues noted.
3 Broad Street	1 Building elevator	No issues reported	No June elevator operational issues noted.
86 Essex Street	1 Building elevator	No issues reported	No June elevator operational issues noted.

Operational Graphics

Graphic Measure	June Result	Visual Read
Elevators with no confirmed outage	7 of 8	 88%
Elevators with confirmed outage	1 of 8	 12%
Completed work orders	3 of 3	 100%
Incomplete elevator-related work orders	0	No carry-forward items
Preventive maintenance	2 Delta Beckwith visits	Completed in June

Note: The month included three completed elevator-area work orders, zero incomplete items, and one confirmed elevator service interruption. The other calls did not result in elevator downtime.

Maintenance Calls, Downtime, and Repair Detail

The only confirmed elevator downtime occurred at 27 Charter Street. One elevator was out of service for approximately four days while Delta Beckwith obtained and replaced the independent selector module. The issue followed a reported early morning power surge and was described as a National Grid electrical issue. Out-of-service signage were placed while repair was pending, and service was restored after the replacement part was installed.

Date	Work Order	Location	Priority	Outcome
06/10/2026	79688	205 Bridge Street	Routine	Elevator area was cleaned; elevator remained operational and was never out of service.
06/11/2026	79703	27 Charter Street	Emergency	Confirmed outage; module replacement required after electrical surge. Downtime was approximately four days.
06/26/2026	79949	292 Essex Street	Emergency	Adjacent building door issue; not an elevator problem. Elevator remained operational.

Preventive Maintenance and Inspections

Delta Beckwith was on site two separate days in June to complete preventive maintenance. These visits support reliable operation, early issue identification, and continued safe service. No inspection deficiencies, failed inspection items, or unresolved inspection concerns were noted.

Category	June 2026 Summary
Preventive maintenance vendor	Delta Beckwith
Preventive maintenance activity	Two June site visits completed.
Inspection information	No inspection deficiencies or failed inspection items were reported in the provided June information.
Cost summary from work order report	\$0.00 materials; \$143.06 actual labor; \$143.06 total actual cost;

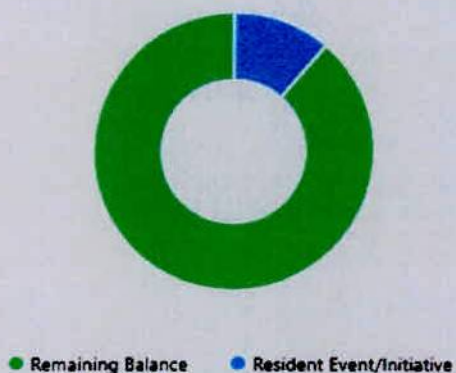
Monthly Takeaways

Key Takeaway	Board-Level Message
Strong operating month	Overall, Salem Housing Authority elevators ran very well in June, with most locations reporting no operational issues.
One isolated outage	The only confirmed downtime occurred at 27 Charter Street, where one elevator was out for approximately four days due to an independent selector module issue following a reported electrical surge.
Preventive maintenance completed	Delta Beckwith was on site two separate days in June to complete preventive maintenance and support continued reliable operation.
No unresolved elevator items	The June work order report showed three completed elevator-area work orders and zero incomplete elevator-related items.
Maintenance Follow Through	Continue monthly tracking of outages, repair completion, vendor response, preventive maintenance dates, inspection results, and recurring issues by elevator location.

Q3 FY 26	PRE-2004 Account				
Date	Description	Dr.	Cr.		Balance
	Beginning Balance				\$ 1,063.23
4/9/2026	Wellness Wednesdays		\$ 625.00		\$ 438.23
5/13/2026	BOARD VOTE TO INCREASE THE FUNDS TO \$10,000	\$ 8,922.77			\$10,000.00
6/30/2026	Money Matter Participants Gift Cards		\$ 500.00		\$ 9,500.00
	End of Q3				\$ 9,500.00

Q3 FY26 PRE-2004 Account Fund Distribution

Distribution of the replenished \$10,000 PRE-2004 Account at the end of Q3 FY26.



Summary

Category	Amount	Percentage
Resident Event/Initiative	\$1,125.00	11.25%
Remaining Balance	\$8,875.00	88.75%
Total Fund	\$10,000.00	100%

This presentation clearly shows that 11.25% of the replenished fund supported resident programming and initiatives during Q3, while 88.75% remained available at quarter-end.

**Salem Housing Authority
June 2026 Bills Report**

Check Name	Description	Total
A-1 Exterminators, Inc.	21 FC: 05-27: Outside Rodent Control 21FC: 05-27: Sentinal Service Call	<u>\$650.00</u>
Aflac		
1	CHK 06-26: AFLAC	<u>\$496.45</u>
AFSCME Council 93	05-31-26: Union Dues 06-07-26: Union Dues 06-14-26: Union Dues 02-21-26: Union Dues	<u>\$393.36</u>
Ally Financial Inc.		
2	CHK SSP FLEX: Participant Escrow Payment	<u>\$1,588.51</u>
Resident		
3	CHK 06-01: Power #307: Utility Reimbursement	<u>\$2.00</u>
Baystate Interpreters, Inc.		
4	CHK 5-15: Spanish Interpreter: (1)	<u>\$110.00</u>
Blue Triton Brands, Inc.		
	668-5: 05-07 & 05-21 10/Water & Cups Sec.8: 3/5 Gal. Warter Sec.8: 3/5 Gal. Water	<u>\$112.03</u>
BOFF LLC d/b/a Proxima Moving & Storage	(1) Eviction:	<u>\$1,550.00</u>
Boston Fire Extinguishers Co., Inc.	GT & RT: Annal Fire Extinguisher Inspection Vehicles and Bobcats: Annal Fire Extinguisher Inspection 705-4: Annal Fire Extinguisher Inspection 30: Annal Fire Extinguisher Inspection	

Salem Housing Authority June 2026 Bills Report

Sec. 8: Annal Fire
Extinguisher Inspection

667: Annal Fire
Extinguisher Inspection

Congress & Park: Annal
Fire Extinguisher
Inspection

\$800.65

Boston Mutual Life Ins. Co.

05-26: Add'l Life

\$367.68

Canal Realty Development,
LLC

05-04/06-01: Water &
Sewer

\$20.13

Caribe Communications &
Publications, Inc.

05-14: AD: HA Repair
Person

\$325.00

Casey, Burns & Jean-Felix,
PLLC

All: Legal Services

\$22,396.59

Charter Street Tenants
Association

5 CHK

02-26/04-26: Laundry
Share

\$976.72

City Of Salem

200: 106,839 Cu. Ft.

667: 94,257 Cu. Ft.

705: 12,157 Cu. Ft.

705-4: 6,786 Cu. Ft.

30: 16,935 Cu. Ft.

\$29,966.29

Comcast

6 CHK

05-31/06-30: 667-6

05-29/06-28: 26 GT

\$665.55

7 CHK

05-29/06-28: 16A RT

06-04/07-03: 07: 14 PT

\$808.35

8 CHK

06-10/07-09: 667-
5/#1005

06-11/07-10: 16A RT

06-11/07-10: 667-6:
Elevator

06-12/07-11: Power

06-12/07-11: Zisson

06-11/07-11: Zisson:
Elevator

06-12/07-11: Sec. 8

06-12/07-11: 705-4

Salem Housing Authority June 2026 Bills Report

06-12/07-11: 667-7B:
Elevator
06-12/07-11: 667-7A:
Office & Elevator
06-12/07-11: 667-5
Elevators
06-11/07-10: Power:
Elevator
06-04/07-03:RT:

\$1,868.36
\$653.01
\$294.45

\$4,289.72

9 CHK
10 CHK

06-21/07-20: 667-5
06-18/07-17: 705-4

Commonwealth of
Massachusetts

11 CHK

06-16-26: Sec.8: Toll

\$3.55

Commonwealth Of
Massachusetts

12 CHK
13 CHK

06-26Health, Opins. &
LTD
04-26/06-26: Active
Employees
04-26/06-26: Retiree's
04-26/06-26: Survivor's

\$14,104.58

\$145,560.26

\$159,664.84

Credit Control LLC

14 CHK
15 CHK

FLEX SSP: Participant
Escrow Payment
FLEX SSP: Participant
Escrow Payment

\$392.00
\$207.00

\$599.00

Dearborn Life Insurance
Company

CHK

06-26: STD 06-26: STD

\$357.96

Delande Supply Co., Inc.

NT: Fuses & Adapters 06/26

\$382.23

Delta Beckwith Elevator
Company

16 CHK

Elevator Repairs
Elevator Repairs

\$2,200.00
\$32,588.75

\$34,788.75

DeStefano Landscaping,
LLC

02-11/02-22: Snow
Removal Overage
03-02/03-04: Snow
Removal Overage &
Salt Treatment Overage

03-06: Snow
Removeable & Salt
Treatment
Overages
02-22-26: Loader: After
Storm Clean-up

\$68,839.00

Dr. Cornfish Caricatures

250th Party Event:
Caricatures

**Salem Housing Authority
June 2026 Bills Report**

Elan Financial Services			\$450.00
INV	Credit Card Payment		
Electrical Supply Center			\$5,926.05
	Power/Zisson: Electrical Outlets		
Environmental Restorations, Inc.			\$475.33
	Zisson: Framework & Install Ceiling Tiles 258189 #6		
Essex Media Group			\$54,040.23
	AD: 04-16 & 04-17: Sec. 8, Receptionist		
F. W. Webb Company			\$370.00
	667-5/ (1) unit Toilet & Accessories 667-5/ (1) Unit: Plumbing Supplies 667-5/ (1) Unit ,1001: Drain Piping Kitchen Faucets & Strainers (1) Unit RT: Plumbing Supplies		
Fenton, Ewald & Associates, P.C.			\$1,748.74
	05-26: Accounting		
Gail Neibaur			\$5,424.00
	Sec. 8: 04-27/06-03: Consult. Leefort Project Based Vouchers		
Giovanna Forsley			\$2,535.00
	250th Party Event: Balloon Twist & Face Paint		
Giovanna's Entertainment LLC			\$350.00
	250th Party Expense: Cotton Candy & Popcorn		
Greater Salem Employees Federal Credit Union			\$350.00
	05-31-26: Credit Union		
	06-07-26: Credit Union		
	06-14-26: Credit Union		
	06-21-26: Credit Union		

**Salem Housing Authority
June 2026 Bills Report**

Hayden's Safe & Lock Co.,
Inc.

GT: Change Lock
RT: 8 Locks
Zisson: Install New
Bathroom Locks

\$3,200.00

Hayden's Systems, Inc.

RT: Troubleshoot
Burglar Alarm & Repair
overhead Door Contacts

667-5: Troubleshoot Burglar Alarm Trouble Signal

705-4: Troubleshoot Fire Alarm Trouble Signal

\$3,368.97

HD Supply Facilities

17	CHK
18	CHK
19	CHK

Maintenance Supplies
Maintenance Supplies
Maintenance Supplies
Maintenance Supplies
Maintenance Supplies

\$1,211.20

\$3,701.46

\$1,476.32

\$2,234.13

\$7,411.91

Home Decor Group, LLC

Maintenance Supplies:
Floor Wax

\$221.30

Home Depot Commercial
Credit

20 CHK

Flowers
Zisson: Breakers & Wire
Strippers
RT: Maintenance
Supplies
Maintenance Supplies
667-6 & 667-7B: Doors

\$5,427.36

\$5,427.36

Intellibeam LLC

40 Laptops & 2
Desktops for Computer
Literacy
Zisson: Camera
Computer & TV

\$8,129.00

James Ashton

Flex RSC: 5-27:
Program at Morency

\$150.00

Jilcraft Inc.

6000 Remittance
Envelopes

\$695.00

John Skouras & Co., Inc.

2G PT: 1 Bedroom

\$650.00

Employee			FLEX RSC: Art Supplies		\$26.42
Labor Logic LLC d/b/a Harpers Time & Attendance			05-26: Monthly Service		\$140.00
Laracy Electrical Contractors, Inc.	21	CHK	258150 #2		\$126,062.15
M.A.H.A.M.S.	22	CHK	06-12-26: 8 Annual Meeting	\$600.00	\$600.00
MacDonald Cabinet & Construction Distributors, Inc.			667-6/#210: Cabinet & Back Splash Repairs		\$463.80
			667-6/#106: Cabinet & Backsplash Repairs		\$150.00
Employee			FLEX RSC: Gift Card		\$150.00
Michael Russo Plumbing & Heating Co.			NT: Replace 2 Elec. Hot Water Heaters PT: Cast Iron Repair		\$19,602.10
Mini Warehousing, Inc.			06-02/07-01: 16A RT Storage 05-02/06-01: 16A RT Storage	06/26	\$240.00
Moynihan Lumber Of Beverly, Inc.	23	CHK	Maintenance Supplies: Drywall, Plywood		\$1,320.42
MRI Software LLC	24	CHK	Sec. 8: Utility Allowance		\$857.00
Nan McKay & Associates, Inc.			08-26/07-27: Admission & Revision Service		\$239.00
Napa Auto Parts	25	CHK	Maintenance Supplies		\$89.85
National Grid	26	CHK	667: 1981.7 Therms.		

Salem Housing Authority June 2026 Bills Report

			705-4: 0 Therms.	\$2,566.05
	27	CHK	667: 638.1 Therms.	
			200: 601 Therms.	
			30: 557 Therms.	\$2,451.56
	28	CHK	667: 1.1 Therms.	
			705-4: 1.7 Therms.	
			30: .8 Therms.	\$243.57
				\$5,261.18
National Grid				
	29	CHK	667: 651 KWH	
			200: 0 KWH	\$255.06
	30	CHK	667: 20 KWH	
			200: 40 KWH	
			705-4: 21 KWH	
			30: 113 KWH	
			Sec.8: 1,308 KWH	\$737.01
	31	CHK	667: 327 KWH	
			200: 490 KWH	
			705: 3 KWH	
			30: 187 KWH	
			705-4: 856 KWH	\$817.85
	32	CHK	20:0: 405 KWH	\$121.35
				\$1,931.27
National Grid				
	33	CHK	200: 2,078 KWH	
			667: 237,397 KWH	
			705: 1,518 KWH	
			30: 7,676 KWH	\$7,658.99
				\$7,658.99
New England Mobile Systems, Inc.				
			06-26: GPS Monitoring	
				\$303.84
North of Boston Media Group/Accounting				
			AD: 05-07 & 05-08: HA Repair Person	
			AD: 05-11: Sec. 8: PHA Annual Plan	
				\$997.95
NRG Business Marketing				
	34	CHK	667: 1,672.1 Therms.	
				\$941.39
O'D Answering Services, LLC				
			04-20/05-21: Answering Service	
				\$2,084.00
Olivia Valianti				
			250th Party Event: Music	
				\$600.00
OnLine Information Services, Inc.				
			7: Criminal Reports	

Salem Housing Authority June 2026 Bills Report

			2/Social Service Reports		
					\$216.65
Patriot Constable Service, LLC					
			(6) / 14 Day Constable service		
					\$180.00
Employee					
			Parking: 5/6-5/19		
					\$33.05
Pioneer Bertram Tenants Association					
	35	CHK	02-26/04-26: Laundry Share		
					\$711.61
Pitney Bowes Global Financial Services, LLC					
	36	CHK	03-22/06-22: Sec.8: Mail Machine		
					\$1,050.27
Principal Bank as Custodian FBO Commonwealth of MA					
	37	CHK	05-31-26: Deferred Comp. "OBRA"		\$344.93
	38	CHK	06-07-26: Deferred Comp. "OBRA"		\$336.47
	39	CHK	06-14-26: Deferred Comp. "OBRA"		\$430.36
	40	CHK	06-21-26: Deferred Comp. "OBRA"		\$395.04
	41	CHK	06-28-26: Deferred Comp. "OBRA"		\$325.46
					\$1,832.26
Principal Bank as Custodian FBO Commonwealth of MA					
	42	CHK	05-31-26: Deferred Comp.		\$1,090.00
	43	CHK	06-07-26: Deferred Comp.		\$1,090.00
	44	CHK	06-14-26: Deferred Comp.		\$1,090.00
	45	CHK	02-21-26: Deferred Comp.		\$1,090.00
	46	CHK	06-28-26: Deferred Comp.		\$1,090.00
					\$5,450.00
PureSky Payment Services Inc.					
			03/01/26-03/31/26: Solar		
					\$54,251.37
Rafael Batista					
			06-26: Monthly Cleaning		\$3,500.00
			CT: CDBG: Deep Clean		\$800.00
					\$4,300.00
Raymond T. Guertin, Architect					
			258129 #08:		
					\$2,671.50
Rene C. Lamarre Co., Inc.					

Salem Housing Authority

June 2026 Bills Report

			30: Concrete Repair	\$3,995.00	
			Power: Concrete Slab Replacement	\$2,895.00	\$6,890.00
					\$6,890.00
Reworld Sustainable Solution, LLC					
			05-18/05-29: Trash Removal		
			06-01/06-15: Trash Disposal		
					\$856.11
Richard W. Griffin d/b/a Rocky Springs Architects					
			258199 #6		
					\$1,200.00
Roots NS, Inc.					
			250th Party Event: Caterer		
					\$4,450.00
S&D Petroleum Inc.d/b/a Salem BP					
			#243: Inspection		
			#235: Engine Light & Rear Signal Repair		
			#243: Oil Change, Brake Pads, Suspension, A/C Repair		
					\$2,042.29
Salem Contributory Retirement					
			05-31-26: Retirement		\$5,485.86
			06-07-26: Retirement		\$5,506.08
			06-14-26: Retirement		\$5,529.84
			06-21-26: Retirement		\$5,503.90
			2027 Annual Appropriation		\$614,617.00
					\$636,642.68
Sperling Interactive					
			06-26: Website Maintenance		
					\$520.00
Stephen Marcotte					
			06-26: Zisson#1307: Utility Reimbursement		
					\$87.00
Swampscott Refrigeration					
			667-5: Repair Kitchen Fridge		\$407.29
			667-5: Annual AC Inspection		\$250.00
					\$657.29
TASC					
			06-04-26: TASC:		
			06-25-26:		
					\$10.00
The Guardian Life Insurance					
			06-26: Admin. Costs		
			06-26: Dental		\$3,207.55
					\$3,207.55

Salem Housing Authority June 2026 Bills Report

Toshiba America Business
Solutions

06-15/07-14: 667-5 &
16A RT Copiers
06-15/07-14: Sec. 8
Copier
06-15/07-14: Sec. 8 &
667-5 Copiers
06-15/07-14: Zisson
Copier
06-15/07-14: Sec. 8 &
667 Scanners

\$2,282.20

Total Administrative
Services Cost

06-04-26: TASC:
06-11-216: TASC:
06-18-26: TASC:
06-25-26: TASC:

\$180.75
\$180.75
\$180.75
\$180.75

\$723.00

Total Administrative
Services Cost (TASC)

06-04-26: TASC:
06-11-26: TASC:
06-18-26: TASC:
06-25-26: TASC:

\$96.15
\$96.15
\$96.15
\$96.15

\$384.60

Tough Stuff Recycling, LLC

04-14: 26 Mattresses

\$858.00

Town of Marblehead

54 CHK

05-01/05-06: Trash
Disposal

\$457.60

Uline, Inc.

Maintenance Supplies

\$1,900.68

Verizon

55 CHK

04-11/05-10: Cell
Phones

\$6,259.04

W. B. Mason Co., Inc.

Sec. 8: Office Supplies
Office Supplies: Toner
Sec. 8: Office Supplies
Sec. 8: Office Chair
Sec. 8: Coffee Supplies
Sec. 8: Coffee Supplies
Sec. 8: Office Supplies

\$78.24

\$6,359.60

W. W. Grainger

Maintenance Supplies
Maintenance Supplies

\$1,400.27

**Salem Housing Authority
June 2026 Bills Report**

Weaver Glass, LLC

667-5: Deposit: Glazed
Aluminum Entry Door

705-4: Tenant Entry
Door

\$6,510.07

Windows In Stock.Com

705-4: Window
Balances

\$1,770.00

Winer Bros.

705-4: Materials
30 GT: Roof Repair
Supplies

\$150.70

H arpers Payroll

06/04/2026 Payroll

\$43,138.48

State & Federal Withholding

\$10,479.65

Harpers Invoice

\$107.83

06/11/2026 Payroll

\$41,889.07

State & Federal Withholding

\$9,957.94

Harpers Invoice

\$105.93

06/17/26 Payroll

\$42,964.72

State & Federal Withholding

\$10,294.70

Harpers Invoice

\$109.73

06/25/26 Payroll

\$44,094.36

State & Federal Withholding

\$10,952.90

Harpers Invoice

\$109.73

\$214,205.04

Total Payments:

97

\$1,356,699.30

Totals for Revolving Fund

\$1,570,904.34

End of Report

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

OFFICE: (781) 444-6630
FAX (781) 444-6836
E-MAIL: office@feacpa.com

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 **May 31, 2026**, and the related statements of Revenues and Expenses for the **8** 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 Nonroutine Expenditures and Credits is 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 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 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.

Fenton, Ewald & Associates P.C.

Needham, Massachusetts
Dated: June 11, 2026

Salem Housing Authority
8 months ending
May 31, 2026

AGENCY WIDE OPERATING STATEMENT
Year To Date Actual

Fenton, Ewald & Associates, P.C.
6/11/2026

Account Number	Classification	Federal Conventional	Section 8 HCVP	State Consolidated 400-1	Admin. Management Program	MRVP	Total	Pro-Rated Budget	\$ Favorable (Unfavorable)	% Favorable (Unfavorable)
OPERATING RECEIPTS										
3110	Shelter Rent - Tenant	124,975		2,629,210			2,754,185	2,874,225	(120,040)	-4%
3115	Shelter Rent - Federal Sect. 8	0		0			0	346,728	(346,728)	-100%
3190	Non Dwelling Rentals	0		0			0	0	0	0%
3400	Administrative Fees (S8, MOB, MRVP)		1,262,611	0	100,422	21,120	1,384,153	1,354,349	29,804	2%
3610	Interest on Investments - Unrestricted	15,559	13,755	17,033	0	237	46,584	46,400	184	0%
3611	Interest on Investments - Restricted			0		0	0	0	0	0%
3690	Other Revenue	12,725	65,315	33,583	13,873	0	125,496	207,009	(81,513)	-39%
3950	Operating Grants			0			0	0	0	0%
3691	Other Revenue Retained			269,464		0	269,464	273,267	(3,804)	-1%
3801	Operating Subsidy	88,181		1,458,335		619,342	2,165,858	2,490,933	(325,075)	-13%
TOTAL OPERATING RECEIPTS		241,440	1,341,681	4,407,625	114,295	640,699	6,745,740	7,592,913	(847,173)	-11%
OPERATING EXPENDITURES										
ADMINISTRATIVE										
4110	Administration Salaries	30,476	830,897	710,885	54,133	11,167	1,637,559	1,432,065	(205,494)	-14%
4120	Compensated Absences	0	0	0	0	0	0	16,611	16,611	100%
4130	Legal	12,652	98,779	180,420	1,568	111	293,529	262,000	(31,529)	-12%
4140	Compensation-Board Members			21,097		0	21,097	19,641	(1,456)	-7%
4150	Travel And Related Expenses	35	5,519	2,581	0	0	8,134	13,333	5,199	39%
4170	Accounting Services	6,806	18,536	13,016	3,582	1,136	43,076	44,359	1,283	3%
4171	Audit Services	444	15,339	7,704	0	513	24,000	30,000	6,000	20%
4180	Office Rent	0	51,832	0		0	51,832	43,995	(7,838)	-18%
4190	Administrative Other	18,183	211,766	136,598	10,844	2,960	380,351	364,071	(16,280)	-4%
4190.1	Mixed Population Salary		0	0		0	0	144,813	144,813	100%
TOTAL ADMINISTRATIVE EXPENSE		68,596	1,232,668	1,072,301	70,127	15,886	2,459,578	2,370,889	(88,690)	-4%
4230	Resident Services	0		8,745		0	8,745	11,917	3,172	27%
UTILITIES										
4310	Water & Sewer	26,352		316,229			342,581	356,680	14,099	4%
4320	Electricity	27,147		206,661			233,808	561,950	328,142	58%
4330	Gas	18,607		90,085			108,692	83,295	(25,397)	-30%
4340	Fuel	0		0			0	0	0	0%
4360	Energy Conservation	0		0			0	0	0	0%
4390	Other	0		441,551			441,551	0	(441,551)	#DIV/0!
TOTAL UTILITIES EXPENSE		72,106	0	1,054,526	0	0	1,126,632	1,001,925	(124,707)	-12%
ORDINARY MAINTENANCE										
4410	Maintenance Labor	34,818		612,293			647,111	679,380	32,269	5%
4420	Materials And Supplies	12,634		166,819			179,453	233,333	53,881	23%
4430	Contract Costs	47,048		390,471			437,519	421,333	(16,186)	-4%
TOTAL ORDINARY MAINTENANCE		94,500	0	1,169,583	0	0	1,264,083	1,334,047	69,964	5%
GENERAL EXPENSE										
4510	Insurance	85,514	31,074	179,065	1,396	253	297,302	800,257	502,955	63%
4520	Pilot	5,287		8,192			13,479	16,348	2,869	18%
4540	Employee Benefits	30,987	315,338	510,322	26,842	4,706	888,195	827,891	(60,305)	-7%
4570	Collection Losses	0		26,423		0	26,423	34,667	8,244	24%
4590	COVID related Costs		0	0		0	0	0	0	0%
4580/90	Other General Expenses - Port Out Fees	0	111,767				111,767	113,333	1,566	1%
TOTAL GENERAL EXPENSES		121,788	458,179	724,002	28,238	4,959	1,337,166	1,792,496	455,330	25%
TOTAL OPERATING EXPENSES		356,991	1,690,847	4,029,156	98,365	20,846	6,196,204	6,511,273	315,069	5%
NET INCOME (DEFICIT) BEFORE SUBSIDY and NON-ROUTINE EXPENSES		(203,732)	(349,166)	(1,079,866)	15,930	512	(1,616,322)	(1,409,294)	(207,028)	15%
NET INCOME (DEFICIT) BEFORE NON-ROUTINE, and INCLUDING SUBSIDY		(115,550)	(349,166)	378,469	15,930	619,854	549,536	1,081,639	(532,103)	-49%
NONROUTINE EXPENSES AND (CREDITS)										
4610	Extraordinary Maintenance / Direct Use of Reserves	64,891	0	139,519		0	204,410	233,333	28,923	12%
4611	Equip. Purchased - Non Capitalized			29,627		0	29,627	53,333	23,707	44%
4612	Restricted Reserve Expenditures			0		0	0	0	0	0%
4715	Housing Assistance Payments			0		619,342	619,342	619,342	0	0%
7520	Replacement of Equipment	0	0	16,513			16,513	86,667	70,153	81%
7540	Betterments & Additions	0		0			0	0	0	0%
4801	Depreciation Expense			0			0	0	0	0%
TOTAL NONROUTINE EXPENSES		64,891	0	185,659	0	619,342	869,892	992,675	122,783	12%
2700 NET INCOME (DEFICIT)		(180,441)	(349,166)	192,810	15,930	512	(320,356)	88,964	(409,320)	-460%

See Accountants' Compilation Report

Salem Housing Authority
PROJECT MA06-P055-003,7
BALANCE SHEET - May 31, 2026

ASSETS

CASH - GENERAL FUND - DEV AND/OR OPS	\$ 796,876.74	
PETTY CASH	0.00	\$ 796,876.74
ACCOUNTS RECEIVABLE TENANTS - Net	5,856.49	
ALLOWANCE FOR DOUBTFUL ACCOUNTS - TENANTS	(4,120.24)	
ACCOUNTS RECEIVABLE - HUD	0.00	
ACCOUNTS RECEIVABLE - Other	0.00	1,736.25
ADVANCE - LIMITED REV FUND		25,000.00
PREPAID INSURANCE	88,120.00	
INVENTORY - MATERIALS	0.00	
DEFERRED CHARGES - OTHER	0.00	
DEFERRED CHARGES - RETIREMENT	1,588.00	
INTERPROGRAM DUE TO / DUE FROM	0.00	89,708.00
ACCUMULATED DEPRECIATION - STRUCTURES & EQUIP	(3,301,338.66)	
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	1,002,758.05	
BUILDINGS - EQ. TRANSFERRED IN	0.00	
DEFERRED OUTFLOW OF RESOURCES	45,482.00	1,447,910.67
<u>TOTAL ASSETS</u>		<u>\$ 2,361,231.66</u>

LIABILITIES AND SURPLUS

ACCOUNTS PAYABLE	\$ -	
BID DEPOSIT	0.00	
TENANT PET DEPOSITS	522.72	
ACCOUNTS PAYABLE - HUD	0.00	
PREPAID RENTS	0.00	
ACCOUNTS PAYABLE REV FUND	717,467.62	\$ 717,990.34
ACCRUED PAYROLL	2,227.02	
ACCRUED OTHER	110,917.70	
ACCRUED COMPENSATED ABSCENCES	5,920.61	
ACCRUED PILOT	5,286.86	124,352.19
DEFERRED INFLOWS	54,717.00	54,717.00
ACCRUED OPEB LIABILITY	130,631.00	
NET PENSION LIABILITY	124,799.00	255,430.00
INVESTMENT IN CAPITAL ASSETS, NET OF RELATED DEBT	961,187.18	
UNRESTRICTED NET ASSETS 201% of Max	128,111.88	
UNRESTRICTED NET ASSETS - OPEB	(164,958.00)	
UNRESTRICTED NET ASSETS - Pension Liab	(99,707.00)	
OPERATING TRANSFERS IN		824,634.06
CURRENT YEAR NET INCOME (DEFICIT)		384,108.07
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>\$ 2,361,231.66</u>

See Accountants' Compilation Report

Salem Housing Authority
8 months ending

MA06-P055-003,7
5/31/2026

39 units
312 unit months

FENTON, EWALD & ASSOCIATES, P.C.
11-Jun-26 PSP

ACCOUNT NUMBER CLASSIFICATION	APPROVED BUDGET AMOUNT	PRO RATA BUDGET 8 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	187,090	124,727	399.76	400.56	124,975.00	248	1.002	62,115
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	24,000	16,000	51.28	49.87	15,559.00	(441)	0.972	8,441
3690 Other Income	21,200	14,133	45.30	40.79	12,725.00	(1,408)	0.900	8,475
3802 Section 8 Contract Rent	520,092	346,728	1,111.31	0.00	0.00	(346,728)	0.000	(312)
TOTAL OPERATING RECEIPTS	752,382	501,588	1,607.65	491.21	153,259.00	(348,329)	0.306	599,123
OPERATING EXPENDITURES								
ADMINISTRATIVE								
4110 Salaries	42,704	28,469	91.25	97.68	30,476.49	(2,007)	1.071	12,228
4120 Compensated Absences	0	0	0.00	0.00	0.00	0		0
4130 Legal	10,000	6,667	21.37	40.55	12,651.97	(5,985)	1.898	(2,652)
4150 Travel	370	247	0.79	0.11	34.73	212	0.141	335
4170 Accounting Services	10,284	6,856	21.97	21.81	6,806.00	50	0.993	3,478
4171 Audit Fees	722	481	1.54	1.42	444.00	37	0.922	278
4180 Office Rent	0	0	0.00	0.00	0.00	0		0
4190 Sundry Admin	16,811	11,207	35.92	58.28	18,183.11	(6,976)	1.622	(1,372)
TOTAL ADMINISTRATIVE EXPENSE	80,891	53,927	172.84	219.86	68,596.30	(14,669)	1.272	12,295
4230 RESIDENT SERVICES UTILITIES	975	650	2.08	0.00	0.00	650	0.000	975
4310 Water	25,444	16,963	54.37	84.46	26,352.33	(9,390)	1.554	(908)
4320 Electricity	32,504	21,669	69.45	87.01	27,147.34	(5,478)	1.253	5,357
4330 Gas	18,919	12,613	40.43	59.64	18,606.76	(5,994)	1.475	312
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	76,867	51,245	164.25	231.11	72,106.43	(20,862)	1.407	4,761
ORDINARY MAINTENANCE								
4410 Labor	53,955	35,970	115.29	111.60	34,817.70	1,152	0.968	19,137
4420 Materials And Supplies	20,000	13,333	42.74	40.49	12,633.64	700	0.948	7,366
4430 Contract Costs	52,000	34,667	111.11	150.80	47,048.41	(12,382)	1.357	4,952
TOTAL ORDINARY MAINTENANCE	125,955	83,970	269.13	302.88	94,499.75	(10,530)	1.125	31,455
4480 PROTECTIVE SERVICES GENERAL EXPENSES	0	0	0.00	0.00	0.00	0		0
4510 Insurance	123,190	82,127	263.23	274.08	85,514.18	(3,388)	1.041	37,676
4520 Pilot	11,022	7,348	23.55	16.95	5,286.86	2,061	0.719	5,735
4530 Terminal Leave Payments	0	0	0.00	0.00	0.00	0		0
4540 Employee Benefits	37,876	25,251	80.93	99.32	30,987.28	(5,737)	1.227	6,889
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	2,000	1,333	4.27	0.00	0.00	1,333	0.000	2,000
4590 Sundry	0	0	0.00	0.00	0.00	0		0
TOTAL GENERAL EXPENSES	174,088	116,059	371.98	390.35	121,788.32	(5,730)	1.049	52,300
TOTAL ROUTINE EXPENSES	458,776	305,851	980.29	1,144.20	356,990.80	(51,140)	1.167	101,785
NONROUTINE EXPENSES								
4610 Nonroutine Maintenance	50,000	33,333	106.84	207.98	64,890.79	(31,557)	1.947	(14,891)
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	50,000	33,333	106.84	207.98	64,890.79	(31,557)	1.947	(14,891)
Prior Yr. Adj. Affect Res. Rec.	0	0	0.00	0.00	0.00	0		0
TOTAL OPERATING EXPENSES	508,776	339,184	1,087.13	1,352.18	421,881.59	(82,698)	1.244	86,894
NET INCOME(DEFICIT) BEFORE SUBSIDY	243,606	162,404	520.53	(860.97)	(268,622.59)	(431,027)	-1.654	
8020 Operating Subsidy	200,164	133,443	427.70	282.63	88,181.34	(45,261)	0.661	111,983
8020 Capital Fund	0	0	0.00	1,809.45	564,549.32	564,549		(564,549)
RESIDUAL RECEIPTS (DEFICIT)	443,770	295,847	948.23	1,231.12	384,108.07	88,261	1.298	

See Accountants' Compilation Report.

HUD-52598					
ANALYSIS OF NONROUTINE EXPENDITURES					
Name of Local Authority Salem Housing Authority				Fiscal Year Ending Date 9/30/26	
Locality 27 Charter Street				Report for Period Ended 5/31/2026	
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 4610				
	Section 18 Conversion Consulting			38,316.50	
	HVAC			12,743.00	
	Turnover		50,000	13,831.29	
	Total - Account 4610		50,000	64,890.79	
	PRIOR YEAR ADJUSTMENTS - ACCOUNT 6010				
	Total - Account 6010			0.00	
	REPLACEMENT OF NONEXPENDABLE EQUIP. - ACCT. 7520				
	Total - Account 7520		0	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: 06/11/26					

SALEM HOUSING AUTHORITY
SECTION 8 VOUCHER
BALANCE SHEET - MAY 31, 2026

ASSETS

Cash - Voucher	\$1,971,875.75	
Petty Cash	0.00	\$1,971,875.75
Accounts Receivable - Hud	0.00	
Accounts Receivable (Payable) - Mobilities	14,734.31	
Accounts Receivable -Fraud	182,493.00	
Accounts Receivable -Interprogram	0.00	197,227.31
Advances To Revolving Fund		375,937.06
Investments	0.00	
FSS Escrow Balances	130,299.45	130,299.45
Prepaid Insurance	29,300.00	
Deferred Outflows - Retirement	18,712.00	
Deferred Charges -Other	10,087.80	
Deferred Expenses - COVID-19 Related	0.00	58,099.80
Land, Structures And Equipment - Net		465,704.46
Deferred Outflow of Resources		453,735.00
<u>TOTAL ASSETS</u>		<u>\$3,652,878.83</u>

LIABILITIES AND SURPLUS

Accounts Payable - Revolving Fund	\$0.00	
Accounts Payable - HUD	237,410.00	
Current Portion Capital Project/Mortgage	40,870.00	\$278,280.00
Accrued Compensated Absences - Current	73,789.18	
Accrued Payroll	31,824.49	
Accrued Liabilities	72,650.54	
Fss Escrow	130,299.45	308,563.66
Deferred Fraud Income Charges	182,493.00	
Accrued Compensated Absences - Non-Current	45,262.79	
Long Term Portion Capital Project/Mortgage	286,911.00	
Accrued OPEB Liability	1,538,902.00	
Accrued Pension Liability	1,242,889.00	
Deferred Inflows of resources	629,933.00	3,926,390.79
Invested in Capital Assets - net	137,923.46	
Unrestricted Net Assets - Admin	1,887,267.94	
Unrestricted Net Assets - OPEB	(1,943,284.00)	
Unrestricted Net Assets - Pension	(1,014,705.00)	
Restricted Net Assets - HAPs	147,738.00	(785,059.60)
HUD PHA Grants - HAPs	17,020,184.00	
Less HAP Expenses	(16,793,087.00)	
Plus: Interest on HAP Reserves		
Plus: Fraud Receipts - HAP portion	46,773.00	273,870.00
Expenditures for Equipment - Contra		0.00
Depreciation Expense		0.00
Net Surplus (Deficit) from Operations		(349,166.02)
<u>TOTAL LIABILITIES AND SURPLUS</u>		<u>\$3,652,878.83</u>

See Accountants' Compilation Report

PSP
11-Jun-26

SALEM HOUSING AUTHORITY
SECTION 8 VOUCHER
MONTHLY OPERATING STATEMENT
8 Months Ending May 31, 2026

6/11/26

PSP

Fenton, Ewald & Associates, P.C.

COMPUTATION OF ADMINISTRATIVE FEE EARNED:

	1st 600	rate	HUD % funding	> 600	rate	HUD % funding	
Oct	600	157.17	88.513%	565	146.68	88.513%	156,824.00
Nov	600	157.17	88.513%	560	146.68	88.513%	156,175.00
Dec	600	157.17	88.513%	550	146.68	88.513%	154,877.00
Jan	600	162.28	88.513%	549	151.45	88.513%	159,778.00
Feb	600	162.28	88.513%	549	151.45	88.513%	159,778.00
Mar	600	162.28	88.513%	539	151.45	88.513%	158,438.00
Apr	600	162.28	88.513%	538	151.45	88.513%	158,303.00
May	600	162.28	88.513%	539	151.45	88.513%	158,438.00
Jun	-	162.28	88.513%	-	151.45	88.513%	0.00
Jul	-	162.28	88.513%	-	151.45	88.513%	0.00
Aug	-	162.28	88.513%	-	151.45	88.513%	0.00
Sep	-	162.28	88.513%	-	151.45	88.513%	0.00
HUD Retro admin Fee - prior year							0.00
							1,262,611.00
4,800 9,189 4,389							
CARES Act Administrative Fees							0.00
TOTAL ADMINISTRATIVE FEE EARNED							1,262,611.00

STATEMENT OF OPERATING RECEIPTS AND EXPENDITURES

	BUDGET	PRO RATA BUDGET 8 months	ACTUAL 8 months	Favorable (Unfavorable)	% favorable (unfavorable)
ADMINISTRATIVE FEE EARNED	1,863,236	1,242,157	1,262,611.00	20,453.67	1.6%
INTEREST ON RESERVE FUNDS INVESTED	25,000	16,667	13,754.50	(2,912.17)	-17.5%
MOBILITY FEE INCOME	21,788	14,525	18,542.24	4,016.91	27.7%
FRAUD RECOVERY RECEIPTS	80,000	53,333	46,773.00	(6,560.33)	-12.3%
FSS COORDINATOR	117,526	78,351	0.00	(78,350.67)	-100.0%
OTHER INCOME	0	0	0.00	0.00	
TOTAL OPERATING RECEIPTS	2,107,550	1,405,033	1,341,680.74	(63,352.59)	-4.5%
ADMINISTRATIVE SALARIES	1,245,807	830,538	830,897.38	(359.38)	0.0%
COMPENSATED ABSENCES	24,916	16,611	0.00	16,610.67	
LEGAL	100,000	66,667	98,778.92	(32,112.25)	-32.5%
TRAVEL	12,746	8,497	5,518.55	2,978.78	54.0%
ACCOUNTING	29,008	19,339	18,536.00	802.67	4.3%
AUDIT FEE	24,855	16,570	15,339.00	1,231.00	8.0%
OFFICE RENT	65,992	43,995	51,832.23	(7,837.56)	-15.1%
SUNDRY ADMINISTRATIVE	278,772	185,848	211,766.03	(25,918.03)	-12.2%
DIRECT CHARGES TO PRE 2004 RESERVES	0	0	0.00	0.00	
INSURANCE	54,373	36,249	31,074.00	5,174.67	16.7%
EMPLOYEE BENEFITS	488,538	325,692	315,337.51	10,354.49	3.3%
COVID19-related expenses	0	0	0.00	0.00	
OTHER GENERAL EXPENSES Ports Out Admin Fee	170,000	113,333	111,767.14	1,566.19	1.4%
TOTAL ROUTINE NON-HAP EXPENSES	2,495,007	1,663,338	1,690,846.76	(27,508.76)	-1.6%
NET INCOME BEFORE NONROUTINE	(387,457)	(258,305)	(349,166.02)	(90,861.35)	35.2%
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)	(387,457)	(258,305)	(349,166.02)	(90,861.35)	

(349,166.02)

COMPUTATION OF EXCESS OR DEFICIENCY OF FUNDS RECEIVED

	Voucher
4715 HOUSING ASSISTANCE PAYMENTS (HAPs)	16,793,087.00
less: Fraud Receipts - HAP portion Max ACC	(46,773.00)
less: Interest Earned on Excess Funds - HAP portion	
TOTAL ANNUAL CONTRIBUTION USED TO DATE percent used	98.4% 16,746,314.00
3801 AMOUNT OF ACC GRANT RECEIVED FROM HUD	17,020,184.00
Amount (OVER) / UNDER Utilized	273,870.00

See Accountants' Compilation Report

SALEM HOUSING AUTHORITY

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		1,344									Restricted Net Assets - HAPs 9/30/2025			147,738
				2021	2022	2023	2024	2025	Less: Amount used Oct-Dec, 2025					
Annual ABA				\$16,449,831	\$18,597,433	\$21,779,939	\$22,720,644	\$23,617,467	= Net HAP Reserve Surplus					
average monthly ABA				\$1,370,819	\$1,549,786	\$1,814,995	\$1,893,387	\$1,968,122	Available for current year use				147,738	
ABA per unit calculation				\$1,019.95	\$1,153.11	\$1,350.44	\$1,408.77	\$1,464.38	Projected amount (used) or accumulated in Fiscal Year				273,870	
								Amount (used) or accumulated in Current Year						
								Estimated Current HAP Reserve balance				421,608	NRA	
		Actual Units Leased	% Unit Utilization	Actual Monthly Payments	Actual Average HAP	adjustments	Actual Adjusted Net	ABA available	HUD - Program Reserves	% Dollar Utilization	compare to ABA rec'd	Amount used (above) or below ABA	Cumulative Amount used (above) or below ABA	Program Reserves Balance
													(221,800)	
October	24	1,217	90.6%	2,000,838	1,644	(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	89.0%	2,007,803	1,679	(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	88.2%	2,018,092	1,702	(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	88.1%	1,995,912	1,686	(7,708)	1,988,204	1,968,122	(883,468)	101.0%	2,100,328	112,124	(223,096)	(1,003,360)
February	25	1,179	87.7%	2,081,822	1,766	(6,141)	2,075,682	1,968,122	(986,969)	105.5%	2,071,623	(4,059)	(227,155)	(1,106,861)
March	25	1,193	88.8%	2,080,813	1,744	(4,040)	2,076,773	1,968,122	(1,066,805)	105.5%	2,047,959	(28,814)	(255,969)	(1,186,697)
April	25	1,184	88.1%	2,073,824	1,752	(6,948)	2,066,876	1,968,122	(1,146,642)	105.0%	2,047,959	(18,917)	(274,886)	(1,266,534)
May	25	1,184	88.1%	2,087,600	1,763	(2,740)	2,084,860	1,968,122	(1,201,697)	105.9%	2,023,177	(61,683)	(336,569)	(1,321,589)
June	25	1,184	88.1%	2,121,930	1,792	(4,911)	2,117,019	1,968,122	(1,343,276)	107.6%	2,109,701	(7,318)	(343,887)	(1,463,168)
July	25	1,176	87.5%	2,096,182	1,782	(7,517)	2,088,665	1,968,122	(1,498,641)	106.1%	2,123,488	34,823	(309,064)	(1,618,533)
August	25	1,161	86.4%	2,067,323	1,781	(6,513)	2,060,811	1,968,122	(1,687,083)	104.7%	2,156,564	95,754	(213,310)	(1,806,975)
September	25	1,167	86.8%	2,155,254	1,847	(10,924)	2,144,331	1,968,122	(1,854,961)	109.0%	2,136,000	(8,331)	(221,641)	(1,974,853)
October	25	1,165	86.7%	2,099,494	1,802	(5,933)	2,093,562	1,968,122	(2,020,203)	106.4%	2,133,364	39,803	(181,838)	(2,140,095)
November	25	1,160	86.3%	2,105,953	1,815	(3,592)	2,102,362	1,968,122	(2,180,494)	106.8%	2,128,414	26,053	(155,786)	(2,300,386)
December	25	1,150	85.6%	2,093,107	1,820	(3,620)	2,089,487	1,968,122	(2,336,592)	106.2%	2,124,220	34,733	(121,053)	(2,456,484)
January	26	1,149	85.5%	2,059,566	1,792	(3,342)	2,056,225	1,968,122	(2,484,222)	104.5%	2,115,752	59,528	(61,525)	(2,604,114)
February	26	1,149	85.5%	2,115,036	1,841	(11,052)	2,103,984	1,968,122	(2,648,922)	106.9%	2,132,822	28,838	(32,687)	(2,768,814)
March	26	1,139	84.7%	2,097,884	1,842	(6,063)	2,091,822	1,968,122	(2,796,188)	106.3%	2,115,389	23,568	(9,120)	(2,916,080)
April	26	1,138	84.7%	2,095,391	1,841	(5,006)	2,090,386	1,968,122	(2,962,540)	106.2%	2,134,474	44,089	34,969	(3,082,432)
May	26	1,139	84.7%	2,126,656	1,867	(8,168)	2,118,489	1,968,122	(3,130,167)	107.6%	2,135,749	17,261	52,229	(3,250,059)
June	26	-	-	-	-	-	-	-	-	-	-	-	-	-
July	26	-	-	-	-	-	-	-	-	-	-	-	-	-
August	26	-	-	-	-	-	-	-	-	-	-	-	-	-
September	26	-	-	-	-	-	-	-	-	-	-	-	-	-
October	26	-	-	-	-	-	-	-	-	-	-	-	-	-
November	26	-	-	-	-	-	-	-	-	-	-	-	-	-
December	26	-	-	-	-	-	-	-	-	-	-	-	-	-
		23,400	145.1%	41,580,480	1,777	(122,104)	41,458,376	39,138,239	99.3%		41,732,405	273,870		
		Prior Fiscal Year										24,712,221		
		Current Fiscal Year										17,020,184		

DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
BALANCE SHEET

Salem Housing Authority
5/31/2026 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	696,958.89	
1112.1	Cash Administration Fund - Restricted	0.00	
1113	Cash - Escrow	2,613.13	
1114	Pet Deposit Fund Cash	8,092.54	
1117	Petty Cash	100.00	
1118	Change Fund	0.00	707,764.56
ACCOUNTS RECEIVABLE			
1121	Federal and DHCD--Section 8 Subsidy-Shelter Rent	0.00	
1122	Tenants Accounts Receivable	230,973.00	
1122.1	Tenants Accounts Receivable - Repayment (Contra)	0.00	
1123	Allowance for Doubtful Accounts - Dwelling Rents	(47,054.73)	
1124	Accounts Receivable - Fraud/Retroactive	251,290.83	
1124.1	Fraud/Retroactive- Contra	(251,290.83)	
1125	Accounts Receivable Subsidy	0.00	
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	533,918.27
INVESTMENTS			
1162	Investments - Unrestricted		3,446,961.44
DEFERRED CHARGES			
1211	Prepaid Expenses	116,392.00	
1212	Inventory/Net - Supplies	0.00	
1290	Deferred Charges - Other	726,053.00	842,445.00
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	702,932.37	
1405	Leasehold Improvements	0.00	
1406	Accumulated Depreciation	(39,052,056.91)	
1407	Infrastructure	0.00	
1408	Capital Leases		4,731,564.00
TOTAL ASSETS			10,262,653.27
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	8,092.54	
2115	Bid Deposits	0.00	
2117	Employee's Payroll Deductions	0.00	
2118	Accounts Payable - Subsidy Overpayment	1,164,816.00	
2119	Accounts Payable - Interfund	381,639.39	
2120	Accounts Payable - Other	0.00	1,554,547.93
ACCRUED LIABILITIES			
2130.2	Accrued Contingent Liability	0.00	
2135	Accrued Compensated Absences - Current Portion	76,055.07	
2137	Payment in Lieu of Taxes (PILOT)	8,192.00	
2138	Accrued Payroll	47,624.85	
2139	Accrued Liabilities - Other	371,199.41	503,071.33
DEFERRED CREDITS			
2240	Tenants Prepaid Rents	105,107.05	
2290	Undistributed Credits	12,735.13	
2291	Deferred Revenue - Subsidy	0.00	
2292	Deferred Revenue - Other	902,240.00	1,020,082.18
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	114,706.45	
2339	Other Non-Current Liabilities	0.00	
2339.1	Accrued OPEB Liability	4,119,864.00	4,234,570.45
EQUITY (NET ASSETS)			
2700	Net Income (Deficit)	209,322.79	
2802	Invested in Capital Assets, net of Related Debt	4,715,050.75	
2805	Net Assets - Restricted	0.00	
2806	Net Assets - Unrestricted	Max % 72.96%	2,348,644.84
2806.1	Net Assets - OPEB	(4,322,637.00)	2,950,381.38
TOTAL LIABILITIES AND EQUITY			10,262,653.27

See Accountants' Compilation Report

Salem Housing Authority
8 months ending
May 31, 2026

4001

676 units
5408 unit months

Fenton, Ewald & Associates, P.C.
PSP

06/11/26

Number	Account Classification	Approved Budget Amount	Pro Rata Budget 8 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	4,124,248	2,749,499	508.41	486.17	2,629,209.97	(120,289)	0.956	1,495,038
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	20,000	13,333	2.47	3.15	17,033.13	3,700	1.277	2,967
3611	Interest on Investments - Restricted	0	0	0.00	0.00	0.00	0		0
3690	Other Revenue	50,000	33,333	6.16	6.21	33,582.99	250	1.007	16,417
3950	Operating Grants	0	0	0.00	0.00	0.00	0		0
3691	Other Revenue Retained	409,901	273,267	50.53	49.83	269,463.57	(3,804)	0.986	140,437
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	2,607,223	1,738,149	321.40	269.66	1,458,335.00	(279,814)	0.839	1,148,888
TOTAL OPERATING RECEIPTS		7,211,372	4,807,581	888.98	815.02	4,407,624.66	(399,957)	0.917	2,803,747
OPERATING EXPENDITURES									
ADMINISTRATIVE									
4110	Administration Salaries	756,078	504,052	93.20	131.45	710,885.33	(206,833)	1.410	45,193
4120	Compensated Absences	0	0	0.00	0.00	0.00	0		0
4130	Legal	280,000	186,667	34.52	33.36	180,419.56	6,247	0.967	99,580
4140	Compensation-Board Members	29,462	19,641	3.63	3.90	21,097.14	(1,456)	1.074	8,365
4150	Travel And Related Expenses	6,884	4,589	0.85	0.48	2,580.81	2,009	0.562	4,303
4170	Accounting Services	20,118	13,412	2.48	2.41	13,016.00	396	0.970	7,102
4171	Audit Services	18,499	12,333	2.28	1.42	7,704.00	4,629	0.625	10,795
4180	Penalties & Interest	0	0	0.00	0.00	0.00	0		0
4190	Administrative Other	227,524	151,683	28.05	25.26	136,597.79	15,085	0.901	90,926
4190.1	Mixed Population	217,220	144,813	26.78	0.00	0.00	144,813	0.000	217,220
4191	Resident Services	16,900	11,267	2.08	1.62	8,744.55	2,522	0.776	8,155
TOTAL ADMINISTRATIVE EXPENSE		1,572,685	1,048,457	193.87	199.90	1,081,045.18	(32,589)	1.031	491,640
UTILITIES									
4310	Water & Sewer	509,576	339,717	62.82	58.47	316,229.11	23,488	0.931	193,347
4320	Electricity	810,421	540,281	99.90	38.21	206,660.66	333,620	0.383	603,760
4330	Gas	106,024	70,683	13.07	16.66	90,085.22	(19,403)	1.275	15,939
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	81.65	441,550.55	(441,551)		
4392	Net Meter Utility Credit (Negative Number)	0	0	0.00	0.00	0.00	0		0
TOTAL UTILITIES EXPENSE		1,426,021	950,681	175.79	194.99	1,054,525.54	(103,845)	1.109	813,046
ORDINARY MAINTENANCE									
4410	Maintenance Labor	965,115	643,410	118.97	113.22	612,293.06	31,117	0.952	352,822
4420	Materials And Supplies	330,000	220,000	40.68	30.85	166,818.94	53,181	0.758	163,181
4430	Contract Costs	580,000	386,667	71.50	72.20	390,470.87	(3,804)	1.010	189,529
TOTAL ORDINARY MAINTENANCE		1,875,115	1,250,077	231.15	216.27	1,169,582.87	80,494	0.936	705,532
GENERAL EXPENSE									
4510	Insurance	1,019,688	679,792	125.70	33.11	179,065.00	500,727	0.263	840,623
4520	Pilot	13,500	9,000	1.66	1.51	8,192.00	808	0.910	5,308
4540	Employee Benefit Contr.	674,814	449,876	83.19	94.36	510,322.08	(60,446)	1.134	164,492
4541	Employee Benefit Contr. OPEB	0	0	0.00	0.00	0.00	0		0
4570	Collection Losses	50,000	33,333	6.16	4.89	26,422.99	6,910	0.793	23,577
4580/90	Interest & Other General Exp	0	0	0.00	0.00	0.00	0		0
TOTAL GENERAL EXPENSES		1,758,002	1,172,001	216.72	133.88	724,002.07	447,999	0.618	1,034,000
TOTAL OPERATING EXPENSES		6,631,823	4,421,215	817.53	745.04	4,029,155.66	392,060	0.911	3,044,218
NET INCOME (DEFICIT) BEFORE SUBSIDY and NON-ROUTINE Expenses									
		(2,027,674)	(1,351,783)	-249.96	-199.68	(1,079,866.00)	271,917	0.799	(1,389,359)
NET INCOME (DEFICIT) before NON-ROUTINE, and INCLUDING SUBSIDY									
		579,549	386,366	71.44	69.98	378,469.00	(7,897)	0.980	(240,471)
NONROUTINE EXPENSES AND (CREDITS)									
4610	Extraordinary Maintenance	300,000	200,000	36.98	25.80	139,519.49	60,481	0.698	160,481
4611	Equip. Purchased - Non Capitalized	80,000	53,333	9.86	5.48	29,626.72	23,707	0.556	50,373
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		380,000	253,333	46.84	31.28	169,146.21	84,187		
CAPITAL EXPENDITURES									
7520	Replacement of Equipment-Capitalized	130,000	86,667	16.03	3.05	16,513.25	70,153		
7540	Betterments & Additions - Capitalized	0	0	0.00	0.00	0.00	0		
TOTAL CAPITAL EXPENDITURES		130,000	86,667	16.03	3.05	16,513.25	70,153		
Operating Subsidy Earned year-to-date \$1,458,335									
Operating Subsidy Rec'd year-to-date \$2,623,151									
Amount (Over) or Under Subsidized (\$1,164,816)									
2700	NET INCOME (DEFICIT) FROM OPERATIONS	69,549	46,366	8.57	35.65	192,809.54	146,444		
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		69,549	46,366	8.57	35.65	192,809.54	146,444		

See Accountants' Compilation Report

[illegible]

**Salem Housing Authority
Management Fund
Balance Sheet - May 31, 2026**

Assets

Cash - Management Services		\$0.00
A/R - Marblehead Housing Authority	11,274.00	
A/R - Revolving Fund	<u>767,801.56</u>	779,075.56
Deferred Charges - Prepaid Expenses		2,675.00
Fixed Assets - Net		0.00
Deferred Outflows of Resources		9,400.00
Total Assets		<u><u>\$791,150.56</u></u>

Liabilities and Surplus

Accounts Payable - Vendors		0.00
Accounts Payable - Revolving Fund		0.00
Accrued Compensated Absences	8,521.91	
Accrued Payroll	1,480.23	
Other Accrued Liabilities	<u>8,128.52</u>	18,130.66
Accrued OPEB Liability		107,532.00
Accrued Pension Liability		(7,909.00)
Deferred Inflows of Resources		40,188.00
Unrestricted Net Assets	747,689.92	
Invested in Capital Assets	0.00	
OPEB Reserves - GASB 75	(135,789.00)	
Pension Reserves - GASB 68	<u>5,378.00</u>	617,278.92
Net Income (Deficit) - Current Year		15,929.98
Total Liabilities and Surplus		<u><u>\$791,150.56</u></u>

See Accountants' Compilation Report

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

8 months ending May 31, 2026

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	135,288.00	90,192.00	100,422.00	10,230.00
3110.2	Developer Fees	-	-	-	-
3690	Other Operating Receipts	20,000.00	13,333.00	13,873.12	540.12
Total Operating Receipts		<u>155,288.00</u>	<u>103,525.00</u>	<u>114,295.12</u>	<u>10,770.12</u>
Operating Expenditures					
4110	Administration Salaries	83,737.00	55,825.00	54,133.42	1,691.58
4120	Compensated Absences	-	-	-	-
4130	Legal	2,500.00	1,667.00	1,567.50	99.50
4150	Travel and Related Expenses	-	-	-	-
4170	Accounting Services	5,412.00	3,608.00	3,582.00	26.00
4171	Audit Services	-	-	-	-
4190	Administrative Other	20,000.00	13,333.00	10,844.02	2,488.98
4510	Insurance	2,541.00	1,694.00	1,396.00	298.00
4540	Employee Benefits	32,909.00	21,939.00	26,842.20	(4,903.20)
Total Administrative Expenses		<u>147,099.00</u>	<u>98,066.00</u>	<u>98,365.14</u>	<u>(299.14)</u>
Net Income (Deficit) before Non Cash Expenses		8,189.00	5,459.00	15,929.98	10,470.98
4541	Post Employment Benefits - OPEB	-	-	-	-
4542	Pension Expense - GASB 68	-	-	-	-
4801	Depreciation Expense	-	-	-	-
Net Income (Deficit) after Non Cash Expenses		<u>8,189.00</u>	<u>5,459.00</u>	<u>15,929.98</u>	<u>10,470.98</u>

See Accountants' Compilation Report

DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
BALANCE SHEET

Salem Housing Authority
5/31/2026 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	257,337.04	
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	257,337.04
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	19,219.82	
1131	Allowance for Doubtful Accounts - Other	0.00	
1145	Accrued Interest Receivable	0.00	19,219.82
INVESTMENTS			
1162	Investments - Unrestricted		0.00
DEFERRED CHARGES			
1211	Prepaid Expenses	240.00	
1212	Inventory/Net - Supplies and Fuel	0.00	
1290	Deferred Charges - Other	4,821.00	5,061.00
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			281,617.86
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	33,945.00	
2119	Accounts Payable - Interfund	0.00	
2120	Accounts Payable - Other	0.00	33,945.00
ACCRUED LIABILITIES			
2130.2	Accrued Contingent Liability	0.00	
2135	Accrued Compensated Absences - Current Portion	(570.99)	
2137	Payment in Lieu of Taxes (PILOT)	0.00	
2138	Accrued Payroll	406.00	
2139	Accrued Liabilities - Other	710.03	545.04
DEFERRED CREDITS			
2240	Tenants Prepaid Rents	0.00	
2290	Undistributed Credits	0.00	
2291	Deferred Revenue - Subsidy	76,396.00	
2292	Deferred Revenue - Other	7,754.00	84,150.00
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	1,165.40	
2339	Other Non-Current Liabilities	28,344.00	29,509.40
EQUITY (NET ASSETS)			
2700	Net Income (Deficit)	511.59	
2802	Invested in Capital Assets, net of Related Debt	0.00	
2805	Net Assets - Restricted	0.00	
2806	Net Assets - Unrestricted	Max % 34.26% 164,465.83	
2806.1/2	Net Assets - Unrestricted for OPEB & Pension Liability	(31,509.00)	133,468.42
TOTAL LIABILITIES AND EQUITY			281,617.86

See Accountants' Compilation Report

Salem Housing Authority
8 months ending
May 31, 2026

MRVP/DMH

16
384 units
unit months

Fenton, Ewald & Associates, P.C.
PSP 06/11/26

Account Number	Classification	Approved Budget Amount	Pro Rata Budget 8 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	33,000	22,000	57.29	55.00	21,120.00	(880)	0.960	11,880
3610	Interest on Investments - Unrestricted	600	400	1.04	0.62	237.15	(163)	0.593	363
3611	Interest on Investments - Restricted	-	-	-	-	-	0		0
3690	Other Revenue	-	-	-	-	-	0		0
3691	Other Revenue Retained	-	-	-	-	-	0		0
3802	Operating Subsidy - MRVP Landlords	929,013	619,342	1,612.87	1,612.87	619,342.00	0	1.000	309,671
TOTAL OPERATING RECEIPTS		<u>962,613</u>	<u>641,742</u>	<u>1,671.20</u>	<u>1,668.49</u>	<u>640,699.15</u>	<u>(1,043)</u>	<u>0.998</u>	<u>321,914</u>
OPERATING EXPENDITURES									
ADMINISTRATIVE									
4110	Administration Salaries	19,772	13,181	34.33	29.08	11,166.70	2,015	0.847	8,605
4120	Compensated Absences	-	-	-	-	-	0		0
4130	Legal	500	333	0.87	0.29	110.80	223	0.332	389
4140	Compensation-Board Members	-	-	-	-	-	0		0
4150	Travel And Related Expenses	-	-	-	-	-	0		0
4170	Accounting Services	1,716	1,144	2.98	2.96	1,136.00	8	0.993	580
4171	Audit Services	924	616	1.60	1.34	513.00	103	0.833	411
4180	Penalties & Interest	-	-	-	-	-	0		0
4190	Administrative Other	3,000	2,000	5.21	7.71	2,959.93	(960)	1.480	40
4190.1	Mixed Population Salary	-	-	-	-	-	0		0
4191	Resident Services	-	-	-	-	-	0		0
TOTAL ADMINISTRATIVE EXPENSE		<u>25,912</u>	<u>17,275</u>	<u>44.99</u>	<u>41.37</u>	<u>15,886.43</u>	<u>1,388</u>	<u>0.920</u>	<u>10,026</u>
GENERAL EXPENSE									
4510	Insurance	594	396	1.03	0.66	253.00	143	0.639	341
4540	Employee Benefit Contr.	7,699	5,133	13.37	12.26	4,706.13	427	0.917	2,993
4570	Collection Losses	-	-	-	-	-	0		0
4580/90	Interest & Other General Expenses	-	-	-	-	-	0		0
TOTAL GENERAL EXPENSES		<u>8,293</u>	<u>5,529</u>	<u>14.40</u>	<u>12.91</u>	<u>4,959.13</u>	<u>570</u>	<u>0.897</u>	<u>3,334</u>
TOTAL OPERATING EXPENSES		<u>34,205</u>	<u>22,803</u>	<u>59.38</u>	<u>54.29</u>	<u>20,845.56</u>	<u>1,958</u>	<u>0.914</u>	<u>13,359</u>
NET INCOME (DEFICIT) BEFORE SUBSIDY and NON-ROUTINE EXPENSES		<u>(605)</u>	<u>(403)</u>	<u>(1.05)</u>	<u>1.33</u>	<u>511.59</u>	<u>915</u>	<u>-1.268</u>	<u>(1,117)</u>
NET INCOME (DEFICIT) before NON-ROUTINE, and INCLUDING SUBSIDY		<u>928,408</u>	<u>618,939</u>	<u>1,611.82</u>	<u>1,614.20</u>	<u>619,853.59</u>	<u>915</u>	<u>1.001</u>	<u>308,554</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	929,013	619,342	1,612.87	1,612.87	619,342.00	0	1.000	309,671
TOTAL NONROUTINE EXPENSES		<u>929,013</u>	<u>619,342</u>	<u>1,612.87</u>	<u>1,612.87</u>	<u>619,342.00</u>	<u>0</u>	<u>1.000</u>	<u>309,671</u>
NET INCOME (DEFICIT) FROM OPERATIONS									
2700		<u>(605)</u>	<u>(403)</u>	<u>(1.05)</u>	<u>1.33</u>	<u>511.59</u>	<u>915</u>	<u>-1.268</u>	<u>(1,117)</u>
4801	Depreciation Expense	-	-	-	-	-			
4541	Employee Benefits - GASB 45	-	-	-	-	-			
4542	Pension Expense - GASB 68	-	-	-	-	-			
NET CHANGE IN UNRESTRICTED NET ASSET:		<u>(605)</u>	<u>(403)</u>	<u>(1.05)</u>	<u>1.33</u>	<u>511.59</u>	<u>915</u>	<u>(1.268)</u>	<u>(1,117)</u>

See Accountants' Compilation Report

CERTIFICATE OF SUBSTANTIAL COMPLETION
COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF HOUSING AND LIVABLE COMMUNITIES

258194

Contractor <u>Delta Beckwith Elevator Company</u>	Owner <u>Salem</u>	Housing Authority
<u>115 Shawmut Road</u>	<u>27 Charter Street</u>	
<u>Canton, MA 02021</u>	<u>Salem, MA 01970</u>	
Phone <u>800-648-8767</u>	Phone <u>978-744-4431</u>	
Fax _____	Fax <u>978-744-9614</u>	
Development No <u>667-5</u>	FISH No <u>258194</u>	
Contract for: <u>Upgrade of Elevators at 27 Charter Street</u>		

Pursuant to the General, Supplementary, and Special Conditions of the Contract Documents relative to Partial or Total Occupancy, you are hereby notified that the Housing Authority has satisfied itself that the portion(s) of the above mentioned project, as hereinafter enumerated, is (are) ready for use and or occupancy:

Identify the Buildings and/or areas to be occupied and or used: 27 Charter Street Elevators

The Housing Authority, through its undersigned representative hereby accepts from the Contractor, subject to contract stipulations, said portion(s) of the Project, effective 12:00 Noon on:

INSERT DATE  the 31st day of January 20 26

The Contractor will be relieved of responsibility for performing further Work or supplying further materials, equipment, or other items, in accordance with the General, Supplementary, and Special Conditions of the Contract Documents (relative to partial or total occupancy), except for the following work:

Append a complete list of all incomplete and/or unsatisfactory items of the Work, which in the opinion of this Housing Authority, are attributable to the fault, negligence, or oversight of the Contractor, any subcontractors, material suppliers, agents, servants, or employees.

NOTE: Attach one copy of the "Punch List" Items to each copy of this document. NONE.

The Use or Occupancy of the building(s) or portion(s) of this project by the Housing Authority shall not:

- constitute acceptance of any Work not performed in accordance with the Contract Documents;
- relieve the Contractor of the liability to perform any Work required by the Contract but not completed at the time of Use and or Occupancy; nor
- relieve the Contractor of liabilities with respect to any express warranties or guarantees required by the Contract.

CERTIFICATION OF HOUSING AUTHORITY BOARD VOTE

Must be completed by the Owner

The Salem Housing Authority met on _____ And voted to approve this Certificate:

Certified By: _____, Contract Officer

Approved: Design Consultant

Firm: Salem Housing Authority

By: _____

Date: _____

Accepted: Contractor

Firm: _____

By: _____

Date: _____

Reviewed: Construction Advisor

EXECUTIVE OFFICE OF HOUSING AND LIVABLE COMMUNITIES

By: _____

Date: _____

Approved: Director, Construction Management Unit

EXECUTIVE OFFICE OF HOUSING AND LIVABLE COMMUNITIES

By: _____

Date: _____

CERTIFICATE OF FINAL COMPLETION**258194****COMMONWEALTH OF MASSACHUSETTS****EXECUTIVE OFFICE OF HOUSING AND LIVABLE COMMUNITIES** *This form should originate with the Design Consultant*

Contractor	<u>Delta Beckwith Elevator Company</u>	Owner:	<u>Salem</u>	Housing Authority
	<u>115 Shawmut Road</u>		<u>27 Charter Street</u>	
	<u>Canton, MA 02021</u>		<u>Salem, MA 01970</u>	
Phone	<u>800-648-8767</u>	Phone	<u>978-744-4431</u>	
Fax		Fax	<u>978-744-9614</u>	
Development No	<u>667-5</u>	Period Ending	<u>01/31/2026</u>	
Contract for:	<u>Upgrade of Elevators at 27 Charter Street</u>	FISH No:	<u>258194</u>	

THE PARTIES AGREE THAT THE STATUS OF THE CONTRACT IS AS FOLLOWS:**I. CONTRACT TIME**

- | | |
|--|-------------------|
| 1. The Date of Substantial Completion is..... | <u>01/31/2026</u> |
| 2. The Date of Substantial Completion as Extended by Change Order is | <u>01/31/2026</u> |
| 3. The Actual Date of Substantial Completion is:..... | <u>01/31/2026</u> |
| 4. Overrun in Contract Time | <u>0</u> |

II. CONTRACT SUM

- | | |
|---|----------------------|
| 1. The Original Contract Sum is | \$ <u>179,740.00</u> |
| 2. The Sum of Approved Change Orders to Date is | \$ <u>24,000.00</u> |
| 3. The Adjusted Contract Sum is | \$ <u>203,740.00</u> |
| LESS: | |
| 4. Sum of authorized payments to date: | \$ <u>184,870.00</u> |
| 5. Sum of other claims by Owner: | \$ <u>0</u> |

III. THAT APPLICATION FOR PAYMENT NO. 3 IS DUE & PAYABLE IN THE AMOUNT OF: \$ 18,870.00*Copy Attached***THE UNDERSIGNED CONTRACTOR HEREBY CERTIFIES THAT:** *The Contractor should complete items 1-5 and certify below*

1. All Work, including work required under change order(s) 1 has been performed in accordance with the terms of the Contract.
2. All changes to the Work (except minor modifications and field adjustments) have been authorized in writing by the Owner.
3. All laborers and mechanics have been paid at least the minimum wage rates as set forth in the Contract, and
4. There have been no claims made for infringement of any patent.
5. By accepting the payment shown in line III the Contractor releases the Owner from any and all claims arising under the Contract.

CERTIFIED: CONTRACTORIn witness Whereof the Undersigned has signed and sealed
this Instrument this ____ day of _____ 200

Subscribed and Sworn before Me this ____ day of _____ 200

Firm: _____

By: _____ Date: _____

Notary

Title: _____

My Commission Expires _____

CERTIFICATION OF HOUSING AUTHORITY BOARD VOTE:

The _____ Housing Authority met on _____ And voted to approve this Certificate and Payment

Certified: _____ Contract Officer

APPROVED: DESIGN CONSULTANT

Firm: Salem Housing Authority

By: _____

Date: _____

REVIEWED: CONSTRUCTION ADVISORExecutive Office of Housing and Livable
Communities

By: _____

Date: _____

APPROVED: DIRECTOR CONST. MANAGEMENT UNITExecutive Office of Housing and Livable
Communities

By: _____

Date: _____

Streamlined Annual PHA Plan <i>(High Performer PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 09/30/2027
--	---	--

Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services. They also inform HUD, families served by the PHA, and members of the public of the PHA's mission, goals, and objectives for serving the needs of low-, very low-, and extremely low- income families.

Applicability. The Form HUD-50075-HP is to be completed annually by **High Performing PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small PHA, or Qualified PHA do not need to submit this form. PHAs with zero public housing units must continue to comply with the PHA Plan requirements until they closeout their Section 9 programs (ACC termination).

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers (HCVs) and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, SEMAP for PHAs that only administer tenant-based assistance and/or project-based assistance, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or HCVs combined and is not PHAS or SEMAP troubled.

A. PHA Information.	
A.1	PHA Name: <u>Salem Housing Authority</u> PHA Code: <u>MA055</u> PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>10/2026</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units <u>39</u> Number of Housing Choice Vouchers (HCVs) <u>1346</u> Total Combined <u>1385</u> PHA Plan Submission Type: ☒ Annual Submission ☐ Revised Annual Submission Public Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA and should make documents available electronically for public inspection upon request. PHAs are strongly encouraged to post complete PHA Plans on their official websites and to provide each resident council with a copy of their PHA Plans. The Annual Plan along with all its elements can be obtained at the Authority's Administrative office located at 27 Charter Street, Salem MA 01970, the Section 8 Office located at 136 Canal St. Suite 2, Salem and on our website: https://salemha.org

☐ **PHA Consortia:** (Check box if submitting a Joint PHA Plan and complete table below)

Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	
				PH	HCV
Lead PHA:					

B. Plan Elements

B.1 Revision of Existing PHA Plan Elements.

(a) Have the following PHA Plan elements been revised by the PHA since its last **Annual PHA Plan** submission?

Y N

- ☐ ☒ Statement of Housing Needs and Strategy for Addressing Housing Needs.
- ☒ ☐ Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.
- ☐ ☒ Financial Resources.
- ☒ ☐ Rent Determination.
- ☐ ☒ Homeownership Programs.
- ☐ ☒ Safety and Crime Prevention.
- ☐ ☒ Pet Policy.
- ☐ ☒ Substantial Deviation.
- ☐ ☒ Significant Amendment/Modification

(b) If the PHA answered yes for any element, describe the revisions for each element below:

The SHA Administrative Plan and Admissions and Continued Occupancy Policy (ACOP) have been brought current with all recent HUD requirements and guidance, including the following:

- The selection and termination policies, as requested by HUD, to allow reinstatements of families in the event that families need to be terminated for insufficient funding.
- (PH only) Changes throughout to account for the over-income provisions of the final rule implementing parts 102, 103, and 104 of the Housing Opportunity Through Modernization Act (HOTMA), published in the Federal Register February 14, 2023
- (PH and HCVP) The SHA ACOP and Section 8 Administrative Plan are being brought current with all changes (both required and discretionary) in accordance with Section 102 and 104 of HOTMA. These changes will take effect on January 1, 2027.
- (PH and HCVP) Updates to bring the SHA's VAWA policy in line with VAWA 2022 implementation guidance, set forth in the Federal Register January 4, 2023
- (PH) Revisions to flat rent requirements as specified in Notice PIH 2022-33
- (PH and HCVP) Clarifications on the discrimination complaint process as it relates both in general and to complaints under the Equal Access Rule
- Other clarifications and modifications to make sure the content is user-friendly, current, and in compliance with all HUD regulations, guidance, and industry best-practices.
- Revisions for the new Carbon Monoxide (CO) detector requirements as specified in Notice PIH 2022-01

See Exhibit [A] for additional detail regarding these changes.

(c) The PHA must submit its Deconcentration Policy for Field Office Review.

The SHA has not changed its Deconcentration Policy

B.2 New Activities.

(a) Does the PHA intend to undertake any new activities related to the following in the PHA's applicable Fiscal Year?

Y N

- ☐ ☒ Choice Neighborhoods Grants.
- ☐ ☒ Modernization or Development.
- ☒ ☐ Demolition and/or Disposition.
- ☐ ☒ Conversion of Public Housing to Tenant Based Assistance.
- ☒ ☐ Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD.
- ☐ ☒ Homeownership Program under Section 32, 9 or 8(Y)
- ☐ ☒ Project Based Vouchers.
- ☐ ☒ Units with Approved Vacancies for Modernization.
- ☐ ☒ Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

(b) If any of these activities are planned for the applicable Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan. See Exhibit (B) and (C) for Additional details regarding these changes

B.3 Progress Report.

Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.

* **Section 8 Housing Choice Voucher Program:** The Salem Housing Authority (SHA) has temporarily suspended the issuance of new Section 8 Housing Choice Vouchers due to a current funding shortfall.

* **Commitment to Safe and Quality Housing:** Despite funding challenges, the SHA continues to utilize all available resources to ensure that residents and program participants live in housing that is decent, safe, and sanitary.

* **Public Housing Operations:** The SHA continues to manage its 39 public housing units in accordance with sound financial and property management practices. Through HUD's Section 18 Disposition and Repositioning process, the Authority anticipates converting its public housing assistance to Section 8 Project-Based Rental Assistance, pending final approval from the U.S. Department of Housing and Urban Development (HUD).

* **Resident Services and Advocacy:** The Authority remains committed to serving residents, participants, and the community with professionalism, courtesy, respect, and compassion. It also continues to educate residents and participants about their rights and protections under the Violence Against Women Act (VAWA) and the Americans with Disabilities Act (ADA).

* **Family Self-Sufficiency (FSS) Program:** The SHA's Family Self-Sufficiency Program continues to achieve strong outcomes. Currently, 29 families are enrolled, and 79% of participating families are actively building escrow savings as they work toward greater financial independence.

B.4	Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved. See HUD form 50075.2 approved by HUD on July 17, 2024 (See Exhibit D)
B.5	Most Recent Fiscal Year Audit. (a) Were there any findings in the most recent FY Audit? Y N ☒ ☐ (b) If yes, please describe: The Authority was a victim of cyber fraud which resulted in a fraudulent payment made to a cyber fraud scammer in the state aided modernization program. As required in the audit process, the dollar amount of the payment required it to be listed as a finding, despite the fact that the Authority's quick action recovered the full payment.
C.	Other Document and/or Certification Requirements.
C.1	Resident Advisory Board (RAB) Comments. (a) Did the RAB(s) have comments to the PHA Plan? Y N ☐ ☒ (b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.

C.2	Certification by State or Local Officials. Form HUD-50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.
C.3	Civil Rights Certification/Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Form 50077-ST-HCV-HP, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i> must be submitted by the PHA as an electronic attachment to the PHA Plan.
C.4	Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public. (a) Did the public challenge any elements of the Plan? Y N ☐ ☒ (b) If yes, include Challenged Elements.

Instructions for Preparation of Form HUD-50075-HP Annual Plan for High Performing PHAs

A. PHA Information. All PHAs must complete this section (24 CFR 903.4).

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **PHA Inventory**, **Number of Public Housing Units and or Housing Choice Vouchers (HCVs)**, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan (24 CFR 903.23(e)).

PHA Consortia. Check box if submitting a Joint PHA Plan and complete the table (24 CFR 943.128(a))

B. Plan Elements.

B.1 Revision of Existing PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the "yes" box. If an element has not been revised, mark "no."

☐ **Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA's strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families (iii) households with individuals with disabilities, and households of various races and ethnic groups residing in the jurisdiction or on the public housing and Section 8 tenant-based assistance waiting lists based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location (24 CFR 903.7(a)(2)(i)). Provide a description of the ways in which the PHA intends, to the maximum extent practicable, to address those housing needs in the upcoming year and the PHA's reasons for choosing its strategy (24 CFR 903.7(a)(2)(ii)).

☐ **Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions.** Describe the PHA's admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA's policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR 903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements 24 CFR 903.7(b). Describe the PHA's procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists 24 CFR 903.7(b). A statement of the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV (24 CFR 903.7(b)). Describe the unit assignment policies for public housing 24 CFR 903.7(b).

☐ **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program and state the planned use for the resources (24 CFR 903.7(c)).

☐ **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies (24 CFR 903.7(d)).

☐ **Homeownership Programs.** A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA's 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act (24 CFR 903.7(k) and 24 CFR 903.11(c)(1)).

☐ **Safety and Crime Prevention.** A description of PHA's plan for safety and crime prevention. For High Performing PHAs, the information required by 24 CFR 903.7(m) must be included only to the extent this information is required for PHA's participation in the public housing drug elimination program and the PHA anticipates participating in this program in the applicable year (24 CFR 903.11(c)(1)).

☐ **Pet Policy.** Describe the PHA's policies and requirements pertaining to the ownership of pets in public housing (24 CFR 903.7(n)).

☐ **Substantial Deviation.** PHA must provide its criteria for determining a "substantial deviation" to its 5-Year Plan (24 CFR 903.7(s)(2)(i)).

☐ **Significant Amendment/Modification.** PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan (24 CFR 903.7(s)(2)(ii)). For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the "Sample PHA Plan Amendment" found in Notice PIH-2019-23(HA), successor RAD Implementation Notices, or other RAD Notices.

If any boxes are marked "yes", describe the revision(s) to those element(s) in the space provided.

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see 24 CFR 903.2 (24 CFR 903.23(b)).

B.2 New Activities. If the PHA intends to undertake any new activities related to these elements or discretionary policies in the applicable Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

☐ **Choice Neighborhoods Grants.** 1) A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for Choice Neighborhoods Grants; and 2) A timetable for the submission of applications or proposals. The application and approval process for Choice Neighborhoods is a separate process. See guidance on HUD's website at: <https://www.hud.gov/cn> (Notice PIH 2011-47).

☐ **Modernization or Development (Conventional & Mixed-Finance).** 1) A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for modernization or development; and 2) A timetable for the submission of applications or proposals. The application and approval process for modernization or development is a separate process. See 24 CFR part 905 and guidance on HUD's website at: https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hopc6/mfph#4.

☐ **Demolition and/or Disposition.** With respect to public housing only, describe (1) any public housing development(s), or portion of a public housing development projects, owned by the PHA and subject to ACCs (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition approval under section 18 of the 1937 Act (42 U.S.C. 1437p); and (2) a timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed as described in the PHA's last Annual and/or 5-Year PHA Plan submission. The application and approval process for demolition and/or disposition is a separate process. Approval of the PHA Plan does not constitute approval of these activities. See guidance on HUD's website at: https://www.hud.gov/program_offices/public_indian_housing/centers/sac/demo_dispo/ and 24 CFR 903.7(h).

☐ **Conversion of Public Housing under the Voluntary or Mandatory Conversion programs.** Describe (1) any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; (2) An analysis of the projects or buildings required to be converted under Section 33; and (3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at the Special Applications Center (SAC) (<https://www.hud.gov/sac>) and 24 CFR 903.7(j).

☐ **Conversion of Public Housing under the Rental Assistance Demonstration (RAD) program (including Faircloth to RAD).** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to Project-Based Assistance or Project-Based Vouchers under RAD. Note that all PHAs shall be required to provide the information listed in Attachment 1D of Notice PIH 2019-23(HA) as a significant amendment or its successor notice. See additional guidance on HUD's website at: <https://www.hud.gov/RAD/library/notices>.

☐ **Homeownership Programs.** A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA's 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act (24 CFR 903.7(k) and 24 CFR 903.11(c)(1).

☐ **Project-Based Vouchers.** Describe any plans to use HCVs for new project-based vouchers, which must comply with PBV goals, civil rights requirements, Housing Quality Standards (HQS) and deconcentration standards, as stated in (24 CFR 983.55(b)(1)) and set forth in the PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. If using project-based vouchers, provide the projected number of project-based units and general locations (including if PBV units are planned on any former or current public housing units or sites) and describe how project-basing would be consistent with the PHA Plan (24 CFR 903.7(b), 24 CFR 903.7(r)).

☐ **Units with Approved Vacancies for Modernization.** The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with 24 CFR 990.145(a)(1).

☐ **Other Capital Grant Programs (i.e., Capital Fund Lead Based Paint, Housing Related Hazards, At Risk/Receivership/Substandard/Troubled Program, and/or Emergency Safety and Security Grants).** For all activities that the PHA plans to undertake in the applicable Fiscal Year, provide a description of the activity in the space provided.

B.3 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan (24 CFR 903.7(s)(1)).

B.4 Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section (24 CFR 903.7 (g)). To comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan in EPIC and the date that it was approved. PHAs can reference the form by including the following language in the Capital Improvement section of the appropriate Annual or Streamlined PHA Plan Template: "See Capital Fund 5 Year Action Plan in EPIC approved by HUD on XX/XX/XXXX."

B.5 Most Recent Fiscal Year Audit. If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided (24 CFR 903.7(p)).

C. Other Document and/or Certification Requirements

C.1 Resident Advisory Board (RAB) comments. If the RAB had comments on the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations (24 CFR 903.13(c), 24 CFR 903.19).

C.2 Certification by State or Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR 903.15). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.

C.3 Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*. Form HUD-50077-ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed* must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the certification requirement to affirmatively further fair housing if the PHA fulfills the requirements of 24 CFR 5.150 et. seq., 903.7(o)(1), and 903.15(d).

C.4 Challenged Elements. If any element of the Annual PHA Plan or 5-Year PHA Plan is challenged, a PHA must include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public (24 CFR 903.23(b)).

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals, and objectives for serving the needs of low-income, very low-income, and extremely low-income families.

Public reporting burden for this information collection is estimated to average 5.26 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, REE, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0226. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

Exhibit B

Public Housing Units Proposed for Disposition to Housing Opportunities of Salem Inc. under Section 18. In total, there are 39 units that will switch from the public housing Section 9 subsidy to Section 8 subsidy. There will not be any repairs or rehab being done in connection with the conversion.

Stephen Zisson Elderly Residence

Location:

292 Essex St. (above YMCA)

Units:

14 – 1 BR apts.

Category:

Senior Citizens and Disabled

Type:

Federal Public Housing

Power Block

Location:

5 Barton Sq.

Units:

16 – 1 BR apts.

Category:

Senior Citizens and Disabled

Type:

Federal Public Housing

Scattered Sites:

Location:

2 Hathorne Crecent

Units:

2- 2BR Apartments

Category:

Family

Type:

Federal Public Housing

Location:

122 ½ Boston Street

Units:

1- 3BR Apartment

1- 4BR Apartment

Category:

Family

Type:

Federal Public Housing

Location:

73 Boston Street

Units:

1- 2BR Apartment

2- 3BR Apartments

Category:

Family

Type:

Federal Public Housing

Location:

121 ½ Bridge Street

Units:

2- 2BR Apartments

Category:

Family

Type:

Federal Public Housing

**Certifications of Compliance with
PHA Plan and Related Regulations
(Standard, Troubled, HCV-Only, and
High Performer PHAs)**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires: 09/30/2027

**PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations
including PHA Plan Elements that Have Changed**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year and/or ☒ Annual PHA Plan, hereinafter referred to as "the Plan," of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the PHA fiscal year beginning 10/2025, in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located (24 CFR § 91.2).
2. The Plan contains a signed certification by the appropriate State or local official (form HUD-50077-SL) that the Plan is consistent with the applicable Consolidated Plan, which includes any applicable fair housing goals or strategies, for the PHA's jurisdiction and a description of the way the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the Resident Advisory Board (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the way the Plan addresses these recommendations.
4. The PHA provides assurance as part of this certification that:
 - i. The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - ii. The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - iii. The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours. Where possible, PHAs should make documents available electronically, for public inspection upon request.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment. The PHA ensured all notices and meetings provided effective communication with persons with disabilities and further provided meaningful language access for persons with Limited English Proficiency (LEP).
6. The PHA certifies that it will carry out the public housing program of the agency in conformity with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), the Violence Against Women Act (34 U.S.C. § 12291 et seq.), and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of all HUD programs. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, the Violence Against Women Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of all HUD programs.
7. The PHA will affirmatively further fair housing, in compliance with the Fair Housing Act, 24 CFR § 5.150 et seq., 24 CFR § 903.7(o), and 24 CFR § 903.15, which means that it will take meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. Specifically, affirmatively furthering

fair housing means taking meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially or ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws (24 CFR § 5.151). Pursuant to 24 CFR § 903.15(c)(2), a PHA's policies should be designed to reduce the concentration of tenants and other assisted persons by race, national origin, and disability. PHA policies should include affirmative steps stated in 24 CFR § 903.15(c)(2)(i) and 24 CFR § 903.15(c)(2)(ii). Furthermore, under 24 CFR § 903.7(o), a PHA must submit a civil rights certification with its Annual and 5-year PHA Plans, except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document. The PHA certifies that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing.

8. For PHA Plans that include a policy for site-based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module and/or its successor system: the Housing Information Portal (HIP) in an accurate, complete and timely manner (as specified in PIH Notice 2011-65);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing; and
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR 903.7(o)(1).
9. The PHA will comply with the prohibitions against discrimination based on age pursuant to the Age Discrimination Act of 1975.
10. In accordance with the Fair Housing Act, the PHA will not base a determination of eligibility for housing on actual or perceived sexual orientation, or marital status and will not otherwise discriminate because of sex (including sexual orientation).
11. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, 'Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped' for people with physical disabilities.
12. The PHA will comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
13. The PHA will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implement the regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
15. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
17. The PHA will keep records in accordance with 2 CFR 200.302 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
19. The PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Financial Assistance, including but not limited to submitting the assurances required under 24 CFR §§ 1.5, 3.115, 8.50, and 107.25 by submitting an SF-424, including the required assurances in SF-424B or D, as applicable.

20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
21. All attachments to the Plan have been and will continue to always be available at all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA and, where possible, should be made available for public inspection in an electronic format.
22. The PHA certifies that it is following all applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Salem Housing Authority

MA055

PHA Name

PHA Number/HA Code

☒ Annual PHA Plan for Fiscal Year 20 26

☐ 5-Year PHA Plan for Fiscal Years 20 - 20

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802)

Name of Executive Director: Cathy Hoog		Name Board Chairman: Veronica Miranda	
Signature:	Date:	Signature:	Date:

This information is collected to ensure compliance with PHA Plan, Civil Rights, and related laws and regulations including PHA plan elements that have changed.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, REE, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0226. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan or
State Consolidated Plan
(All PHAs)**

U. S Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires: 09/30/2027

**Certification by State or Local Official of PHA Plans
Consistency with the Consolidated Plan or State Consolidated Plan**

I, Dominick Pangallo, the Mayor of the City of Salem, Massachusetts
Official's Name *Official's Title*

certify that the 5-Year PHA Plan for fiscal years N/A and/or Annual PHA Plan for fiscal
year 10/2026 of the Salem Housing Authority is consistent with the
PHA Name

Consolidated Plan or State Consolidated Plan including any applicable fair housing goals or
strategies to:

Local Jurisdiction Name

pursuant to 24 CFR Part 91 and 24 CFR Part 903.15.

Provide a description of how the PHA Plan's contents are consistent with the Consolidated Plan or
State Consolidated Plan.

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. WARNING: Anyone who knowingly
submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil
and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802).

Name of Authorized Official:	Title:
Dominick Pangallo	Mayor
Signature:	Date:

This information is collected to ensure consistency with the consolidated plan or state consolidated plan.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing instructions,
searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding
this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, REE,
Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB
Approval No. 2577-0226. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB
Control Number.

Privacy Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title
12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information
are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

**COLLECTION OF LOSSES – WRITE OFFS THROUGH
6/30/2026**

<u>Tenant</u>	<u>Accounts Receivable</u>	<u>Reason</u>
<u>667</u>	\$ 3992.41	Deceased, Leefort Eviction, Move out
<u>200</u>	\$ 1808.00	Moved out, Deceased
Total	\$ 5800.41	

mrtwriteoff