

MINUTES OF FEBRUARY 12, 2020
REGULAR MEETING OF THE
MEDWAY HOUSING AUTHORITY

The Medway Housing Authority held its Regular Meeting on Wednesday, February 12, 2020 at the Conference Room at Mahan Circle, Medway, Massachusetts at 12:30 p.m. The following members were in attendance: Mr. Rice, Ms. Larrabee, Ms. Donahue and Mr. Coyle. Executive Director Hayley Fetrow, Assistant Director Sheila Souza and Resident Services Coordinator Patty Der Garabedian were also in attendance.

Chairman Rice called the meeting to order and asked the members if any changes were to be made in the minutes that were emailed to them. There being no changes, the minutes of the January 8, 2020 Special Meeting were approved upon the motion of Ms. Larrabee and seconded by Ms. Donahue. The minutes of the January 8, 2020 Regular Meeting were approved upon the motion of Ms. Donahue and seconded by Ms. Larrabee.

Bills

Revolving Account – The Accounts Payable Warrant totaling \$196,899.07 was approved upon the motion of Ms. Larrabee and seconded by Ms. Donahue. A listing of these payments is attached.

Public Comment – E.D. Fetrow reported that no Public Comments were received.

Resident Services Report – Ms. Der Garabedian updated the Board with her Resident Services Report for the month of January. The Board thanked Ms. Der Garabedian for the report and she left the meeting.

Management Report

a. Vacancies – Maintenance is working on 30 Lovering Heights and 125 Maple Lane. Next month 39 Lovering Heights and 509 Mahan Circle will be renovated.

b. Executive Director Report – E.D. Fetrow reviewed the Administration, January 2020 Income and Expense Report, Tenants Accounts Receivable and Maintenance/Capital Items with the Board.

New Business

a. Approval of 2021 Capital Improvement Plan – Upon the motion of Ms. Donahue and seconded by Mr. Coyle, the Board unanimously voted to approve the 2021 State Capital Improvement Plan.

b. Quarterly Financial Statements 12/31/2019 – the Board acknowledged receiving a copy of the Quarterly Financial Statements for the quarter ending 12/31/19.

c. Notices (available for review) – E.D. Fetrow informed the Board that the current DHCD Notices are available for review.

d. Other – Ms. Donahue asked about the process on Board Member Elections. E.D. Fetrow said she will research the process and report on it at the next meeting.

The March Meeting of the Medway Housing Authority will be held on March 11, 2020 at 12:30 p.m. at the Conference Room at Mahan Circle.

The February 12, 2020 Regular Meeting of the Medway Housing Authority adjourned at 1:30 p.m. upon the motion of Ms. Larrabee and seconded by Mr. Coyle.

Respectfully submitted,

Hayley S. Fetrow
Executive Director and
Secretary

Last check approved 10956

CHECKS APPROVED 03/11/2020

REVOLVING ACCOUNT	\$110,247.84
<hr/>	
Fifty-Four (54) Vendors Payables checks	\$ 67,236.57
Nine (9) MRVP Landlord Payables checks	\$ 10,619.00
Two (2) Payroll Period Withdrawals and fees	\$ 32,392.27

Medway Housing Authority
Vendor Accounting Cash Payment/Receipt Register
Revolving Fund

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: 2/12/2020 to 3/6/2020, 3) Financial Period: All, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

Bank: Charles River Bank, Bank Account: 6855, GL Account: 1112.000

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
7	02/21/2020	No	DD	Republic Services	Garbage and Trash	Yes	\$4,663.21
10957	02/20/2020	No	CHK	Columbia Gas Of Ma	Gas	No	\$2,581.01
10958	02/20/2020	No	CHK	Comcast	LH Comm Rm	Yes	\$127.11
10959	02/20/2020	No	CHK	Conigliaro Industries	Appliance scraping	Yes	\$200.00
10960	02/20/2020	No	CHK	Creative Decorating & Flooring, In	248 Village 1st Floor-Common area	No	\$6,743.00
10961	02/20/2020	No	CHK	Delta Dental	03/01/2020-03/31/2020	Yes	\$830.00
10962	02/20/2020	No	CHK	Direct Energy Business	01/08/2020-02/07/2020	Yes	\$2,890.80
10963	02/20/2020	No	CHK	Electrical Wholesalers, Inc.	Materials	Yes	\$684.28
10964	02/20/2020	No	CHK	Eversource	12/30/2019-01/29/2020	Yes	\$25,886.13
10965	02/20/2020	No	CHK	Franklin Glass Co	Insulated unit	Yes	\$123.67
10966	02/20/2020	No	CHK	Hayley Fetrow	Webroot 1 Year Renewal	Yes	\$159.38
10967	02/20/2020	No	CHK	Hd Supply Facilities Maintenance	Plumbing, appliances	Yes	\$663.65
10968	02/20/2020	No	CHK	Kaitlyn Arcand	Business Cards - Maintenance	Yes	\$25.50
10969	02/20/2020	No	CHK	Milne, Shaw & Robillard, P.C.	Monthly Services	No	\$7,400.00
10970	02/20/2020	No	CHK	Plumbmaster	Kitchen Sink Strainers - Stock	Yes	\$673.74
10971	02/20/2020	No	CHK	Postmaster, U.S. Post Office	Stamps	Yes	\$55.00
10972	02/20/2020	No	CHK	Thomas G. Flaherty, CPA	AUP 2019	No	\$3,780.00
10973	02/20/2020	No	CHK	Tractor Supply Credit Plan	Materials	Yes	\$114.88
10974	02/20/2020	No	CHK	Verizon	Fios Internet	Yes	\$219.99
10975	02/20/2020	No	CHK	Verizon Wireless	Wireless, AR, iPad and Phone Lines	Yes	\$738.86
10976	02/20/2020	No	CHK	W.B. Mason Co., Inc.	Office Supplies	Yes	\$614.93
10977	02/20/2020	No	CHK	Zep Mfg. Co.	janitorial	Yes	\$191.99
10987	03/05/2020	Yes	CHK	A Custom Co. Inc.	108-110 ML Boiler repair	No	\$356.92
10987	03/05/2020	No	VD	A Custom Co. Inc.	double sided	No	(\$356.92)
10988	03/05/2020	Yes	CHK	Condon Hardware	Materials	No	\$534.65
10988	03/05/2020	No	VD	Condon Hardware	double sided	No	(\$534.65)
10989	03/05/2020	Yes	CHK	Custom Apparel Inc.	Mgmt and Inspection Staff identificat	No	\$260.00
10989	03/05/2020	No	VD	Custom Apparel Inc.	double sided	No	(\$260.00)
10990	03/05/2020	Yes	CHK	Eagle Elevator	Elevator Service	No	\$399.41
10990	03/05/2020	No	VD	Eagle Elevator	double sided	No	(\$399.41)
10991	03/05/2020	Yes	CHK	Eversource	12/30/2019-01/29/2020	No	\$1,449.11
10991	03/05/2020	No	VD	Eversource	double sided	No	(\$1,449.11)
10992	03/05/2020	Yes	CHK	F.W. Webb Company	Materials	No	\$161.07
10992	03/05/2020	No	VD	F.W. Webb Company	double sided	No	(\$161.07)
10993	03/05/2020	Yes	CHK	Hd Supply Facilities Maintenance	Safety, Tools, Fabrication	No	\$2,505.81
10993	03/05/2020	No	VD	Hd Supply Facilities Maintenance	double sided	No	(\$2,505.81)
10994	03/05/2020	Yes	CHK	Home Depot Crc	Materials	No	\$199.32
10994	03/05/2020	No	VD	Home Depot Crc	double sided	No	(\$199.32)
10995	03/05/2020	No	CHK	Irving Oil Marketing, Inc.	Gas	No	\$325.02
10996	03/05/2020	No	CHK	J & P Auto	Inspection Sticker	No	\$125.00
10997	03/05/2020	No	CHK	Kimball Midwest	cleaners, sensors, paint	No	\$307.35
10998	03/05/2020	No	CHK	Management Computer Services	Inspection training	No	\$100.00
10999	03/05/2020	No	CHK	Medway Lumber	lumber	No	\$177.65
11000	03/05/2020	No	CHK	Plan Administration, Ltd	PAL 1124	No	\$380.17
11001	03/05/2020	No	CHK	White And White, P.C.	Maple Lane services	No	\$115.00
11002	03/05/2020	No	CHK	Zep Mfg. Co.	Supplies	No	\$472.96
11003	03/05/2020	No	CHK	A Custom Co. Inc.	108-110 ML Boiler repair	No	\$356.92

Medway Housing Authority
Vendor Accounting Cash Payment/Receipt Register
Revolving Fund

Filter Criteria Includes: 1) Project: Revolving Fund, 2) Payment Date: 2/12/2020 to 3/6/2020, 3) Financial Period: All, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

Bank: Charles River Bank, Bank Account: 6855, GL Account: 1112.000

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
11004	03/05/2020	No	CHK	Condon Hardware	Materials	No	\$534.65
11005	03/05/2020	No	CHK	Custom Apparel Inc.	Mgmt and Inspection Staff identificat	No	\$260.00
11006	03/05/2020	No	CHK	Eagle Elevator	Elevator Service	No	\$399.41
11007	03/05/2020	No	CHK	Eversource	12/30/2019-01/29/2020	No	\$1,449.11
11008	03/05/2020	No	CHK	F.W. Webb Company	Materials	No	\$161.07
11009	03/05/2020	No	CHK	Hd Supply Facilities Maintenance	Safety, Tools, Fabrication	No	\$2,505.81
11010	03/05/2020	No	CHK	Home Depot Crc	Materials	No	\$199.32
						Cleared: 18	\$38,863.12
						Uncleared: 36	\$28,373.45
						Total Payments: 54	\$67,236.57

Project Summary

Bank: Charles River Bank, Bank Account: 6855, GL Account: 1112.000

<u>Program - Project</u>	<u>Payments</u>	<u>Deposits</u>
Revolving Fund - Revolving Fund	\$67,236.57	\$0.00
Total:	\$67,236.57	\$0.00

Type Summary

Bank: Charles River Bank, Bank Account: 6855, GL Account: 1112.000

<u>Docuemnt Type</u>	<u>Count</u>	<u>Amount</u>
Direct Deposit (DD)	46	\$73,102.86
Void Payment (VD)	8	(\$5,866.29)
Total:	54	\$67,236.57

End of Report

Medway Housing Authority
HAP Accounting Cash Payment/Receipt Register
Massachusetts Mrvp Mobile

Filter Criteria Includes: 1) Project: Medway 707 , 2) Payment Date: 2/12/2020 to 3/5/2020, 3) Financial Period: All, 4) Payments Over: All, 5) Check Numbers: All, 6) Cleared Period: All, 7) Check Status: All, 8) Payment Status: All, 9) Show Payments: Yes, 10) Show Deposits: Yes, 11) Order By: Payment/Receipt Number

Bank: Charles River Bank, Bank Account: 6855, GL Account: 1111.000

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
10978	03/01/2020	No	CHK	Blanchard School Apartments, LL	HAP Payment Mar 20	No	\$355.00
10979	03/01/2020	No	CHK	David Cassidy	HAP Payment Mar 20	No	\$1,514.00
10980	03/01/2020	No	CHK	Dawn Sims	HAP Payment Mar 20	No	\$997.00
10981	03/01/2020	No	CHK	Oakwood Renewal, LLC	HAP Payment Mar 20	No	\$1,023.00
10982	03/01/2020	No	CHK	Scott Marshall	HAP Payment Mar 20	No	\$443.00
10983	03/01/2020	No	CHK	Steve Linnell	HAP Payment Mar 20	No	\$1,650.00
10984	03/01/2020	No	CHK	Stoneybrook Village LLC	HAP Payment Mar 20	No	\$1,741.00
10985	03/01/2020	No	CHK	Vidmor Realty Trust	HAP Payment Mar 20	No	\$1,062.00
10986	03/01/2020	No	CHK	Yorktown LLC	HAP Payment Mar 20	No	\$1,834.00
						Cleared: 0	\$0.00
						Uncleared: 9	\$10,619.00
						Total Payments: 9	\$10,619.00

Project Summary

Bank: Charles River Bank, Bank Account: 6855, GL Account: 1111.000

<u>Program - Project</u>	<u>Payments</u>	<u>Deposits</u>
Massachusetts Mrvp Mobile - Medway 707	\$10,619.00	\$0.00
Total:	\$10,619.00	\$0.00

Type Summary

Bank: Charles River Bank, Bank Account: 6855, GL Account: 1111.000

<u>Docuemnt Type</u>	<u>Count</u>	<u>Amount</u>
Check (CHK)	9	\$10,619.00
Total:	9	\$10,619.00

End of Report

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 02/13/20: \$16,137.30

TRANSACTION SUMMARY

SUMMARY BY TRANSACTION TYPE -	TOTAL ELECTRONIC FUNDS TRANSFER (EFT)	16,137.30	
	CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	16,137.30	
	TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	2,095.54	
	CASH REQUIRED FOR CHECK DATE 02/13/20	<u>18,232.84</u>	

TRANSACTION DETAIL

ELECTRONIC FUNDS TRANSFER - *Your financial institution will initiate transfer to Paychex at or after 12:01 A.M. on transaction date.*

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>BANK DRAFT AMOUNTS & OTHER TOTALS</u>
02/12/20	CHARLES RIVER BANK	xxxx6855	Direct Deposit	Net Pay Allocations	12,605.16
				EFT FOR 02/12/20	12,605.16
02/13/20	CHARLES RIVER BANK	xxxx6855	Taxpay@	Employee Withholdings	
				Social Security	380.09
				Medicare	185.41
				Fed Income Tax	1,529.25
				MA Income Tax	787.81
				MA Disability EE PFL	22.86
				MA Disability EE PML	43.62
				Total Withholdings	2,949.04
				Employer Liabilities	
				Social Security	380.09
				Medicare	185.41
				MA Unemploy	17.60
				Total Liabilities	583.10
				EFT FOR 02/13/20	3,532.14
TOTAL EFT					16,137.30

REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES - *Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.*

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
02/13/20	Refer to your records for account	Information	Payroll	Employee Deductions	
				457 EE Pretax	300.00
				Cafe Plan Pretax	613.83
				Dentl	51.20
				LT Disability	8.51
				ML Ins	9.61
				Pension	1,047.94

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 02/13/20: \$16,137.30

REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES (cont.) - *Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.*

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
02/13/20	Refer to your records for account	Information	Payroll	Employee Deductions (cont.)	
				Vision	4.64
				Total Deductions	2,035.73
02/13/20	Refer to your records for account	Information	Payroll	Employer Liabilities	
				MA Health	59.81
				Total Liabilities	59.81
				>>>This liability will be collected and paid with your quarterly tax returns.<<<	
TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES					2,095.54

NOTICE OF AUTOMATIC PAYMENT



Paychex of New York LLC
 126 Merrow Road
 Auburn ME 04210

Client # 0024 1104-1862
 Invoice # 2020021001

AUTOMATIC PAYMENT \$65.00

This amount will be deducted from the following bank account at or after 12:01 A.M on 2/13/20.

ADDRESS SERVICE REQUESTED

0024 1104-1862
 Medway Housing Authority
 600 Mahan Circle
 Medway, MA 02053-2184

XXXXX6855

For questions regarding your account, please call (844) 729-9247

Page 1 of 1

ACCOUNT SUMMARY				AMOUNT
Previous Balance on Invoice#2020012601 Due 01/30/20				65.00
Payment Received - Thank You				-65.00
Balance Forward				0.00
Total New Charges				65.00
Account Balance (Includes Balance Forward, New Charges, and Pending Automatic Payments)				65.00
CHECK DATE	DESCRIPTION OF SERVICE	PROCESSING DATE	# TRANSACTIONS	AMOUNT
	NEW CHARGES			
02/13/20	Paychex Proprietor	02/10/20	9	100.00
	Client Discount			-35.00
	Total New Charges			65.00
Automatic Payment (Includes New Charges and applicable credits from Balance Forward above)				65.00

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 02/27/20: \$16,025.97

TRANSACTION SUMMARY

SUMMARY BY TRANSACTION TYPE -	TOTAL ELECTRONIC FUNDS TRANSFER (EFT)	16,025.97	
	CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR EFT	16,025.97	
	TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES	2,095.20	
	CASH REQUIRED FOR CHECK DATE 02/27/20	<u>18,121.17</u>	

TRANSACTION DETAIL

ELECTRONIC FUNDS TRANSFER - *Your financial institution will initiate transfer to Paychex at or after 12:01 A.M. on transaction date.*

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>BANK DRAFT AMOUNTS & OTHER TOTALS</u>
02/26/20	CHARLES RIVER BANK	xxxxx6855	Direct Deposit	Net Pay Allocations	12,515.44
				EFT FOR 02/26/20	12,515.44
02/27/20	CHARLES RIVER BANK	xxxxx6855	Taxpay@	Employee Withholdings	
				Social Security	373.05
				Medicare	179.02
				Fed Income Tax	1,539.20
				MA Income Tax	783.59
				MA Disability EE PFL	22.73
				MA Disability EE PML	43.38
				Total Withholdings	2,940.97
				Employer Liabilities	
				Social Security	373.06
				Medicare	179.02
				MA Unemploy	17.48
				Total Liabilities	569.56
				EFT FOR 02/27/20	3,510.53
				TOTAL EFT	16,025.97

REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES - *Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.*

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
02/27/20	Refer to your records for account	Information	Payroll	Employee Deductions	
				457 EE Pretax	300.00
				Cafe Plan Pretax	613.83
				Dentl	51.20
				LT Disability	8.51
				ML Ins	9.61
				Pension	1,047.94

CASH REQUIREMENTS

CASH REQUIRED FOR NEGOTIABLE CHECKS &/OR ELECTRONIC FUNDS TRANSFERS (EFT) FOR CHECK DATE 02/27/20: \$16,025.97

REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES (cont.) - *Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.*

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
02/27/20	Refer to your records for account	Information	Payroll	Employee Deductions (cont.)	
				Vision	4.64
				Total Deductions	2,035.73
02/27/20	Refer to your records for account	Information	Payroll	Employer Liabilities	
				MA Health	59.47
				Total Liabilities	59.47
				>>>This liability will be collected and paid with your quarterly tax returns.<<<	

TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES **2,095.20**

PAYCHEX WILL MAKE THESE TAX DEPOSIT(S) ON YOUR BEHALF - *This information serves as a record of payment.*

<u>DUE DATE</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	
03/15/20	Taxpay®	MA Income Tax	1,571.40
03/16/20	Taxpay®	FED IT PMT Group	5,303.60

NOTICE OF AUTOMATIC PAYMENT



Paychex of New York LLC
 126 Merrow Road
 Auburn ME 04210

Client # 0024 1104-1862
 Invoice # 2020022401

AUTOMATIC PAYMENT \$65.00

This amount will be deducted from the following bank account at or after 12:01 A.M on 2/27/20.

ADDRESS SERVICE REQUESTED

0024 1104-1862
 Medway Housing Authority
 600 Mahan Circle
 Medway, MA 02053-2184

XXXXX6855

For questions regarding your account, please call (844) 729-9247

Page 1 of 1

ACCOUNT SUMMARY				AMOUNT
Previous Balance on Invoice#2020021001 Due 02/13/20				65.00
Payment Received - Thank You				-65.00
Balance Forward				0.00
Total New Charges				65.00
Account Balance (Includes Balance Forward, New Charges, and Pending Automatic Payments)				65.00

CHECK DATE	DESCRIPTION OF SERVICE	PROCESSING DATE	# TRANSACTIONS	AMOUNT
	NEW CHARGES			
02/27/20	Paychex Proprietor	02/24/20	9	100.00
	Client Discount			-35.00
	Total New Charges			65.00
	Automatic Payment (Includes New Charges and applicable credits from Balance Forward above)			65.00

PAYCHEX'

HUMAN RESOURCE SERVICES
 1175 JOHN ST
 WEST HENRIETTA, NY 14586-9199

CLIENT NUMBER: 0024-11041862
 STATEMENT DATE: 02/04/2020
 STATEMENT NUMBER: 21251649
 CUSTOMER SERVICE: 1-800-472-0072
 8AMTO8 PM ET
 MON- FRI

MEDWAY HOUSING AUTHORITY
 600 MAHAN CIRCLE
 MEDWAY, MA 02053

ACCOUNT SUMMARY			
TOTAL FROM xxxxx6855	\$	99.00	PLEASE DO NOT PAY. TOTAL WILL BE DEDUCTED FROM YOUR DESIGNATED ACCOUNT(S) ON OR AFTER 02/14/20
TOTAL:	\$	99.00	

DESCRIPTION OF SERVICES	CHARGES & ADJUSTMENTS	AMOUNT
stratustime stratustime ADMINISTRATION FEB-20 EMPLOYEE USAGE FEE -10 (12/28/2019 -01/31/2020) TOTAL stratustime ACH FROM ACCOUNT xxxxx6855	\$99.00	\$99.00

SERVICE TOTALS			
stratustime		\$ 99.00	PLEASE DO NOT PAY - ELECTRONIC PAYMENT
GRAND TOTAL:		\$ 99.00	

Capital Fund Program - Five-Year Action Plan

Status: Draft

Approval Date:

Approved By:

Part I: Summary						
PHA Name : Medway Housing Authority		<input checked="" type="checkbox"/> Locality (City/County & State) <input type="checkbox"/> <input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revised 5-Year Plan (Revision No:)				
PHA Number: MA157						
A.	Development Number and Name	Work Statement for Year 1 2020	Work Statement for Year 2 2021	Work Statement for Year 3 2022	Work Statement for Year 4 2023	Work Statement for Year 5 2024
	MEDWAY HA (MA157000001)	\$212,599.00	\$212,599.00	\$212,599.00	\$212,599.00	\$212,599.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1 2020				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	MEDWAY HA (MA157000001)			\$212,599.00
ID0035	Community Room Renovation(Non-Dwelling Interior (1480)-Community Building)	Replacement flooring and install energy efficient window treatments		\$15,000.00
ID0036	Common Area Renovation(Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Common Area Finishes)	Remove wallpaper and paint all common hallways; install energy efficient window treatments;		\$100,000.00
ID0040	Common Area Bathroom Renovations(Non-Dwelling Interior (1480)-Common Area Bathrooms)	Replace flooring and fixtures in 2 common area bathrooms		\$15,000.00
ID0041	Replace Roofs and Gutters(Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Roofs)	Replace Roofs and Gutters on 3 buildings at family units 120 sq		\$82,599.00
	Subtotal of Estimated Cost			\$212,599.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 3 2022				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	MEDWAY HA (MA157000001)			\$212,599.00
ID0022	Replacement of Three Air Exchanges(Non-Dwelling Interior (1480)-Mechanical)	Replacement of Three Air Exchanges and possible duct work at elderly development.		\$118,685.00
ID0023	A/E Fee for Replacement of Three Air Exchange Units(Contract Administration (1480)-Other Fees and Costs)	A/E Fee for Replacement of Three Air Exchange Units and possible duct work at elderly development.		\$10,000.00
ID0024	Administration(Administration (1410)-Other)	Administration		\$21,259.00
ID0025	Operations(Operations (1406))	Operations		\$53,149.00
ID0037	Boiler Replacement(Non-Dwelling Interior (1480)-Mechanical)	Replace Boiler		\$9,506.00
	Subtotal of Estimated Cost			\$212,599.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 4		2023		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	MEDWAY HA (MA157000001)			\$212,599.00
ID0016	New Parking Spaces and Driveway(Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Parking)	New Parking Spaces (10) and Driveway at elderly development 5,000 sq ft.		\$58,685.00
ID0026	Operations(Operations (1406))	Operations		\$53,149.00
ID0027	Administration(Administration (1410)-Other)	Administration		\$21,259.00
ID0028	Asphalt repaving(Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Parking)	Repaving parking lot and driveway at elderly development 5,000 sq ft.		\$29,506.00
ID0031	Appliances for 30 Units(Dwelling Unit-Interior (1480)-Appliances)	Replace all appliances - Refrigerators, stoves in the 30 Maple Lane units		\$50,000.00
	Subtotal of Estimated Cost			\$212,599.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5 2024				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	MEDWAY HA (MA157000001)			\$212,599.00
ID0032	Replace Bi-Fold Doors(Dwelling Unit-Interior (1480)-Interior Doors)	Replace interior bi-fold doors in the 30 family units		\$38,888.00
ID0033	Operations(Operations (1406))	Operations		\$53,149.00
ID0034	Administration(Administration (1410)-Other)	Administration		\$21,259.00
ID0038	Appliances for 70 Units(Dwelling Unit-Interior (1480)-Appliances)	Replace all appliances - Refrigerators, stoves in the 70 Mahan Circle units		\$70,000.00
ID0043	Asphalt repaving(Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Parking)	Repaving parking lot and driveway at family development		\$29,303.00
	Subtotal of Estimated Cost			\$212,599.00



Commonwealth of Massachusetts
DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Janelle Chan, Undersecretary

Public Housing Notice 2020-03

To: All Local Housing Authority Executive Directors

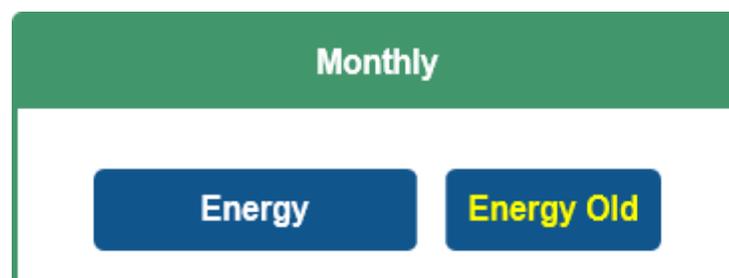
From: Ben Stone, Associate Director, Division of Public Housing

Subject: EFFECTIVE JANUARY 2020 – UPDATED ENERGY MONTHLY REPORTING SYSTEM

Date: January 31, 2020

DHCD has made some improvements to the Energy Monthly Reporting system used by LHAs to report utility cost and usage at your c.667, c.200 and c. 705 developments. **Effective immediately you will not be able to enter data into the old reporting system for any period of time after December 31, 2019. For reporting utility costs and usage for the month of January 2020 and beyond, please use the new system. Please forward this PHN to any staff that enter data in the monthly reporting system.**

The new system will be accessed from the same Housing Applications page as the old system – you will see a button labeled “Energy Old” for the old, pre-2020 system, while the “Energy” button will open the new system for costs and usage incurred after January 1, 2020 (see sample images below):



Please note that you will still be able to enter data in the old system for the months prior to January 2020 as well as run reports on the older data, but new data beginning with January 2020 can only be entered in the new system, and reports in the new system will only draw from the post 1/1/20 data.

The data entry screen layout for this system is extremely similar to the old system, so anyone who is familiar with the old system should find this one easy to use. A User Guide will be available for access

from anywhere on the site by clicking on a link. It also includes a few additional data fields (discussed below) and, most importantly, provides more and better reports for you and your commissioners.

Key new fields included in this report are:

1. Checkboxes to note which utilities are tenant-paid. This will help DHCD understand the impact of utility costs on residents vs. the LHAs.
2. LHAs with Net Meter Credit contracts will have a place to enter the credits earned per month, as well as the solar operator costs paid per their contract for that month. They will then easily be able to run a report to total this information as required for inclusion in their quarterly operating statements.

Energy Consumption

Wellfleet Housing Authority

LHA : Wellfleet Housing Authority Development : 200-01 - Veterans Housing Month/Year : February / 2020
 No. of Units : 30 No. of Buildings : 13 Year of Initial occupancy : 1949

Type of Fuel	Costs		Units of Fuel Consumed (kWh, CCF, Therms, Gals etc.)		Includes (Check ALL boxes below that apply to LHA-paid utilities)	Tenant-Paid? (some or all costs are paid by tenant (instead of LHA), check below)
	Total Cost*	Per Unit Cost	Total Usage	Per Unit Consumption		
Electricity	\$ 4345	\$ 144.83	334 kWh	11.13	<input checked="" type="checkbox"/> Heat <input type="checkbox"/> Domestic Hot Water <input type="checkbox"/> Domestic Electricity <input checked="" type="checkbox"/> Common Area Electricity <input type="checkbox"/> Cooking Fuel	<input type="checkbox"/>
Natural Gas	\$ 3300	\$ 110	33 <input type="radio"/> CCF <input checked="" type="radio"/> Therms	1.1	<input checked="" type="checkbox"/> Heat <input checked="" type="checkbox"/> Domestic Hot Water <input type="checkbox"/> Cooking Fuel	<input type="checkbox"/>
Propane	\$ 3700	\$ 123.33	344 Gals	11.47	<input checked="" type="checkbox"/> Heat <input type="checkbox"/> Domestic Hot Water <input checked="" type="checkbox"/> Cooking Fuel	<input type="checkbox"/>
Oil	\$ Numbers Only		Numbers Only Gals		<input type="checkbox"/> Heat <input type="checkbox"/> Domestic Hot Water	<input type="checkbox"/>
Other	\$ Numbers Only		Numbers Only Units		<input type="checkbox"/> Heat <input type="checkbox"/> Domestic Hot Water <input type="checkbox"/> Domestic Electricity <input type="checkbox"/> Common Area Electricity <input type="checkbox"/> Cooking Fuel	<input type="checkbox"/>

FOR LHAs WITH NET METER CREDIT CONTRACTS

1. Net Metering Credits earned: \$ Numbers Only

2. Solar Operator Costs paid: \$ Numbers Only

Net Meter Credit Savings (#1 - #2):

* Enter data using whole numbers only. Do not use decimal point and cents, round up (\$0.50+) or down (\$0.49-)

Water Cost \$ Numbers Only for Numbers Only CCF Gals From MM/DD/YYYY To MM/DD/YYYY

Per Unit Cost Per Unit Consumption

Is there an on-site septic system? Yes No

Is there a charge of town sewer? Yes No

COMPANIES

Name of Electric Company: Municipal Light Plants Electric billing accounts: 4

Name of Gas Company: Unifit Gas billing accounts: 3

Name of Propane Company: Name of Propane Company

Name of Oil Company: test

Name of Net Metering Company: test data.

COMMENTS: Please feel free to elaborate on the above information.

FOR LHAs WITH NET METER CREDIT CONTRACTS

1. Net Metering Credits earned: \$

Month	Electricity (\$)	Natural Gas (\$)	Propane (\$)
December	2200	2400	3400
January	4300	2900	4400
February	4300	3300	3700

Cancel

As you can see above at the lower right, the system provides you with a graphic chart that captures the last three months energy usage at the development.

You will also have access to the following four reports:

- a. **Usage: Monthly** – This report will show you, for the month that you select, the total cost, the quantity, and the cost per unit, per month for all reported utility costs, with the information for all of your developments listed on the same page.

Energy Consumption
Wellfleet Housing Authority

[Home](#) [UserGuide](#) [Reports](#) [Return to Portal](#)

Usage: Monthly Usage: Custom Dates Usage: By Development Missing Submissions

Usage: Monthly

Month: Year: Report

1 of 1 100% Find | Next

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
Monthly Energy Usage Report

LHA: Wellfleet Month/Year: January/2020 Report Date: 01-30-2020

Dev No	Electricity			Gas				Propane			Oil			Other			Net Metering			Water				
	Amount (\$)	PUM (\$)	Units (Kwh)	Amount (\$)	PUM (\$)	Units (CCF)	Units (Therms)	Amount (\$)	PUM (\$)	Units (Gals)	Amount (\$)	PUM (\$)	Units (Gals)	Amount (\$)	PUM (\$)	Units	Credits (\$)	OpCosts (\$)	Savings (\$)	Amount (\$)	PUM (\$)	Units (CCF)	Units (Gals)	
200-01	3,434	127.19	3,443					3,434	127.19	444														
667-01	4,344		344	3,000			444	4,434		4,344												344	444	
667-02												9,434	314	3444			333	44.00	289					
667-03								4,444	103.35	344										434	10.09	434		
667-04								2,333	22.87	3,233														
705-1A												8,778	875	544			544	6.00	538					
705-01								334	33.40	344										4,334	433.40	344		
Totals	7,778	3,787	3,000			444	14,979	8,709	18,212	3,988	4,788		877	50.00	827	344	544	6.00	538	344	444	444	444	444

* The Report is based on submitted energy data.

- b. **Usage: Custom Dates** – This report will provide the same data, except that instead of one month, it will add up all the cost and usage data for the time period you select; for example, you can get the total data for your fiscal year for all your developments. (Note that the earliest date you can select will be January 2020. Previous years' data can only be reported on by the old monthly Energy Report system.)

Energy Consumption
Wellfleet Housing Authority

[Home](#) [UserGuide](#) [Reports](#) [Return to Portal](#)

Usage: Monthly Usage: Custom Dates Usage: By Development Missing Submissions

Usage: Custom Dates

From: Month Year To: Month Year Report

1 of 1 100% Find | Next

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
Energy Usage Report (Custom Dates)

LHA: Wellfleet From April/2019 To March/2020 Report Date: 01-30-2020

Dev No	Electricity			Gas				Propane			Oil			Other			Net Metering			Water				
	Amount (\$)	PUM (\$)	Units (Kwh)	Amount (\$)	PUM (\$)	Units (CCF)	Units (Therms)	Amount (\$)	PUM (\$)	Units (Gals)	Amount (\$)	PUM (\$)	Units (Gals)	Amount (\$)	PUM (\$)	Units	Credits (\$)	Op Costs (\$)	Savings (\$)	Amount (\$)	PUM (\$)	Units (CCF)	Units (Gals)	
200-01	10,932	404.89	3,840					60,313	2,233.82	4,766							555	55.00	600	5,489	203.90		8,777	
667-01	10,922	219.26	911	8,044	188		821	11,568	237.60	5,122												3,778	114.47	788
667-02												12,090	391.90	8,990			333	44.00	289					
667-03	56,456	1,312.93	65,456					6,777	157.81	377				2,757	64.11	867	233	33.00	200					
667-04				4,200	41		525	3,115	30.53	6,510				5,444	53.37	874				323	3.17	3,333		
705-01				4,555	456		4,555	7,211	721.10	6,131				7,202	720.20	632	2,323	33.00	2,290					
705-1A				455	35	545						13,334	1,025.69	888			544	6.00	538					
Totals	78,310	1,937	17,854	17,854	545	5,901	88,864	22,906	25,424	9,878	15,403	3,988	171	3,817	6,590	4,121	8,777	171	3,817	6,590	4,121	8,777	8,777	

* The Report is based on submitted energy data.

c. **Usage: By Development** – This report allows you to select a single development from the drop-down menu and see, for the time period you select, the detailed usage and cost data for every month in the time period you select, with the total cost at the bottom.

Energy Consumption
Wellfleet Housing Authority

Usage: Monthly Usage: Custom Dates **Usage: By Development** Missing Submissions

Usage: Monthly
Month: Year:

1 of 1 100% Find | Next

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
Monthly Energy Usage Report
LHA: Wellfleet Month/Year: January/2020 Report Date: 01-30-2020

Dev No	Electricity			Gas				Propane			Oil			Other			Net Metering			Water			
	Amount (\$)	PUM (\$)	Units (kwh)	Amount (\$)	PUM (\$)	Units (CCF)	Units (Therms)	Amount (\$)	PUM (\$)	Units (Gals)	Amount (\$)	PUM (\$)	Units (Gals)	Amount (\$)	PUM (\$)	Units	Credits (\$)	OpCosts (\$)	Savings (\$)	Amount (\$)	PUM (\$)	Units (CCF)	Units (Gals)
200-01	3,434	127.19	3,443					3,434	127.19	444													
667-01	4,344		344	3,000			444	4,434		4,344											344		444
667-02											9,434	314	3444				333	44.00	289				
667-03								4,444	103.35	344						434	10.00	434					
667-04								2,333	22.87	3,233													
705-1A											8,778	875	544				544	6.00	538				
705-01								334	33.40	344				4,334	433.40	344							
Totals	7,778	3,787	3,000			444		14,979		8,709	18,212		3,988	4,768		877	50.00	827	344			444	

* The Report is based on submitted energy data.

d. **Missing Submissions** - Select a time period from the drop-down Month and Year menus, then click the BLUE report button to see a list of any Monthly Energy Reports that have not yet been submitted to DHCD. This provides you with a quick and easy way to flag any missing reports.

Energy Consumption
Wellfleet Housing Authority

Usage: Monthly Usage: Custom Dates Usage: By Development **Missing Submissions**

Missing Submissions
From: Month Year To: Month Year

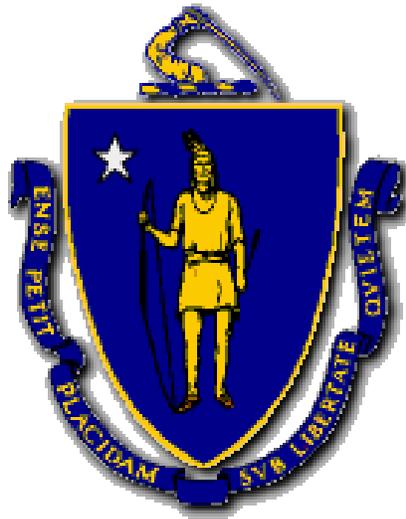
1 of 1 100% Find | Next

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
Missing Submission(s) Report
LHA: Wellfleet From: October/2019 To: February/2020

Energy Usage not Submitted for the Month(s)	
October, 2019	
November, 2019	

In addition, all report data can be easily downloaded into an Excel spreadsheet, or saved in an easy-to-print or email PDF document.

As noted above, a User Guide will be provided to explain the system in more detail, but we expect that current users of the old monthly reporting system will be able to use the new system without any training. The new system should be up and running on Monday, February 3, 2020. If you have any questions, please contact Greg Abbe, Sustainability Program Developer, at gregory.abbe@mass.gov, or at 617-573-1244.



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Charles D. Baker, Governor ♦ Karyn E. Polito, Lieutenant Governor ♦ Jennifer D. Maddox, Acting Undersecretary

Public Housing Notice 2020-05

Division of Public Housing and Rental Assistance

NOTICE OF FUNDING AVAILABILITY

Agency Document # DHCD 2020-22

Self Sufficiency Program (SSP) for State-Aided Public Housing
and Massachusetts Rental Voucher Program (MRVP)

<https://www.commbuys.com/bs0/external/publicBids.sdo>

Issued:

February 18, 2020

Responses Due:

Friday June 5, 2020

NOTICE OF FUNDING AVAILABILITY

Self Sufficiency Program for State-Aided Public Housing and MRVP

I. OVERVIEW

The Department of Housing and Community Development (DHCD) is committed to supporting the efforts of residents in state-funded public housing and participants in the Massachusetts Rental Voucher Program (MRVP) to make measurable gains in employment, financial capability and education. We are therefore pleased to announce that DHCD will award up to \$1M annually for a period of up to five years in competitive grants to Local Housing Authorities (LHAs) and to Regional Administering Agencies (RAAs) to create a Self Sufficiency Program (SSP) for RAAs with MRVP participants and for state-aided public housing at LHAs with more than 150 total units of state-funded family housing and/or participants in MRVP.

This program follows the successful conclusion of the five year self-sufficiency pilot program, Mass LEAP (Learning Employment and Asset Program) that provided supportive services in education and training, career counseling and financial literacy to almost 200 families in state-subsidized public housing and MRVP voucher holders between 2014 and 2019. This new program builds off the lessons learned from that pilot, and the demonstrated value of supportive services with a focus on employment in strengthening families' economic stability. Notable successes of Mass LEAP included: increased earned income, improved credit scores, high employment retention rates, and the development of tangible asset base that included retirement and education savings, emergency savings funds, and homeownership savings.

We anticipate that the funding for grant awards will be available annually for an initial five years, with the option to renew the contracts at DHCD's discretion, all subject to the availability of funding and satisfactory performance.

The three required elements of the SSP program are:

1. Coaches, to be employed by the LHA/RAA or a partner agency, who provide employment, education and asset building support for all SSP program participants based on a Contract of Family Participation created with the participant.
2. Partnerships with local service providers to provide employment, financial literacy, and education services that support SSP participants to meet desired outcomes.
3. An escrow account for all SSP participants. As participants increase income from employment and their rent increases, the difference between the baseline rent and new rent is placed in an escrow account on their behalf.

Participants can use their escrow funds to further their employment, education and asset building goals. The escrow is capped at \$15,000. The escrow funding is not part of the NOFA, but will come from the money set aside from the increased rent.

II. Eligible Applicants

SSP grants are limited to LHAs in Massachusetts who own and/or administer at least 150 units of family housing in some combination between MRVPs and state-aided public housing (Chapter 200 and 705 programs) and to RAAs that administer at least 150 MRVP vouchers.

DHCD will also consider funding a regional approach that incorporates multiple housing authorities and/or RAAs who own or administer more than 150 units of family housing combined, given a reasonable expectation of participant uptake in the program making sharing of staff feasible. The housing authorities or MRVP household locations must be within 50 miles of each other to be able to share a staff person using this approach.

III. Eligible Uses of Funds

LHAs/RAAs can apply for the funds under the following eligibility guidelines:

- If a LHA/RAA **currently has** a Federal FSS program and expects enrollment to be between 30-35 participants, then the LHA/RAA can apply for funds for a part time person. The part time person could be used to increase the time of a current Federal FSS Coordinator from part time to full time. Funding requests can be for **up to \$70,000** with up to \$60,000 for staff based on appropriate salary rates within the agency and \$10,000 for flexible funds to be used for programs, partner payments, or “barrier busting” (small costs that need to be paid in order to remove barriers for residents to obtain the services they need).
- If a LHA/RAA does **not** have a Federal FSS program, then the LHA/RAA can apply for a **full time staff person** who will be expected to **serve at least 35 participants**. Funding request can be **up to \$100,000** with up to \$90,000 available for staffing costs based on appropriate salary rates within the agency and then an additional \$10,000 for flexible funds.
- If a LHA/RAA projects enrollment numbers to be **50 participants in the first year** then the LHA/RAA can apply for a **full time staff person**. Nationally FSS enrollment rate is around 5% of eligible households at an LHA; to meet the target of 50 enrolled participants applicants will need to have a large enough pool of potential households to recruit from. The applicant pool can be met through regional partnership and/or through partnerships between LHAs and RAAs. Applicants will need to show how the target enrollment of 50 participants will be met within one year, and justification for an enrollment above 5% is required. Funding request can be **up to \$100,000** with up to \$90,000 available for staffing costs based on appropriate salary rates within the agency

and then an additional \$10,000 for flexible funds.

An LHA/RAA can choose to hire an **internal staff person** who would be a coach and provide referrals to partner agencies for services or use the funds to pay for **a staff person at a partner agency** (this can be another LHA/RAA or a nonprofit agency) with the coaching expertise required to serve the needs of residents. This model has the added benefit of leveraging the partner agency's knowledge of the field and ability to provide support and supervision to the staff person.

An LHA with the A Better Life program is not eligible to apply for these funds since DHCD is already supporting state-aided residents with a self-sufficiency program at these locations.

IV. Program Design

The program will constitute a **three-year** commitment for SSP participants **with the opportunity to renew for two additional years, one year at a time**. Renewal will be based on a participant needing more time to meet their goals. Completion of the program will be defined by the participant being employed and achieving their goals as stated in the Individual Goal Plan.

The ability to escrow is one of the main advantages of the program. Participants will be encouraged to access their escrow on an interim basis to support them to meet their goals. Participants may have set goals for themselves, such as credit repair or debt reduction, that would benefit from an interim escrow disbursement and those goals should be encouraged since they are often necessary steps on the path towards career mobility and asset building. In order to access the escrow, a participant will need to indicate how the funds support one or more of their goals and must have completed at least one interim goal.

DHCD is interested in creative program designs that incorporate lessons from the field on what best supports families to achieve their goals. DHCD will look favorably on applications that incorporate one or more of the following ideas based on an analysis of LHA residents/MRVP participants and potential needs:

- **Job/Career Focus:** Research from the Jobs Plus¹ program has shown that a focus on job development, particularly for those who are not yet employed, can have positive outcomes. In addition, Jobs Plus showed that taking advantage of the fact that public housing is place based by having the job developer or coach on site to build relationships with residents in informal ways is a good way to support residents to attain jobs. This focus will require program applications to show well developed partnerships with career centers and a career pathway mindset that includes strategies for education and movement beyond the first job.

¹https://www.hud.gov/program_offices/public_indian_housing/jpi
<https://www.mdrc.org/project/jobs-plus-community-revitalization-initiative-public-housing-families#overview>

- Target 18-24 Year Olds: One population to recruit to the program includes 18-24 year old residents who are not heads of household, but who need support to get on a career pathway. **DHCD welcomes ideas that incentivize 18-24 year olds to participate in the program and meet with the coach.** Some options may include:
 - If an 18-24 year old member of the household participates in the program by meeting with a coach at minimum four times a year, DHCD will provide a waiver to the LHA/RAA so that the rent from the participant who is between the ages of 18-24 is not included in the rent calculation for the household.
 - Another version of this idea is that once the income is excluded from rent calculation to participate in the program the 18-24 year old would need to give the LHA/RAA half of what would have been their portion of rent to be put in the household escrow account, with the stipulation that it is the 18-24 year old who gets that portion of the savings at completion of the program.

If the 18-24 year old does not pay the LHA/RAA their portion of the rent to go in the escrow account, then they would be not compliant with the program and would be removed from the program. Once removed from the program, the 18-24 year old's income would count towards the household total rent calculation. The program non-compliance would follow the regulations for late rent payment with an opportunity for the 18-24 year old to become compliant and remain in the program if they pay within 30 days. Program non-compliance **does not** affect housing tenancy.

- Provide incentives to the 18-24 year old to meet with the coach, for example \$250/year if they meet with the coach four times a year. These costs would be paid out of the \$10,000 in flexible program funds.

DHCD is interested in other ideas on how to engage with and recruit non head of household 18-24 year olds into the SSP program and welcomes LHA/RAAs to offer other approaches, incentives and marketing suggestions in their program design.

- Home Ownership: DHCD would like to incentivize home ownership as a goal for SSP participants. DHCD may offer a home buying incentive for participants who buy a home and move out of public housing or give up their MRVP. Participants will only be eligible for this incentive if they give up their subsidy. LHA/RAAs are invited to think about how to encourage home ownership through the SSP program by addressing the following questions and by suggesting other program elements that would be necessary for implementation:
 - How will recruitment differ with a homeownership focus?
 - What kind of specific supports will a participant receive in order to move towards home ownership?
 - What is the length of time necessary for the home ownership process to succeed?

- In what geography is home ownership realistic and how will the LHA/RAA support participants to think about geography and areas of opportunity?
- Does the LHA/RAA have the needed partners in place to support the homeownership goal?

If a tenant does not meet the goals they establish in their Individual Plan it has no impact on their tenancy at the LHA or their MRVP voucher. The escrow funds will be returned to DHCD if the participant does not meet their goals by end of three year period (five years if the participant opted for two one-year extensions).

V. Program Metrics

LHA/RAAs who receive funding to operate the program will be required to measure the following metrics² on an individual basis through a web-based tool developed by DHCD:

Number of participants in the program, including demographic information
Employment
Number of unemployed participants who obtain a job
Number of participants who retain the job they obtained through SSP (90 days, 180 days and year)
Number of Participants who increase earned income through increasing hours at existing job, promotions and/or wage increases, and/or adding additional job (average increase)
Financial Capability
of participants who reduce debt (average debt reduction)
of participants who increase savings (average increased savings)
of participants who establish or increase their credit score (average score increase)
of participants who open a bank account
of participants with escrow accounts
\$ amount escrowed
of interim disbursements and for what reasons
Education
of participants without a HSE diploma who get an HSE diploma
of participants who enroll in post-secondary education
of participants who complete post-secondary education (Associates, Bachelor's, Master Degree, Vocational training course, apprenticeship or certificate program)

SSP program staff from each LHA/RAA will be required to attend a bi-annual training/conference with SSP program staff from other LHA/RAAs from around the state.

² Note that final metrics and outcome goals will be finalized in negotiations between the LHA/RAA and DHCD and memorialized in program contracts.

VI. APPLICATION REQUIREMENTS

Please submit an application **no longer than ten, single-sided, single-spaced pages with the following information:**

1. **A one-page cover letter** transmitting the application, signed by the Housing Authority or RAA Executive Director.
2. **A board vote** of application approval, as evidenced by a certified extract from the minutes of the board meeting (only applicable for LHAs).
3. **A narrative** describing why the LHA/RAA is interested in and well-suited to develop a plan to implement the program, including the three key components (coaches, partnerships and escrow), in your state-aided family portfolio and/or with MRVP households. Applicants should highlight their prior experience:
 - a. Implementing social service / economic prosperity programs including specific information on enrollment numbers, program retention and graduation rates.
 - b. Recruiting participants for programs.
 - c. Leveraging outside partners, resources and funds to provide services to SSP program participants.
 - d. Demographics of LHA/MRVP households and how they relate to recruitment and program plan. This should explain how program will achieve participation targets, including separate recruitment strategies and take-up rate justification for MRVP and public housing programs. Applicants should especially note justification if forecasting a take-up rate of greater than 5%.
 - e. Innovative program design elements. If focusing on 18-24 year olds, provide data on how this is a good fit for your portfolio including the number of potential participants, average current income and any involvement with this population to date. If focusing on the jobs component, indicate partners, level of support from partners and portfolio demographics that fit with this focus. If focusing on home ownership address the questions listed above.
4. **Completion of Appendix A** an excel chart that asks for number of state aided public housing units, MRVP units and budget allocations.
5. **A draft budget** showing how the requested funds would be spent on SSP and the leveraged funds the LHA/RAA will use to augment the DHCD funds. This budget should include estimate of how many participants will come from MRVP households versus state-funded public housing households.
6. **A description of capacity to measure** the metrics outlined in section V. Please explain how you will use the data and reports from the DHCD web based system to drive performance.

7. **A list of staff and qualifications**, current or to be hired, who would be assigned to this project. Clearly identify their proposed roles in developing and implementing the SSP program and their relevant experience with providing the type of supportive services.
8. **Supplier Diversity Plan Form #1**. See attachment B.

VII. Evaluation Criteria

Applications will be reviewed to determine overall consistency with the goals of the program and with DHCD goals and objectives. Only complete applications will be reviewed.

Scoring Criteria

Applications will be evaluated to determine how well positioned the LHA/RAA is to implement the program in state-aided public housing or with MRVPs. Points will be given based on how well the application meets the criteria below. An application can score a **maximum of 100 points. The minimum score needed by an applicant is 51 points.**

Scoring Guide:

0 – Does Not Meet Requirement; 3 – Meets; 5 – Exceptionally Strong Response

Questions	Points	Multiplier	Final Score
Demonstrated experience of applicant and/or partners to implement economic mobility programs including specific information on enrollment numbers, program retention and graduation rates. (e.g., examples of other similar projects successfully completed).	(required minimum score of 3)	4	
Evidence of ability to successfully recruit participants for programs and meet the enrollment goal. This will take into account the forecasted enrollment based on both raw numbers and review of justification statement for enrollment levels.	(required minimum score of 3)	5	

Questions	Points	Multiplier	Final Score
<p>Demonstrated ability to leverage outside partners, resources and funds to provide services to residents.</p>	<p>(required minimum score of 3)</p>	<p>2</p>	
<p>Inclusion of innovative program design elements: jobs focus and/or recruitment of 18-24 year old participants.</p> <ul style="list-style-type: none"> ➤ If focusing on 18-24 year olds, provide data on how this is a good fit for your portfolio including the number of potential participants, average current income and any involvement with this population to date. ➤ If focusing on the jobs component indicate partners, level of support from partners and portfolio demographics that fit with this focus. ➤ If focusing on home ownership address the questions listed on page five. 		<p>4</p>	
<p>Reasonableness of budget showing how the requested funds will be spent on the program and the leveraged funds the LHA/RAA will use to augment the DHCD funds.</p>	<p>(required minimum score of 3)</p>	<p>2</p>	
<p>Explanation of how LHA/RAA will use the data and reports from the DHCD</p>		<p>1</p>	

Questions	Points	Multiplier	Final Score
web based system to drive performance.			
List of staff (current or to be hired) who will be assigned to this project, their roles in developing and implementing the program and their relevant experience with providing coaching and services.		1	
Supplier Diversity Form (0 Points if not completed; 5 Points if completed)		1	
TOTAL			

DHCD reserves the right to request additional information from applicants during the review process and to use other available information as may be necessary in order to complete its review.

VIII. DEADLINE AND RESPONSE

Please submit any questions about the SSP application to Aviva Rothman-Shore, Economic Prosperity Manager aviva.rothman-shore@mass.gov by 5 pm on Friday March 13th. Answers will be posted as addendum to this NOFA by Wednesday, March 25th.

Go to the PHN website for more information: <https://www.mass.gov/service-details/public-housing-admin-notices>.

Electronic applications for this grant are due to DHCD by Friday June 5th, 2020 at 5pm.

Applicants should e-mail their applications as one pdf document to dhcdsubmission@mass.gov. DHCD staff will review the applications and anticipate granting awards by August, 2020.

DHCD reserves the right at any time and without penalty to cancel or recommence this NOFA, narrow or amend its scope, or reject any and all responses if DHCD determines that a fair and open competitive procurement has been compromised or that doing so is in the best interest of the Commonwealth.



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Jennifer D. Maddox, Acting Undersecretary

Public Housing Notice 2020-06

To: Local Housing Authority Executive Directors
From: Laura Taylor, Director, Bureau of Housing Management
Subject: Implementation of the Annual Plan per Chapter 121B, Section 28A
Date: February 20, 2020

WHAT YOU NEED TO KNOW NOW – KEY POINTS:

1. The new LHA Annual Plan (AP) process, required by the 2014 Public Housing Reform Bill, is rolling out this year.
2. **LHAs whose FY20 ends on September 30, 2020 will be the first to produce their APs.**
3. **Training on how to enter your data in the AP on-line software will be provided by Cybersense in March, 2020 for these 9/30 FYE LHAs.** Training information and sign-up form will follow in a separate email.
4. All other LHAs will be trained later this year, as described below.

The purpose of this Public Housing Notice (PHN) is to announce the implementation of the Annual Plan (AP) requirement mandated by the 2014 Public Housing Reform Bill¹, provide you with a brief overview of what you will need to do, how you will be trained, and furnish you with links to training materials and other documents that will help guide you through the process. The AP will be required of all Local Housing Authorities (LHAs) with state-aided public housing units, beginning with LHAs with September 30, 2020 Fiscal Year Ends (FYE). **Training will be provided about seven months before each LHA's FYE, and APs will need to be drafted five to six months before the LHA's FYE.** LHAs with 9/30 FYEs will be the first group to be trained and assisted through the Annual Plan process, with sign-up now for training starting in March.

¹ C.235 of the Acts of 2014. The AP requirements are codified at M.G.L. Chapter 121B, Section 28A. See also the AP regulations at 760 CMR 4.16 and LTO participation regulations at 760 CMR 6.09(3)(h) and 760 CMR 6.09 (4) (a) (4).

CONTENTS OF THIS PHN:

1. Purposes of the AP
2. What is included in the AP
3. The required process
4. The AP preparation schedule
5. Training and other support
6. Changes to the CIP process

1. Purposes of the Annual Plan (AP)

- Transparency - Provide residents and the public with a broad array of information about LHA operations, performance and policies.
- Improve LHA performance – Encourage LHAs to set goals and objectives to meet or improve upon its success in meeting the Performance Management Review (PMR) assessment standards.

2. What is included in the Annual Plan?

The AP is developed in CIMS, the same software used for the CIP. It includes the following components, much of which is auto-generated by the AP software system (much more detailed information can be found in the attachments to this PMR):

1. AP Overview and LHA Certification – overview is mostly auto-generated by the AP system
2. Capital Improvement Plan (CIP) – developed the same way as in the past, with RCAT assistance for LHAs in an RCAT (minor CIP process revisions noted in Section #6 below).
3. Maintenance and Repair Plan – developed with RCAT assistance, for LHAs in RCAT
4. Operating Budget – data auto-generated from prior approved budgets/op statements
5. Narrative responses to Performance Management Review (PMR) findings, if any – drafted by LHA
6. Policies – a list of LHA policies and the date each was approved by LHA Board
7. Waivers – a list of active DHCD waivers received (excluding those related to specific tenants or units, such as vacancy waivers)
8. Glossary of common words/acronyms found in the AP; automatically provided by the AP system
9. Other Elements – documents uploaded by the AP system or by the LHA, including tenant survey results, public comments on the AP, if any, and the LHA's responses

3. What is the process for creating my AP?

More details are provided in the attachments, but briefly the key steps are:

1. Training: Sign up for Cybersense online training
2. CIP: Prepare your CIP as usual, with Cybersense or RCAT assistance as appropriate
3. Gather the info you'll need to fill out your AP, as shown in AP Preparation Checklist
4. Pick a date for your public hearing, and make sure to post your hearing notice and draft AP 46 days in advance (see attached 'AP Date Calculator' for more detail).
5. Review the AP with Local Tenant Organizations (LTOs), if any
6. Hold a public hearing to accept any public comments on the draft AP
7. Review the AP and public comments with your Board, revise if needed, and obtain Board approval
8. Submit to DHCD

4. The AP preparation schedule

Annual Plans are due at DHCD two months before the LHA's Fiscal Year End (FYE). For example, for the first group to create their APs – those with September 2020 FYEs (highlighted below) - the AP due date will be July 31, 2020. To work with your regular Board meeting dates, DHCD recommends these September FYE LHAs hold the public hearing in June, allowing for the document to be revised and approved at the July Board meeting, if needed. The following table lists recommended dates for the various AP preparation steps. For more exact dates based on your public hearing date, use the AP Date Calculator issued with this PHN.

Description	September FYE	December FYE	March FYE	June FYE
AP Year	AP-2021	AP-2021	AP-2022	AP-2022
Select hearing date	February-March 2020	May-June 2020	August-September 2020	November-December 2020
Take AP training session	March 2020	June 2020	September 2020	December 2020
Prepare CIP	March 2020	June 2020	September 2020	December 2020
Gather information for AP	March 2020	June 2020	September 2020	December 2020
Prepare AP Components	April 2020	July 2020	October 2020	January 2021
Post draft AP and hearing notice (46 days before hearing date)	April 2020	July 2020	October 2020	January 2021
Review draft AP with LTOs	May 2020	August 2020	November 2020	February 2021
Hold public hearing	June 2020	September 2020	December 2020	March 2021
Revise AP and obtain Board approval	July 2020	October 2020	January 2021	April 2021
Submit to DHCD by due date	July 31, 2020	October 31, 2020	January 31, 2021	April 30, 2021
DHCD review	August-September 2020	November-December 2020	February-March 2021	May-June 2021

5. Training and other support

- LHA will be creating their Annual Plans using the CIMS software platform (the same system used to prepare CIPs). This system automates a great deal of the Annual Plan preparation, **but it requires training to use it**. Cybersense will be providing on-line web training to all LHAs, about seven months before the end of their fiscal year, as noted in the schedule above. LHAs will be asked to sign up from a schedule of available training dates. We estimate the

training will take 2-2.5 hours. DHCD strongly urges all LHAs to sign up for these **essential** training sessions as soon as they are offered. Since it touches upon all aspects of an LHA's operations, the Executive Director should participate in the training. LHAs may request that Cybersense authorize an additional staff member to participate in training. Please note that DHCD is not offering individualized training.

- In addition, DHCD will be providing a variety of user guides and other materials for users of the AP system in CIMS, including:
 - AP Date Calculator
 - Annual Plan Preparation Checklist
 - Quick start guide
 - User manual
 - Guidelines
 - Sample format for Preventive Maintenance Schedule
 - Sample format for Deferred Maintenance Schedule
- Help desk: Most LHAs are familiar with the on-line Public Housing Application Services Request System (PHASRS) as a way of directing and tracking specific questions about CHAMP and CAP HUB to DHCD. DHCD will update the PHASRS system to accept questions about the AP process as well, to ensure a quick response.

6. Changes to the CIP process

Beginning with the September FYE CIPs, the following changes will be made to coordinate with the Annual Plan.

- The CIP certification form will no longer be required as the CIP will be certified as part of the AP.
- The CIP will be reviewed with LTOs or tenants and approved by the Board as part of the AP; it will not need a separate review.
- It may be necessary to update the CIP after the hearing or just before submitting to DHCD, especially if revisions have been made to the currently active CIP during the time since the new CIP was drafted.
- The CIP must be submitted to DHCD before the AP. They can be submitted one right after the other, but for technical reasons you can't submit the AP until the CIP has been submitted.
- We will continue to issue FISH Reports to RCATs & Cybersense to assist preparers in updating Cap Hub project and award information.

If you have any questions about anything in this PHN, please contact Bill Holland, at william.holland@mass.gov or 617-573-1142

Attachments

Attachment A: AP Date Calculator

Attachment B: Annual Plan Preparation Checklist

Attachment C: Sample format for Preventive Maintenance Schedule – Excel from RCATs

Attachment D: Sample format for Preventive Maintenance Schedule – Word from PHN 2016-18

Attachment E: Sample format for Deferred Maintenance Schedule