



Town of Wareham
54 Marion Road
Wareham, MA 02571

9-13-10/10:20 P

SELECTMEN'S OFFICE
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M. Jane Donahue, Chairman
Walter B. Cruz, Sr., Clerk
Brenda Eckstrom
Stephen M. Holmes
Cara A. Winslow

September 13, 2010

Ms. Pamela Sequeira
Wareham Housing Authority
57 Sandwich Road
Wareham, MA 02571

Re: Senior affordable housing

Dear Ms. Sequeira:

Please be advised that you have been scheduled on the Board of Selectmen's agenda on **September 21, 2010** to discuss the senior affordable housing plans and the Westfield project.

The meeting begins at 7:00 P.M. and held at the Multi-Service Center, Selectmen's Meeting Room, # 320, 48 Marion Road, Wareham.

Please call the selectmen's office at extension 3101 or 3102 to confirm your attendance or via email.

Sincerely,

Shirley Oldfield
Department Assistant

cc: Board Members
Town Administrator



Deval L. Patrick, Governor ♦ Timothy P. Murray, Lt. Governor ♦ Tina Brooks, Undersecretary

Department of Housing and Community Development

Public Housing Notice 2010 - 08



FY 2011 Local Housing Authority Budget Guidelines

August, 2010

Laura Taylor, Director

Bureau of Housing Management

Massachusetts Department of Housing and Community Development
FY 2011 LOCAL HOUSING AUTHORITY BUDGET GUIDELINES



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

Deval L. Patrick, Governor ♦ Timothy P. Murray, Lt. Governor ♦ Tina Brooks, Undersecretary

To our housing authority partners,

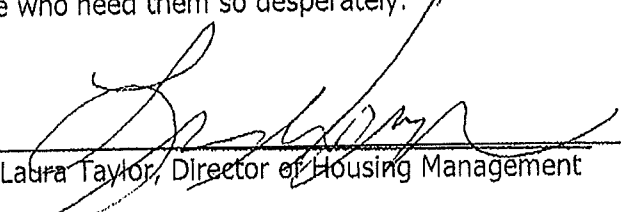
Thank you for your continued efforts on behalf of our constituents. The perseverance and determination you have consistently demonstrated are what will get us through these difficult fiscal times. The Governor and Lieutenant Governor continue to place a high priority on public housing. Evidence of this has been shown through the Administration's unwavering commitment, as we have been spared the kinds of cuts other state agencies and community providers have experienced. The operating subsidy appropriation remains at \$62.5 million for Fiscal Year 2011. As a result, these budget guidelines will implement a 0% increase of the allowable non-utility expense level (ANUEL).

We want to acknowledge that although there is no reduction in the ANUEL, costs have increased, and without an increase in your ANUEL, your operations will be affected. We have faith in you and in our collective ability to work effectively through the financial challenges that we face. You all have been amazing in your ability to continue the mission of providing public housing with vastly insufficient resources, and we will continue to work together to have DHCD support you in every way we can. We learn from each interaction we have with you, and we will continue to challenge ourselves to do our best to add value to housing authority operations. Thanks for your wise stewardship of this most valuable asset.

WHAT'S NEW IN 2011:

- **ANUEL is Level Funded (0% Increase)**
(p. 2)
- **Quarterly Reporting of Tenants Accounts Receivables (TAR)** (p. 2)
- **Budget Submission and Approval Process Timeline has been reduced.**
(p. 3)

Please continue to let us know of ways in which we can be helpful and supportive, as you continue to protect these units for the people who need them so desperately.


Laura Taylor, Director of Housing Management

Massachusetts Department of Housing and Community Development

FY 2011 LOCAL HOUSING AUTHORITY BUDGET GUIDELINES

(i). DHCD will notify you about any incompleteness in your budget submission within ten (10) working days of its receipt.

(ii) DHCD will notify you of any significant questions or concerns raised by your budget within forty-five (45) working days of its receipt.

(iii) DHCD will finish reviewing your budget and will issue approvals within sixty (60) working days of DHCD acceptance of the budgets.

6. Housing authorities with either a July 1, 2010 or an October 1, 2010 budget start date have sixty (60) days from the date these Budget Guidelines are issued to file their budget(s).

Massachusetts Department of Housing and Community Development

FY 2011 LOCAL HOUSING AUTHORITY BUDGET GUIDELINES

DHCD BUDGET APPROVAL PROCESS: Our goal is to meet the following review and approval deadlines:

1. To notify you about any incompleteness in your budget submission within ten (10) working days of its receipt;
2. To notify you of any significant questions or concerns raised by your budget within forty-five (45) working days of its receipt, and
3. To complete our review and issue approvals within sixty (60) working days of DHCD acceptance of the budgets.

WHAT YOU CAN DO TO ENSURE THE QUICKEST BUDGET APPROVAL: The key is to make sure that your budget submission contains all the required documents, including:

- a) The electronic submission of all LHA program budget(s), including all required schedules, which have been prepared in accordance with the Guidelines and Accounting Manual. These budgets must include all required data and all applicable justifications for exemptions and other variances from the norm;
- b) an explanatory e-mail highlighting all major changes in the budget, as well as any areas in which the proposed budget deviates from these Budget Guidelines; and
- c) two (2) original, fully completed, signed and sealed extracts of the minutes from the board meeting approving the proposed budget, together with the budget certification form, signed by all applicable board members for each budget submission. **Please note that this form signifying the board's approval is an essential element of the budget submission and must be received before we can initiate our approval process.**

Incomplete submissions may be reverted to a housing authority for correction or completion. Also, please do not submit a budget that exceeds the housing authority's allowable/approvable ANUEL. All budgets received that exceed the ANUEL will be reverted to the housing authority for modification. Either of these situations could greatly delay approvals.

Massachusetts Department of Housing and Community Development

FY 2011 LOCAL HOUSING AUTHORITY BUDGET GUIDELINES

F. How are Rental Assistance budgets established?

The rental assistance spending level is established based on the administrative fee for the program. The MRVP administrative fee is \$32.50 per unit per month. Any expenditure from MRVP reserve funds, whether for routine or non-routine costs, needs prior written approval from DHCD. DHCD will not approve any budget submission or expenditure which will place the operating reserve for the rental assistance program in a negative status.

The AHVP administrative fee is \$25.00 per unit per month. The DMH project-based rental assistance administrative fee is \$40.00 per month.

G. Can LHAs that are required to implement project-based budgeting for their federal public housing units use the same system for their state public housing developments?

LHAs with Federal Low Rent Public Housing units greater than 250 are now required by HUD to implement project-based budgeting for their federal programs. Inherent in this methodology is the concept that only costs directly associated with a particular project can be charged to that project and that other overhead costs must be allocated to a Central Office Cost Center (COCC). HUD provides for LHAs to fund the Central Office Cost Center with a fixed per-unit management fee to cover all COCC expenses. This poses a problem in budgeting and accounting for State programs, especially in the areas of Administrative Salaries, Legal, Other Administrative Expenses and Maintenance Labor, because these costs will now be captured by the COCC and will not be reflected as a direct cost of the State program(s).

DHCD will allow those LHAs using federal project-based budgeting to prepare the state operating budget to conform to the HUD-prescribed method with some exceptions.

DHCD will allow an LHA to use a Central Office Management Fee and a Central Office Bookkeeping Fee that will be shown as an expenditure in account 4190 – Administrative Other. The fee is to be equal to the prior year DHCD approved costs for the included items. The LHA may request a higher fee(s) (but in no case higher than the maximum allowable federal fee of \$67.45 per occupied/leased unit for central office costs and \$7.50 occupant/leased unit for bookkeeping services), but will be required to support that amount with a detailed breakdown of the individual people and expense line items, by program, that make up the expenses and the differences between the amounts proposed, and those now being charged to the Central Office Cost Center. Such requests should be forwarded to DHCD as quickly as possible to prevent delays in budget approvals. DHCD will base its approval of such additional spending requests on the backup presented and historical spending information.

The LHA will still be required to present a budget that conforms to the allowable ANUEL set by DHCD for FY 2011. Additional funding needs due to the transition to project-based budgeting will be addressed in future years funding.

A summary of total costs by program (including all Federal and State), by line item, must be completed to allow DHCD to determine that the LHA has conformed to the allowable ANUEL in the budget guidelines. This detailed breakdown will be required to be in Excel format and e-mailed along with the budget submission.

WAREHAM HOUSING AUTHORITY

57 Sandwich Road
Wareham, Massachusetts 02571
(508) 295-8031
FAX (508) 291-2148

EXTRACTS FROM THE MINUTES OF A REGULAR October 20, 2010

MEETING OF THE WAREHAM HOUSING AUTHORITY HELD ON August 18, 2010

The members of the Wareham Housing Authority met in regular session at 34 Church Ave Redwood Park in the Town of Wareham, Massachusetts at 11:00 a.m. o'clock on, October 20, 2010

The meeting was called to order by the Chairman, and upon roll call, that present and absent were as follows:

Present: Chairman, Donna Barros
Martin Beniot
Donald Hall
Paul Innis

Pamela Sequeira, Executive Director

Absent: Pat Zimmer

Others: Josephine Chapman, Gloria Thatcher, Jean Beniot and Dawn Beatty

Chairman Barros moved that the foregoing resolution be adopted as introduced and read, the motion seconded by Paul Innis and upon roll call the vote was as follows:

"AYES" 4
Wareham Housing Authority

"NAYS" 0

PAGE 2

Motion: Moved by Paul Innis and seconded by Martin Beniot to approve the contract Work Plan 5001 Project No 317009

The Wareham Housing Authority does not have a LTOs at this time.

The Chairman thereupon declared said motion carried and said resolution adopted.

Wareham Housing Authority

Pamela Sequeira
Executive Director

(seal)

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Wareham Housing Authority

Pamela Sequeira
Executive Director

(seal)

Wareham Housing Authority
Board Meeting
November 17, 2010

The Wareham Housing Authority Board of Directors meeting was called to order by Chairman Barros at 11:01a.m.

Present: Donna Barros, Chairman
Martin Benoit
Donald Hall
Pat Zimmer

Pamela Sequeira, Executive Director
Robert Minichielli

Absent: Paul Innis

The Director was instructed by the Chairman not to call Mr. Innis. Mr Hall asked to get a ruling from the AG office before we implement the ruling having a board member attend a meeting by phone.

Other's Present: Richard Paulsen, FinCon, (11:20 am) Tenants: J. Chapman, J. Benoit,
Tenant Participation: Josephine announced Agawam Village had a great Thanksgiving Dinner
Chairman Barros asked for a motion to accept the minutes for the meeting held in October 20, 2010 with corrections.

Motion: Moved by Pat Zimmer and seconded by Donald Hall has presented to the board
Motion passed 4-0

Chairman Barros if they could take Item 3 of the agenda out of order

Motion made by Pat Zimmer and seconded by Martin Benoit to go out of order to let Robert Minichielli present his proposal to the board.

After a discussion with Mr. Minichielli the board would research the proposal and would get back to him after the CPA awards the housing some funds.

Richard Paulsen stated that we should go ahead with the application and start looking for funds from other association.

CPA Applications are due December 7, 2010. Mr. Paulsen suggested we have a petition for the tenants submitted with the application. J. Chapman will do Agawam. A. Sequeira will do Redwood.

New Business:

Chairman Barros gave a re-cap of the MassNähro's conference.

Chairman Barros asked to review the bill for the month.

Motion: Moved by Don Hall and seconded by Pat Zimmer to pay the bills for the month of November.
Motion passed 4-0-0

The Board than did a recap of the meeting with Pat Grace. The board should always follow Roberts Rules of Order. Donald Hall requested a list of meeting and charges that have been spent for the January meeting. Mr. Hall would like to see everyone have a chance to get training. Mr. Hall asked if this could be brought up at the January meeting so the board would have a short meeting in December. No one from the selectman's office attendance.

Executive Director Report: Vacancies are two at this time.

The CPA application will be submitted by December 7, and letter of support will be requested from Senator Pachaco and State Rep Susan Williams Gifford.

Chairman Barros asked if there was any further business to discuss.

Motion: There being no further business to discuss Don Hall moved and seconded by Martin Beniot to adjourn the meeting at 12:15 P.M. Motion passed on a vote 4-0.

Approved by: Donna Barros, Chairman

Pamela Sequeira, Executive Director

