



New England

## U.S. Department of Housing and Urban Development

Office of Public Housing  
 Boston Hub  
 Thomas P. O'Neill, Jr. Federal Building  
 10 Causeway Street  
 Boston, Massachusetts 02222-1092

JAN 13 2017

Board of Commissioners  
 c/o Kathleen Prunier, Chair  
 Groveland Housing Authority  
 7 Harvard Rd  
 Groveland, MA 01834

Dear Commissioners:

On December 15, 2016, the Groveland Housing Authority (GHA) was designated *Substandard Physical* by HUD based on a failing Public Housing Assessment System (PHAS) physical score of **22**, and an overall score of 76 for the fiscal year ending 6/30/2016, as shown in the enclosed PHAS Score Report.

The Board of Commissioners of the GHA should take immediate action to identify the sources(s) of the performance deficiencies and develop and implement a plan to recover its PHAS score and ensure long-term sustainability at an acceptable level of performance. The following list of actions is offered as common suggestions to the Board to use in self-diagnosing the source(s) of its deficiencies and identifying solutions to recover its performance for long-term sustainability.

### **Physical**

When a public housing agency becomes physically substandard, it typically has either: (1) failed to prioritize capital funding; or (2) failed to correct deficiencies identified in previous REAC inspection reports.

### **Capital Funding**

- Evaluate current contracts for priority and necessity in relationship to needed capital funding.
- Account for the amount of capital funds received and purchases made to date.
- Verify that capital funds are not being used for non-capital purposes.
- Evaluate the most recent physical needs assessment or conduct a new one.
- Evaluate the use of resources for underfunded maintenance and modernization needs rather than for development.

### **Physical Inspection Deficiencies**

- Verify that required annual inspections by the public housing agency are being conducted and that generated work orders are being completed timely.
- Evaluate maintenance staffing levels, skill levels, and performance as well as how maintenance staffs are deployed.
- Evaluate the maintenance plan as well as the planning efforts for REAC inspections.
- Evaluate the use of previous REAC inspection reports for capital fund and maintenance

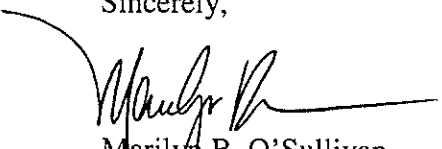
planning.

- Verify whether health and safety deficiencies, which are cause for heavily weighted point deductions, are being targeted for immediate repairs. (These include tripping hazards, sharp edges, blocked exits, mold and mildew, exposed electrical wiring, fire hazards, improper storage of flammable or volatile materials, and pest infestations.)
- Verify whether critical and severe deficiencies, which are cause for a magnitude of point deductions for each inspectable area, are being targeted for repairs. (These include site issues such as fences, grounds, mailboxes, graffiti/litter, parking lots, driveways, roads, walkways and steps, play areas, refuse disposal areas, and storm drains; and building systems issues such as sanitary systems, domestic water systems, elevators, HVAC systems, sprinkler systems for fire protection, emergency power records and auxiliary lighting, and electrical systems.)
- Verify whether the most common and frequent deficiencies are being repaired sufficiently. (These include damaged interior and exterior walls, roof components, common area hallways and stairways, utility closets/rooms, kitchen appliances, window screens and locks, door surfaces and hardware/locks, and peeling paint.)
- Consider contracting maintenance of Public Housing to another entity or public housing agency.
- Examine the authority's protocols and policies on managing contracts and ensure that the work/service is properly performed and completed before accepting the work.

**Please provide our office with a proposed recovery plan within 30 days of the receipt of this letter.** Your plan will be reviewed by a Recovery Team of subject matter experts to determine further assistance to be provided by HUD and actions to be taken.

Please also be advised that HUD may initiate actions to develop and execute a binding Recovery Agreement and Action Plan with the Groveland Housing Authority, as required by federal statute, to document and ensure that recovery efforts have been put in place. If you have any questions or need assistance in developing your plan, please contact Kara Norman, Portfolio Management Specialist, at [Kara.E.Norman@hud.gov](mailto:Kara.E.Norman@hud.gov) or (617) 994-8425.

Sincerely,

  
 Marilyn B. O'Sullivan  
 Director

Enclosure

cc:

William F. Dunn, Chairman, Board of Selectman, Town of Groveland  
 Linda Anderson, Commissioner, Groveland Housing Authority  
 Elaine Davey, Commissioner, Groveland Housing Authority  
 Elizabeth Gorski, Commissioner, Groveland Housing Authority  
 Valerie Osbourne, Commissioner, Groveland Housing Authority  
 William Hart, Executive Director, Groveland Housing Authority

OFFICE OF PUBLIC AND HOUSING  
REAL ESTATE ASSESSMENT CENTER

## Public Housing Assessment System (PHAS) Score Report for Interim Rule

Report Date: 10/19/2016

PHA Code:	MA132
PHA Name:	Groveland Housing Authority
Fiscal Year End:	06/30/2016

PHAS Indicators	Score	Maximum Score
Physical	22	40
Financial	25	25
Management	22	25
Capital Fund	7	10
Late Penalty Points	0	
<b>PHAS Total Score</b>	<b>76</b>	<b>100</b>
<b>Designation Status:</b>	<b>Substandard Physical</b>	
Published 10/19/2016	Initial published	10/19/2016

Financial Score Details	Score	Maximum Score
Unaudited/No Audit		
1. FASS Score before deductions	25.00	25
2. Audit Penalties	0.00	
Total Financial Score Unrounded (FASS Score - Audit Penalties)	25.00	25

Capital Fund Score Details	Score	Maximum Score
Timeliness of Fund Obligation:		
1. Timeliness of Fund Obligation %	90.00	
2. Timeliness of Fund Obligation Points	5	5
Occupancy Rate:		
3. Occupancy Rate %	94.83	
4. Occupancy Rate Points	2	5
Total Capital Fund Score (Fund Obligation + Occupancy Rate):	7	10

Notes:

1. The scores in this Report are the official PHAS scores of record for your PHA. PHAS scores in other systems are not to be relied upon and are not being used by the Department.
2. Due to rounding, the sum of the PHAS indicator scores may not equal the overall PHAS score.
3. "0" FASS Score indicates a late presumptive failure. See 902.60 and 902.92 of the Interim PHAS rule.
4. "0" Total Capital Fund Score is due to score of "0" for Timeliness of Fund Obligation. See the Capital Fund