



Commonwealth of Massachusetts
EXECUTIVE OFFICE OF HOUSING &
LIVABLE COMMUNITIES

Maura T. Healey, Governor ◆ Kimberley Driscoll, Lieutenant Governor ◆ Edward M. Augustus, Jr., Secretary

PHN 2022-02 Addendum #3

TO: All Local Housing Authorities

FROM: Ben Stone, Undersecretary of Public Housing & Rental Assistance

RE: Local Housing Authority Executive Director Salary and Qualifications Schedule

DATE: August 12, 2024

This addendum updates the executive director salary schedule and incorporate a 4% increase to the unit-unit based salary for executive directors for state fiscal year 2025. This schedule applies to LHA budget years with the following fiscal year ends; 6/30/25, 9/30/25, 12/31/25, and 3/31/26. There is no change to the program factor(s) and family factor. The Executive Director Salary Calculation Worksheet v. 2.4 incorporates these changes. (Attachment A, Addendum 3).

The maximum salary cap for executive directors with direct employment from an LHA is \$210,516. The maximum salary cap for an executive director when including additional salary taken from other program activities including management agreements with other LHAs or asset management fees from redeveloped properties is \$231,567¹.

Executive Directors at or beyond the \$231,567 cap can request a compensation increase from the fee for managing another housing authority, with approval from the Management Agent board, to be received as a bonus. The bonus is capped at 10% of the management fee. The Fee Calculation Worksheet (Attachment B, Addendum 2) has been amended to reflect the cap. As stated in [PHN 2022-02](#), this is an exception to EOHLIC's policy disallowing bonuses to be paid from state funds. This bonus cannot be added to the executive director's salary and cannot be used as part of the calculation for retirement benefits. Bonuses paid from other state funds are not subject to this cap.

The Full Time Unit Based Salary Maximum is amended as follows for FY '25 (Effective July 1, 2024-June 30, 2025)

¹ NOTE: LHAs hosting Regional Capital Assistance Teams (RCATs) up to \$25,000 from RCAT funds, and this payment is not subject to the overall cap.

**FY 2025 (Effective July 1,
2024 - June 30, 2025)**

		FULL-TIME UNIT-BASED SALARY		
Total Units	Base Number of Units	At Lowest Unit Count in Range	At Highest Unit Count in Range	Increment Factor
1 - 29	1	\$57,212	\$79,382	\$870.35
30 - 59	30	\$82,559	\$86,078	\$121
60 - 169	60	\$86,079	\$94,613	\$78
170 - 399	170	\$94,614	\$103,993	\$41
400 - 699	400	\$103,994	\$119,843	\$53
700 - 999	700	\$119,844	\$140,014	\$67
1000 - 1499	1,000	\$140,015	\$151,436	\$23
1500 - 1999	1,500	\$151,437	\$165,263	\$28
2000 - 2999	2,000	\$165,264	\$180,908	\$16
3000 - 4999	3,000	\$180,909	\$197,764	\$8
5000 - 7999	5,000	\$197,766	\$210,516	\$4
EOHLC salary cap for single / dual LHA:			\$210,516	

As a reminder, the following are the revisions to each of the executive director qualifications for medium, large, and very large local housing authorities. The individual qualification documents have been amended.

- **Medium Housing Authorities** (200-499 unit; including rental assistance leased vouchers and other managed units): Significant supervisory experience or a project team leader administering a program is desired.
- **Large Housing Authorities** (500-999 units; including rental assistance leased vouchers and other managed units): Proven supervisory experience of senior management staff is desired.
- **Very Large Housing Authorities** (1,000 or more units; including rental assistance leased vouchers and other managed units): Proven supervisory experience of senior management staff or program administration is required. Supervisory experience of operations, administrative, and finance is preferred.

Additionally, in cases where the LHA hires a new Executive Director who has served as Executive Director previously at another housing authority with state-aided public housing, EOHLC will require the board vote approving the hire to include certification that the LHA has reviewed relevant PMRs, AUP, and Tenant Surveys from the Executive Director’s previous employment.

If you have any questions, please contact your Housing Management Specialist.

Attachment: FY 25 Executive Director Calculation Worksheet v2.4