



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 #2

TO: All Local Housing Authorities

FROM: Ben Stone, Director, Division of Public Housing

RE: Local Housing Authority Executive Director Salary and Qualifications Schedule

DATE: August 28, 2023

This Addendum issues the executive director salary schedule which incorporates the 2% increase to the unit-unit based salary for executive directors for FY 24 which includes LHAs with the following fiscal year ends; 6/30/24, 9/30/24, 12/31/24, and 3/31/25. There is no change to the program factor(s) and family factor. The Executive Director Salary Calculation Worksheet Tool v. 2.3 incorporates these changes. (Attachment A, Addendum 2) .

In addition, this addendum revises the qualifications for hiring an executive director for medium, large and very large housing authorities. These changes eliminate the minimum requirements for a specific number of years of supervisory experience or specific number of staff managed. This has been done to assist housing authorities in opening these positions to a broader range of candidates, though EOHLC encourages boards to seek out candidates with proven management experience.

The maximum salary cap for executive directors with direct employment from an LHA is \$202,419. The maximum salary cap for an executive director when including additional salary taken from other program activities is \$222,661.

Executive Directors at or beyond the \$222,661 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 Management Calculation Worksheet (Attachment B, Addendum 1) has been amended to reflect the cap. As stated in [PHN 2022-02](#), this is an exception to EOHLC'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.

The Full Time Unit Based Salary Maximum is amended as follows for FY '24 (Effective July 1, 2023-June 30, 2024)

		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	\$55,012	\$79,382	\$870.35
30 - 59	30	\$79,384	\$82,767	\$116.67
60 - 169	60	\$82,768	\$90,974	\$75.28
170 - 399	170	\$90,975	\$99,994	\$39.38
400 - 699	400	\$99,995	\$115,233	\$50.97
700 - 999	700	\$115,235	\$134,629	\$64.86
1000 - 1499	1,000	\$134,630	\$145,611	\$22.01
1500 - 1999	1,500	\$145,612	\$158,907	\$26.64
2000 - 2999	2,000	\$158,908	\$173,950	\$15.06
3000 - 4999	3,000	\$173,951	\$190,158	\$8.11
5000 - 7999	5,000	\$190,160	\$202,419	\$4.09
EOHLC salary cap for single / dual LHA:			\$202,419	

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 and are attached.

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

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

Attachments