


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

Deval L. Patrick, Governor ♦ Timothy P. Murray, Lt. Governor ♦ Aaron Gornstein, Undersecretary

PUBLIC HOUSING NOTICE 2012-03

To: All Local Housing Authority Executive Directors

From: Lizbeth Heyer, Associate Director, Division of Public Housing & Rental Assistance 

Subject: Reporting Requirements on top Five Highest Paid Staff

Date: February 15, 2012

In the FY 2013 budget, the Patrick-Murray Administration proposed a number of reforms to improve the management and increase efficiency and transparency of local housing authorities to ensure that we are meeting the goal of housing for low-income families. In part, these reforms focus on increasing transparency and setting standards in line with those of other independent authorities.

Effective February 16, 2012, via administrative action, the Department of Housing and Community Development (DHCD) requires that all local housing authorities provide DHCD with the top five salaries of the highest-paid staff on an annual basis.

Please review the attached form called "Schedule of Positions and Compensation Form" and submit together with your annual year-end financial statements.

If you have any questions, please contact Laura Taylor, Director, Bureau of Housing Management at (617) 573-1289 or Laura.Taylor@state.ma.us.

Department of Housing and Community Development

Reporting Requirements on Top Five Highest Paid Staff

All housing authorities are required to report to DHCD annually, on the attached form, "Schedule of Positions and Compensation Form" with the submission of their year-end financial statements, the Compensation provided to each of their five highest compensated employees, which will then be posted on DHCD's website with job titles, but without employee names.

"Compensation" means salary, bonuses, stipends and any other form of remuneration for services provided as an employee of a Housing Authority, from any source available to the Housing Authority that are not Benefits .

"Benefits" means items charged as "Employee Benefits" pursuant to the Accounting Manual for State-Aided Housing Programs.

Schedule of Positions and Compensation Form

Housing Authority									
Unit & Program Count	Total Number	400-1	689	MRVP	Other - state	Federal	Other		
Position			Compensation from the LHA	Compensation from Related Organizations	Other Compensation or Allowances			Total Compensation	
			\$	\$	\$			\$	
			\$	\$	\$			\$	
			\$	\$	\$			\$	
			\$	\$	\$			\$	
			\$	\$	\$			\$	
<p>The Board of Commissioners and Executive Director hereby certifies under the pains and penalties of perjury that the above information is true and correct. The Department of Housing and Community Development will prosecute false claims and statements. Such false statements and/or entries may be subject to criminal and/or civil penalties.</p>									
Title	Printed Name	Signature	Date						
Chairperson									
Vice Chairperson									
Treasurer									
Executive Director									

The Department of Housing and Community Development does not intend to publish names of individuals in the positions reported on this form.