

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
Local Housing Authority Executive Director Salary Calculation Worksheet**

Effective for Fiscal Years Beginning: July 1, 2017, October 1, 2017, January 1, 2018, April 1, 2018

NOTICE: This worksheet has been replaced with a newer version. Please refer to the most current published Executive Director Salary & Qualifications Schedule

Instructions:

Use this Worksheet to determine the LHA Calculated Salary Maximum and to enter the Board-Approved Salary. Print and submit this Worksheet signed by the Board Chair along with an extract of the minutes of the Board vote to your Housing Management Specialist (HMS) by email only no later than your LHA's budget submission deadline. An executive director of two LHAs (Dual ED) will need to submit two Worksheets, one for each LHA.

Enter data in clear cells only (see Worksheet sections with this arrow (→))
Gray cells will auto-calculate

LHA Info:

LHA Name:

LHA Office Hours:

Executive Director:

Current Required Work Hours / Week:

(Full Time Executive Director, enter 37.5)

(Dual EDs enter current required work hours for one LHA only)

For Existing Executive Directors Only:

Enter composite salary from most recent DHCD-approved budget (Current Approved Salary):

37.5
Full Time
\$ -

Step 1. → Determine LHA's Size by the Total Number of Units

Note: Count only the units that are owned and operated by the LHA from programs that have created housing for income-eligible households, and count only the units currently "leased," not "contracted," for the LHA's voucher programs which are directly administered by the LHA.

Do not include units or vouchers where the LHA does not own the unit or receive direct funding to administer the voucher, but instead receives a fee pursuant to a Management Services Agreement, or by another contract with a separate public or private entity where the contract is temporary or otherwise may terminate. Do not count resident service programs such as ABL, FSS, or MassLEAP.

Enter all information into the chart below. Please note that this Calculation Worksheet does not pro-rate salary share.

	Program	All Units	State Family Units
1	Chapter 200	-	-
2	Chapter 705	-	-
3	Chapter 667 Regular	-	
4	Chapter 667 Congregate	-	
5	Chapter 689	-	
6	Massachusetts Rental Assistance Program (MRVP)	-	
7	Alternative Housing Voucher Program (AHVP)	-	
8	Federal Conventional Public Housing	-	
9	Section 8 Housing Choice Voucher Program (HCVP)	-	
10	Section 8 New Construction / Substantial Rehabilitation	-	
11	Section 8 Moderate Rehab	-	
	Other(s) Do not count resident service programs such as ABL, FSS or MassLEAP:	-	
12		-	
		-	
13	Total Units	-	

Does the LHA participate in the following programs for LHA-owned c. 200, 705, or 667 units?

14	Supportive Senior Housing Initiative (through the Executive Office of Elder Affairs)	No
15	Local Housing Authority Transitional Housing Program (LHATHP)	No

Step 2. Full Time Unit-Based Salary

(Auto-calculates)

Salary from "At Lowest Unit Count in Range"	
Incremental Units	
Increment Factor	
Incremental Salary	
Full Time Unit-Based Salary	

Step 3. → Program Factor

(Auto-calculates)

Number of Programs	-
Applicable Program Factor	

Step 4. Family Factor

(Auto-calculates)

Number of Family Units	0
Applicable Family Factor	0

Step 5. LHA Calculated Salary Maximum (Not to Exceed \$180,000)

(Auto-calculates)

Full Time LHA Calculated Salary Maximum	
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Note: The LHA Calculated Salary Maximum is the maximum annual salary that an executive director may receive, not to exceed \$180,000, the Salary Cap for an executive director directly employed by one or two LHAs.

Step 6. Salary from Other Sources / Program Activities (Not to Exceed \$198,000)

Note: Include here all salary from other program activities, if any (i.e. Management Services Agreements and other contracts with public and private entities that are temporary or otherwise may terminate). Resident service programs such as ABL, FSS, or MassLEAP do not count as Other Program Activities. This amount is the LHA Calculated Salary Maximum plus salary from all other program activities and contracts, and must not exceed \$198,000.

→ Enter Salary from Management Services Agreement Fees (if applicable)

Management Services Agreement #1	\$ -
Management Services Agreement #2	\$ -
Management Services Agreement #3	\$ -
Management Services Agreement #4	\$ -

Owner LHA

→ Enter Salary from Other Program Activities / Contract Fees (if applicable)

Other Program Activity / Contract #1	\$ -
Other Program Activity / Contract #2	\$ -
Other Program Activity / Contract #3	\$ -
Other Program Activity / Contract #4	\$ -
Other Program Activity / Contract #5	\$ -
Other Program Activity / Contract #6	\$ -
Other Program Activity / Contract #7	\$ -
Other Program Activity / Contract #8	\$ -

Source / Description

Full Time LHA Calculated Salary Maximum Including Other Sources	#VALUE!
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Step 7. Board-Approved Salary

Note: Board-Approved Salary is not to exceed the lesser of the LHA Calculated Salary Maximum or \$180,000 for executive directors directly employed by one or two LHAs (see Step 5, above).

For executive directors that also receive salary from Management Services Agreement(s) or from other program activities, the LHA Calculated Salary Maximum plus that additional salary (total salary) may not exceed \$198,000 per year (see Step 6, above).

Exception: if an existing executive director's Current Approved Salary exceeds the maximum in Step 5 or Step 6 above, enter the Current Approved Salary in "Enter Board-Approved Salary" below and check the applicable box. The Current Approved Salary will remain the same until DHCD publishes a new Salary Schedule and the Current Approved Salary does not exceed the new limits.

Note: Executive Director salary increases must be: absorbed within the LHA's ANUEL as published in the most current DHCD Budget Guidelines; receive Board approval after the Board considers and carefully analyzes potential short and long-term impacts that a salary increase may have on the LHA's overall operating needs; determines that the increase is reflective of the executive director's performance to-date; is calculated in accordance with this Schedule; and granted only if the LHA is in conformance with applicable guidelines and all other rules and regulations in effect during the executive director's contract term.

Summary

Local Housing Authority:	-
Executive Director:	
Total Programs:	-
Total Units:	-
Full Time LHA Calculated Salary Maximum:	
Full Time LHA Calculated Salary Maximum Including All Other Sources:	

- **Enter Board-Approved Salary** \$
Use this salary in LHA budget submission to DHCD #VALUE!
- **For Existing Executive Directors (check applicable box):**

ED is eligible for a salary increase up to the LHA Calculated Salary Maximum	<input type="checkbox"/>
ED is not eligible for a salary increase, and will stay at the Current Approved Salary	<input type="checkbox"/>

Signature of LHA Chairperson: _____ Date: _____

Print Name: _____

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Print and submit this signed Executive Director's Salary Calculation Worksheet and an extract of the minutes of the Board vote by email only to the LHA's Housing Management Specialist on or before the DHCD Budget Submission Deadline for your LHA.