

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

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# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2000

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH  
INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

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HUD 50075  
OMB Approval No: 2577-0226  
Expires: 03/31/2002

**PHA Plan  
Agency Identification**

**PHA Name:** Revere Housing Authority

**PHA Number:** MA014

**PHA Fiscal Year Beginning: (mm/yyyy)** 04/1999

**Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting:  
(select all that apply)**

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

**Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)



**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**

[24 CFR Part 903.5]

**A. Mission**

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here) Please see attached Exhibit A.

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other. Please see attached, Exhibit B.
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:

- Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below) Please see attached Exhibit C.

- PHA Goal: Increase assisted housing choices  
Objectives:
  - Provide voucher mobility counseling:
  - Conduct outreach efforts to potential voucher landlords
  - Increase voucher payment standards
  - Implement voucher homeownership program:
  - Implement public housing or other homeownership programs:
  - Implement public housing site-based waiting lists:
  - Convert public housing to vouchers:
  - Other: (list below) Please see attached Exhibit D.

**HUD Strategic Goal: Improve community quality of life and economic vitality**

- PHA Goal: Provide an improved living environment  
Objectives:
  - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - Implement public housing security improvements:
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - Other: (list below)

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

- PHA Goal: Promote self-sufficiency and asset development of assisted households  
Objectives:
  - Increase the number and percentage of employed persons in assisted families:

- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
  - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - Other: (list below)

**Other PHA Goals and Objectives: (list below)**

**Please see attached and copy.**

# Annual PHA Plan PHA Fiscal Year 2000

[24 CFR Part 903.7]

## **i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

### **Streamlined Plan:**

- High Performing PHA**  
 **Small Agency (<250 Public Housing Units)**  
 **Administering Section 8 Only**

**Troubled Agency Plan**

## **ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Revere Housing Authority has prepared this Agency Plan in compliance with Sect. 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

We have adopted a policy which will ensure that we comply with the mandate to promote safe, decent, and affordable housing. The Authority's Mission Statement details, more concisely, what our goals are. The Authority will strive to retain its high performing status as endeavored under the previous PHMAP program, under the Department's new PHAs and SEMAP program, which are in the process of being promulgated for FY 2000.

On our goal to provide a safe and secure environment for our tenants, the Authority through the drug grant of FY 1999 will work with local enforcement agencies to eradicate the crime and devise strategies for identifying and reducing existing safety problems.

In an effort to expand the ranges and quality of housing, the Authority will rigorously pursue an outreach program which targets all constituents of public housing, encompassing the wide spectrum of low to moderate income families.

All the plans, statements, budget summaries, policies, etc., as set forth in our Annual Plan, we hope will achieve our goals and objectives. The following are just a few highlights of our Annual Plan:

\*We have adopted three local preferences: for local residents, for working families (seniors and people with disabilities automatically receive this preference), and victims of domestic violence.

\*We have adopted an aggressive screening policy for public housing to ensure to the best of our ability that new admissions will be good neighbors. On our Section 8 program, we are screening applicants to the fullest extent allowable, while not taking away the ultimate responsibility from the landlord. Our screening practices will meet all fair housing requirements.

\*We have implemented a deconcentration policy.

\*Applicants will be selected from the waiting list by preference and in order of the date and time of application.

\*We have established a minimum rent of \$25.00.

In summary, the Revere Housing Authority is and will continue to provide, within these parameters and mandates of the Quality Housing and Work Responsibility Act of 1998, safe, decent, and affordable housing for all of our citizens.

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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**Attachments**

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

**Required Attachments:**

- "A" Admissions Policy for Deconcentration (Available for review at RHA).
- "B" FY 2000 Capital Fund Program Annual Statement (Available for review at RHA)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

**Optional Attachments:**

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan
- "C" Public Housing Drug Elimination Program (PHDEP) Plan (Available for review at RHA).
- "D" Comments of Resident Advisory Board or (Available for review at RHA).
- Other (List below, providing each attachment name)

**Supporting Documents Available for Review**

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
N/A	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.79 (a)]

### **A. Housing Needs of Families in the Jurisdiction/s Served by the PHA**

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

<b>Housing Needs of Families in the Jurisdiction by Family Type*</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	N/A						
Income >30% but <=50% of AMI	N/A						
Income >50% but <80% of AMI	N/A						
Elderly	N/A						
Families with Disabilities	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s  
Indicate year:
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

\*Please note:

The following information is not available at RHA at this time; this field cannot be supplied.

## B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input checked="" type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1973		
Extremely low income <=30% AMI	1268	64	
Very low income (>30% but <=50% AMI)	564	29	
Low income (>50% but <80% AMI)	113	6	
Families with children	1520	77	
Elderly families	247	13	
Families with Disabilities	343	17	
Race/ethnicity	White(non) 1006	51	
Race/ethnicity	Black(non) 388	20	
Race/ethnicity	Amer. Ind. (non) 21	1	
Race/ethnicity	Asian 94	5	
	Hispanic 464	24	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	532	27	33
2 BR	865	44	42

<b>Housing Needs of Families on the Waiting List</b>			
3 BR	468	24	38
4 BR	95	5	2
5 BR	11	1	0
5+ BR	2	0	0
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Sec. 8 only			
If yes:			
How long has it been closed (# of months)? 15			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

See attached Exhibit E

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

#### **Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration

- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA’s selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	241,272.00	
b) Public Housing Capital Fund	332,199.00	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,058,324.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	42,668.00	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
g) Resident Opportunity and Self-Sufficiency Grants	N/A	
h) Community Development Block Grant	N/A	
i) HOME	N/A	
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
CIAP (1999)	544,428.00	
PHDEP (1999)	42,668.00	
<b>3. Public Housing Dwelling Rental Income</b>		
All sites	645,840.00	
<b>4. Other income (list below)</b>		
Investment Income	19,878.00	
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>1,252,814.00</b>	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

##### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (state number) 15 or lower
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)

c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

\*Records requested are made in this jurisdiction to the Massachusetts Criminal Records Board.

## **(2)Waiting List Organization**

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office
- PHA development site management office
- Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year? 0

2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?
3.  Yes  No: May families be on more than one list simultaneously  
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
  - All PHA development management offices
  - Management offices at developments with site-based waiting lists
  - At the development to which they would like to apply
  - Other (list below)

**(3) Assignment**

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
- One
  - Two
  - Three or More
- b.  Yes  No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

**(4) Admissions Preferences**

- a. Income targeting:
- Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:  
In what circumstances will transfers take precedence over new admissions? (list below)
- Emergencies

- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
  
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an

absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

## 1 Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 2 Victims of domestic violence  
Substandard housing  
Homelessness  
High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

## **(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list)

**(6) Deconcentration and Income Mixing**

a.  Yes  No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b.  Yes  No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- Adoption of site-based waiting lists  
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

d.  Yes  No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing

- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below: 14-1 and 14-2

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

### (1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)

b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

\*Records requested are made in this jurisdiction to the Massachusetts Criminal Records Board

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug-related activity  
 Other (describe below)

**(2) Waiting List Organization**

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- None  
 Federal public housing  
 Federal moderate rehabilitation  
 Federal project-based certificate program  
 Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- PHA main administrative office  
 Other (list below)

**(3) Search Time**

a.  Yes  No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below: If the family fails to find suitable housing and said failure is beyond the control of the family, then under said circumstances an extension is granted.

**(4) Admissions Preferences**

a. Income targeting

Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no,

skip to subcomponent (5) **Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 2 Victims of domestic violence  
Substandard housing  
Homelessness  
High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

### **(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- Through published notices  
 Other (list below)

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

##### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

##### **(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0  
 \$1-\$25  
 \$26-\$50

2.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1.  Yes  No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

See attached Exhibit "F" – Flat Rent Schedule adopted by the Board of Commissioners.

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members (full-time student income exclusion).

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

Yes for all developments

Yes but only for some developments

No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- Other (list below) When family experiences any income decrease.

g.  Yes  No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

## **(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood\*
- Other (list/describe below)

\*Survey to property owners of multi-family units in the City of Revere.

## **B. Section 8 Tenant-Based Assistance**

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket

- To increase housing options for families  
 Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually  
 Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families  
 Rent burdens of assisted families  
 Other (list below)

## **(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- \$0  
 \$1-\$25  
 \$26-\$50

b.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.  
 A brief description of the management structure and organization of the PHA follows:

**B. HUD Programs Under PHA Management**

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use “NA” to indicate that the PHA does not operate any of the programs listed below.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

**C. Management and Maintenance Policies**

List the PHA’s public housing management and maintenance policy documents, manuals and handbooks that contain the Agency’s rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

**6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

**A. Public Housing**

1.  Yes  No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below: Revision pending.

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- PHA main administrative office
  - PHA development management offices
  - Other (list below)

**B. Section 8 Tenant-Based Assistance**

1.  Yes  No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
- PHA main administrative office
  - Other (list below)

**7. Capital Improvement Needs**

[24 CFR Part 903.79 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

**A. Capital Fund Activities**

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

**(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA’s option, by completing and attaching a properly updated HUD-52837.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)  
See Exhibit “G”

**(2) Optional 5-Year Action Plan**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a.  Yes  No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)  
See attached Exhibit H.

**Optional Table for 5-Year Action Plan for Capital Fund (Component 7)**

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

**Optional 5-Year Action Plan Tables**

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
14-1	Rose St./Pomona St.	-0-	-0-	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Site Work—Replanting shrubs, etc.			100,000.00	2001
Repainting—29 buildings			100,000.00	2001
Management			100,000.00	2002
Resident Assoc. Office & Furniture			50,000.00	2001
<b>Total estimated cost over next 5 years</b>			<b>350,000.00</b>	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
14-2	Cooledge St. / Cushman Ave.	-0-	-0-	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Site Work			50,000.00	2002
Repainting—11 buildings			50,000.00	2001
Weatherization & Caulking			50,000.00	2002
Security Lighting			10,000.00	2001
New doors both exterior/interior			50,000.00	2002
Community Room/Office			200,000.00	2003
<b>Total estimated cost over next 5 years</b>			<b>410,000.00</b>	

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
14-3	2 Harris Street	-0-	-0-	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Site Work—planting shrubs, trees, etc.			20,000.00	2001
Community Room—upgrade			20,000.00	2002
Roofing Rehab			50,000.00	2002
<b>Total estimated cost over next 5 years</b>			<b>90,000.00</b>	

## **B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)**

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

Yes  No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

Yes  No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

Yes  No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

Yes  No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

### 2. Activity Description

- Yes  No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/>	Disposition <input type="checkbox"/>
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>	
5. Number of units affected:	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity:	
b. Projected end date of activity:	

## **9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<u>DD/MM/YY</u>
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

### **A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1.  Yes  No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

#### 2. Activity Description

- Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- Units addressed in a pending or approved demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: \_\_\_\_\_)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

## **11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

### **A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1.  Yes  No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status.

PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description</b> (Complete one for each development affected)	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	<input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission:	(DD/MM/YYYY)
5. Number of units affected:	
6. Coverage of action: (select one)	<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

**B. Section 8 Tenant Based Assistance**

1.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

Yes  No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants
- 26 - 50 participants
- 51 to 100 participants
- more than 100 participants

b. PHA-established eligibility criteria

Yes  No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?  
If yes, list criteria below:

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

### **A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

Yes  No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas?

(select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

- Yes  No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)


**(2) Family Self Sufficiency program/s**

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
<b>Program</b>	<b>Required Number of Participants (start of FY 2000 Estimate)</b>	<b>Actual Number of Participants (As of: DD/MM/YY)</b>
Public Housing		
Section 8		

- b.  Yes  No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

**D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937**

**13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

**A. Need for measures to ensure the safety of public housing residents**

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

3. Which developments are most affected? (list below)

**B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

2. Which developments are most affected? (list below)

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

2. Which developments are most affected? (list below)

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?

Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

## **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2.  Yes  No: Was the most recent fiscal audit submitted to HUD?
3.  Yes  No: Were there any findings as the result of that audit?
4.  Yes  No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
  - Not applicable
  - Private management
  - Development-based accounting

- Comprehensive stock assessment
- Other: (list below)

3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- Attached at Attachment (File name) Exhibit I
- Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:

Other: (list below) The Resident Advisory Board and Staff have agreed to amend certain policies within the next year, as set forth in the attached Exhibit "I."

### **B. Description of Election process for Residents on the PHA Board**

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

**C. Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here) City of Revere
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
  - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
  - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
  - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
  - Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
  - Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The number one priority identified in the five year strategy was home buyer assistance. The number two priority was rental assistance and the request for additions of new certificates to the Section 8 and MRVP programs. The third priority outlined the Five Year Strategic Plan was to commit support facilities and services. Priority number four involves the improvement of the living environment. The final and fifth priority involves the expansion of economic opportunities for those of low to moderate income.

#### **D. Other Information Required by HUD**

Use this section to provide any additional information requested by HUD.

## Attachments

For any and all attachments, please see file names:

“Exhibit A”

“Exhibit B”

“Exhibit C”

“Exhibit D”

“Exhibit E”

“Exhibit F”

“Exhibit G”

“Exhibit H”

“Exhibit I”

## PHA Plan Table Library

### Component 7 Capital Fund Program Annual Statement Parts I, II, and II

#### Annual Statement

#### Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number MA06P01491599 FFY of Grant Approval: (10/1999)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	55,000.00
4	1410 Administration	32,199.00
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	30,000.00
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	20,000.00
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	180,000.00
13	1475 Nondwelling Equipment	15,000.00
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	332,199.00
21	Amount of line 20 Related to LBP Activities	0.00
22	Amount of line 20 Related to Section 504 Compliance	0.00
23	Amount of line 20 Related to Security	0.00
24	Amount of line 20 Related to Energy Conservation Measures	0.00

**Annual Statement**

**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
14-1,-2,-3	Administration	1410	32,199.00
14-1,-2,-3	Management	1408	55,000.00
14-1,-2,-3	Addition to Community Room	1470	50,000.00
14-1,-2,-3	New Office—Section 8	1470	130,000.00
14-1,-2	Turfcats Mowing	1475	15,000.00
14-1,-2,-3	A/E Fees	1430	30,000.00
14-3	Fire Alarm Update	1460	20,000.00

**Annual Statement  
Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
14-1,-2,-3 Admin.	0.00	0.00
14-1,-2,-3	0.00	0.00
Management		
14-1,-2,-3 Addtion	0.00	0.00
to Community		
Room		
14-1,-2,-3 New	0.00	0.00
Office—Section 8		
14-1,-2,-3 Turfcats	0.00	0.00
Mowing		
14-1,-2,-3 A/E	0.00	0.00
Fees		
14-3 Fire Alarm	0.00	0.00
Update		

### Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
14-1	Rose St./Pomona St.	-0-	-0-	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Site Work—Replanting shrubs, etc.			100,000.00	2001
Repainting—29 buildings			100,000.00	2001
Management			100,000.00	2002
Resident Assoc. Office & Furniture			50,000.00	2001
<b>Total estimated cost over next 5 years</b>			<b>350,000.00</b>	

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
14-2	Cooledge St. / Cushman Ave.	-0-	-0-
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Site Work		50,000.00	2002
Repainting—11 buildings		50,000.00	2001
Weatherization & Caulking		50,000.00	2002
Security Lighting		10,000.00	2001
New doors both exterior/interior		50,000.00	2002
Community Room/Office		200,000.00	2003
<b>Total estimated cost over next 5 years</b>		<b>410,000.00</b>	

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
14-3	2 Harris Street	-0-	-0-	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Site Work—planting shrubs, trees, etc.			20,000.00	2001
Community Room—upgrade			20,000.00	2002
Roofing Rehab			50,000.00	2002
<b>Total estimated cost over next 5 years</b>			<b>90,000.00</b>	



## **EXHIBIT “A”**

### **MISSION STATEMENT**

The Revere Housing Authority (RHA) is a public agency established under the Massachusetts General Laws Chapter 121B. Its primary mission is to provide decent, safe and sanitary housing opportunities, thereby improving the quality of life in a cost-effective manner. By partnering with others, we offer rental assistance and other related services to our community in a non-discriminatory manner.

Further, the Revere Housing Authority shall endeavor to petition HUD in order to seek funding for additional construction of both elderly and family housing.

## **EXHIBIT “B”**

### **GOALS**

#### **Revere Housing Authority Goals – Expand the supply of assisted housing objectives:**

Manage the Revere Housing Authority’s existing public housing programs in an efficient and effective manner, thereby, qualifying as a high performer with HUD by December 31, 2004.

The Revere Housing Authority shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry.

## **EXHIBIT “C”**

### **Goal – RHA goal to improve the quality of assisted housing:**

Provide a safe and secure environment in the Revere Housing Authority’s public housing developments.

The Revere Housing Authority shall reduce crime in its developments so that the crime rate is less than their surrounding neighborhood by December 21, 2004.

The Revere Housing Authority shall work between the jurisdiction’s police force and this Authority. The purpose of this is to better define the “edge problem” of crime that occurs near our Developments and develop strategies for identifying and reducing this problem.

## **EXHIBIT “D”**

### **Goal – Increase assisted housing choices:**

Expand the range and quality of housing choices available to participants in the Revere Housing Authority’s tenant-based assistance program.

The Revere Housing Authority shall achieve and sustain a utilization rate of 98% by December 21, 2004, in its tenant-based program.

The Revere Housing Authority shall attract new landlords who want to participate in the program by December 31, 2004.

## **EXHIBIT “E”**

### **C. STRATEGY FOR ADDRESSING NEEDS**

Since the Revere Housing Authority (RHA) has a very limited number of federally funded public housing units, 93 elderly units and 101 family units, turnover of said units is small.

The RHA is addressing the needs of the community-at-large by granting as many Section 8 vouchers as possible. However, Section 8 voucher holders are having a difficult time finding affordable units, since the market in the area is very tight. The RHA works with other agencies in the area to help said participants maximize their housing search efforts. Also, when people apply for conventional housing they are placed on the State Housing List as well as the Federal Housing List. Since RHA has more State funded housing than Federal, applicants move through the State Waiting List more quickly than Federal. RHA also has an aggressive policy in regard to rent collection and rule enforcement leading to eviction of undesirable tenants in the Federal Housing developments.

## EXHIBIT "F"

### FLAT RENT SCHEDULE adopted by the Board of Commissioners

For Federal public housing programs, and in accordance with the Quality Housing and Work Responsibility Act (QHWRA), the Revere Housing Authority will offer two (2) rent options to public housing families.

Commissioner Irving Greenberg introduced the Resolution as follows:

Option #1 – Income Based Rent – A public housing resident/family may choose to have their rent determined as a percentage of their family's monthly adjusted income. The total tenant payment will not exceed 30% of the family's adjusted income. In determining rents, the RHA will factor in all HUD mandatory deductions, Rents are determined annually.

Option #2 – Flat Rent – A public housing resident/family may choose, as flat rents, by the Board of Commissioners, as follows:

One bedroom	\$ 700.00
Two bedrooms	800.00
Three bedrooms	950.00
Four bedrooms	1,050.00
Five bedrooms	1,150.00

Family choice of rental payment:

1. The RHA will allow families residing in public housing to elect annually whether to pay income-based rent or flat rent.
2. Flat rents are a function of the formula-based rent in that when the RHA establishes Flat Rents, the family is then charged THE LESSER of the TTP or the Flat Rent.
3. RHA must continue to conduct annual reexaminations for all families in public housing.
4. Families with flat rents must be given a reduced rent if their income goes down.
5. Flat rents may be elected for three (3) years.

Commissioner Dominic Bocchino made a motion to approve and adopt the Resolution which was seconded by Commissioner John J. Marco.

VOTED: To approve and adopt flat rents in public housing  
As follows: One bedroom \$700; Two bedrooms  
\$800; Three bedrooms \$950; Four bedrooms  
\$1,050; Five bedrooms \$1,150.

ROLL CALL SHOWED THE FOLLOWING:

VOTED:

AYES: Bocchino – Greenberg – Marco – Anzuoni

NAYS:None

ABSENT: Mazzone

The Chairman thereupon declared said motion carried and Resolution adopted.

**EXHIBIT "G"**  
**PHA Plan**  
**Table Library**

**Component 7**  
**Capital Fund Program Annual Statement**  
**Parts I, II, and II**

**Annual Statement**

**Capital Fund Program (CFP) Part I: Summary**

Capital Fund Grant Number MA06P01491599 FFY of Grant Approval: (10/1999)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	55,000.00
4	1410 Administration	32,199.00
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	30,000.00
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	20,000.00
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	180,000.00
13	1475 Nondwelling Equipment	15,000.00
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	332,199.00
21	Amount of line 20 Related to LBP Activities	0.00
22	Amount of line 20 Related to Section 504 Compliance	0.00
23	Amount of line 20 Related to Security	0.00

**Annual Statement**  
**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
14-1,-2,-3	Administration	1410	32,199.00
14-1,-2,-3	Management	1408	55,000.00
14-1,-2,-3	Addition to Community Room	1470	50,000.00
14-1,-2,-3	New Office—Section 8	1470	130,000.00
14-1,-2	Turfcat Mowing	1475	15,000.00
14-1,-2,-3	A/E Fees	1430	30,000.00
14-3	Fire Alarm Update	1460	20,000.00

**Annual Statement**  
**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
14-1,-2,-3 Admin.	0.00	0.00
14-1,-2,-3	0.00	0.00
Management		
14-1,-2,-3 Addtion	0.00	0.00
to Community		
Room		
14-1,-2,-3 New	0.00	0.00
Office—Section 8		
14-1,-2,-3 Turfcat	0.00	0.00
Mowing		
14-1,-2,-3 A/E	0.00	0.00
Fees		
14-3 Fire Alarm	0.00	0.00
Update		

**EXHIBIT ‘H’**

**Optional Table for 5-Year Action Plan for Capital Fund (Component 7)**

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
14-1	Rose St./Pomona St.	-0-	-0-	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Site Work—Replanting shrubs, etc.			100,000.00	2001
Repainting—29buildings			100,000.00	2001
Management			100,000.00	2002
Resident Assoc. Office & Furniture			50,000.00	2001
<b>Total estimated cost over next 5 years</b>			<b>350,000.00</b>	

**Optional 5-Year Action Plan Tables**

<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
14-2	Cooledge St. / Cushman Ave.	-0-	-0-	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Site Work			50,000.00	2002
Repainting—11 buildings			50,000.00	2001
Weatherization & Caulking			50,000.00	2002
Security Lighting			10,000.00	2001
New doors both exterior/interior			50,000.00	2002
Community Room/Office			200,000.00	2003
<b>Total estimated cost over next 5 years</b>			<b>410,000.00</b>	

**Optional 5-Year Action Plan Tables**

<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
14-3	2 Harris Street	-0-	-0-	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Site Work—planting shrubs, trees, etc.			20,000.00	2001
Community Room—upgrade			20,000.00	2002
Roofing Rehab			50,000.00	2002
<b>Total estimated cost over next 5 years</b>			<b>90,000.00</b>	



## EXHIBIT ‘T’

### REVERE HOUSING AUTHORITY COMPREHENSIVE PLAN

**Legal Counsel presented the following as the proponent for Revere Housing Authority staff at the Public Hearing on Tuesday, April 4, 2000.**

In accordance with Quality Housing and Work Responsibility Act (QHWRA)...the Revere Housing Authority (RHA)...has filed with the RHA Board of Commissioners and made public its Comprehensive Plan; forty-five (45) days prior to this hearing.

In accordance with the Interim Rule 24 CFR Part 903...Public Housing Agency Plan, the act sets out the need and benefits of Comprehensive Planning for PHAs.

The most significant changes under the Act is the introduction to the Comprehensive Five Year Plan... (FY 2000-2004).

#### **THE PLAN:**

The plan establishes a MISSION STATEMENT for PHAs along with the PHA’s long-range goals and objectives...for achieving its Mission Statement over the next five (5) years...

#### **HUD Strategic goal: “Increase the availability of decent, safe, and affordable housing.”**

To address this goal, the Revere Housing Authority has set forth in the plan:

1. goals for expansion of its supply of housing...
  - by applying for additional rental vouchers; and
  - by reducing public housing vacancies.
2. goals for improvement of the quality of assisted housing...
  - by increasing tenant satisfaction;
  - by concentrating on efforts to improve specific management functions;
  - by renovating and modernizing existing housing units.
3. goals for increasing assisted housing choices...
  - by conducting outreach efforts to potential voucher landlords;
  - by increasing voucher payment standards.

#### **HUD Strategic goal: “Improve the community quality of life and economic vitality.”**

To address this HUD goal, the RHA has set forth in the plan...

1. to provide an improved living environment...
  - by implementing measures to deconcentrate poverty by bringing higher income households into lower income developments;
  - by implementing measures to promote income mixing in public housing by assuring access for lower income families into higher income developments;

-by implementing public housing security improvements.

**Exhibit I Page 2**

**HUD Strategic goal: “Promote self-sufficiency and asset development of families and individuals.”**

To address this HUD goal, the RHA has set forth in the plan...

1. goal to promote self-sufficiency and asset development of resident households...
  - by providing or attracting supportive services to improve assistance which shall enhance the employability of RHA residents;
  - by providing supportive services to increase independence for elderly families with disabilities.

**HUD Strategic goal: “Ensure equal opportunity for all Americans.”**

To address this HUD goal, the RHA has set forth in the plan...

1. goal to ensure equal opportunity and affirmatively further fair housing...
  - by undertaking affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.

**RESPECTING THE ANNUAL PLAN  
RHA FOR FISCAL YEAR 2000**

The RHA has submitted a streamlined plan in accordance with 24 CFR Part 903.7 respecting High Performing PHAs and for a PHA with less than 250 federal units.

In its EXECUTIVE SUMMARY, the RHA sets out its major initiatives and discretionary policies which the RHA has included in its Annual Plan Submission...

\*Wherein the RHA has committed to comply with HUD mandates...ensuring the promotion of safe, decent and affordable housing;

\*The RHA continued commitment for an improved and secure environment for its residents by working with law enforcement to reduce crime...in concert with its FY 1999 Drug Elimination Grant;

\*Along with RHA's efforts to increase outreach programs in order to target the needs of all segments of its resident community;

\*The RHA has adopted three local preferences...to ensure that REVERE working families and victims of domestic violence will be assisted in an expeditious manner;

\*The RHA has adopted a deconcentration policy...to ensure a mixed income setting in its residential developments;

\*The RHA has adopted a minimum rent of \$25.00...to recognize the hardship times that residents may encounter during their tenancy, while at the same time recognizing the RHA's commitment to continue to operate the authority in a fiscally sound manner.

**The RHA plan as submitted addressed several areas:**

During the last forty-five (45) days the RHA staff and members of the Resident Advisory Board (RAB) have met on four (4) occasions to review and discuss in detail the submission.

Mr. Henry Korman, from HUD, also participated and worked with the RHA staff and the RAB during these meetings.

Given these discussions, at this time, the RHA shall review briefly the areas in the Annual Plan, along with the comments received by the RAB.

**Areas:**

**1. Housing Needs**

Relative to housing needs, the RHA has set forth that strategies to address shortage of affordable housing for all eligible populations:

- increasing its efforts to attain additional vouchers
- targeting available assistance for families at or below 30% median income
- employing admission preferences for those applicants who are working and are below 50% median income
- by applying for elderly housing special vouchers, should they become available
- affirmative marketing to all races/ethnic groups shown to have disproportionate housing needs
- targeting families with disabilities and carrying out Section 504 improvements and modifications in existing units.

**2. Financial Resources**

See Table at Page 11.

**3. Policies on Eligibility, Selection and Admissions**

Plan sets out current RHA practice in accordance with policy and federal regulations.

**RAB Comments:**

-Admissions. The RAB raised several issues...relative to the administration of retained local preferences (which clearly would target those in households with less 30% median income) and how said preference would be administered in contrast with the recently adopted Deconcentration Policy.

The RAB raised the issue whether with respect to the Deconcentration Policy, whether working to increase the income respecting current residents to attain targeted goals of mixed income developments, in contrast to skipping, (an incentive currently in the RHA's Deconcentration Policy).

Relative to current RHA A&O policy, the RHA staff shall seek amendments to the policy relative to alien family eligibility 24 CFR 5.506; only one member need be eligible under current federal law.

At the meeting with the RAB, the RHA staff took the position that it would advise the Commission of this proposal and that would recommend this approach as well as the current components to meet the goals of the RHA Deconcentration Policy.

Several issues regarding rent were raised and discussed:

-Relative to **Minimum Rents** set forth in 24 CFR 5.616, the RAB raises the issue that RHA current Minimum Rent Policy does not set a rent at \$0.00 during a time when a resident has a period of hardship and that the policy allows for a minimum rent only for a three (3) month period.

The RHA staff has agreed to offer an amendment to the policy for consideration by the RHA Board of Commissioners to allow a full discussion on "**hardship criteria**" which would enable a resident to pay no rent (\$0.00) for that time which said resident has encountered a hardship.

-Relative to **Flat Rents** set forth in 24 CFR 5.616, the RHA has presented to the RHA Board of Commissioners a schedule of Flat Rents for federal housing and in accordance with the regulations, residents shall be allowed a choice.

-Relative to **Payment Standards for Section 8**, here the plan template was in error; the RHA is setting payment standards for rents at 110% which the maximum allowed under Section 8 federal regulations.

-Relative to current **A&O Policy**, the RHA staff shall seek amendments to the policy relative to not calculating income of full time students (24 CFR 5.60 (c) (11) );

\*additional information: recently approved earned income disregards (range of exclusions).

-The RHA staff also agrees that an **amendment of the A&O Policy** relative to assisting working residents by not counting as income medical credits offered by employers and deduct the cost of health care.

#### 4. **Rent Determination Policies**

Plan sets out current RHA practice in accordance with policy and federal regulations.

##### **RAB Comments:**

Addressed the issue of “**interim recertification**”, stating in general the A&O Policy only triggers an interim recertification under certain circumstances. The RAB suggests to discontinue the practice and allow income incentive to residents, while at the same time, relieving the RHA staff of an administrative burden.

The RHA staff has agreed to forward new A&O Policy amendments in order to address this issue; clearly one concern of the RHA is the “**seasonal worker**” and how that resident will be treated should interim recertification policy be changed.

#### 5. **Operations and Management Policies**

Plan sets out current RHA practice in accordance with policy and federal regulations.

##### **RAB Comments:**

The RAB addressed several concerns about current maintenance policies:

**-Work Orders:** work orders should be tracked to allow resident to be aware when the work requested will be performed/addressed (the current system does not afford this information); and there should be a work satisfaction sign off.

**-Emergencies & Non-emergency Repairs:** RAB wanted to define these work tasks in a more formal manner and for the RHA to address Non-Emergency items within the stated seven (7) days period established in the current policy.

**-Charges to Residents:** RAB wants to define repairs caused by resident versus “wear and tear” of the unit.

The RHA staff agreed to work with RAB on developing a survey questionnaire to be distributed to residents to attain more information relative to conditions at the RHA federal developments. The RHA staff agreed to work with the RAB to offer an amendment to the Maintenance policy for the above-described definitions, and also a full discussion with the Commission relative to these issues. Further, the RHA staff

shall discuss with the Commission a procedure in which tenant satisfaction with work performed may be attained without confrontation between RHA worker and resident.

**Exhibit I Page 6**

**6. Grievance Policies**

Plan sets out current RHA practice in accordance with policy and federal regulations.

**RAB Comments:**

The RAB is concerned that the “**One Strike Policy**”, which allows a PHA to eliminate the grievance hearing process, is a significant loss of resident rights. The RAB has also recommended that the selection of a “**neutral, disinterested hearing officer**” be selected from a pool of volunteers who have been selected to serve.

The RHA staff has recently prepared the new proposed federal lease and proposed federal grievance procedure. The RHA staff shall again ask that a no tolerance position be established with respect to drugs and criminal activity. The staff shall also ask the Commission to reaffirm its election to eliminate grievance hearings respecting evictions which are based upon drug or related criminal activity.

The staff has agreed in presenting the new grievance procedure to the Commission that certain **notice** requirements (for non-“One Strike” evictions) shall be recommended for adoption (certain period to present evidence to residents both pro se and those represented by Counsel).

**7. Capital Improvement Needs**

Plan sets out current RHA practice in accordance with policy and federal regulations.

**RAB Comments:**

RAB indicated that the current proposals for community room construction was satisfactory at the proposed locations at 14-1 and 14-2, and requested to participate in site election and design.

**8. Homeownership**

RHA has no plans at this time.

**RAB Comments:**

RAB has no comment at this time.

**9. Community Service Program**

Plan sets out current RHA policy and federal regulations.

**RAB Comments:**

The RAB raised the issue that additional training programs need to be offered in order for residents to realize self-sufficiency. The RAB and other residents would participate in working with the RHA staff to develop request for proposal seeking said funds.

RHA staff has agreed upon receipt of a NOFA or prior to final submission of a request for proposal, it shall seek to work with and receive information from the RAB and other residents.

**10. Crime and Safety**

Plan sets our current RHA policy and federal regulations.

**RAB Comments:**

The RAB again raised the issue of its desire to participate and receive notice of grants to assist residents and PHAs in their effort to stop drug and crime activities in RHA federal developments. RAB also raised its concern over the “resident officer” position and questioned whether the use of this unit (when there are so few federal units in the community) was in the best interest of the residents.

Given the new Comprehensive Plan process, new DRUG ELIMINATION funds shall be requested and addressed via the annual plan. The RHA staff and the RAB agreed to work together on future proposals and issues.

**11. Pets**

Plan sets our current RHA policy and federal regulations.

**RAB Comments:**

No comment at this time; waiting for HUD to issue the final regulation.

**12. Tenant Participation and the Resident Commissioner**

The RAB requested that a memorandum of understanding relative to the issue of participation in the Comprehensive Planning Process be set forth.

The RHA staff agreed, upon review by the Executive Director, to forward and informal “time frame” for the next planning process, which shall focus on the 2001 Annual Plan.

The RAB raised the issue as to what steps the RHA and the local government shall be taking relative to the appointment of a **Federal Resident Commissioner** in accordance with 42 U.S.C. Section 1437(b) and 24 CFR 964.400. The RAB requested the RHA to notify federal residents of any vacancy and that the RHA take steps necessary to comply with the regulation.

The RHA staff has informed the RAB that it shall seek additional information from HUD Region One office. Currently, the RHA does not have a resident commissioner in accordance with state regulations; whether this appointment will also be required or whether it satisfies the requirement will need to be reviewed in greater detail and depth.

**Conclusion of Comments.**

## **RAB Comments and Suggestions on Admissions and Rents**

### **Admissions**

#### ***Preferences***

- The information on preferences for public housing and Section 8 on template pages 15 and 19 is simply confusing. On page 15, #2, substandard housing, homelessness, and high rent burden are not checked off, but lower on the page they are listed as preferences. The same confusion exists with the Section 8 preferences on page 19. The Selection Criteria listed on pages 7-10 of the Admissions and Occupancy Policy or pages 7-9 of the Section 8 Administrative Plan do not clarify. It is unclear how applicants are ordered within each preference—is it by federal preference first, then by ranking preference, then by local preference, or some other way? There appear to be more than 10 different criteria considered, and it just does not make sense which ones place any given applicant higher on the list.
- **Question:** The RAB is concerned in general with the lack of diversity in the public housing developments in Revere, especially since the preferences of the RHA probably mean that there are a number of minority applicants on the waiting lists. The RAB would like to know the percentage of applicants on the current waiting list who are minority, and whether or not minorities have a lower admission rate than white applicants.

#### ***Deconcentration***

- We are pleased to see that the RHA has retained the former federal preferences, since we are interested in RHA's turnover units going to applicants most in need. However, the RHA's Deconcentration Policy seems to go against the stated preferences that RHA is keeping, since it states that the RHA will skip over low income applicants on the waiting list to accomplish the RHA's mission of bringing higher income families into public housing. This seems to contradict the RHA's policy of giving preferences to families with economic hardships (template page 9). The RAB is especially concerned that the Deconcentration Policy will not displace those applicants most in need of housing, such as those who are displaced, homeless, or fleeing domestic violence.
- **Question:** The RAB would like to know which of the federal developments have been named as lower income developments, and which have been named higher income developments, and what criteria were used to make that determination.

#### ***Designation***

- On page 10 of the template, the RHA states that it will seek designation of public housing for families with disabilities. This contradicts what was stated orally at last week's meeting and what is stated elsewhere in the template.

#### ***Section 8 Ordering of Waiting List***

- On page 20 of the template, the RHA states in one place that it will use data and time to order Section 8 applicants, but lower on the page it states that it will use a random lottery to order the applicants. On page 5 of the Section 8 administrative plan, the RHA states that it will use a lottery system.

#### ***Criminal Records Checks***

- The RAB understands that the RHA has a lot of discretion to admit or deny an applicant based on a criminal record. However, our biggest concern is that this discretion is used without standards.

### ***Admissions and Occupancy Policy***

- On pages 30 and 35 of the A&O Policy, the RHA states that the applicant or tenant must prove that *all* family members have eligible immigrant status for occupancy or continued occupancy. That information is not consistent with HUD's regulations. A family is eligible for public housing or

**Exhibit I Page 9**

Section 8 as long as *one* of its members is a citizen or has eligible status. If not all the family members have eligible status, the subsidy share will be prorated, but the family will still be able to reside in subsidized housing. See 24 CFR § 5.506 (attached).

- The Federal Income Limits attached to this policy are outdated; the Fiscal Year 2000 Annual Income Limits were issued just last week.

### **Proposals:**

1. Rather than focus incentives for higher income applicants to achieve deconcentration, the RAB suggests that the RHA develop policies to increase the incomes of tenants already living in RHA public housing. Therefore, the RHA could accomplish the goals of deconcentration while still preserving its admissions for those most in need. Suggested policies to increase current tenant incomes are favorable rent policies, discussed below, and social services, including referrals to job training and employment, assistance with job searches, and translation services. The RAB suggests creating an ongoing committee to discuss residents' service needs, and to explore applying for federal grants to fund those services.
2. If the RHA was not planning to do so, the RAB suggests that the RHA use a lottery within each preference category when the Section 8 list is next opened. A date and time stamp system seriously disadvantages some applicants with disabilities.
3. Update template and A&O Policy and Administrative Plan to reflect consistent information about preferences, designation, Section 8 procedures, income limits, and immigration status.
4. The RAB suggests setting up an on-going "CORI" committee, including at least one resident, to develop and apply consistent standards by which applicants are accepted or rejected based on criminal activity.

### **Rents**

#### ***Discretionary Policies to Encourage Work***

- On page 9 of the template, the RHA states that it will adopt rent policies to support and encourage work, but on page 21, the RHA states that it has no discretionary rent policies. But then on page 22, the RHA states that it has discretionary rent deductions for earned income and household heads, but does not explain what they are.

#### ***Other Hardship Exceptions***

- The RHA has no discretionary deductions for medical expenses for non-elderly or disabled families. This is unfortunate, since for many families returning to work, health costs and health insurance are a huge new burden.

#### ***Minimum Rents***

- On page 22 the RHA template seems to make a fundamental misstatement of the law regarding minimum rents. According to 24 CFR § 5.616 (see attached), a PHA may elect to have a minimum rent, but the minimum rent must be waived if the family falls into a hardship exemption category (i.e., losing all income). In other words, if a family disqualifies for a hardship, the family pays an income-based rent

even if that rent is less than the minimum rent (from \$25 down to \$0). The template seems to state that if a family gets a hardship, they still have to pay the minimum rent of \$25 and even then the family only gets that for three months. That is incorrect—the rent must go down to \$0 indefinitely if the family’s income is \$0 and the family qualifies for one of the hardships. The RHA can add more hardship categories than the ones mandated by law, but it can not force a family to pay the minimum rent when they qualify for an exemption. In addition, on page 25 of the template, the minimum rent law seems to be different for Section 8 residents, when the law is the same.

## **Exhibit I Page 10**

### ***Flat Rents/Ceiling Rents***

- On page 23 the RHA states that it does not have a ceiling rent, and on page 24 the flat rent section is blank. But under the HUD regulations, and notices issued August 6, 1999 and December 22, 1999, the PHA is required to provide a rent choice now (see attached).

### ***Payment Standards***

- The template at page 8 states that it will maintain or increase Section 8 lease up rates by establishing payment standards that will enable families to rent throughout the jurisdiction. But then on page 24, the template states that the payment standard is set at 100% which is not the maximum allowable standard. It is also important to note that the payment standard information on pages 14-15 of the Section 8 administrative plan do not conform with the template.
- Question: The RAB would like to know whether the RHA has gathered the data mentioned on page 25 of the template, the success rates and rent burdens of assisted families; if so, the RAB would like to review this information.

### ***Interim Recertifications***

- According to page 23 of the template, the RHA requires a family to report any income increase, although this seems to be in conflict with the interim recertification rules specified in the A&O Policy (pages 38-39) and the Section 8 Administrative Plan (page 12). According to the A&O Policy, a principal income recipient only has to report income increases through marriage, divorce, death, or “re-employment,” and other household members only have to report on an interim basis for full-time employment. This means that salary or wage raises and new part-time employment need not be reported on an interim basis. The Section 8 Administrative Plan states that income should be redetermined on an interim basis whenever a change “warrants said redetermination,” but does not clarify what this means.

### ***Admissions and Occupancy Policy***

- On page 15, the policy incorrectly states that the income of full-time students who are over 18 is countable towards rent; 24 CFR § 5.609(c) (11) specifically states otherwise (see attached).
- The A&O Policy also does not make mention of the earned income disregard, although it lists all other types of income and exclusions. Although we received information about the rent freeze in our recent recertification package, that information was outdated. Starting in October, 1999, the earned income disregard changed to include a much broader category of residents, including those who were previously unemployed or on welfare. In addition, if a resident received training, it is irrelevant how it was funded. (See attached flyer).

### **Proposals:**

1. Adopt discretionary rent policies to provide incentives for residents to work. One such policy would be not to count any medical “credits” offered by employers and to deduct costs of health insurance. Another would be to change the template and the Section 8 Administrative Plan to conform with the A&O Policy and reduce the number of interim recertifications for increases in income. Reducing interim

recertifications for rent increases will not only lift an administrative burden off of the RHA, but this policy works towards the goal of deconcentration.

2. To comply with their Section 3 requirements and to encourage tenant employment, the RAB requests that the RHA advertise all of its job openings to each resident by mail.
3. Adopt minimum rent rules for public housing and Section 8 to reflect HUD regulations and clearly inform residents about how to apply for hardship exemptions.

#### **Exhibit I Page 11**

4. Set a flat rent immediately, since QHWRA created this to act as an incentive for higher income residents to remain in public housing—something which also satisfies the RHA's deconcentration goals. The RAB suggests a flat rent committee, including at least one resident, which could propose a flat rent based on a market study of similar units in the area.
5. Set the payment standard for Section 8 rents at 110%, since that would allow voucher holders the maximum amount of flexibility to use the voucher in this inflated rental market.
6. Update the Admissions and Occupancy Policy regarding the income of full time students and distribute attached flyer regarding earned income disregard to all public housing residents.

#### **Grievances**

##### ***Abolition of Grievance Rights for Criminal or Drug Related Activity***

- The RAB is seriously concerned that the Board of Commissioner's August, 1999 vote to eliminate a grievance hearing for certain charges related to drug and criminal activities violates 24 CFR § 966.3 and § 966.52(c) (see attached), since tenants did not receive notice of this proposed change or an opportunity to voice their concerns.

##### ***Neutral Hearing Officer***

- The RAB is concerned that the hearing officer chosen for RHA grievances has not been "selected jointly" by the RHA and by the complainant (page 3 of the grievance hearing).

#### **Proposals:**

1. The RAB asks that the Board rescind its August, 1999 vote to abolish the grievance procedures with respect to certain types of evictions. Although HUD permits housing authorities to bypass a grievance in certain circumstances, HUD certainly did not intend for a housing authority to change its lease or grievance policy with no notice or opportunity for comment. If provided with that opportunity, the Council would have raised strong objections to the change in the grievance procedure. While the RAB is concerned about drug and criminal activity on the property, the RAB is also concerned for the tenants whose circumstances are such that an eviction is not appropriate. A grievance hearing is a better way to establish whether the tenant may need to be referred to treatment, or whether there are other important mitigating factors to consider, rather than going directly to court. Because evictions involve a great deal of discretion on the part of the RHA, and because there is usually quite a bit of surrounding information that is important to the case, the Council believes that the informal hearing is still an important protection for residents.
2. The RAB asks that the RHA follow the procedures for choosing a disinterested hearing officer, by ensuring that a list of neutral parties be made available to each complainant before a grievance hearing. The RHA should work with its elected tenant councils to come up with a pool of candidates.

3. For *any* notice of an informal conference, hearing, or eviction, the RAB asks the RHA to amend its notice to include updated contact information for the resident representatives and legal services.

### **Operations/Maintenance**

#### ***Work Orders***

- Residents are concerned about the work order system (listed on page 3 of the maintenance policy). The RAB has reports from residents who have been unable to obtain their work order numbers or information about their maintenance requests.

## **Exhibit I Page 12**

#### ***Emergencies***

- Although emergencies are given top priority in the maintenance policy (page 4), residents are concerned that some health threatening situations are not being responded to as emergencies. Some examples in the past have included burst pipes, flooded basements, water leaks into electrical fixtures, and gas leaks.

#### ***Routine/Preventative Maintenance***

- The RAB is concerned that, in some instances, the preventative measures taken by the RHA staff do not help to keep the property at a high standard. Some examples have been boarding up or nailing shut basement windows, using tin foil to repair a boiler, or replacing an old stove with another used stove.

#### ***Resident Non-Emergency Requests***

- The maintenance policy (page 13) puts resident non-emergency requests as the lowest priority, with a target response time of seven days. The RAB is concerned that many of these requests never get responded to, even though some of them have serious implications for safety or long-range upkeep issues. Some examples of on-going non-emergency problems for many residents are: mold/condensation on windows, exposed holes created by maintenance when responding to an emergency, flaking ceilings, cabinetry hinges, inadequate closet space for washers/dryers, windows which stick or fall out, uninsulated doors, loose screen doors, and potential safety problems with bulkhead stairs and stair railings. The RAB is aware of many requests concerning these types of maintenance problems which have been made more than one year ago and which the RHA has yet to fix.

#### ***Charges to Residents/Tension between Maintenance and Residents***

- There appears to be a general tension between the maintenance staff and the residents, where the maintenance staff blame residents for maintenance problems and residents feel defensive. Sometimes, residents are charged for something to be fixed, without any prior notice of the charge. The Council, in its door-to-door work, has come across many residents who are afraid to report maintenance needs because they will be blamed or charged for a problem that they themselves did not cause. There appears to be a terrible cycle, and as a result, structural problems are not addressed.

#### ***Buildings/Grounds Appearance***

- The residents, at Rose Street especially, are concerned about the condition of the grounds. The landscaping done several years ago has not been kept up on a regular schedule, and despite regular Community Clean Up days organized by the Council, the residents can not keep up with the trash.

#### **Proposals:**

1. The RAB suggests that tenants actively participate in the priority setting process for maintenance activities, including the definition of emergency and non-emergency problems, a schedule of maintenance charges, and clear guidance about the definition of wear and tear.
2. The residents and the Council can be important resources to catalog information about apartment grounds and conditions. The Council would agree to work together with the RHA to develop and disseminate a survey of maintenance needs and work satisfaction. While the Council knows many residents are concerned about coming forward, it believes that if the survey comes from residents directly, response will be much higher. This information will also help inform priorities for future capital improvements.
3. The RAB suggests that at the completion of every maintenance task, a resident be given a one page customer satisfaction survey. This survey could cover the resident's satisfaction in terms of how long it took for maintenance to respond to the call, what the result was, and how the resident felt s/he was treated.

### **Exhibit I Page 13**

4. The RAB suggests that the work order system be better followed. This includes ensuring that residents, *at the time of their requests*, get a copy of the work order number, the priority assignment, and an estimate for completion. This way residents can have realistic expectations, and some potential problems are diffused early in the process.
5. The RAB also requests that the maintenance staff strive to conform with the seven-day target for resident non-emergency requests.
6. The Rose Street tenants ask that the outside grounds be made a high maintenance priority and make the following proposals concerning the grounds upkeep: new landscaping, a specific lawn maintenance schedule, and individual trash sheds for each unit (Medford Housing Authority has a good system). In addition, the RHA could help expand the number of Community Clean Up days by helping to subsidize the pizza parties afterward. Finally, the RHA could ensure that the summer maintenance program for teenagers be better supervised. According to the PHA plan, this particular problem is slated for CIAP funds in 2001, but it is unclear from the plan whether or not this is a definite priority.
7. Other issues that the RAB would like to discuss are the possibility of having fences and pools. In addition, residents have heard that the Hyman Towers residents are getting new air conditioners. If this is accurate, the RAB would like to know whether the old air conditioners will be available to other residents for purchase, perhaps at a discounted price.

### **Capital Needs**

#### ***CIAP FY 1999 Budget***

- **Question:** The RAB is interested in knowing why the funds which have been approved in this budget have not been spent already. The RAB would also like to know the specifics about the approved \$55,000 for management improvements (what will this be used for?) and the \$50,000 for an addition to a community room (which development?).

#### ***PHA Plan Optional Action Plans***

- **Questions:** The RAB would like to know how the optional action plans listed on pages 29-30 of the template were determined, and what is the process by which these optional action plans are transformed into actual CIAP priorities.

### ***Rose Street Plans***

- The RAB is pleased to see that the RHA has proposed significant funds for upgrades at Rose Street, but is interested in learning more. For example, why propose \$100,000 to repaint the buildings which have vinyl siding? What other site work is planned besides replanting shrubs? Are there plans for increasing exterior lighting? Does the \$50,000 for the Council's office include an expansion of the existing space?

### ***Cooledge Street Plans***

- The RAB also has questions about the \$200,000 allocated for a community room and office at Cooledge Street, since the Cooledge Street development already has a functioning community room. Ideally, the RAB would like to see a viable community space at every federal development, in order to allow for a rotation of meetings and activities. As a result, the RAB suggests that more funds be allocated initially to ensure a viable community space at Rose Street, and then upgrades can be made to the existing Cooledge and Harris Street community rooms.

### **Proposals:**

1. The RAB requests that the RHA propose capital improvements in this year's PHA plan which are truly needed. To that end, the RAB proposes some kind of monitoring board, in addition to the proposed surveys described above, which could act as a liaison between the residents and the staff on capital needs.

**Exhibit I Page 14**

### **Homeownership**

At this time, the RAB has no comment on the PHA Plan regarding homeownership, although it would like to reserve comment for when final rules regarding public housing homeownership are issued from HUD.

### **Community Service and Self-sufficiency Programs**

#### ***Self-sufficiency Programs***

- Although this portion of RHA's plan is blank, the RAB strongly suggests that the RHA consider increasing its training, employment and social services for federal residents on site. We have discussed at both prior RAB meetings about our feelings that the services offered to RHA federal residents are not enough to help achieve the kind of self-sufficiency envisioned by these regulations. This kind of focus would also help the RHA satisfy its deconcentration mandate.

In addition to the optional rent disregards that the RAB proposed at the first meeting, the RAB encourages the RHA to seek additional funding, with resident input, for more on site services, either through the FSS program or the ROSS grants. Services needed include: afterschool programs for boys and girls not ages 8-12, a community space for seniors not living at Harris Street, training for resident who wish to begin a business in their home, and programs to help residents save to move out of public housing. For some of these services, the RHA and/or the Council could partner with existing organizations, such as the Y, the Boys and Girls Club, or the Parks and Recreation Department. The RAB is happy that the RHA has helped federal residents in the past send their kids to Horizons for Youth, and hopes that more of these types of programs can be funded and advertised to federal residents.

The RAB also has some comments about how to target existing self-sufficiency programs funded through PHDEP grants more towards the majority of federal residents (see below).

#### ***Community Service Requirements***

- The RAB reserves its comments about the Community Service requirements until HUD asks the RHA to submit this part of the annual plan. At that time, the RAB would like to be involved in the drafting of

the community service plan, to help determine the definition of community service to help ensure that the proper exceptions are in place.

### **Public Housing Drug Elimination Program Grant**

#### ***Problems with past PHDEP applications***

- The RAB is concerned that, despite the assurances on the 1998 and 1999 applications that the RHA consulted with federal residents and the Council, this was not actually done. For both the 1998 and 1999 applications, the RHA solicited letters of support from the State Tenant's Association, and in 1999, the RHA wrote a summary of a resident survey which the Revere Federal Residents Council took no part in designing or distributing (see page 140).

In addition, the 1998 and 1999 applications were supported with a significant amount of materials—including police reports, newspaper articles, and photos—which were supposed to document the high rates of crime at Revere federal housing. However, after reviewing these documents, the RAB noted that many of the incidents did not involve Revere federal public housing residents nor did they take place on RHA property.

#### ***Problems with Implementation of the PHDEP Proposals***

- In general, the RAB would like to know how the proposed grant funds have actually been spent. It appears in the 1998 and 1999 applications that the vast majority of the funds are allocated to reimburse Revere police and to pay for administrative salaries. In addition, the reporting on the 2000 PHDEP Plan Template seems incorrect (see pages 3 and 4). The RHA claims to have spent \$31,293 for Community Policing, \$31,923 for the Officer in Residence, and \$31,923 for the Police Sub-station,

**Exhibit I Page 15**

even though this amount is more than the total grant from 1999. The same mistake appears to be made on page 4 in the reporting for Drug Prevention activities. The RAB would like to know the exact breakdown of funds already spent for each activity.

The RAB is concerned that the programs described in the grant applications and reports are not being sufficiently marketed to all federal residents, nor are they convenient for many federal residents to participate. The RAB would like to know out of the 200 children participating in the Police Athletic League, how many were *federal* residents, and how was the program advertised to the two federal family developments. The RAB would like to know the same information about the Martial Arts training.

Although the RHA stated at the first RAB meeting that the Job Resource Center at Adams Court was funded solely through DHCD, and that state residents have first priority, the Center was relied on in several places in the 1999 PHDEP application and the PHDEP template attached to the PHA Plan (see pages 107 and 120 of the 1999 PHDEP grant application). If the Center is such an integral part of the PHDEP program, the RAB would like to know why state and federal residents do not have equal priority to get into the computer classes.

There are also several programs listed in the PHDEP applications that the RAB would like more information about: the afterschool day care program, the domestic violence support group, the DARE meetings and the crime watch system. If these are in place, the RAB would like to know the percentage of participants who are federal residents, and again, how these services were advertised to the two federal family developments.

The RAB would also like to know about the drug counseling referrals mentioned on page 4 of the PHDEP Plan template. Are these now in place? If so, how many federal residents have been served?

Who makes the referrals? What is the incentive for a resident to come forward and admit a drug problem, given the RHA's current one strike policy of commencing evictions immediately?

Finally, the RAB is concerned that so much of the grant is being used to fund an officer in residence at the Rose Street development. The RAB is concerned that this is not the best use of PHDEP funds, especially considering that the officer's use of a public housing unit means a needy family on the waiting list can not live in it. This is plainly at odds with the proposed regulation at 24 CFR § 960.505 for PHAs with less than 250 units (see attached).

#### ***Suggestions for Future Use of the Funds***

- Overall, the RAB suggests that more of the PHDEP funds be used for Drug Prevention resident services and less used to reimburse Revere police officers. This way, the RHA can use their funds to help residents get the help they need to tackle the real emotional and financial reasons behind drug problems.

In addition, the services now funded under the PHDEP program should be advertised more fully at Rose Street, which is the largest federal family development in Revere. The RAB also suggests that the RHA consider shifting some of the direct services away from Adams Court, since, as the RHA stated in the last meeting, Adams Court really is a community center for state residents (this was in the context of a conversation about why the RHA planned to build a community room for the federal residents at Cooledge/Cushman). This could mean holding some of the programs at Rose Street, or at the very least, provide better transportation for federal residents at Rose Street to all activities (such as asking the bus to stop at Rose Street in addition to Adams Court for the martial arts program).

Finally, the RAB asks that, in the future, the RHA meet its commitment on paper to work with the Residents Council in the implementation of this program.

**Exhibit I Page 16**

#### **Pets**

The RAB believes that all residents who own pets should assume the responsibility to care for their pets. However, the RAB will reserve comment on any plans by the RHA to implement a pet policy for the federal residents until after HUD issues final regulations. At that time, the RAB can consider the state pet policy and make its recommendations.

#### **Tenant Participation**

##### ***The Ongoing RAB Process***

- Even though these meetings with the RHA this March have gone well, the path to get the RHA to commit to this series of meetings was difficult. Starting last fall, the Council spent many months asking the RHA staff, its Board, and its attorney to begin the RAB process. The meetings themselves should have begun last winter in order to meet the February 29 deadline to HUD. Ideally, the RAB's resources should have been in place long before the meetings began, instead of just at the end of the RAB process. Because this is a yearly process, the RAB hopes that next year the RAB process starts early enough (next year's deadlines for submission to HUD will be January 17).

##### ***Ongoing Relationship with the Revere Federal Residents Council***

- The RAB also hopes that this RAB process has sparked an ongoing commitment by the RHA to work with its federal representatives in an open way on all aspects of housing operations. First and foremost, the RAB suggests that the RHA agree to a Memorandum of Understanding with the Council.

The RAB has suggested ongoing work for several key areas of the PHA Plan, including maintenance and capital needs, self-sufficiency programs, the PHDEP, and deconcentration. The RAB suggests monthly meetings between the Council and the RHA staff to continue making progress on these unresolved issues raised this month and any new policy issues which arise. The Council also hopes that the RHA will continue to assist the Council in its efforts to communicate with all federal tenants about these issues. In addition, the RAB requests that the Council be sent the agenda of the Commissioner meetings and be offered a time to report to the Board at least bimonthly.

### **Resident Commissioners**

#### ***Plans for a Federal Resident to Sit on Board***

- Under 42 U.S.C. § 1437 (b) and 24 CFR § 964.400 *et seq.* (see attached), the Revere Housing Authority is required to have a federally assisted resident sit on the RHA's Board of Commissioners. The RAB would like to know RHA's plans to comply with this regulation, and encourages the RHA to comply as soon as possible. The RAB suggests either that the RHA create an additional seat for a federal resident or replace the existing resident representative. The RAB also proposes that the RHA provide clear notice to all federal residents of the Commissioner seat opening. That way, all interested federal residents can submit their names and resumes to the Mayor's office, and the Mayor can then appoint the federal resident onto the Board.

Board of Commissioners to approve 5-Year Annual  
Plan for Fiscal Years 2000-2004

RESOLUTION #8-2000

April 12, 2000

Commissioner Paul Mazzone introduced the Resolution  
as follows:

To approve the 5-Year Annual Plan for Fiscal Years  
2000-2004

Commissioner Irving Greenberg made a motion to approve  
and adopt the Resolution which was seconded by  
Commissioner Paul Mazzone.

VOTED: To approve the 5-Year Annual Plan for Fiscal  
Years 2000-2004

ROLL CALL SHOWED THE FOLLOWING: VOTED

AYES:	Greenberg – Mazzone – Anzuoni
NAYS:	Marco
ABSENT:	Bocchino

The Chairman thereupon declared the said motion carried  
and the Resolution adopted.

\*\*\*\*\*

ATTEST:

/s/ Andrew J. Procopio, Jr.  
Executive Director  
April 12, 2000

# Public Housing Drug Elimination Program Plan

**Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.**

**Annual PHDEP Plan Table of Contents:**

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

**Section 1: General Information/History**

**A. Amount of PHDEP Grant \$42,668.00**

**B. Eligibility type (Indicate with an “x”) N1\_\_\_\_\_ N2\_\_\_\_\_ R\_\_\_\_\_**

**C. FFY in which funding is requested 1999**

**D. Executive Summary of Annual PHDEP Plan**

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The PHDEP Project has been successful in implementing services to RHA residents, especially public housing youth. An overwhelming 200 youth are participating in the Police Athletic League and receiving drug resistance education, while 19 youth are participating in free Martial Arts Training. The RHA continues to conduct outreach to all public housing residents, while at the same time encourages involvement in all PHDEP sponsored activities. It is the RHA’s belief that through continued activities and support services there will be a significant decrease in drug-related crime in and around RHA property.

**E. Target Areas**

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
All Federal Sites	194	400

**F. Duration of Program**

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an “x” to indicate the length of program by # of months. For “Other”, identify the # of months).

**6 Months\_\_\_\_\_ 12 Months   x   18 Months\_\_\_\_\_ 24 Months\_\_\_\_\_ Other \_\_\_\_\_**

## G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995					
FY 1996					
FY 1997					
FY1998	97,000.00	MA06DEP0140197	0.00	N/A	12-30-99
FY 1999	42,668.00	MA06DEP0140199	42,668.00	N/A	12-30-00

## Section 2: PHDEP Plan Goals and Budget

### A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

The PHDEP program is a collaborative effort between the RHA, the Revere Police Department, CAPIC, and various other local area service agencies. The goal of this project is to reduce and consequently eliminate drug-related crime, in and around RHA, through law enforcement, drug prevention services, employment training, and preventative activities that reduce the incidence of drug usage. This grant allows the RHA to reach out to public housing residents (youth and adults) through various preventative activities and opportunities, some of which include martial arts training, youth sports athletic league, drug intervention and prevention services, domestic violence counseling, and computer training services. This program aims to make these activities and resources not only available, but more importantly, accessible to residents. This combination of resources and services ensures that a resident’s needs are met in a comprehensive manner and referrals are made to the appropriate provider. This joint effort and integration of policing services, with supportive services has proven to be a successful combination, in working towards reaching the overall goal to eliminate drug use and drug-related crime within the RHA.

### B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY 99 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	31,293.00
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	11,375.00
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
<b>TOTAL PHDEP FUNDING</b>	<b>42,668.00</b>



### C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

<b>9110 - Reimbursement of Law Enforcement</b>						<b>Total PHDEP Funding: \$</b>	
Goal(s)	Reduce drug-related crime by 25% within 24 month project duration.						
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. Community Policing				12/30/00	31,293.00		
2. Officer in Residence			3/98	12/30/00			
3. Police Sub-station				12/30/00			

<b>9120 - Security Personnel</b>						<b>Total PHDEP Funding: \$</b>	
Goal(s)	N/A						
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

<b>9130 - Employment of Investigators</b>						<b>Total PHDEP Funding: \$</b>	
Goal(s)	N/A						
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

<b>9140 - Voluntary Tenant Patrol</b>						<b>Total PHDEP Funding: \$</b>	
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Goal(s)	N/A						
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9150 - Physical Improvements</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)	N/A						
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9160 - Drug Prevention</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)	To provide preventative activities & drug resistance education to RHA residents.						
Objectives	To reduce the risk of substance abuse among 200 RHA residents.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Police Athletic League	200	RHA youth	1-15-99	12-30-00	11,375		
2. DARE Services	200	RHA youth	1-15-99	12-30-00	11,375		
3. Martial Arts Training	19	RHA youth	3-1-99	12-30-00	11,375		

<b>9170 - Drug Intervention</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)	To provide drug counseling & intervention services to at-risk RHA youth & adults						
Objectives	To improve the quality of life for 800 RHA residents.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Drug counseling referrals	75	Youth, adults	1-15-99	12-30-00	11,375		
2.							

3.							
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<b>9180 - Drug Treatment</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)	To provide drug counseling & intervention services to at-risk youth & adults.						
Objectives	To improve the quality of life for 800 RHA residents.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Drug counseling	75	Youth, adults	1-15-99	12-30-00	11,375		
2. Drug Treatment	75	Youth, adults	1-15-99	12-30-00	11,375		
3.							

<b>9190 - Other Program Costs</b>					<b>Total PHDEP Funds: \$</b>		
Goal(s)	To reduce and eliminate drug-related crime in and around the RHA.						
Objectives	To provide support services to 25 RHA residents.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Domestic violence counseling			1-15-99	12-30-00			
2.							
3.							

**Section 3: Expenditure/Obligation Milestones**

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110				
9120				

9130				
9140				
9150				
9160				
9170				
9180				
9190				
<b>TOTAL</b>		\$		\$

**Section 4: Certifications**

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”