

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

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# Chelsea Housing Authority

## PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004  
Annual Plan for Fiscal Year 2000

**MA016.v01 (11/30/99)**

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

**PHA Plan  
Agency Identification**

**PHA Name:** Chelsea Housing Authority

**PHA Number:** MA016

**PHA Fiscal Year Beginning: (mm/yyyy)** 1/1/2000

**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)

The Chelsea Housing Authority (CHA) is committed to providing a full-range of safe, secure, suitable, and appropriate affordable housing opportunities to extremely-low, very-low, and low income family, elderly, and disabled households in a fair manner. The CHA is committed to assisting all residents who are moving from welfare-to-work with affordable housing opportunities that do not act as disincentives to economic advancement. The CHA is committed to deconcentrating poverty within its federal conventional public housing developments and attempting to provide and support wider access to affordable housing opportunities throughout the entire community. The CHA is committed to fair and non-discriminatory practices throughout all of its housing programs and activities.

**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 (list below)\*

\* The CHA has commissioned a study to explore its role in the creation of homeownership opportunities within the City. The study is anticipated to be completed in March 2000. The CHA will apply for additional Section 8 vouchers to assist in creating both homeownership and other affordable housing opportunities throughout the City.

- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score)\*  
\* The CHA's current PHMAP score is 99.
  - 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)

\*\* The CHA plans to explore ways to increase customer satisfaction through physical improvements funded under the HUD CompGrant Program and improved maintenance and security.

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)

\* On January 1, 2000, the CHA will adopt a voucher payment standard of 110% of FMR to increase housing choices throughout the community.

\*\* The CHA has commissioned a study to explore its role in the creation of homeownership opportunities within the City. The study is anticipated to be completed in March 2000.

**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 (PHDEP Program)
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)\*
- Other: (list below)

\* Although the CHA has no current plans to do designated housing, it has commissioned a study to determine elderly/disabled issues and opportunities for improvement. The study is anticipated to be completed in March 2000.

**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)**

# 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** (Current CHA HUD PHMAP score is 99)  
 **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 Chelsea Housing Authority is committed to providing housing to those in financial need while, at the same time, functioning as an effective and positive member of the larger community. The Chelsea Housing Authority seeks to accomplish these goals by:

1. Ensuring high quality management of the Housing Authority;
2. Maintaining and improving the CHA's housing resources;
3. Coordinating its public safety efforts with the larger community;
4. Developing strategies to deconcentrate poverty within the City of Chelsea;
5. Providing greater opportunity for the working poor, elderly and disabled to access affordable housing;
6. Evaluating and promoting the financial independence of residents through rent policies, welfare-to-work initiatives and home ownership opportunities.

Throughout the next year, the Chelsea Housing Authority, through its annual planning process, will reassess all of its polices and procedures in order to support and implement these initiatives.

Over the five year period, the Chelsea Housing Authority will seek to implement policies and procedures in support of each of the specified objectives.

## **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.

The Table of Contents for the CHA's Annual Plan is provided on following page.

## Table of Contents

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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:

- Admissions Policy for Deconcentration (Draft Deconcentration Policy is provided as Attachment 1).
- FY 2000 Capital Fund Program Annual Statement (The CHA One and Five-Year Comp Grant Plans are attached as Exhibit 1)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)\*

- The CHA is not troubled nor at risk of being designated troubled.

**NOTE:** Attachment indicates document submitted electronically to HUD.  
Exhibit indicates hard copy of document submitted to HUD.

Optional Attachments:

- PHA Management Organizational Chart (See Exhibit 2).
- FY 2000 Capital Fund Program 5 Year Action Plan\* (\* See Exhibit 1).
- Public Housing Drug Elimination Program (PHDEP) Plan (See Exhibit 3).
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)—Provided as Attachment 2.
- Other (List below, providing each attachment name)
  - Attachment 3: Draft Rent Determination Policy
  - Attachment 4: Poverty Status and Housing Needs

**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>
With Final Plan on 12/1/1999 as Certification 1	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
With Final Plan on 12/1/1999 as Certification 2	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
With Final Plan on 12/1/1999	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
With Final Plan on 12/1/1999	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
With Final Plan on 12/1/1999	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
New	Public Housing Admissions and (Continued) Occupancy	Annual Plan: Eligibility,

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
Policy/Plan to be developed by 3/2000	Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Selection, and Admissions Policies

New Policy/Plan to be developed by 3/2000	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
Draft Deconcentration Policy and Documentation are provided as Attachment 1.	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
Draft Rent Determination Policy is provided in Attachment 3.	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
Draft Rent Determination Policy is provided in Attachment 3.	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
The CHA will adopt a 110% payment standard on 1/1/2000.	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
With Final Plan on 12/1/1999	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
With Final Plan on 12/1/1999	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
With Final Plan on 12/1/1999	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
See Exhibit 1.	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
See Exhibit 1.	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
With Final Plan on 12/1/99	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
See Exhibit 3.	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
See Exhibit 4.	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
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (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.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type*	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	4174	5	5	5	5	5	3
Income >30% but <=50% of AMI	1917	4	5	3	4	4	3
Income >50% but <80% of AMI	2182	3	4	3	3	4	2
Elderly**	2238	2	2	3	3	2	2
Families with Disabilities	2188	5	5	4	5	5	4
Race/Ethnicity** *							

\* Income is based on 1990 Census data regarding 'household'

\* Elderly population housing need is calculated at <80% AMI ; Age >=65

\*\*\* See Attachment 4

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: 1998
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data  
Indicate year: 1997
- Other housing market study  
Indicate year: 1995

- Other sources: (list and indicate year of information)  
*Chelsea Housing Report, A Survey of Market Conditions and Housing Needs,*  
 Chelsea Department of Planning and Community Development, October 1994

## 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 checked="" type="checkbox"/> Public Housing			
<input 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	2956		17
Extremely low income <=30% AMI	2424	82	
Very low income (>30% but <=50% AMI)	503	17	
Low income (>50% but <80% AMI)	29	1	
Families with children	1655	56	
Elderly families	709	24	
Families with Disabilities	769	26	
White/Non-Hispanic	1242	42	
Black	87	3	
Asian/Pacific Islander	118	4	
Hispanic	1478	50	

Characteristics by Bedroom Size (Public Housing Only)			
1BR	1123	38	17
2 BR	916	31	9
3 BR	798	27	13
4 BR	89	3	3
5 BR	N/A	N/A	
5+ BR	N/A	N/A	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

## 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 checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input 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	1054		
Extremely low income <=30% AMI	801	76	
Very low income (>30% but <=50% AMI)	210	20	

Low income (>50% but <80% AMI)	21	2	
Families with children	632	60	
Elderly families	221	21	
Families with Disabilities	316	30	
White/Non-Hispanic	379	36	
Black	126	12	
Asian/Pacific Islander	21	2	
Hispanic	527	50	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	253	24	
2 BR	369	35	
3 BR	295	28	
4 BR	137	13	
5 BR	0	0	
5+ BR	0	0	
<p>Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)? October 31, 1994</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>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</p>			

### 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.

#### (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)

\* On 1/1/2000, the CHA will be adopting a 110% payment standard to increase housing choice within the community.

**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)

\* The CHA has commissioned a study to explore its role in the creation of homeownership opportunities within the City. The CHA has also voted to apply for additional vouchers to both help create homeownership opportunities and to create additional project-based affordable housing opportunities. The homeownership study is to be completed in March 2000.

**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 (50% at or below 30% of AMI is CHA's proposed target).
- 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)\*

\* Although the CHA has no current plans to do designated housing, it has commissioned a study to determine elderly/disabled issues and opportunities for improvement. The study is anticipated to be completed in March 2000.

**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)\*

\* Although the CHA has no current plans to do designated housing, it has commissioned a study to determine elderly/disabled issues and opportunities for improvement. The study is anticipated to be completed in March 2000.

**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)

\* On 1/1/2000, the CHA is adopting a voucher payment standard of 110% of FMR to increase housing choices throughout the community.

**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 (The CHA does not currently have an Executive Director).
- Limited availability of sites for assisted housing (According to City Planning Office).
- 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>	See below.	See below.
a) Public Housing Operating Fund (Subsidy amount only--based on 12/31/97 Audit)	\$782,759	
b) Public Housing Capital Fund (based on 1999 CompGrant)	\$1,035,742	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance (Includes Existing, Mod. Rehab. I and II-- based on 12/31/97 Audit)	\$2,162,988	
f) Public Housing Drug Elimination Program (Based on 1999 award amount)	\$75,000	
g) Resident Opportunity and Self- Sufficiency Grants	N/A	
h) Community Development Block Grant	N/A	N/A
i) HOME	N/A	N/A
Other Federal Grants (EDSS 3 Year Grant	\$12,000+ Annually	Economic Development, Self Sufficiency Efforts
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>	N/A--Only unobligated HUD CompGrant funds.	Administration, Management, and Physical Improvements.
<b>3. Public Housing Dwelling Rental Income</b> (All Federal Conventional— based on 12/31/97 Audit)	\$823,710	Operating Expenses.
<b>4. Other income</b> (list below)	N/A--Minimal	N/A
<b>Total resources</b>	<b>\$4,892,199+/-</b>	<b>See Above.</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.

**Note:** The CHA Public Housing Policies and Procedures are due to be revised by March 2000 and will undergo public review and comment.

#### **(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: (pool of 15-20 applicants )
- 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)

#### **(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 (by bedroom size)

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**

**Go to subsection (3) Assignment.**

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

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?

Current plan is for 50% 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)

Disability/Accessibility Reasons.

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:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

- 1 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)

Resident Handbooks.

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?

Policy and procedural changes to be issued by 3/2000.

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:

MA 16-1: Scrivano Apartments

MA 16-2: Mace Apartments



Employing new admission preferences at targeted developments  
If selected, list targeted developments below:

Other (list policies and developments targeted below)

c.  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?

Policy and procedural changes to be issued by 3/2000.

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 of flat 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:

MA 16-1: Scrivano Apartments

MA 16-2: Mace Apartments

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).**

Section 8 Admin Plan and related policies and procedures will be revised by 3/2000.

### (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 (see below)

Credit Checks for Hidden Assets, Fraud, etc.

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?

CORI

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

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

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

That they have been screened and found eligible under existing Section 8 requirements.

**(2) Waiting List Organization**

Note: Section 8 Waiting List is currently closed.

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:

Two 30 day extensions granted routinely with contact. Additional extensions available with documentation such as reasonable accommodation, lengthy illness and/or hospitalization, family emergencies, etc.

**(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)

Households with member having a disability.

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)
- 1      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)

Households with member having a disability.

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\*

\* The CHA will be revising its Section 8 Admin. Plan by 3/2000 and will address this issue with HUD at that time.

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

- The PHA applies preferences within income tiers (Planned)
- 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)

M.O.U. with Latino Health Network

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

- Through published notices  
 Other (list below)

Through Latino Health Network

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

[24 CFR Part 903.79 (d)]

See Attachment 3: Draft Rent Determination Policy.

#### **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?

If yes to question 2, list these policies below:

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

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

\* See Attachment 3 "Flat Rents" under Draft Rent Determination Policy.

5. 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
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)\*

\* Decisions still need to be made on amounts for transportation, "unreimbursed medical" and other deductions/exclusions.

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)

Not Applicable.

- 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)

Not Applicable.

- 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: (10%)
- Other (list below)

- 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? \*

\* ISAs will be evaluated as part of the planned flat rent structure.

## **(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)

An analysis of current private and subsidized rents in the market (Section 8 FMRs, Rentals for other Assisted but non-public housing units); Interviews with City Planning Departments Staff; Interviews with CHA Staff regarding at what rent levels existing tenants opt to move-out. The general conclusion is that Chelsea is a poor community with some rental choices well below FMR. In order to retain and attract higher income residents (30-50% of AMI), the CHA believes that the flat rent structure needs to address this reality. Given all these considerations, the CHA is considering a flat rent structure that is close to 60% of the 10/1/99 FMRs for the area.

Also, see Draft Rent Determination Policy in Attachment 3.

## 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)

\* Current payment standard of 100% in-place but a 110% standard will be adopted on 1/1/2000.

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)

\* Current payment standard of 100% in-place but a 110% standard will be adopted on 1/1/2000.

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

- Annually (Planned)
- 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)

Placements in new and under-represented areas.

## **(2) Minimum Rent\***

\* Will be addressed as part of new Section 8 Admin. Plan to be revised by 3/2000.

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)\*

\* Specific discretionary and mandatory hardship exemptions will be part of the new Section 8 Admin. Plan.

## **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)

The CHA is a high-performer and is not required to complete the Component 5 section.

### **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.

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

**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.

The CHA is a high-performer and is not required to complete the Component 6 section.

**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:

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 903.7 9 (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) Provided in hard copy as part of Exhibit 1.

-or-

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

**(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 (Provided in hard copy as part of Exhibit 1).

-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)

## 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\*

\* None presently planned.

- 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\*

\* None presently planned.

## 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.)

Skip to Component 9.

### 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.)

Demolition/Disposition Activity Description	
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.) \*

\* Although the CHA has no current plans to do designated housing, it has commissioned a study to determine elderly/disabled issues and opportunities for improvement. The study is anticipated to be completed in March 2000.

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: (DD/MM/YY)	
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.)

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)	<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> 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.)\*

\* The CHA has commissioned a study to explore its role in the creation of homeownership opportunities within the City. The study is anticipated to be completed in March 2000.

Skip to 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 (Complete one for each development affected)</b>	
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.)

\* The CHA has commissioned a study to explore its role in the creation of homeownership opportunities within the City. The study is anticipated to be completed in March 2000.

The CHA is a high-performer; skip to 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.

The CHA is a high-performer and is not required to complete this component. Skip to Component 13.

However, the Chelsea Housing Authority is committed to the further development of approaches, programs and services that will enhance safety and personal security, and support and encourage economic development and financial independence throughout the CHA's developments and the City of Chelsea. The Chelsea Housing Authority will seek to achieve these objectives through close coordination with community agencies and through grant funding efforts.

To the extent that CHA residents are required to perform Community Service under HUD regulations, the Chelsea Housing Authority will design and manage Community Service assignments that can be performed with dignity and that will support child education and development, economic opportunities and public safety in and around the CHA's developments.

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

1. Cooperative agreements:

- Yes  No: Has the PHA has 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. )

Services and Programs				
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

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
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.

Although a high-performer, the CHA participates in the PHDEP Program. The PHDEP information is provided in hard copy as Exhibit 3.

**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)

\* Drug-related, not violence-related.

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)

HUD Operation Safe Home; Police Officer and Residents Program.

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

All developments affected equally.

**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)

HUD Operation Safe Home.

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

All developments affected equally.

**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)

Contracted Police Services.

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

All developments affected equally.

**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. (Hardcopy of CHA's current PHDEP Plan provided in Exhibit 3).

**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)]

The CHA's most recent completed audit for the year ending 12/31/97 is provided in hard copy format as Exhibit 4.

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? Not Applicable
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD? Not Applicable  
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.

The CHA is a high performing PHA.

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 as Attachment 2 (MA016.a02)
- 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: See CHA Board Resolution of 11/17/99 (Resolution 1 in hard copy format) adopting twenty-one (21) changes and modifications to the Draft Plans as a result of the RAB and Public Review and Comment process.
  - Other: (list below)

**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

\*The CHA has a Resident Board member appointed by the Mayor.

- 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)

Appointed by the Mayor.

- 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: (North Suburban Consortium)

For consolidated planning purposes, the City of Chelsea is a member of the North Suburban Consortium.

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. (see list below)
- Other: (list below)

Consistency with Consolidated Plan Priorities in following Areas:

Home Buyer Assistance  
Rental Assistance  
Support Facilities and Services  
Improving the Living Environment  
Job Related Activities

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

The North Suburban Consortium will begin its 2000-2004 Consolidated Planning Cycle very shortly. It is the CHA's intent to be involved in this process.

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

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

## Attachments

Use this section to provide any additional attachments referenced in the Plans.

# 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      FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
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>	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**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

**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)

## 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	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total estimated cost over next 5 years</b>				



# **Chelsea Housing Authority Attachment 1**

## **Draft Deconcentration Policy**

**(MA016a01)**

In accordance with the 1998 Quality Housing and Work Responsibility Act (QHWRA) the Chelsea Housing Authority will make every effort towards the deconcentration of poverty in its federal conventional public housing and Section 8 Voucher programs.

Effective [starting date], the Chelsea Housing Authority shall;

- I. Employ an income-tiered waiting lists such that when a public housing unit becomes available to applicants on the waiting list, units are offered to extremely low-income ( $\leq 30\%$  AMI) and very-low and low-income ( $>30\%$  but  $<80\%$  AMI) applicants on an alternating basis. The housing authority may skip over some applicants in order to meet deconcentration goals. Within the  $>30\%$  but  $<80\%$  AMI income tier, priority will be given to households  $>30\%$  but  $<50\%$  AMI.

The housing authority will continue to use the following preferences within the income-tier categories:

- Local resident status
- Veteran's status
- And will plan to implement a preference for victims of domestic violence

- II. In the Section 8 Program, the Chelsea Housing Authority will offer at least 75% of all new admissions to the Section 8 Program to households at or below 30% of the area median income.

The Housing Authority will continue to use the following preferences within these income categories:

- Local Resident Status
- Veteran's Status
- Household with a Disabled Member
- And will plan to implement a preference for victims of domestic violence

**attachment:** Supporting information on the Housing Needs Assessment.

## **Statement of Housing Needs**

This statement of housing needs takes into account the North Suburban Consortium's Consolidated Plan which constitutes a strategic housing plan for Chelsea and six other surrounding communities. It also considers an Executive Summary from the City of Chelsea's 1999 Housing Summit. Additional information and suggestions are taken from meetings with the City's Planning and Development office, the Board of Commissioners, staff at the housing authority, and a resident program participant meeting. Representatives from local human service organizations and legal service advocates were also invited to participate in the policy discussions surrounding the annual and five-year plans.

Chelsea is a diverse community with many low-income residents, the majority of whom are renters. Seventy-two percent of the households in Chelsea, over 7500 households, are renters (Housing Needs Study, Chelsea Planning and Development Office, 1994). With twenty-four percent of Chelsea's residents living below the poverty level, Chelsea has a significant population of very poor families. Therefore, public housing and the Section 8 program provide a crucial source of stable, affordable housing in the city.

Rental housing is becoming increasingly expensive (with average street rent for a 2-bedroom apartment renting for between \$800 -\$1,000, compared to the \$250 rent that most public housing residents pay with an income-based rent structure) in both Chelsea and surrounding neighborhoods. (Rents based on conversations with Planning and Development officials and Housing Authority staff). As a result, commuters from Boston and nearby locations look to Chelsea for housing accommodations. Evidence of the increase in Chelsea's population is demonstrated by increasing elementary school enrollments. In Chelsea, it is very difficult for low-income families to afford a decent apartment even when working full-time. Affordability is the greatest problem with at least forty-three percent of all renters indicating a housing problem, and approximately fifty-two percent paying more than thirty percent of their monthly income towards rent (North Suburban Consortium Consolidated Plan, 1995).

While there is a need for moderately priced and affordable rental housing that is professional managed, the density of the city does not lend itself to large-scale development of new affordable housing. Despite this obstacle, there are many multi-family properties (buildings with 2-4 units and those with 5 or more units comprise 86.3% of the total housing stock, DHCD Community Profiles) and support in the community for increasing opportunities for low-income renters. The condition of housing stock varies greatly from neighborhood to neighborhood, with the worst conditions in places where the residents are more likely to be poor, young, and more ethnically diverse (*Housing Needs Study*, Chelsea Planning and Development Office, 1994). There is also hope that more Chelsea residents will be empowered to purchase homes within the next five years. According to a housing needs analysis conducted in 1994, approximately 3500 renter households have sufficient income to purchase a home. The Consolidated Plan for Chelsea emphasizes the need to continue housing rehabilitation programs as well as rental assistance programs in the service of maintaining, improving and financing affordable housing.

Chelsea is a city that would greatly benefit from supportive programs to benefit a growing elderly population, a diverse, working class, multi-ethnic population, and many special needs populations who are at great risk for homelessness. Supportive services and anti-poverty strategies that create jobs and promote self-sufficiency provide another antidote to sub-standard housing conditions. Deconcentration of poverty efforts in Chelsea may be achieved by focusing on policies which allow working residents both within existing CHA programs, and in the community-at-large, to build the resources to rehabilitate existing sources of affordable housing and to become homeowners.

**Chelsea Housing Authority Attachment 2**  
**Summary of RAB, Public Review, and Public Hearing Comments**  
(MA016a02)

**A. Comments and Responses during the Public Review Period**

***General Issues-Tenant Participation and the CHA***

**RAB:** Residents would like more time to complete the agency plans, because they feel that there is inadequate time to incorporate their comments

**CHA:** Other housing authorities have requested and were denied any extension from HUD. The December 1, 1999 deadline is final for the initial CHA annual and 5-year agency plans. The CHA, BC Stewart and GBLS (representing the RAB) can try to reach agreement on as many substantive issues as possible within this period, and can continue to revisit policies after submission of the agency on December 1, 1999. Notwithstanding the HUD optional extension provisions, the CHA has decided not to delay the Plan submission since agreement on so many of the issues has already been reached.

**RAB:** Will residents' comments at the Public Hearing on November 29<sup>th</sup> be incorporated into the Agency Plans?

**CHA:** The public hearing scheduled for November 10 was changed to November 29<sup>th</sup> to comply with the requirement that a draft of the Agency Plan be available for public review 45 days before its submission. There will not be time for an additional meeting between that date and the time that the Agency Plans must be submitted to HUD. The CHA intends to incorporate RAB responses and other comments from the public hearing, as well as any additional necessary comments from the CHA, as an attachment to the Agency Plan.

**RAB:** Future changes in CHA policies should go through a tenant participation process. This includes policy changes that would occur as a result of the studies listed throughout the Agency Plan as "study to be completed by March 2000." In addition, any substantial deviations from or amendments to, the 5-year and Annual Plans will be subject to a public process.

**CHA:** The CHA agrees to a continued process of tenant participation and recommends that a smaller RAB group is set up for this purpose.

**Information Requests**

**RAB:** We are requesting additional documentation of the information used in the development of the CHA's Agency plans.

**CHA:** We will work with you to give you all of the information that you are requesting. Information is available from the administrative offices of the Chelsea Housing Authority located at 54 Locke Street.

**RAB:** The RAB needs assistance from the CHA to insure that public housing and Section 8 participants know what is happening with the CHA Agency Plans.

**CHA:** The CHA has sent out letters and flyers to program participants including 50 randomly chosen individuals from the Section 8 program. We have arranged for childcare during subsequent meetings related to the Agency Plans and have been working to arrange for Spanish-speaking

*interpreters at all future meetings. We have placed newspaper advertisements in the Chelsea Record and are announcing meetings on Cable television, channel 3.*

#### **Mission Statement and Goals**

**RAB:** *We recommend that the CHA delete the term “moderate-income” from its mission statement as the term generally refers to persons of an income range higher than 50% to 80% of area median income and is therefore misleading.*

**CHA:** *The language referring to “moderate income” will be deleted from the mission statement as the term refers to households making more than 80% of Area Median Income.*

**RAB:** *Based on the Housing Needs Assessment attached in the Agency Plans, the RAB would like the CHA to include an intent to apply for additional Section 8 vouchers and an intent to reduce public housing vacancies as two of its goals.*

**CHA:** *The CHA will investigate the possibility of applying for Section 8 vouchers to the extent that they address the housing needs of low-income and extremely low-income residents. The CHA does not currently have (vacancy rate is 1%) and has not had a significant number of public housing vacancies in the past, such that reducing the number would effect the housing needs of low-income and extremely low income residents. The CHA will also consider applying for additional Section 8 vouchers and or special purpose funding to the extent that they might be utilized to further partnerships aimed at creating homeownership opportunities and or stimulating the number of new affordable housing units.*

**RAB:** *Language regarding the goal of “improving the quality of assisted housing” by increasing customer satisfaction” is too vague, and language regarding plans to renovate or modernize public housing units to make them more marketable to a higher income range of households” is inappropriate in a section which concentrates on improving assisted housing.*

**CHA:** *The CHA will revise the language that refers to a “higher range of households.”*

**RAB:** *The CHA should implement a voucher payment standard of 110% and should include in its goals an intent to provide voucher mobility counseling and conduct outreach efforts to potential voucher landlords. The CHA should also state that it will work with local non-profits by providing them with Section 8 subsidies.*

**CHA:** *The CHA will try to implement a 110% payment standard by January 1, 2000. The CHA has been working with landlords on outreach but there are still problems finding landlords who are willing to participate because of the requirements of the Section 8 program and the ability to get rents higher than the program will allow. Given the time and resources that it takes to do extensive Landlord outreach the CHA is willing to add language to the Agency Plan that indicates an intent to conduct some level of mobility counseling and outreach. The CHA will continue to investigate partnerships with other organizations in the city that could assist in outreach and education efforts.*

#### **Admissions (Section 8 program and federal public housing):**

**RAB:** *Credit checks should not be used to disqualify an applicant to the Section 8 Program because of the difficulty of verifying the accuracy of the information, and because those with the lowest income tend to have the most problems with credit.*

**CHA:** *The CHA does not use credit checks as a way to disqualify applicants to Section 8 Programs or from public housing. Nor are credit checks used to evict Section 8 program participants or public housing residents. The CHA intends to clarify the way in which credit checks are used in its policies regarding admissions and occupancy.*

**RAB:** *The CHA should automatically grant the maximum allowable search time of 120 days. We would also like to know what reasons the CHA considers “legitimate” when considering a request for an extension of search time.*

**CHA:** *The CHA currently allows a Section 8 Program participant 120 days to search for an apartment as long as the participant checks in with the housing authority via telephone or in person. The CHA gives an initial 60 days, after which time the CHA sends a letter to the participant notifying them of their remaining time. Participants must contact the CHA every thirty days after the initial 60 days until the 120-day time limit has been reached. The CHA employs this procedure because we feel that it is important to maintain contact with participants who may be having difficulty finding an apartment. Tolling of the 120-day time occurs when there is a request for lease approval. Automatic extensions to the 120-day search time will be granted with appropriate documentation for reasons including reasonable accommodation, lengthy illness and/or hospitalization, family emergencies, and other legitimate reasons. The CHA intends to clarify its position on the “legitimate reasons” for an extension in their policies regarding admissions.*

#### **Preferences**

**RAB:** *We recommend that CHA adopt the following priorities for its Section 8 and federal public housing: 1<sup>st</sup> preference to victims of domestic violence, 1<sup>st</sup> priority to those evicted through no fault of their own, and 2<sup>nd</sup> priority to those evicted due to high rent burden. (Rent over 40% of income).*

**CHA:** *The CHA agrees that there should be a preference for victims of domestic violence. CHA staff, the board of directors, and community organizations will work to develop policies that support this preference. In regards to the request for other preferences the CHA feels that because the majority of the Chelsea residents that qualify for subsidized housing are at the low, very-low and extremely-low income levels, that distinguishing between the relative values of one type of hardship over another is an administrative exercise that does little to further affordable housing goals.*

#### **Rent Policies**

**RAB:** *The Section 8 administrative plan’s determination of “rent reasonableness” should be included as a document in the Agency Plan as it informs the analysis of flat rents.*

**CHA:** *The CHA will make its current rent reasonableness standards available for public review and will work on updating the Section 8 Administrative plan.*

**RAB:** *The CHA needs to clarify the minimum rent policy that is currently in effect. We recommend a minimum rent of \$0 because of the administrative burden and because of the hardship to residents caused by a minimum rent payment of \$50.*

**CHA:** *The CHA agrees to reduce the minimum rent payment to \$0 for Section 8 program participants and for federal public housing tenants whose income is at \$0. The CHA will continue to require public housing residents with an income of \$0 to pay their electric bill in lieu of any minimum rent payment.*

**RAB:** *There is a concern that the Deconcentration policy attached to the Agency Plans will impede fair housing, particularly given the current lack of demographic information on the CHA waiting lists.*

**CHA:** *The CHA agrees to revisit this issue after six months when there is more substantive data on the waiting list and in order to ensure that the policy does not constitute an impediment to fair housing and/or contribute to adverse fair housing effects.*

**RAB:** *We would like clarification on what is meant by charging rents “at a fixed amount or percentage less than 30% of adjusted income” in the section under Rent policy. Additionally, the statement that “income exclusions under flat rents will be evaluated by 3/2000” does not make any sense.*

**CHA:** *The first statement regarding a “fixed amount” refers to flat rents. Residents will have the option to pay a flat rent rather than a rent based on 30% of adjusted income. The second statement will be deleted from the Agency Plan.*

#### **Earned Income Disregards:**

**RAB:** *Language in the Agency Plan regarding Earned Income Disregards should include persons who were “significantly underemployed” for 1 year or more under “persons who are eligible for the disallowance of earned income.”*

**CHA:** *We will include persons who were “significantly underemployed” in this policy.*

**RAB:** *There are concerns that some residents are not aware of the mandatory disregards, and that others have qualified for disregards in the past but either did not receive them, or received them only after securing legal representation and/or information from other advocacy organizations.*

**CHA:** *The CHA does attempt to inform residents through a “continuing occupancy questionnaire form” that residents must sign every time they come in for a lease renewal or at least once every year. The disregard allowances are currently listed on this form. The CHA will coordinate with Legal Services and Mass Law Reform to create a hand-out to give to tenants informing them of the earned income disregard provisions in the CHA’s policies.*

**RAB:** *We would like clarification on what is meant by Optional Earned Income Disregards. We support the CHA’s plan to give deductions for transportation expenses and for extraordinary medical expenses.*

**CHA:** *Optional Earned Income Disregards will be considered by the CHA in conjunction with other housing authority policies that encourage the transition from welfare to work for working families. Any significant changes or amendments to current CHA policies will be adopted in consultation with the RAB.*

#### **Pet Policies**

**RAB:** *Both the RAB and the local tenant task forces should have a significant role in developing the pet policies in family public housing.*

**CHA:** *The Agency plans do not require the CHA to address this issue at this time but the CHA agrees that the RAB and the residents of public housing developments should have a role in developing future pet policies.*

#### **Safety and Crime Prevention**

**RAB:** *The current CHA policy that provides one unit of public housing per development for a police officer to live in does not adequately address the stated need for safety and crime prevention. The RAB recommends that these police officers be required to allocate a certain number of hours per month patrolling the area, or that the CHA should discontinue this practice and give the units to qualifying families.*

*CHA: The CHA would like to continue to hear comments from the residents on safety issues and discussions about how to improve the safety of the developments can continue as part of an ongoing RAB tenant participation process. There are plans to make the non-confidential aspects of safety reports completed by resident police officers on a monthly basis available to the tenants.*

## **B. Comments from November 29, 1999 Public Hearing on the Chelsea Housing Authority's Annual and 5-Year Plans**

Attendees: 52

**Note:** Childcare and Spanish translation was provided at the public hearing.

**Comment (Tenant):** *Future Resident Advisory Board (RAB) members should be nominated and elected using the same process that is currently used for the Tenant Council. Residents on the RAB should live in the development that they represent.*

**Response:** *As long as the process is fair and creates a representative group, with tenants from all three public housing developments and the Section 8 program participating, it is up to the residents, with the help of the advocates to develop an adequate process. Mass Union can also help residents to organize a group. The Board of Commissioners is supportive of increasing resident participation.*

**Comment (Community Action Program):** *As a person with a long history of housing search experience and currently serving the cities of Chelsea, Revere, and Winthrop as program director for CAPIC's Housing Search, I would like to speak to the difficulty of locating affordable housing in Chelsea. The CHA should immediately implement the 110% FMR payment standard. Many individuals have been unable to find apartments that are affordable and have lost their vouchers as a result. Both the CHA and local property managers have called to express concern about the lack of affordable housing in Chelsea and to try and help by referring section 8 voucher holders to CAPIC for services.*

*Given the difficulty of finding an apartment the CHA should also provide automatic 120-day extensions of the time for voucher holders seeking an apartment. CAPIC is concerned that the CHA's offer to increase outreach to landlords regarding the section 8 program will not be sufficient given that CAPIC has already tried this approach. Revising the rent reasonableness policies and setting the FMR at 110% are crucial steps for those persons currently holding Section 8 vouchers.*

**Response:** *The CHA has agreed to implement a 110% FMR payment standard beginning January 1, 2000 and will be reviewing and updating the rent reasonableness policies over the next few months. (See Comment/Response pre-public hearing)*

**Comment (Executive Director Harbor Cove):** *When families must deal with a crisis such as domestic violence, access to safe and affordable housing is the make-it or break-it factor in a battered woman's ability to end the violence in her family and sometimes it is a life or death decision. I am heartened by your decision to include domestic violence as a priority in your admissions policy. I also strongly urge you to include policies to protect CHA residents from stalking, retaliation, and continued abuse by a current or former batterer whether or not the abuser is a current household member listed on the tenant's lease. It is critically important that CHA is proactive about establishing a system under which a tenant in danger can be relocated to another housing authority or awarded a section 8 in order to be safe. The staff at Harbor Cove is interested in supporting CHA in these efforts by providing information, safety planning and groups for ongoing support.*

*In regards to the concern that having a priority for domestic violence could lead to fraud, experience tells us that this will not happen. When the Mass Department of Transitional Assistance (DTA) adopted the federal Family Violence Option under the new welfare reform system in 1997 some people were concerned that recipients would claim to be victims of domestic violence in order to get out of fulfilling their requirements.*

*Unfortunately, the shame, self-blame and stigma associated with family violence too often prevents those who would qualify for exceptions from disclosing the abuse. Of the thousands of DTA recipients who are likely victims of domestic violence, less than 200 hundred have requested waivers.*

*Greater Boston Legal Services also commented that victims of domestic violence should be given a priority rather than a preference.*

**Response:** *To clarify, the CHA has agreed to implement a preference, not a priority, for victims of domestic violence. Other housing authorities in the North Suburban Consortium need to address the housing needs in their communities and this would be a good opportunity to involve neighboring communities in the discussion about how to help victims of domestic violence, perhaps developing a transfer policy for victims of domestic violence between housing authorities.*

**Comment (President of Tenant Council at Margolis):** *\*\*\*The Tenant Council President provided a summary of the changes that were adopted to the final plans as a result of the recommendations generated during the RAB process. These changes have been incorporated into the plan and are included in several documents including the Board of Commissioners Resolution concerning the Agency Plans (attached to the Plan as Resolution 1).*

**Comment (Tenant in Family development):** *Marvin just spoke about the recommendations that were made and approved by the Commissioners of the Chelsea Housing Authority, and I am going to list the recommendations that were not addressed by the commissioners and that we, the tenants strongly recommend.*

1. We recommend that the CHA not only give preference but priority status to victims of domestic violence. In addition, we want priority preference for those people evicted due to no-fault of their own AND to those evicted due to high rent burden. These people have needs-based issues and really need housing based on those needs versus someone who has the status of being a local resident or veteran (for example).
2. We know that the plan discusses mixing incomes in housing developments. We want to ensure that the poor and those who really need housing are going to get it over someone with a higher income. So we want to be part of the policy making over the next six months when the housing study is completed.
3. Police officers that live in the developments should be required to allocate a certain number of hours per month patrolling the area (either on or off duty) to familiarize themselves with current issues on the premises. If not, we recommend that CHA discontinue this practice so those units can be given to families in need of affordable housing.
4. We recommend that the CHA provide notice to all residents in public housing to tell them what this income disregard is, how people qualify, and who is eligible.
5. Housing specialists have identified lead paint in Chelsea's housing stock as a major issue. The CHA should inform Section 8 voucher holders of their rights to file a complaint if they are denied housing because they have children under six and the property has dangerous lead levels. Also the CHA should educate prospective landlords regarding the lead paint issue and even provide them with resources to fix the problem. We request that the CHA explicitly state in its Plan, how and when it will address the existence of lead paint in its own public housing developments.

**Response:** *Many of these comments were previously addressed in responses provided before the public hearing. Also, it was noted that the City is currently involved in a million-dollar project to de-lead the housing stock in Chelsea.*

**Comment (Chelsea Human Services Collaborative):** *I want to reiterate that many residents are dissatisfied with the policing situation at CHA. They have tried to get help from the officer who lives in the development only to be told that they should call 911. We would like to either change the program or give the housing to someone who really needs it.*

*In the Section 8 program, the time to search for an apartment should be automatically extended past 60-days, the CHA should apply for more vouchers, and the CHA should increase the amount that is paid to landlords.*

*Many Residents have also expressed a need for greater investment in the upkeep of the developments including extermination efforts, renovation, new swings in the park, removal of graffiti, cleaning up the hallways, and problems with cleaning up after pets in public areas. One resident suggested that the CHA require a security deposit, and another felt that there should be a penalty for destroying the condition of the apartments.*

**Response:** *The resident officer program may not have worked very well at all times but this seems to have been a function of the particular person doing the job and not the program itself. If the police officer isn't doing his/her job then we should make adjustments. We want to see if the officers are doing their job before we get rid of the whole program, so we have decided to make sure that the non-confidential aspects of the reports can be inspected by residents on a monthly basis.*

*The comments regarding Section 8 have been addressed earlier.*

*The Board of Commissioners has just held a meeting regarding this issue and has decided to increase maintenance in the common areas of the developments, including hallways, because some residents end up doing all the work if the responsibility is solely the tenants. The Board plans to hire more people if necessary to ensure that the developments are cleaned and well maintained and the commissioners would like to hear about it if there are individual problems.*

*Many comments were made by representatives from Greater Boston Legal Services, the Chelsea Human Services Collaborative, CAPIC, and other individuals regarding the positive experience of working with the CHA staff, Board of Commissioners, and the residents and RAB on this process. All involved are committed to continuing to work together and keeping lines of communication open. The recommendation was made that CHA may need more staff to help with the process of updating all of the policies and procedures and Greater Boston Legal Services offered to make a good faith effort to work together with the CHA to help get into compliance with federal regulations.*

**Chelsea Housing Authority Attachment 3**  
**Draft Rent Determination Policy**  
**(MA016a03)**

In accordance with the 1998 Quality Housing and Work Responsibility Act (QHWRA), the Chelsea Housing Authority will offer tenants and new admissions to conventional federal public housing the opportunity to elect to pay a “flat rent” or a rent that does not exceed more than 30 percent of adjusted monthly income. Residents who choose the flat rent will have their income reviewed every three years. At any time a tenant becomes unable to pay the flat rent due to financial hardship, he/she may request to switch to an income-based rent. The reduced rent payment will be effective no later than the first of the month following the month the family reported the hardship, provided that there is adequate documentation to support the hardship claim. The housing authority may change the flat rent amount with approval by the board and through a public notification process.

Financial hardships include but are not limited to:

- A documented reduction in income
- A documented increase in expenses

**Flat Rents**

Flat rents will be determined based on an assessment of the reasonable market value of a unit and the housing authority’s strategy to provide affordable housing and encourage self-sufficiency.

The following payment standard will apply beginning [start date]

- 1 bedroom unit - \$450.00/month
- 2 bedroom unit - \$550.00/month
- 3 bedroom unit - \$700.00/month
- 4 bedroom unit – \$800.00/month

### **Minimum Rents**

The minimum rent for tenants of public housing and Section 8 program participants will be set at \$0. Residents of federal public housing will be required to pay for their electric bills in lieu of any minimum rent payment

### **Working Families**

The following tenants of Federal Public Housing Program (Section 8 is optional) are eligible for a disallowance of earned income:

- Family members who become employed after a year or more of unemployment.
- Family members who experience an increase in income due to participation in a family self-sufficiency or job training program
- Family members who experience an increase in income and were an assisted family under the TANF program
- Family members who were “significantly underemployed” (earned less than 10 hours a week for 50 weeks at the minimum wage) in the previous 12 months

### **Phase-Down on Disallowance of Earned Income**

During the 12-month period beginning on the date of such employment, the rent for these families will not be increased.

During the second year the rent will not be increased more than 50% of the amount of the total rent increase.

During the third year the balance of the rent increase will be applied.

Tenants who are eligible for this 12-month earned-income disallowance may choose to have the local housing agency establish a savings account on their behalf in lieu of the disallowance.

Families who currently have, or qualify for, the 18-month disregard under 5.609(c)(13) prior to September 30, 1999 can continue that disregard; however they will not be eligible for the phase in of new income.

### **Escrow Accounts**

The Housing Authority intends to consider the establishment of a program whereby residents of public housing and Section 8 program participants may choose to place a portion of their rent into an escrow account to be used for purposes related to economic self-sufficiency.

**Chelsea Housing Authority Attachment 4**  
**Poverty Status and Housing Needs**  
**(MA016a04)**

Chelsea has a growing population of minority residents with severe housing needs. Data from the 1990 Census of Population and Housing indicates the proportion of individuals below the poverty rate for the following race/ethnic categories represented in Chelsea. HUD generally defines households below the poverty line as extremely-low income. Eighty-two percent of the applicants to public housing and seventy-six percent of those on the Section 8 waiting list have incomes below 30% of the Area Median Income. Fifty percent of the applicants to both programs are Hispanic. Additionally, minorities are much more likely to be doubled up in a renter household, suggesting even greater need. Population projections for the Chelsea predict a doubling of Asian and Hispanic residents between 1990 and 2005. (From MISER, July 1999, and based on 1990 US Census data)

<b>Race/Ethnicity</b>	<b>% Below Poverty</b>
White	15.4%
Black	33.7%
American Indian	6.2%
Asian and Pacific Islander	47.9%
Other Race	45.7%
Hispanic Origin	43.4%

<b>Race/Ethnicity</b>	<b>1990 population</b>	<b>1995 population</b>	<b>2005 Baseline Projection</b>
White/non-Hispanic	17,802	15,382	13,804
Black/non-Hispanic	1,151	1,322	1,472
Asian & Amer. Ind, non-Hispanic	1,459	1,923	2,552
Hispanic	9,018	11,100	16,113

Produced by MISER, University of Massachusetts Amherst, July 1999



# Chelsea Housing Authority Attachment 1

## Draft Deconcentration Policy

(MA016a01)

In accordance with the 1998 Quality Housing and Work Responsibility Act (QHWRA) the Chelsea Housing Authority will make every effort towards the deconcentration of poverty in its federal conventional public housing and Section 8 Voucher programs.

Effective [starting date], the Chelsea Housing Authority shall;

- I. Employ an income-tiered waiting lists such that when a public housing unit becomes available to applicants on the waiting list, units are offered to extremely low-income ( $\leq 30\%$  AMI) and very-low and low-income ( $>30\%$  but  $<80\%$  AMI) applicants on an alternating basis. The housing authority may skip over some applicants in order to meet deconcentration goals. Within the  $>30\%$  but  $<80\%$  AMI income tier, priority will be given to households  $>30\%$  but  $<50\%$  AMI.

The housing authority will continue to use the following preferences within the income-tier categories:

- Local resident status
- Veteran's status
- And will plan to implement a preference for victims of domestic violence

- II. In the Section 8 Program, the Chelsea Housing Authority will offer at least 75% of all new admissions to the Section 8 Program to households at or below 30% of the area median income.

The Housing Authority will continue to use the following preferences within these income categories:

- Local Resident Status
- Veteran's Status
- Household with a Disabled Member
- And will plan to implement a preference for victims of domestic violence

**attachment:** Supporting information on the Housing Needs Assessment.

## Statement of Housing Needs

This statement of housing needs takes into account the North Suburban Consortium's Consolidated Plan which constitutes a strategic housing plan for Chelsea and six other surrounding communities. It also considers an Executive Summary from the City of Chelsea's 1999 Housing Summit. Additional information and suggestions are taken from meetings with the City's Planning and Development office, the Board of Commissioners, staff at the housing authority, and a resident program participant meeting. Representatives from local human service organizations and legal service advocates were also invited to participate in the policy discussions surrounding the annual and five-year plans.

Chelsea is a diverse community with many low-income residents, the majority of whom are renters. Seventy-two percent of the households in Chelsea, over 7500 households, are renters (Housing Needs Study, Chelsea Planning and Development Office, 1994). With twenty-four percent of Chelsea's residents living below the poverty level, Chelsea has a significant population of very poor families. Therefore, public housing and the Section 8 program provide a crucial source of stable, affordable housing in the city.

Rental housing is becoming increasingly expensive (with average street rent for a 2-bedroom apartment renting for between \$800 - \$1,000, compared to the \$250 rent that most public housing residents pay with an income-based rent structure) in both Chelsea and surrounding neighborhoods. (Rents based on conversations with Planning and Development officials and Housing Authority staff). As a result, commuters from Boston and nearby locations look to Chelsea for housing accommodations. Evidence of the increase in Chelsea's population is demonstrated by increasing elementary school enrollments. In Chelsea, it is very difficult for low-income families to afford a decent apartment even when working full-time. Affordability is the greatest problem with at least forty-three percent of all renters indicating a housing problem, and approximately fifty-two percent paying more than thirty percent of their monthly income towards rent (North Suburban Consortium Consolidated Plan, 1995).

While there is a need for moderately priced and affordable rental housing that is professional managed, the density of the city does not lend itself to large-scale development of new affordable housing. Despite this obstacle, there are many multi-family properties (buildings with 2-4 units and those with 5 or more units comprise 86.3% of the total housing stock, DHCD Community Profiles) and support in the community for increasing opportunities for low-income renters. The condition of housing stock varies greatly from neighborhood to neighborhood, with the worst conditions in places where the residents are more likely to be poor, young, and more ethnically diverse (*Housing Needs Study*, Chelsea Planning and Development Office, 1994). There is also hope that more Chelsea residents will be empowered to purchase homes within the next five years. According to a housing needs analysis conducted in 1994, approximately 3500 renter households have sufficient income to purchase a home. The Consolidated Plan for Chelsea emphasizes the need to continue housing rehabilitation programs as well as rental assistance programs in the service of maintaining, improving and financing affordable housing.

Chelsea is a city that would greatly benefit from supportive programs to benefit a growing elderly population, a diverse, working class, multi-ethnic population, and many special needs populations who are at great risk for homelessness. Supportive services and anti-poverty strategies that create jobs and promote self-sufficiency provide another antidote to sub-standard housing conditions. Deconcentration of poverty efforts in Chelsea may be achieved by focusing on policies which allow working residents both within existing CHA programs, and in the community-at-large, to build the resources to rehabilitate existing sources of affordable housing and to become homeowners.

## Chelsea Housing Authority Attachment 2

### Summary of RAB, Public Review, and Public Hearing Comments (MA016a02)

#### A. Comments and Responses during the Public Review Period

##### **General Issues-Tenant Participation and the CHA**

**RAB:** Residents would like more time to complete the agency plans, because they feel that there is inadequate time to incorporate their comments

**CHA:** Other housing authorities have requested and were denied any extension from HUD. The December 1, 1999 deadline is final for the initial CHA annual and 5-year agency plans. The CHA, BC Stewart and GBLS (representing the RAB) can try to reach agreement on as many substantive issues as possible within this period, and can continue to revisit policies after submission of the agency on December 1, 1999. Notwithstanding the HUD optional extension provisions, the CHA has decided not to delay the Plan submission since agreement on so many of the issues has already been reached.

**RAB:** Will residents' comments at the Public Hearing on November 29<sup>th</sup> be incorporated into the Agency Plans?

**CHA:** The public hearing scheduled for November 10 was changed to November 29<sup>th</sup> to comply with the requirement that a draft of the Agency Plan be available for public review 45 days before its submission. There will not be time for an additional meeting between that date and the time that the Agency Plans must be submitted to HUD. The CHA intends to incorporate RAB responses and other comments from the public hearing, as well as any additional necessary comments from the CHA, as an attachment to the Agency Plan.

**RAB:** Future changes in CHA policies should go through a tenant participation process. This includes policy changes that would occur as a result of the studies listed throughout the Agency Plan as "study to be completed by March 2000." In addition, any substantial deviations from or amendments to, the 5-year and Annual Plans will be subject to a public process.

**CHA:** The CHA agrees to a continued process of tenant participation and recommends that a smaller RAB group is set up for this purpose.

## **Information Requests**

**RAB:** We are requesting additional documentation of the information used in the development of the CHA's Agency plans.

**CHA:** We will work with you to give you all of the information that you are requesting. Information is available from the administrative offices of the Chelsea Housing Authority located at 54 Locke Street.

**RAB:** The RAB needs assistance from the CHA to insure that public housing and Section 8 participants know what is happening with the CHA Agency Plans.

**CHA:** The CHA has sent out letters and flyers to program participants including 50 randomly chosen individuals from the Section 8 program. We have arranged for childcare during subsequent meetings related to the Agency Plans and have been working to arrange for Spanish-speaking interpreters at all future meetings. We have placed newspaper advertisements in the Chelsea Record and are announcing meetings on Cable television, channel 3.

## **Mission Statement and Goals**

**RAB:** We recommend that the CHA delete the term "moderate-income" from its mission statement as the term generally refers to persons of an income range higher than 50% to 80% of area median income and is therefore misleading.

**CHA:** The language referring to "moderate income" will be deleted from the mission statement as the term refers to households making more than 80% of Area Median Income.

**RAB:** Based on the Housing Needs Assessment attached in the Agency Plans, the RAB would like the CHA to include an intent to apply for additional Section 8 vouchers and an intent to reduce public housing vacancies as two of its goals.

**CHA:** The CHA will investigate the possibility of applying for Section 8 vouchers to the extent that they address the housing needs of low-income and extremely low-income residents. The CHA does not currently have (vacancy rate is 1%) and has not had a significant number of public housing vacancies in the past, such that reducing the number would effect the housing needs of low-income and extremely low income residents. The CHA will also consider applying for additional Section 8 vouchers and or special purpose funding to the extent that they might be utilized to further partnerships aimed at creating homeownership opportunities and or stimulating the number of new affordable housing units.

**RAB:** Language regarding the goal of "improving the quality of assisted housing" by increasing customer satisfaction" is too vague, and language regarding plans to renovate or modernize

public housing units to make them more marketable to a higher income range of households” is inappropriate in a section which concentrates on *improving* assisted housing.

**CHA:** The CHA will revise the language that refers to a “higher range of households.”

**RAB:** The CHA should implement a voucher payment standard of 110% and should include in its goals an intent to provide voucher mobility counseling and conduct outreach efforts to potential voucher landlords. The CHA should also state that it will work with local non-profits by providing them with Section 8 subsidies.

**CHA:** The CHA will try to implement a 110% payment standard by January 1, 2000. The CHA has been working with landlords on outreach but there are still problems finding landlords who are willing to participate because of the requirements of the Section 8 program and the ability to get rents higher than the program will allow. Given the time and resources that it takes to do extensive Landlord outreach the CHA is willing to add language to the Agency Plan that indicates an intent to conduct some level of mobility counseling and outreach. The CHA will continue to investigate partnerships with other organizations in the city that could assist in outreach and education efforts.

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**RAB:** Credit checks should not be used to disqualify an applicant to the Section 8 Program because of the difficulty of verifying the accuracy of the information, and because those with the lowest income tend to have the most problems with credit.

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## **Preferences**

**RAB:** We recommend that CHA adopt the following priorities for its Section 8 and federal public housing: 1<sup>st</sup> preference to victims of domestic violence, 1<sup>st</sup> priority to those evicted through no fault of their own, and 2<sup>nd</sup> priority to those evicted due to high rent burden. (Rent over 40% of income).

**CHA:** The CHA agrees that there should be a preference for victims of domestic violence. CHA staff, the board of directors, and community organizations will work to develop policies that support this preference. In regards to the request for other preferences the CHA feels that because the majority of the Chelsea residents that qualify for subsidized housing are at the low, very-low and extremely-low income levels, that distinguishing between the relative values of one type of hardship over another is an administrative exercise that does little to further affordable housing goals.

## **Rent Policies**

**RAB:** The Section 8 administrative plan’s determination of “rent reasonableness” should be included as a document in the Agency Plan as it informs the analysis of flat rents.

**CHA:** The CHA will make its current rent reasonableness standards available for public review and will work on updating the Section 8 Administrative plan.

**RAB:** The CHA needs to clarify the minimum rent policy that is currently in effect. We recommend a minimum rent of \$0 because of the administrative burden and because of the hardship to residents caused by a minimum rent payment of \$50.

**CHA:** The CHA agrees to reduce the minimum rent payment to \$0 for Section 8 program participants and for federal public housing tenants whose income is at \$0. The CHA will continue to require public housing residents with an income of \$0 to pay their electric bill in lieu of any minimum rent payment.

**RAB:** There is a concern that the Deconcentration policy attached to the Agency Plans will impede fair housing, particularly given the current lack of demographic information on the CHA waiting lists.

**CHA:** The CHA agrees to revisit this issue after six months when there is more substantive data on the waiting list and in order to ensure that the policy does not constitute an impediment to fair housing and/or contribute to adverse fair housing effects.

**RAB:** We would like clarification on what is meant by charging rents “at a fixed amount or percentage less than 30% of adjusted income” in the section under Rent policy. Additionally, the statement that “income exclusions under flat rents will be evaluated by 3/2000” does not make any sense.

**CHA:** The first statement regarding a “fixed amount” refers to flat rents. Residents will have the option to pay a flat rent rather than a rent based on 30% of adjusted income. The second statement will be deleted from the Agency Plan.

### **Earned Income Disregards:**

**RAB:** Language in the Agency Plan regarding Earned Income Disregards should include persons who were “significantly underemployed” for 1 year or more under “persons who are eligible for the disallowance of earned income.”

**CHA:** We will include persons who were “significantly underemployed” in this policy.

**RAB:** There are concerns that some residents are not aware of the mandatory disregards, and that others have qualified for disregards in the past but either did not receive them, or received them only after securing legal representation and/or information from other advocacy organizations.

**CHA:** The CHA does attempt to inform residents through a “continuing occupancy questionnaire form” that residents must sign every time they come in for a lease renewal or at least once every year. The disregard allowances are currently listed on this form. The CHA will coordinate with Legal Services and Mass Law Reform to create a hand-out to give to tenants informing them of the earned income disregard provisions in the CHA’s policies.

**RAB:** We would like clarification on what is meant by Optional Earned Income Disregards. We support the CHA’s plan to give deductions for transportation expenses and for extraordinary medical expenses.

**CHA:** Optional Earned Income Disregards will be considered by the CHA in conjunction with other housing authority policies that encourage the transition from welfare to work for working families. Any significant changes or amendments to current CHA policies will be adopted in consultation with the RAB.

### **Pet Policies**

**RAB:** Both the RAB and the local tenant task forces should have a significant role in developing the pet policies in family public housing.

**CHA:** The Agency plans do not require the CHA to address this issue at this time but the CHA agrees that the RAB and the residents of public housing developments should have a role in developing future pet policies.

## **Safety and Crime Prevention**

**RAB:** The current CHA policy that provides one unit of public housing per development for a police officer to live in does not adequately address the stated need for safety and crime prevention. The RAB recommends that these police officers be required to allocate a certain number of hours per month patrolling the area, or that the CHA should discontinue this practice and give the units to qualifying families.

**CHA:** The CHA would like to continue to hear comments from the residents on safety issues and discussions about how to improve the safety of the developments can continue as part of an ongoing RAB tenant participation process. There are plans to make the non-confidential aspects of safety reports completed by resident police officers on a monthly basis available to the tenants.

## **B. Comments from November 29, 1999 Public Hearing on the Chelsea Housing Authority's Annual and 5-Year Plans**

**Attendees:** 52

**Note:** Childcare and Spanish translation was provided at the public hearing.

**Comment (Tenant):** Future Resident Advisory Board (RAB) members should be nominated and elected using the same process that is currently used for the Tenant Council. Residents on the RAB should live in the development that they represent.

**Response:** As long as the process is fair and creates a representative group, with tenants from all three public housing developments and the Section 8 program participating, it is up to the residents, with the help of the advocates to develop an adequate process. Mass Union can also help residents to organize a group. The Board of Commissioners is supportive of increasing resident participation.

**Comment (Community Action Program):** As a person with a long history of housing search experience and currently serving the cities of Chelsea, Revere, and Winthrop as program director for CAPIC's Housing Search, I would like to speak to the difficulty of locating affordable housing in Chelsea. The CHA should immediately implement the 110% FMR payment standard. Many individuals have been unable to find apartments that are affordable and have lost their vouchers as a result. Both the CHA and local property managers have called to express concern about the lack of affordable housing in Chelsea and to try and help by referring section 8 voucher holders to CAPIC for services.

Given the difficulty of finding an apartment the CHA should also provide automatic 120-day extensions of the time for voucher holders seeking an apartment. CAPIC is concerned that the CHA's offer to increase outreach to landlords regarding the section 8 program will not be sufficient given that CAPIC has already tried this approach. Revising the rent reasonableness

policies and setting the FMR at 110% are crucial steps for those persons currently holding Section 8 vouchers.

**Response:** The CHA has agreed to implement a 110% FMR payment standard beginning January 1, 2000 and will be reviewing and updating the rent reasonableness policies over the next few months. (See Comment/Response pre-public hearing)

**Comment (Executive Director Harbor Cove):** When families must deal with a crisis such as domestic violence, access to safe and affordable housing is the make-it or break-it factor in a battered woman's ability to end the violence in her family and sometimes it is a life or death decision. I am heartened by your decision to include domestic violence as a priority in your admissions policy. I also strongly urge you to include policies to protect CHA residents from stalking, retaliation, and continued abuse by a current or former batterer whether or not the abuser is a current household member listed on the tenant's lease. It is critically important that CHA is proactive about establishing a system under which a tenant in danger can be relocated to another housing authority or awarded a section 8 in order to be safe. The staff at Harbor Cove is interested in supporting CHA in these efforts by providing information, safety planning and groups for ongoing support.

In regards to the concern that having a priority for domestic violence could lead to fraud, experience tells us that this will not happen. When the Mass Department of Transitional Assistance (DTA) adopted the federal Family Violence Option under the new welfare reform system in 1997 some people were concerned that recipients would claim to be victims of domestic violence in order to get out of fulfilling their requirements. Unfortunately, the shame, self-blame and stigma associated with family violence too often prevents those who would qualify for exceptions from disclosing the abuse. Of the thousands of DTA recipients who are likely victims of domestic violence, less than 200 hundred have requested waivers.

Greater Boston Legal Services also commented that victims of domestic violence should be given a priority rather than a preference.

**Response:** To clarify, the CHA has agreed to implement a preference, not a priority, for victims of domestic violence. Other housing authorities in the North Suburban Consortium need to address the housing needs in their communities and this would be a good opportunity to involve neighboring communities in the discussion about how to help victims of domestic violence, perhaps developing a transfer policy for victims of domestic violence between housing authorities.

**Comment (President of Tenant Council at Margolis):** \*\*\*The Tenant Council President provided a summary of the changes that were adopted to the final plans as a result of the recommendations generated during the RAB process. These changes have been incorporated

into the plan and are included in several documents including the Board of Commissioners Resolution concerning the Agency Plans (attached to the Plan as Resolution 1).

**Comment (Tenant in Family development):** Marvin just spoke about the recommendations that were made and approved by the Commissioners of the Chelsea Housing Authority, and I am going to list the recommendations that were not addressed by the commissioners and that we, the tenants strongly recommend.

1. We recommend that the CHA not only give preference but priority status to victims of domestic violence. In addition, we want priority preference for those people evicted due to no-fault of their own AND to those evicted due to high rent burden. These people have needs-based issues and really need housing based on those needs versus someone who has the status of being a local resident or veteran (for example).
2. We know that the plan discusses mixing incomes in housing developments. We want to ensure that the poor and those who really need housing are going to get it over someone with a higher income. So we want to be part of the policy making over the next six months when the housing study is completed.
3. Police officers that live in the developments should be required to allocate a certain number of hours per month patrolling the area (either on or off duty) to familiarize themselves with current issues on the premises. If not, we recommend that CHA discontinue this practice so those units can be given to families in need of affordable housing.
4. We recommend that the CHA provide notice to all residents in public housing to tell them what this income disregard is, how people qualify, and who is eligible.
5. Housing specialists have identified lead paint in Chelsea's housing stock as a major issue. The CHA should inform Section 8 voucher holders of their rights to file a complaint if they are denied housing because they have children under six and the property has dangerous lead levels. Also the CHA should educate prospective landlords regarding the lead paint issue and even provide them with resources to fix the problem. We request that the CHA explicitly state in its Plan, how and when it will address the existence of lead paint in its own public housing developments.

**Response:** Many of these comments were previously addressed in responses provided before the public hearing. Also, it was noted that the City is currently involved in a million-dollar project to de-lead the housing stock in Chelsea.

**Comment (Chelsea Human Services Collaborative):** I want to reiterate that many residents are dissatisfied with the policing situation at CHA. They have tried to get help from the officer who lives in the development only to be told that they should call 911. We would like to either change the program or give the housing to someone who really needs it.

In the Section 8 program, the time to search for an apartment should be automatically extended past 60-days, the CHA should apply for more vouchers, and the CHA should increase the amount that is paid to landlords.

Many Residents have also expressed a need for greater investment in the upkeep of the developments including extermination efforts, renovation, new swings in the park, removal of graffiti, cleaning up the hallways, and problems with cleaning up after pets in public areas. One resident suggested that the CHA require a security deposit, and another felt that there should be a penalty for destroying the condition of the apartments.

**Response:** The resident officer program may not have worked very well at all times but this seems to have been a function of the particular person doing the job and not the program itself. If the police officer isn't doing his/her job then we should make adjustments. We want to see if the officers are doing their job before we get rid of the whole program, so we have decided to make sure that the non-confidential aspects of the reports can be inspected by residents on a monthly basis.

The comments regarding Section 8 have been addressed earlier.

The Board of Commissioners has just held a meeting regarding this issue and has decided to increase maintenance in the common areas of the developments, including hallways, because some residents end up doing all the work if the responsibility is solely the tenants. The Board plans to hire more people if necessary to ensure that the developments are cleaned and well maintained and the commissioners would like to hear about it if there are individual problems.

Many comments were made by representatives from Greater Boston Legal Services, the Chelsea Human Services Collaborative, CAPIC, and other individuals regarding the positive experience of working with the CHA staff, Board of Commissioners, and the residents and RAB on this process. All involved are committed to continuing to work together and keeping lines of communication open. The recommendation was made that CHA may need more staff to help with the process of updating all of the policies and procedures and Greater Boston Legal Services offered to make a good faith effort to work together with the CHA to help get into compliance with federal regulations.



# Chelsea Housing Authority Attachment 3

## Draft Rent Determination Policy

(MA016a03)

In accordance with the 1998 Quality Housing and Work Responsibility Act (QHWRA), the Chelsea Housing Authority will offer tenants and new admissions to conventional federal public housing the opportunity to elect to pay a “flat rent” or a rent that does not exceed more than 30 percent of adjusted monthly income. Residents who choose the flat rent will have their income reviewed every three years. At any time a tenant becomes unable to pay the flat rent due to financial hardship, he/she may request to switch to an income-based rent. The reduced rent payment will be effective no later than the first of the month following the month the family reported the hardship, provided that there is adequate documentation to support the hardship claim. The housing authority may change the flat rent amount with approval by the board and through a public notification process.

Financial hardships include but are not limited to:

- A documented reduction in income
- A documented increase in expenses

### **Flat Rents**

Flat rents will be determined based on an assessment of the reasonable market value of a unit and the housing authority’s strategy to provide affordable housing and encourage self-sufficiency.

The following payment standard will apply beginning [start date]

- 1 bedroom unit - \$450.00/month
- 2 bedroom unit - \$550.00/month
- 3 bedroom unit - \$700.00/month
- 4 bedroom unit – \$800.00/month

### **Minimum Rents**

The minimum rent for tenants of public housing and Section 8 program participants will be set at \$0. Residents of federal public housing will be required to pay for their electric bills in lieu of any minimum rent payment

### **Working Families**

The following tenants of Federal Public Housing Program (Section 8 is optional) are eligible for a disallowance of earned income:

- Family members who become employed after a year or more of unemployment.
- Family members who experience an increase in income due to participation in a family self-sufficiency or job training program
- Family members who experience an increase in income and were an assisted family under the TANF program
- Family members who were “significantly underemployed” (earned less than 10 hours a week for 50 weeks at the minimum wage) in the previous 12 months

### **Phase-Down on Disallowance of Earned Income**

During the 12-month period beginning on the date of such employment, the rent for these families will not be increased.

During the second year the rent will not be increased more than 50% of the amount of the total rent increase.

During the third year the balance of the rent increase will be applied.

Tenants who are eligible for this 12-month earned-income disallowance may choose to have the local housing agency establish a savings account on their behalf in lieu of the disallowance.

Families who currently have, or qualify for, the 18-month disregard under 5.609(c)(13) prior to September 30, 1999 can continue that disregard; however they will not be eligible for the phase in of new income.

### **Escrow Accounts**

The Housing Authority intends to consider the establishment of a program whereby residents of public housing and Section 8 program participants may choose to place a portion of their rent into an escrow account to be used for purposes related to economic self-sufficiency.

## Chelsea Housing Authority Attachment 4

### Poverty Status and Housing Needs

(MA016a04)

Chelsea has a growing population of minority residents with severe housing needs. Data from the 1990 Census of Population and Housing indicates the proportion of individuals below the poverty rate for the following race/ethnic categories represented in Chelsea. HUD generally defines households below the poverty line as extremely-low income. Eighty-two percent of the applicants to public housing and seventy-six percent of those on the Section 8 waiting list have incomes below 30% of the Area Median Income. Fifty percent of the applicants to both programs are Hispanic. Additionally, minorities are much more likely to be doubled up in a renter household, suggesting even greater need. Population projections for the Chelsea predict a doubling of Asian and Hispanic residents between 1990 and 2005. (From MISER, July 1999, and based on 1990 US Census data)

<b>Race/Ethnicity</b>	<b>% Below Poverty</b>
White	15.4%
Black	33.7%
American Indian	6.2%
Asian and Pacific Islander	47.9%
Other Race	45.7%
Hispanic Origin	43.4%

<b>Race/Ethnicity</b>	<b>1990 population</b>	<b>1995 population</b>	<b>2005 Baseline Projection</b>
White/non-Hispanic	17,802	15,382	13,804
Black/non-Hispanic	1,151	1,322	1,472
Asian & Amer. Ind, non-Hispanic	1,459	1,923	2,552
Hispanic	9,018	11,100	16,113

Produced by MISER, University of Massachusetts Amherst, July 1999