

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2000

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

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

**PHA Plan
Agency Identification**

PHA Name: Woburn Housing Authority

PHA Number: MA019

PHA Fiscal Year Beginning: 07/2000

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.
- X The PHA's mission is: (state mission here)

The Woburn Housing Authority (WHA) was duly established in January 1946 as a Public Corporation. The mission then, as it is now, was to provide decent, safe, sanitary and affordable housing primarily to persons of low income.

The Woburn Housing Authority agrees and endeavors to maintain those basic requirements of law enabling equal and fair treatment toward those applying for and participating in, all of it's public housing and tenant based programs.

Those persons seeking eligibility may do so without bias or prejudice and will be assured of equal opportunity. It is therefore a requirement of the Woburn Housing Authority, to adhere to all Federal and State regulations. Additionally it is our mission to abide by all Fair Housing Standards and Laws.

While it is important that our citizens have equal access, it is also a primary standard that the Authority assemble and provide mechanisms that improve the quality of life for our low-income community. It is the goal of this agency to never settle for mediocre or status quo.

This mission statement reflects the highest ideals of the Woburn Housing Authority. We recognize that as our community needs change, it is prudent that our purpose and deployment methodologies, be re-evaluated and adjusted accordingly.

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.

X PHA Goal: Expand the supply of assisted housing

Objectives:

- Apply for additional rental vouchers:
- X Reduce public housing vacancies:
- Leverage private or other public funds to create additional housing opportunities:
- Acquire or build units or developments
- X Other (list below)
 - Reduce all vacancies through customer satisfaction.
 - Implement more aggressive management strategies.
 - Improved screening procedures.

X PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management: (PHAS score) 93.14%
- X Improve voucher management: (SEMAP score)
- X Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- X Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- X Other: (list below)
 - Increase marketability.
 - Strive to attain a move-out rate of 10% or lower.

X PHA Goal: Increase assisted housing choices

Objectives:

- X Provide voucher mobility counseling:
- X Conduct outreach efforts to potential voucher landlords
- X Increase voucher payment standards
- X 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)

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

X 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:
- X Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- X Other: (list below)

The WHA's Weed and Seed Program presents residents with educational opportunities and our partnership with CSN presents tenants with jobs and job training. It is our goal to offer our residents a better quality of life. (Copies of both programs are available for review).

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

X PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- X Increase the number and percentage of employed persons in assisted families: Weed & Seed Programs
- X Provide or attract supportive services to improve assistance recipients' employability: Weed & Seed Programs
- 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

X PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: via advertisements and public notices.
- 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:
- X 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)

- Maintain Management and Maintenance delivery systems that operate cost effectively and with efficiency.
- Expand community partnerships by seeking local and jurisdictional decision-making leaders.
- Develop solid goal-oriented initiatives through such resources as public safety officials, resident advisors, non-profits, service providers, school financial institutions, businesses, and employers.
- Promote and assist our community membership through self sufficiency programs and asset development; raising the bar for employment and educational opportunities.
- Pursue grants, outside resources and actively employ innovation.
- Seek to increase the availability of affordable rental property and home ownership programs.
- Develop and improve policies and procedures to ensure the physical and social viability of our community.
- Re-evaluate performance criteria and targets.

Annual PHA Plan PHA Fiscal Year 2000

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

The Woburn Housing Authority (WHA), as witnessed by its Mission Statement, strives to achieve a comprehensive management strategy which includes the increased marketability of our properties, and reduction in vacant unit turnaround time. The common direction of all of our efforts however has been, and will continue to be, providing safe and affordable housing for its largely low-income applicants. A strong alliance exists between the WHA and the local jurisdiction. This alliance has encouraged linkage efforts between the local jurisdiction and the private sector in planning future housing initiatives. Our tenant advisory group is active in assisting the designing of initiatives for its fellow residents. These initiatives through existing Weed and Seed programs, provide residents with education and training, and our service programs through Community Services Networks, enable our residents to obtain information and assistance in finding adequate employment to enhance their quality of life.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2000 Capital Fund Program Annual Statement (MA019g01)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan (MA019g01)
- Public Housing Drug Elimination Program (PHDEP) Plan (MA019i01)
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (MA019k01)
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
✓	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
✓	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
✓	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
✓	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
✓	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
✓	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
TBA - HUD	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
	Public housing rent determination policies, including the methodology for setting public housing flat rents ✓ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development ✓ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies ✓check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
✓	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
✓	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures ✓ check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
N/A	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
✓	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
N/A	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
TBA /HUD	Policies governing any Section 8 Homeownership program ✓ check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
✓	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
✓	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
✓	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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
✓	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
✓	Woburn City of – 1999 Census DHCD – Community Profile - Woburn WHA Memo of Understanding/Community Serv. Network WHA Pet Policy WHA and Woburn Police Department •Contract for the Provision of Supplemental Police Services WHA Tenant Handbook WHA Vacancy Rehab and Occupancy Report WHA Weed and Seed Program (Narrative) WHA Weed and Seed Program: Residential Educational Opportunities	Annual Plan: Additional Support Documentation

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	227045	5	5	3	3	4	3
Income >30% but <=50% of AMI	127542	5	5	3	3	4	3
Income >50% but <80% of AMI	144431	5	5	3	3	4	3
Elderly	166185	5	5	3	3	4	3

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity(1)	44472	5	5	3	3	5	3
Race/Ethnicity (2)	31,377	5	5	3	3	5	3
Race/Ethnicity(3)	28524	5	5	3	3	5	3
Race/Ethnicity							

(1) = Hispanic (2) = Black (3) Asian/Pacific Islander/Alaskan Native/Native American

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.)

- X Consolidated Plan of the Jurisdiction/s
Indicate year: 1999
- X U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- X Other sources: (list and indicate year of information)
MISER – July 1999-University of Massachusetts

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
X	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:	

Housing Needs of Families on the Waiting List			
	# of families	% of total families	Annual Turnover
Waiting list total	530		8
Extremely low income <=30% AMI	473	89%	
Very low income (>30% but <=50% AMI)	47	9%	
Low income (>50% but <80% AMI)	10	2%	
Families with children	398	75%	
Elderly families	41	8%	
Families with Disabilities	---	---	
Race/ethnicity	268	51%	
Race/ethnicity	246	46%	
Race/ethnicity	4	1%	
Race/ethnicity	12	2%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	132	25%	1
2 BR	159	30%	3
3 BR	194	37%	3
4 BR	45	8%	1
5 BR	N/A	N/A	N/A
5+ BR	N/A	N/A	N/A
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 6 Months			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

- Continue to foster positive relationship between the local government and the WHA.
- Encourage linkage with private developers and the local government.
- Maintain and improve current housing stock.
- Improve vacant unit turnaround.

(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 (MA019101)
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

Other: (list below)

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- X 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

- X Employ admissions preferences aimed at families who are working
- X 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
- X Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

- X Funding constraints
- X Staffing constraints
- X Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- X Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- X Influence of the housing market on PHA programs
- X Community priorities regarding housing assistance
- X 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.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	\$ 333,261	
b) Public Housing Capital Fund	\$ 317,897	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$2,064,557	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$ 25,000	
g) Resident Opportunity and Self-Sufficiency Grants	N/A	
h) Community Development Block Grant	N/A	
i) HOME	N/A	
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
CIAP (ma019h01	\$ 203,924	
3. Public Housing Dwelling Rental Income(6/30/99)	\$ 332,392	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
4. Other income (list below)	N/A	
4. Non-federal sources (list below)	NA	
Total resources	\$3,277,031	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

When families are within a certain number of being offered a unit: 1-20 on the list.

When families are within a certain time of being offered a unit: 60 days

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) Credit History

- 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 (describe)

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

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

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

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

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)

- X One
- Two
- Three or More

b. X 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:

X Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

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

c. Preferences

1. X 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:

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

Other preferences: (select below)

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

Operation Safe Homes

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.

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)

- 3 Working families and those unable to work because of age or disability
- Veterans and veterans' families
- 2 Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- 1 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:

- X 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)

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

Resident handbook.

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

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

(6) Deconcentration and Income Mixing

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

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

Adoption of site-based waiting lists
If selected, list targeted developments below:

X Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

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

Other (list policies and developments targeted below)

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

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

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

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

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

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

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

B. Section 8

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

(1) Eligibility

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

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

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

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

d. Yes X 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)

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

Previous landlord's name and address.

(2) Waiting List Organization

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

- X 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)

- X PHA main administrative office
- X Other (list below)

Newspapers.

(3) Search Time

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

If yes, state circumstances below:

Due to difficulty locating adequate housing.

(4) Admissions Preferences

a. Income targeting

Yes X 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. X 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

- X 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
- X Other preference(s) (list below)

Lottery.

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.

Date and Time

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- X Residents who live and/or work in your jurisdiction

- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

- Date and time of application
- X 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)

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

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

- The PHA applies preferences within income tiers
- X 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)

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

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

- X Through published notices
- X Other (list below)

Boston Clearinghouse.

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

- X 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
X \$26-\$50

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

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

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

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

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

\$50.00 per month minimum rent amount when personal income is less.

Flat rent = 70% of Fair Market Rent

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

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

Other (describe below)

e. Ceiling rents

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

X 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)

X For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

For specified general occupancy developments

- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below)
Change in family composition.

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

(2) Flat Rents

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

- The section 8 rent reasonableness study of comparable housing

- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies .

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

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

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

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

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

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	100	6
Section 8 Vouchers	143	10
Section 8 Certificates	113	10
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	100	
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.

A. Public Housing

1. X 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)

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

B. Section 8 Tenant-Based Assistance

- 1.X 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)

- X 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:

X The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) MA019g01

-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 X 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:

X The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) MA019g01

-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:

- Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
- If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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.)

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.

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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

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

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

1. Yes X No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity

description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA**

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

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

X 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)

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

b. PHA-established eligibility criteria

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

X 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)?

NOT SIGNED CURRENTLY

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)

- X Client referrals
X Information sharing regarding mutual clients (for rent determinations and otherwise)
X 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
- X Other (describe)

WHA Community Service and Self Sufficiency Programs

Homelessness Intercept Program/Housing Services Program:

The Homelessness Intercept Program/Housing Services Program (HIP/.HSP) provides a variety of support services for families and individuals designed to ensure that families who are in a housing crisis situation are able to secure and retrain permanent housing. Implementation of the program includes pursuing an aggressive housing placement program, mediation, landlord/tenant disputes resolution, involvement of diverse community resources, and training in money management.

The focus of the program is preventative through offering the type of support that enables families to undertake a greater share of responsibility for their lives, and to help them retain stable housing.

The goals of the HIP program are three-fold:

1. Provide housing search for non-homeless families in housing crisis.
2. Provide mediation and prevention services for families in an effort for them to maintain their current housing.
3. Provision of stabilization services for a family assisted out of a housing crisis situation.

The HIP/HSP program is funded by the state Department of Transitional Assistance, and by the Department of Housing and Community Development. In FY'99, \$4,610,226 was allocated to 25 agencies forming a statewide homelessness prevention network. The following goals were accomplished:

- 23,172 families received program-related assistance.
- 2,867 families moved from substandard housing to stable, suitable housing.
- 1,390 families were able to maintain their tenancy.
- 10,125 families received follow-up stabilization services.

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

X 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)
<i>Weed and Seed</i>	<i>100 families</i>	<i>Specific Criteria</i>	<i>WHA</i>	<i>both</i>
Drug Elimination	100 families	Scheduled Action Plans	WHA/WPD	Public Housing
Transitional Housing	10 families	Specific Criteria	WHA/DCHD	Homeless

(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	25	25 as of 02/01/2000

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

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

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

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

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

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

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

- X Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- X Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- X Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: MA019i01)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

Animals such as dogs, cats or other pets will not be kept in any apartment or living unit and will not be maintained, leashed, caged or fenced or allowed onto any grounds, walkway, common area, street, parking space, turf area, planting bed or premise identified as Spring Court Extension. (Copy of Pet Policy in it's entirety is attached)

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. X 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. X Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes X No: Were there any findings as the result of that audit?
4. Yes X No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

1. X 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. X 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)

- X Attached at Attachment (File name) MA019k01
- Provided below:

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

- X 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:

X Other: (list below)

After receiving the verbal and written comments from the Tenant Advisory group, it was found that they augmented the statements, proposed actions, and validated some of the statistical data provided throughout this document. The dialog between the WHA and the Tenant Advisory group, will continue through planning that will lead us to identify our common goals and allow us to share together, our best efforts.

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: Commonwealth of Massachusetts Department of Community Development.
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)

- X 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.
- X The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- X Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
 - Through linkage with our local jurisdiction and the private sector, to expand the supply of permanent affordable housing for low and moderate income households.
 - To continue efforts to develop options for homeless families that lead to permanent and safe housing opportunities.
 - To develop a strategy for persons with disabilities to obtain and maintain housing.
 - With aggressive maintenance strategies and scheduling, preserve, maintain and upgrade assisted and unassisted affordable housing.
- Other: (list below)

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

Through review of the Community Action Statements (CAS) it has received from across the Commonwealth, it has established three common and vital community priorities:

- The economic development needs of our community, with the emphasis on creating permanent employment opportunities for individuals of low and moderate income.
- The need for infrastructure replacement and repair, as a factor in both economic development activities and in creating or improving low and moderate income housing.
- The stabilization of older neighborhoods, creating desirable places for people to live, work, and shop, thereby stemming the effects of deterioration abandonment, and crime.

D. Other Information Required by HUD

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

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

Attachments

<u>Document Name</u>	<u>File Name</u>
WHA 5 year/ Annual Plan Schedule for Public Hearings and RAB Meetings	MA019a01
WHA Board Resolution-March 24, 2000.....	MA019b01
Cambridge/Somerville Legal Services (CSLS) plan comments 3/14/2000...	MA019c01
WHA Response to CSLS 3/15/2000.....	MA019d01
Cambridge/Somerville Legal Services additional comments 3/21/2000.....	MA019e01
WHA public comments from Public Hearing re: 5 year/Annual Plan 3/23/2000 and Board Meeting to adopt plans on 3/24/2000.....	MA019f01
WHA Capital Fund Program Annual Statement.....	MA019g01
WHA CIAP Budget/Progress Report.....	MA019h01
WHA Drug Elimination Program 2000.....	MA019i01
WHA Poverty Status and Housing Needs.....	MA019j01
WHA Tenant Comments.....	MA019k01
WHA Vacancy Report.....	MA019l01
WHA Weed and Seed Program Narrative.....	MA019m01
WHA Weed and Seed Program Resident Educational Opportunities.....	MA019n01



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	60,000
10	1460 Dwelling Structures	130,000
11	1465.1 Dwelling Equipment-Nonexpendable	---
12	1470 Nondwelling Structures	---
13	1475 Nondwelling Equipment	12,000
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	Amount of Annual Grant (Sum of lines 2-19)	202,000
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
19-1 Spring Court Ext	Hot Water Boiler	1460	15,000
“	Hot Water Bleeders	1460	15,000
“	Repair/Seal Sidewalk	1450	25,000
“	Fencing	1450	25,000
“	Lighting	1450	10,000
“	*Vehicle	1475	12,000
“	Siding	1460	100,000
	Total		202,000

*Prorated utilizing State Operating

**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)
19-1 Spring Court Ext	Items 1- 7 12/31/2000	6/30/2001
“	Items 8 - 13 12/31/2001	6/30/2002
“	Items 14 & 15 12/31/2002	6/30/2003
“	Items 16 & 17 12/31/2003	6/30/2004
“	Items 18 & 19 12/31/2004	6/30/2005

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	
19-1	Spring Court Extension	2	2%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Item 1. Hot Water Boiler (C)			15,000	07/01/2000
Item 2. Hot Water Bleeders (C)			15,000	07/01/2000
Item 3. Repair/Seal Sidewalks (C)			25,000	07/01/2000
Item 4. Fencing (C)			25,000	07/01/2000
Item 5. Lighting (C)			10,000	07/01/2000
Item 6. *Vehicle (A)			12,000	07/01/2000
Item 7. Siding (C)			100,000	07/01/2000
Item 8. Brick Work Painting (C)			55,000	07/01/2001
Item 9. 504 Needs Assessment (C)			20,000	07/01/2001
Item 10. *Bobcat w/attachments (M)			35,000	07/01/2001
Item 11. Sidewalk/Parking (C)			50,000	07/01/2001
Item 12. *Dump Truck w/plow (M)			25,000	07/01/2001
Item 13. Learning Center (A)			30,000	07/01/2001
Item 14. Kitchen Replacement Phase I (C)			100,000	07/01/2002
Item 15. Bathroom Replacement Phase I (C)			100,000	07/01/2002
Item 16. Kitchen Replacement Phase II (C)			100,000	07/01/2003
Item 17. Bathroom Replacement Phase II (C)			100,000	07/01/2003
Item 18. Kitchen Replacement Phase III (C)			100,000	07/01/2004
Item 19. Bathroom Replacement Phase III (C)			100,000	07/01/2004
Total estimated cost over next 5 years			1,017,000	

Key:		
*Prorated utilizing State Operating		
(A) Administration (M) Maintenance (C) Capital Improvements		

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>
N/A	N/A		N/A	N/A	N/A	N/A	N/A	N/A

Schedule for HUD Response Woburn Housing Authority 5 Year and Annual Plan

January , 2000 = Notice of Availability of Records for Public Review Published in newspaper.

February 4, 2000 = All documentation ready and in place for PUBLIC REVIEW.

February 5, 2000 = Tenant Advisory Board Meeting with Denise Peasley

February 22, 2000 = Tenant Advisory Board Meeting with Denise Peaseley

February 23, 2000 = Public Hearing #1 – (To solicit preliminary comments)

March 13, 2000 = Tenant Advisory Board Meeting with Denise Peaseley

March 22, 2000 = Public Hearing #2

March 23, 2000 = Board Meeting to Accept plans.

April 4, 2000 = All final changes put in place

April 11, 2000 = Tenant Advisory Board Meeting with Denise Peaseley and all Federal Tenants.

April 14, 2000 = Online response to HUD.

RESOLUTION 2000-03-03

**RESOLUTION AUTHORIZING ADOPTION OF THE FIVE YEAR AND ANNUAL
PLANS
FOR THE FEDERAL PROGRAMS**

WHEREAS The authority has received a directive from HUD that the Authority must create a Five year Plan and an Annual Plan for the Federal Public Housing and the Section 8 Programs, and

WHEREAS After reviewing the documentation sent by HUD and with diligent thought and input from those concerned and interested parties, the Authority has produce the attached Five year and Annual plans,

NOW THEREFORE BE IT RESOLVED that the Woburn Housing Authority adopt the above plans and send the plans to HUD for approval, be executed and adopted.

Cambridge and Somerville Legal Services
432 Columbia Street Suite 16 Cambridge, Massachusetts 02141 Telephone
(617) 494-1800 Fax 494-8222

March 14, 2000

BY FAX: 1-781-937-0965

Steve Kutny
Woburn Housing Authority
59 Campbell Street
Woburn, MA 01801

Dear Steve:

Thank you for making a copy of the WHA's Five Year and Annual Plan available to us.

After quickly reviewing these documents, we have some questions for you in order to more fully understand the Plans. These questions are as follows:

Five Year Plan

1. On page 2, WHA states that in order to "Expand the supply of assisted housing," it plans to "implement more aggressive management strategies." We wondered what type of strategies WHA contemplates.

2. We are confused by what WHA means by "strive to attain a move-out rate of 10% or lower" on page 2. It appears elsewhere that WHA's current vacancy rate at Spring Court Extension is already less than 10%.

Annual Plan

3. The list of attachments (page 2) indicates that the comments of the RAB are attached to the Plan. We did not receive these comments. Please fax.

4. The list of supporting documents available for review (page 5) includes a "Tenant Handbook." Please fax or mail us a copy.

5. It is unclear what geographic area is covered by the "overall" column in the first chart in WHA's Statement of Housing Need (pages 5-6). These numbers are too high for Woburn only. Please clarify.

6. It is unclear what waiting list information is included in the second chart in WHA's Statement of Housing Need (pages 6-7). The WHA should have two charts: one for public housing and one for Section 8. There is only one chart, with no mention of which program is covered.

Steve Kutny
March 14, 2000
page 2

7. On page 15 and elsewhere in the Plan and attachments, WHA indicates that it has an income-based preference for public housing such that all upper income applicants would be served before lower income (resident and non-resident) applicants. Is this a correct interpretation? What are the WHA's income goals? The Admissions and Continued Occupancy Policy (ACOP) at page 9 provides that applicants with gross annual income of \$16,000 or more will receive a preference. Does this vary by household or bedroom size?

8. On pages 6-7 of the ACOP (and page 15 of the Plan) the WHA indicates that it gives a preference to public housing applicants who are "homeless and facing a significant immediate and direct threat to the life and safety of the applicant or any household member for causes other than the fault of the applicant or member of the applicant household." Are those tenants facing eviction, in court, for no fault reasons included in this definition? If not, are they covered anywhere else?

9. Page 22 of the Plan refers to two optional deductions from income for the purposes of rent calculation in federal public housing. Are these explained more fully in some other document and/or can you explain them?

10. On page 34 of the Plan, WHA indicates it intends to implement a Section 8 homeownership program. Can you provide us with the details about the operation of this program?

11. Lastly, we are missing page 42 of the Plan (on which the RAB comments should appear). Please fax us this missing page.

As the public hearing is scheduled for March 22, 2000, we plan to telephone you in the next few days to follow up on this request for additional information. Thanks again for your cooperation.

Sincerely yours,

Susan Hegel
Extension 112

Ellen Shachter

Extension 131

March 15,2000

Answers to Questions from Cambridge and Somerville Legal Services concerning the WHA's 5 year and Annual plan.

1. Q. " On page 2, WHA states that in order to "expand the supply of assisted housing," it plans to "implement more aggressive management strategies." We wondered what type of strategies WHAS contemplates?"

What we are trying to do is keep tenants rather than having them move out. The Flat rent is an indication of that. Our former ceiling rents also answered the same problem. We are also trying to reduce the number of days apts are vacant. We are reluctant to have this as a stated goal because we often cannot control move outs due to the effect of seasonal work, vacations and sporadic move outs, ie. months may go by without a move out and then we get three or more in the same or next month.

2. Q. "We are confused by what WHA means by "strive to attain a move-out rate of 10% or lower" on page 2. It appears elsewhere that the WHA's current vacancy rate at Spring Court Extension is already less than 10%.

Our MOVE-OUT rate has been over 10%. Our VACANCY rate is usually 1%.

3. Q. The list of attachments (page2) indicates that the comments of the RAB are attached to the Plan. We did not receive these comments.

TENANT ADVISORY COUNCIL 5 YEAR PLAN SUGGESTIONS

The following upgrade suggestions were made by residents at a meeting with the Executive Director and the Property Manager.

- Parking is a problem, some residents have 2 spots, some have three, and others have none.
- Heating system needs to be upgraded
- Additional Lighting is needed behind the 129 Block
- Cabinets are in bad condition in the kitchens
- Request for paving behind unit 129 for parking.

We are addressing the following requests by:

- The management is currently conducting a parking survey to determine the number of available spaces, and the number of spaces given to each resident. We will limit residents to a maximum of 2 spaces. The survey process was started on March 1st.

- The Apartment/Tenant Controls, Thermostat, Vents and Valves of the Heating System are being evaluated and upgraded as needed as part of the 5 year plan.
- Lighting is being paid for out of the Drug Elimination Grant. Lights will be installed in March.
- Cabinets are an expensive upgrade. As part of the 5year plan we are replacing a set number of cabinets each year. ADA needs assessment also needs to be completed again as the old one completed in the early 1990's is out dated.
- The Housing Authority will not be paving behind the 129 Block. We have tried to keep cars out of this area due to the fact that they are too close to the units, the area is unable to be viewed properly, and the cost of paving is too high.

4. Q. The list of supporting documents available for review (page5) includes a Tenant Handbook. We did not receive a copy.

A. We believe you have one in your file but it would be easier to have you pick it up or we will mail it to you.

5. Q. It is unclear what geographic area is covered by the (overall) column in the first chart in WHA's statement of Housing Need (pages 5-6). These numbers are too high for Woburn only. Please Clarify

Ans. We come under the CHAS and these numbers are from the State Consolidated Plan.

6. Q. It is unclear what waiting list information is included. WHA should have one for public and another for Section 8.

Ans. That is the Public Housing waiting list. We have just opened our Section 8 list have 4-6000 preliminary applications which have to be put in the computer and have a lottery for the 500 slots.

7. Q. On page 15 and elsewhere in the Plan and Attachments, WHA indicates that it has an income-based preference for public housing such that all upper income applicants would be served before lower income (resident and non-resident) applicants. Is this a correct interpretation? What are the WHA's income goals? The Admissins and Continued Occupancy Policy (ACOP) at page 9 provides that applicnats with gross annual income of \$16,000 or more will receive a preference. Does this vary by household or bedroom size?

Ans. To answer your question concerning interpretation, NO. We have to follow the new regulations of 75% must be ELI. Emergency applicants can make up 50% of the new families housed. Income goal is a way to give us a diverse community that provides some protection from future Federal subsidy cutbacks.

Concerning the \$16,000 gross annual income, it doesn't vary by household or bedroom size. We have historically had a very small percentage of applicants on the list with incomes above \$16,000.

8. Q. On pages 6-7 of the ACOP (and page 15 of th Plan) the WHA indicates that it gives a preference to public housing applicants who are "homeless and facing a significant immediate and direct threat to the life an safety of the applicant or any household member for causes other than the fault of the applicant or member of the applicant household." Are those tenants facing eviction, in court, for no fault reasons included in thedefinition? If not, are they covered anywhere else?

Ans. See on Page 6 II C3 c.(1) "... who has been or is imminently faced with displacement from his/her primary residence..." Also see ACOP pages 10-11.

9. Q. Page 22 of the Plan refers to two optional deductions from income for the purpose of rent calculations in federal public housing. Are these explained more fully in some other document and/or can you explain them?

Ans. They were filled in error thinking that they were the welfare to work exclusions and That income over the ceiling rent would not be counted.

10. Q. On page 34 of the Plan, WHA indicates it intends to implement a Section 8 homeownership program. Can you provide us with the details about the operation of this program?

Ans. Gerry Benoit at HUD assured me that the Section 8 homeownership plan was to be published January-February 2000. It currently has not been published.

11. We are missing page 42 of the Plan (on which the RAB comments should appear).. Please Fax us this missing page.

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)

Operation Safe Homes

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.

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)

- 3 Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- 2 Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- 1 Households that contribute to meeting income goals (broad range of incomes)

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- 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:

- X 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)

- X The PHA-resident lease

- X The PHA's Admissions and (Continued) Occupancy policy
 - X PHA briefing seminars or written materials
 - X Other source (list)
- Resident handbook.

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

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

(6) Deconcentration and Income Mixing

- a. X 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?

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

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

Attached at Attachment (File name)

Provided below:

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

X 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:

X Other: (list below)

After receiving the verbal and written comments from the Tenant Advisory group, it was found that they augmented the statements, proposed actions, and validated some of the statistical data provided throughout this document. The dialog between the WHA and the Tenant Advisory group, will continue through planning that will lead us to identify our common goals and allow us to share together, our best efforts.

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

1. X 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.)

Cambridge and Somerville Legal Services

432 Columbia Street • Suite 16 • Cambridge, Massachusetts 02141 • Tel (617) 494-1800 • TDD 494-1757 • Fax 494-8222

March 21, 2000

Board of Commissioners
Woburn Housing Authority
59 Campbell Street
Woburn, MA 01801

RE: Woburn Housing Authority's Proposed Annual Plan

Dear Commissioners:

As long term housing attorneys employed at Cambridge and Somerville Legal Services, we have represented numerous public housing and Section 8 tenants and applicants from Woburn and surrounding communities. Based on this experience, we believe we are in a unique position to review and comment on Woburn Housing Authority's proposed Five Year and Annual Plans. Accordingly, here are our comments on the substance of the Plans and the procedures employed by the WHA to obtain tenant input into these Plans.

PROCEDURAL CONCERNS

As you know, the Quality Housing and Work Responsibility Act of 1998 (QHWRA) and its implementing regulations require each local housing authority to develop a Five Year and an Annual Plan and to form one or more Resident Advisory Boards (RABs) to "assist and make recommendations regarding the development" of these plans. 24 CFR 903.13(a)(1). Where a resident council already exists, the housing authority is required to select some or all of those tenants (plus Section 8 tenants) for participation on its RAB or RABs. Where there is no existing resident council, the housing authority is required to provide reasonable notice to the residents of its federal public housing developments, urge them to form a democratic resident council, and then select RAB members who adequately reflect and represent the interests of the residents. In addition, the housing authority "shall allocate reasonable resources to assure the effective functioning" of RABs. Such resources must include "reasonable means" for the RAB members to become informed on programs covered by the plans and to hold meetings to communicate with tenant families. See generally, 24 CFR 903.13, a copy of which is attached.

It is our understanding from conversations with the WHA staff that the manager sent letters to between 20 and 30 of the 100 families residing in Spring Court Extension inviting them to attend meeting(s) and that, thereafter, a RAB was formed consisting of approximately two public housing tenants and one Section 8 tenant. To the best of our knowledge, most of the Spring Court Extension and Section 8 tenants had no knowledge of the Annual Plan or RAB process or the substantive issues to be covered in the Plans.

Board of Commissioners

March 21, 2000

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In mid-February 2000 we first attempted to obtain the names of any local tenant organization members and, eventually, on March 14, 2000 we were told by the WHA staff that it would not provide us with the names of the RAB members allegedly because the members did not give WHA permission to release this information. We then tried to obtain use of the community room at Spring Court Extension to hold a public meeting open to all residents to inform them of the changes in the federal housing law, the issues covered in WHA's proposed Annual Plan, and to explain the process for having tenant input into the Plan. The WHA refused us such access to the community room.^{1/}

Our intent to talk to the RAB and then to do outreach to all tenants was merely to insure that tenants understood the issues addressed by the Plan which have great impact on their lives and to notify them of the various opportunities for formal tenant input provided for in the federal statute and regulations. It is our opinion that the WHA's process violated the spirit and the letter of the federal regulations and impeded our attempts to make this a fair and democratic process (which goal we thought was shared by the WHA staff).

It is our hope that the WHA Commissioners will direct WHA staff to encourage, rather than discourage, all future attempts to organize tenants into a resident council (including the provision of adequate resources) so as to allow

^{1/} However, we appreciate that, in general, Steve Kutny responded timely and thoughtfully to our requests for information and documentation concerning the Annual Plan.

effective participation in this important annual planning process.

SUBSTANTIVE CONCERNS

1. Rent Issues

A. IMPLEMENT OPTIONAL EXCLUSIONS (NOW CALLED PERMISSIVE DEDUCTIONS) FROM INCOME-BASED RENTS

In the past, HUD mandated the exclusions from income for the purposes of rent calculations. More recently, HUD permitted, but did not require, housing authorities to implement additional exclusions from income. Under QHWRA, housing authorities are given even broader latitude in adopting optional exclusions from income than before.

Although WHA's proposed Annual Plan (page 22) indicates it has adopted two such optional exclusions, WHA staff later clarified that these "optional" exclusions referred to the 24 month income disregard already required by existing law.

We suggest that the WHA adopt some or all of the following optional exclusions (some of which are currently in use by another housing authority) to encourage employment, or improved earning capacity, by head of household and family members:

(a) For adult children between the ages 18 and 21 years, all their earned income shall be excluded.

(b) For adult children over the age of 21 but under the age of 25 years, 50% of their earned income shall be excluded.

(c) For all household members age 18 or older (including head of household and spouse) who are enrolled in an accredited educational or vocational institution on a full or part-time basis, 30% of their out-of-pocket costs for tuition, books, transportation, and school supplies would be excluded from income (up to \$2000 per year per household).

These deductions from income would encourage self-sufficiency by providing an incentive to seek further education and by providing an incentive for young adults to work. They also help to address the problem of young adults not contributing to the household rent and the parent having little legal leverage to force such a contribution.

B. EXPAND THE COVERAGE OF THE NEW "WELFARE TO WORK EXCLUSION"

As noted above, there is a new 24 month "welfare to work exclusion" which provides that all or part of the increased income from employment for eligible families does not count in the rent calculation for 18 months from date of employment. Section 508 of QHWRA. Eligible family is defined as one whose earned income increases (1) after having been unemployed for a year, (2) while participating in a job training program, or

(3) after having received TAFDC within six months. We propose that "eligible family" for the purpose of the "welfare to work exclusion" should also include the two following categories of tenants:

- (a) a tenant moving from SSI, SSDI, or EAEDC (in addition to TAFDC) to paid employment
- (b) a tenant whose earned income increases during or within 6 months after completion of a job training program

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The first proposal assists those tenants with disabilities to enter the work force. The second proposal reflects the reality that jobs are often obtained after completion of a job training program and not during the program.

C. SWITCHING FROM FLAT RENT TO INCOME BASED RENT

Under QHWRA, if a tenant selects the flat rent and is then faced with "financial hardship," the housing authority must permit the family to immediately switch to an income based rent. In addition to the mandatory "financial hardship" criteria listed in the law, we propose that "financial hardship" also expressly include the following circumstances:

1. loss of income if a tenant leaves his or her job to pursue education or training
2. loss of job or reduction in hours due to illness of self or dependent or family member or related to educational needs of a child
3. family member with income leaves household
4. inconsistent receipt of child support
5. loss of non-cash benefits

As an aside, we support the WHA's proposed setting of flat rents at 70% of the Section 8 Fair Market Rents.

D. WELFARE SANCTIONS

CASLS is a United Way agency.

Funded by the Commonwealth of Massachusetts.

Under QHWRA, a housing authority can no longer reduce a tenant's rent when the person suffers a reduction of benefits due to welfare sanction for fraud or failure to participate in a work requirement or economic self-sufficiency program. The statute lists the following mandatory exemptions:

1. expiration of lifetime limit on benefits
2. family has sought but cannot find employment
3. family reaches time limit

WHA should further define the mandatory exemptions by permitting the tenant to file a self-declaration that he or she has looked for work and has been unable to find appropriate employment.

In addition, if a tenant appeals the Department of Transitional Assistance's (DTA) sanction (and is not receiving full benefits), then WHA should reduce the rent at least until issuance of a final decision on appeal.^{2/} If the final decision is that the sanction was appropriate, then the rent should increase to the amount it was prior to sanction, effective the first day of the month following the decision on appeal. If the final decision is that the sanction was not appropriate (and the tenant receives retroactive benefits), then the lump sum should be treated like any other TAFDC lump sum. DTA does make mistakes such that a tenant's income is (erroneously) reduced to zero. If the WHA failed to wait until an appeal of DTA's decision is concluded, then a tenant could be (erroneously) evicted for nonpayment of rent.

E. MINIMUM RENTS

We propose that the WHA implement a minimum tenant payment (rent plus tenant-paid utilities) of zero rather than continue its present policy of \$50 (minus any utility allowance). It seems rather punitive and arbitrary to force a relatively small number of tenants without any income to somehow still pay \$50 per month especially given other deprivations already resulting from having no income. Also, given the broad mandatory hardship exemptions it appears that having any minimum rent is an unwarranted administrative burden for WHA. Lastly, a zero minimum rent is consistent with state public housing rent policies.

F. NOTICE TO TENANTS RE: RENT CALCULATIONS

We suggest that tenants be provided with the following notices (in addition to the QHWRA-required notice of their flat rent amount, their income based rent amount, and the right to switch from flat to income-based during year):

^{2/} A recipient has 90 days to appeal a sanction. If the appeal is filed within 10 days, the recipient continues to receive full benefits pending appeal and if the appeal is filed after 10 days, then the sanction is imposed pending appeal.

1. WHA shall provide a general written description of exclusions and deductions in simple terms in various languages (as part of its annual recertification process) and, in particular, include the new "welfare to work" exclusions and the hardship exemptions from the minimum rent requirement (should the WHA continue to have the \$50 requirement).

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2. For those tenants electing income-based rent, WHA shall provide an individual explanation of how that person's rent (annual and interim) was calculated (including notification of the source and amount of income and exclusions used in calculating the rent).

3. At the time a tenant verbally reports a decrease in adjusted income, the manager shall make a written note on a WHA form of such reporting (and include the date, time, and substance of the contact). In addition, blank forms and a locked box should be provided for this purpose (especially for the times when WHA's office is closed).

These notices will better inform tenants of their rights and responsibilities under the oft-changing rent policies, as well as serve as a reminder to WHA staff of the proper rent policies.

2. Admissions to Public Housing

In its Annual Plan (page 15) and in its Statement of Policies Governing Admissions and Continued Occupancy (page 9), the WHA indicates that it will give preference in admissions to public housing to working families, those unable to work because of age or disability, and those who contribute to (undefined) "income goals." This means that all households on the federal public housing waitlist with annual incomes of \$16,000 or more (whether or not Woburn residents) are offered such public housing before anyone else on the wait list. If there are only a small number of vacancies in a given year,

this could drastically limit low income Woburn residents' chances of obtaining affordable housing. In addition, at a minimum, the "working" preference may violate state law which prohibits discrimination on the basis of source of income (M.G.L. c. 151B, § 4 (10)) and should be eliminated. Lastly, the WHA should define what its income goals will be (i.e. what percentage of housing will be offered to applicants whose income is below 30% of adjusted median income or within other income tiers).

3. Pet Policy

Upon promulgation of final regulations, Section 526 of QHWRA requires that tenants in federal (family) public housing be allowed to own one or more common household pets, subject to the reasonable requirements of the housing authority which are negotiated with tenants through the RAB process. WHA's pet policy (attached to its proposed Annual Plan) is an outright ban on all pets (except when approved as a reasonable accommodation for a disabled person) and,

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therefore, will not be in compliance with QHWRA. Accordingly, the WHA should negotiate with its federal public housing tenants a pet policy which comports with federal law.^{3/}

4. "Section 3"

The regulations governing the contents of the Annual Plan include a requirement, at 24 CFR 903.7 (1)(1)(ii), that the housing authority describe (in its section on self-sufficiency programs) its activities under Section 3 of the Housing and Community Development Act of 1968. (Section 3 requires housing authorities, directly and through its contractors, to hire certain percentages of public housing and Section 8 tenants). There is no such information included in WHA's proposed Annual Plan. At a minimum, such information should be provided as an attachment to the Annual Plan.

Thank you for considering our substantive comments and for considering the implementation of a process to more effectively include tenant participation in the development of WHA's Annual Plans than at present. We look forward to any opportunity to discuss these matters further with WHA staff and/or the Commissioners.

Sincerely yours,

Susan Hegel
Extension 112

Ellen Shachter
Extension 131

Enc.
cc: Steve Kutny

^{3/} We recognize that due to HUD's delay in issuing final pet regulations, it is not yet requiring housing authorities to include its pet policy in their Annual Plans.

CASLS is a United Way agency.

Funded by the Commonwealth of Massachusetts.

Questions Cambridge/Somerville Legal Aid-Federal 5yr. Plan

1. A. Tenant Notification-

C.A.S.L.S. noted that the WHA did not notify every single tenant for tenant and public input on the one and five year plans. “Tenants need to be educated and know what is going on with the federal plan. Only thirty (30) tenants were notified that the WHA was forming a Residents Advisory Board (RAB)”

C.A.S.L.S, Ms. Susan Hagel, requested a written commitment from the WHA that all tenants at Spring Court would be notified and made aware of the process of the federal plan and the formation of RAB.

B. WHA’s Response

The Executive Director submitted to Ms. Hagel and to the Board a written response to CASLS concern over the R.A.B. selection process. The Director stated “that in the absence of a formal residents/tenant organization that HUD directives require the Authority to create them.” “That the RAB is defined as a Board whose membership is made-up of individuals who adequately reflect and represent the residents assisted by the PHA.”

“In order for the housing authority to approve of a tenants organization certain requirements must be established which include an election, by laws and policies. The WHA recognized that there was no tenant’s organization in existence and that there was little time to democratically set one up and, there fore, adhered to HUD’s interim rule.” Additionally the Authority did select a cross section of tenants at the development as well as a Section 8 resident for the R.A.B. Met with the RAB, delivered notices to all residents, placed articles in the newspaper, and remains committed to continue notifying and apprising the residents!

2. A. Provide Resources

CASL noted that the Authority to be in compliance with (QHWRA) must supply the Tenant Advisory Board with supplies, photocopying and space to hold informal meetings.

CASLS, Ms. Hagel, pointed out that her legal services organization was denied space to conduct an informational meeting with the residents on Saturday at the Community Room at Spring Court Extension. She thought that having the meeting on a Saturday “would not be a big deal because C. Moran, was working on Saturdays anyway and that she did not see what the problem was or why CASLS was denied.”

B. WHA's Response-

The Director stated, "that all the resources required to produce the Consolidated Plan were provided to the RAB and that considerable work was performed on the five year plan by Jo Alldredge, a Section 8 resident. "That anything that was needed was provided."

Mr. McNabb stated, "that Spring Court was well represented considering that the WHA has a 300-350 household Section 8 program and Spring Court is a (100) household conventional program."

Additionally, the Director stated "that the Authority has a No Solicitation Policy and that CASLS was soliciting the use of the community room for it's own purposes. If the RAB requested CASLS presence at a community function then the community room would be made available. (The RAB made no such request).

That Charles Moran had not been the manager since August of 1999 and that overtime would be required to open the community room on a Saturday. The Director gave examples of former denials of solicitation i.e. politicians during campaigns and the Anchor Baptist Church for religious solicitations and etc.

He stated, that the Authority only reviewed and approved resident request functions and that a precedent might be set by allowing CASLS to utilize the Community Room for it's own purpose!

Additionally CASLS was allowed to use a resident's apartment if the resident wanted them to do so. For all of those reasons CASLS was denied.

3. A. Meeting Request-

CASLS requested that their purpose was to have meetings with the WHA staff, residents of Spring Court, and RAB officers to educate tenants and negotiate changes to the plans.

Ms. Hagel stated, " you are suppose to have meetings with public agencies before the Board of Commissioners in a public meeting and also have meetings posted in the newspaper for input and any comments they wish to make." (She referenced CASLS six- (6) page letter of what her agency would like put into the comment section of the plan).

B. WHA's Response-

The WHA did conduct meetings and did provide for proper notice! The Director guaranteed that all of the CASLS and the residents' comments would be included in the five-year plan

The Authority made the RAB aware that CASLS wanted their names, addresses and telephone numbers and that the RAB members did not give the WHA permission to give out their private and protected personal information.

4. RAB Response-

Jo Alldredge, a RAB member (Section 8) stated that although she has respect for CASLS some of their concerns were unfounded. She said that the five-year plan did not incorporate any large or major changes. That any changes would be provided to the RAB for their consideration and input and that the residents would have an opportunity to make their comments and concerns known.

Ms. Alldredge stated that they the resident still have the opportunity to form a tenants association if they wish to do so. That there are other resources such as the Mass Tenants Union who are well suited to assist them in forming a Tenants Organization.

“Tenants can become involved in the changes that impact them!” She said that HUD had requested considerable documents for the Five-Year Plan and that she assured everyone that at this stage nothing had been changed by the WHA. That putting this plan together took a lot of time and effort. “If changes are going to be made, tenants will be involved, tenants will be notified and tenants will be represented well.”

5. A. Resident (Lisa Amarin)-

“Who are these people on the RAB committee?” “How do they get to decide what is good for them (the tenants) or what is decided on changes i.e. rent, (5) year plan or any changes being made?”

B. RAB Response-

Ms. Alldredge explained that if the residents wish they can conduct an election to form their own Tenants Organization. If they choose to do so they must do so in a certain way and must meet certain requirements. That at no time did the RAB or the WHA attempt to change things without the residents being advised or notified.

C. Non-Resident-

Lisa Amarin’s mother stated that she wanted to know the “bottom line.” If there were any major changes right now that would affect her daughter, such are rent determinations being changed?

D. WHA’s Response-

The Executive Director stated that most recently the WHA Board had changed the “ceiling rent” to a “flat rent” in accordance with H.U.D.’s mandate. That this change

only affected those households whose combined income was considerably higher. (usually larger families with multiple incomes)

He also stated that he was aware of the rumor being spread to frighten the residents. Specifically that the WHA was going to be raising the rents by as much as 70%. He stated, "that this rumor was nothing more than a scare tactic and that whoever started these rumors should be ashamed of themselves". (There was no response from the visitors or Legal Services)

Additionally the Director stated that the 5 year plan has been available for review at the WHA Administration Office for well over a month now and anyone is welcome to view it. That everyone's input or comments will be placed in the final submission to the plan and will be sent to HUD. The Director also stated that HUD is going through major changes and that he could not speak to future changes required by HUD. However, he did say that the residents will have an opportunity to respond and question any regulatory or policy changes HUD or the WHA may initiate.

- 6 A. Resident (Lisa Amarin)
If they were to form a tenants organization would they merge with the RAB or would they be considered two entities? She added that Bob McNabb, Denise Peaslee the manager, have done a wonderful job at Spring Court.
- B. RAB (Jo Alldredge)
Stated that the RAB would step aside for an elected group, however that members who run for the Tenant Organization must comply to some basic standards such as an adult person on the lease, a resident in good standing, and etc.
- C. Board of Commissioners
Chairman Queenin stated that he was not opposed to any comments criticism or representations.
Commissioner Dwyer said that he would not be opposed to notifying tenants of any up and coming meetings and keep the lines of communication open.
- D. C.A.S.L.S.. (Susan Hagel)
Asked for the Board to motion to amend the plan to include notifying all residents of Spring Court of any meetings in regard to the federal plan.
- E. Board of Commissioners
Agreed that CASLS motion to notify all residents would be included in that particular section of the plan and suggested that Ms. Hagel work with the Director on notices.

F. WHA's Response-

The Director stated that the comment section will be included in a hard cover section entitled comments and suggestions and responses by the WHA and Sent to HUD.

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	60,000
10	1460 Dwelling Structures	130,000
11	1465.1 Dwelling Equipment-Nonexpendable	---
12	1470 Nondwelling Structures	---
13	1475 Nondwelling Equipment	12,000
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	Amount of Annual Grant (Sum of lines 2-19)	202,000
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
19-1 Spring Court Ext	Hot Water Boiler	1460	15,000
“	Hot Water Bleeders	1460	15,000
“	Repair/Seal Sidewalk	1450	25,000
“	Fencing	1450	25,000
“	Lighting	1450	10,000
“	*Vehicle	1475	12,000
“	Siding	1460	100,000
	Total		202,000

*Prorated utilizing State Operating

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)
19-1 Spring Court Ext	Items 1- 7 12/31/2000	6/30/2001
“	Items 8 - 13 12/31/2001	6/30/2002
“	Items 14 & 15 12/31/2002	6/30/2003
“	Items 16 & 17 12/31/2003	6/30/2004
“	Items 18 & 19 12/31/2004	6/30/2005

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
19-1	Spring Court Extension	2	2%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Item 1. Hot Water Boiler (C)		15,000	07/01/2000
Item 2. Hot Water Bleeders (C)		15,000	07/01/2000
Item 3. Repair/Seal Sidewalks (C)		25,000	07/01/2000
Item 4. Fencing (C)		25,000	07/01/2000
Item 5. Lighting (C)		10,000	07/01/2000
Item 6. *Vehicle (A)		12,000	07/01/2000
Item 7. Siding (C)		100,000	07/01/2000
Item 8. Brick Work Painting (C)		55,000	07/01/2001
Item 9. 504 Needs Assessment (C)		20,000	07/01/2001
Item 10. *Bobcat w/attachments (M)		35,000	07/01/2001
Item 11. Sidewalk/Parking (C)		50,000	07/01/2001
Item 12. *Dump Truck w/plow (M)		25,000	07/01/2001
Item 13. Learning Center (A)		30,000	07/01/2001
Item 14. Kitchen Replacement Phase I (C)		100,000	07/01/2002
Item 15. Bathroom Replacement Phase I (C)		100,000	07/01/2002
Item 16. Kitchen Replacement Phase II (C)		100,000	07/01/2003
Item 17. Bathroom Replacement Phase II (C)		100,000	07/01/2003
Item 18. Kitchen Replacement Phase III (C)		100,000	07/01/2004
Item 19. Bathroom Replacement Phase III (C)		100,000	07/01/2004
Total estimated cost over next 5 years		1,017,000	
Key:			
*Prorated utilizing State Operating			
(A) Administration (M) Maintenance (C) Capital Improvements			

Public Housing Drug Elimination Program Plan

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

Annual PHDEP Plan Table of Contents:

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

Section 1: General Information/History

- A. Amount of PHDEP Grant \$25,000 _____**
- B. Eligibility type (Indicate with an "x") N1 _____ N2 _____ R _____**
- C. FFY in which funding is requested 1999 to be implement in 2000**
- D. Executive Summary of Annual PHDEP Plan**

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

The 1999 Drug Elimination Grant will be used for Community Policing, investigations, development of a jobs link bank and career placement system for the adults, as well as the youth of the Spring Court Extension Housing Development. These programs in cooperation with the prevention, intervention and education programs in place, will create an intolerable environment for the criminal element.

E. Target Areas

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

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Spring Court Extension	100	323

F. Duration of Program

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

6 Months _____ 12 Months X 18 Months _____ 24 Months _____ Other _____

G. PHDEP Program History

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

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995	\$50,000	MA06DEP0190195	-0-		
FY 1996					
FY 1997	\$50,000	MA06DEP0190197	\$20,000		2/09/2000
FY1998					
FY 1999	\$25,000	MA06DEP0190199	\$25,000		2/30/2001

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

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

The Woburn Housing Authority Drug Elimination Program utilizes a comprehensive approach to combat drugs and crime. The proposed grant programs will be used for community policing, investigations, developing a job links bank and career placement system for adult and youth residents of the Spring Court Extension Housing development. These programs in cooperation with the prevention, intervention, and educational programs in place will create an intolerable environment for the criminal element.

B. PHDEP Budget Summary

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

FY <u>1999</u> PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	\$20,000
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	\$ 5,000
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
TOTAL PHDEP FUNDING	\$25,000

C. PHDEP Plan Goals and Activities

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

9110 - Reimbursement of Law Enforcement					Total PHDEP Funding: \$20,000		
Goal(s)	<p>(1.) Housing Initiative Police Patrol is designed to prevent and intervene in the following areas:</p> <ul style="list-style-type: none"> • Drug Distribution by residents and non-residents • Drug and alcohol use by teenagers • Family & Peer Violence •Gang Related Activity <p>(2.) Drug Investigations:</p> <ul style="list-style-type: none"> • To conduct drug investigations and arrest residents and non-reisents dealing drugs in the development. 						
Objectives	<p>(1) H.I.P.P.</p> <ul style="list-style-type: none"> • Officers will compile information using FIO cards on suspicious activity consistent with drug use or sales to be passed on to the Drug Unit. • Officers will identify substance-using youth and either refer them to the Clean Start Program or make an arrest. • The Housing Liaison Sergeant and Drug Elimination Coordinator, will follow-up on domestic violence calls for service with residents, to ensure individuals needing a restraining order will understand the process, and are successful in obtaining one. • Officers and WHA personnel will file 51A's with the Department of Social Services, whenever child abuse is suspected. • Officers will track gang-related activity and utilize peer mediation techniques whenever possible. <p>(2) D.I:</p> <ul style="list-style-type: none"> • Utilize information obtained from H.I.P.P. patrols, the hot-line, residents and staff, to compile intelligence for drug operations. 						
Proposed Activities Goal	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.HIPP			Ongoing		\$20,000	\$9,000	Reduction in crime
2.Drug Investigation						\$2,000	Drug Raids
3.							

Objectives

9120 - Security Personnel		Total PHDEP Funding: \$
Goal(s)		
Objectives		

Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

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

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

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

9160 - Drug Prevention					Total PHDEP Funding: \$5,000		
Goal(s)	Career Start will assist residents to develop job skills through linkage with training programs, job readiness education, and career planning, all of which will assist them to secure community-based employment.						
Objectives	•Target current welfare recipients and assist them to identify actions that will lead toward a self-sufficient lifestyle, utilizing career planning to secure employment.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Career Start		Residents	Ongoing		\$5,000	\$14,000	10 Newly-Employed Residents
2.							
3.							

9170 - Drug Intervention					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9180 - Drug Treatment					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9190 - Other Program Costs					Total PHDEP Funds: \$		
Goal(s)							
Objectives							
Proposed Activities	# of	Target	Start	Expected	PHEDEP	Other	Performance Indicators

	Person s Served	Population	Date	Complete Date	Funding	Funding (Amount /Source)
1.						
2.						
3.						

Section 3: Expenditure/Obligation Milestones

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

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110	Activity 1 & 2		Activity 1 & 2	Activity 1 & 2
9120				
9130				
9140				
9150				
9160	Activity 1		Activity 1	Activity 1
9170				
9180				
9190				
TOTAL		\$		\$

Section 4: Certifications

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

Woburn Housing Authority (MA019)

Poverty Status and Housing Needs

The Woburn Housing Authority's current waiting list totals 530 families, of which 82% fall within the extremely low income category, followed by 9% falling into the very low income category and the remaining 2%, falling into the low-income category. Of the total of families on our waiting list, 49% are minorities with the largest minority being identified as Hispanic.

In Woburn, the housing need is great and best exemplified by the 530 families on our waiting list, vying for only 8 units we estimate will turnover during the next year.

Our current federal public housing leased units are broken down racially and ethnically as follows:

White	= 43%
Black	= 9%
Asian/PI/NA	= 12%
Hispanic	= 36%

Between 1990 and 1997 the MISER of July 1999 estimated the following population changes occurred:

White (Non-Hispanic) population	> 1.6%
Black (Non-Hispanic) population	> 6.5%
Asian/Pacific Islander/Nat.Am.	>35.9%
Hispanic population	>21.8%

Woburn Housing Authority (MA019)
Poverty Status and Housing Needs
(Continued)

The following charts were produced utilizing the 1990 U.S. Census and comparing it to the projections through to the year 2005 (MISER, July 1999).

WOBURN, MASSACHUSETTS	
1990	
Race/Ethnicity	% Below Poverty
White	94 %
Black	0.9%
American Indian	0.2%
Asian and Pacific Islander	1.5%
Other	2.3%
Hispanic Origin	1.1%

Race/Ethnicity	WOBURN MASSACHUSETTS		2005 Baseline Projection
	1990 population	1995 population	
White/non Hispanic	34,180	34,710	35,262
Black/non-Hispanic	336	358	590
& Amer. Ind. (Non-H)	593	806	1,095
Hispanic Origin	834	1,016	1,237
			Asian

TENANT ADVISORY COUNCIL 5 YEAR PLAN SUGGESTIONS

The following upgrade suggestions were made by residents at a meeting with the Executive Director and the Property Manager.

- Parking is a problem, some residents have 2 spots, some have three, and others have none.
- Heating system needs to be upgraded
- Additional Lighting is needed behind the 129 Block
- Cabinets are in bad condition in the kitchens
- Request for paving behind unit 129 for parking.

We are addressing the following requests by:

- The management is currently conducting a parking survey to determine the number of available spaces, and the number of spaces given to each resident. We will limit residents to a maximum of 2 spaces. The survey process was started on March 1st.
- The Apartment/Tenant Controls, Thermostat, Vents and Valves of the Heating System are being evaluated and upgraded as needed as part of the 5 year plan.
- Lighting is being paid for out of the Drug Elimination Grant. Lights will be installed in March.
- Cabinets are an expensive upgrade. As part of the 5year plan we are replacing a set number of cabinets each year. ADA needs assessment also needs to be completed again as the old one completed in the early 1990's is out dated.
- The Housing Authority will not be paving behind the 129 Block. We have tried to keep cars out of this area due to the fact that they are too close to the units, the area is unable to be viewed properly, and the cost of paving is too high.

WOBURN HOUSING AUTHORITY & WOBURN POLICE DEPARTMENT WEED & SEED PROGRAMS

The Woburn Housing Authority , Woburn Police Department, and Office of the Mayor are dedicated to creating a safe and opportunity rich environment for it's tenants through community policing initiatives and educational opportunities. Our responsibility as a community is not to provide these resources as a crutch to carry disempowered individuals but to foster and support people in their challenge to become self - sufficient and contributing members of society.

As a community we support individuals in taking steps to change, emphasize that they are expected to make changes, and collaboratively work with residents to implement change. We recognize family safety as a core element to survival therefore, we have zero tolerance for the criminal element that sabotages the positive efforts of individuals trying to reclaim their neighborhood from crime.

Findings from research into crime, delinquency, child abuse etc... is that communities and neighborhoods rich in social networks , and resources have lower rates of substance abuse and other crimes. Our challenge as housing administrators and residents is to maintain a partnership with law enforcement agencies, educational organizations, and community agencies, to combat situations that create distress and despair which directly contributes to substance abuse, crime and generational welfare. The most obvious manifestation of caring and support at the community level is the availability of resources necessary for healthy human development .

(housing, education, job training, goal - setting, safety, and employment.)

BUILDING STRONG PARTNERSHIPS AGAINST CRIME

Our philosophy is consistent with the US Dept. of Justice Weed & Seed Philosophy. The Office of the Mayor in cooperation with the Woburn Police Department and the Woburn Housing Authority have been recognized as a Weed and Seed Site. A major focus is placed on weeding out the drug sources and gang activity through a strong investigative program initiated by the Northeastern MA Law Enforcement Council, and the Woburn Police Department, maintaining community policing initiatives, and seeding with social service programs.

Elements in community policing include ; increased police citizen accessibility, preventive education, and the use of problem oriented policing. The community is viewed as an active agent in social change and the police are partly responsible to activate the community in it's own self - protection. We believe if we funnel the funding directly into removing these offenders of law and lease, the residents will be able to enjoy the benefits of their contributions to the neighborhood.

The Woburn Police Department and the Woburn Housing Authority have in the year 1992 implemented a community policing plan in the family development. The Woburn Police have assigned a Sergeant to act as a liaison officer with the Housing Authority along with other community policing officers. For too long the police and the Housing Authority acted and reacted in a vacuum of their respected responsibilities. Presently our efforts are combined in a united front with the tenants against drug dealers and the criminal element.

The Housing Liaison Sergeant also acts as a conduit to other specialists and patrol officers in the Police Department. If a situation develops with a juvenile that involves criminal behavior, the Liaison Officer will contact the juvenile officer for assistance. Both Housing and the Police maintain contact with the Department of Social Services to ensure the safety of children.

Intelligence is acquired about illicit drugs in the Weed & Seed Target Area through patrol, the hotline, resident information, by monthly police / management meetings or other sources is given directly to the head of the Narcotics Unit by the Housing Liaison Sergeant..

BUILDING STRONG PARTNERSHIPS FOR EDUCATION

The Woburn Housing Authority and Woburn Police Department has built a strong working relationship with many community organizations that provide resources for positive change to the residents and the youth of the developments. On a weekly basis we network with the Woburn School Department, the Woburn District Court , the YMCA and The Woburn Boys & Girls Club, Middlesex Community College, Employment Resource Institute, Community Service Network and other Educational Institutions.

Since we consider education and career planning a key element in achieving self - Sufficiency, we have committed funds towards educational opportunities. Presently the Housing Authority provides scholarships to residents working on their GED , and has purchased a complete career planning computer program that provides information on over 2000 jobs and self - assessment inventories necessary to make career decisions.

INTRODUCTION TO PROGRAMS

Using a community systems approach to drug reduction and resident empowerment provides the resources and opportunities needed for change. We have taken an interdisciplinary approach combining law enforcement , social services, education,, and administrators in program implementation. The developed programs empower residents to move towards self - sufficiency. This is accomplished through a combination of enforcement, community policing, vocational planning, prevention, and intervention programs.

PROGRAM DESCRIPTIONS EDUCATION AND CAREER DEVELOPMENT

ESL, GED, & WRITING SKILLS

The Woburn Housing Authority provides scholarships to residents to participate in GED, ESL, or a Writing Skill Course through the Woburn Adult Education Evening School. Since the fall of 1992, twenty - five residents have secured training through this program. Presently the North Suburban YMCA has secured funding through the Department of Education to provide ESL training during the weekdays that includes childcare.

FAMILY SELF - SUFFICIENCY

Family Self - Sufficiency is a 5 year plan designed to help residents work their way off of federal and state subsidies. Each participant must either work full - time or attend school full - time to be eligible for the program. A raise in income results in the establishment of an escrow account for the participant. Since any funds earned over the original baseline is placed in a savings account, participants have the opportunity to save funds over their five year plan. Presently the program is full with 25 participants.

LHA TRANSITIONAL HOUSING PROGRAM

The Woburn Housing Authority has contracted with Community Service Network to implement an intensive Family Self - Sufficiency Program for 10 transitional families to be housed in public housing. These participating families receive case management ,daycare, counseling, assistance with job training and job placement over a one year period. If families meet the goals of their individualized plan they will be eligible to sign a lease with the Housing Authority.

JOB LINKS / CAREER START

Job Links and Career Start are employment assistance and career development programs run by Community Service Network designed to assist residents with resume writing, career development, securing employment, financial planning, and homeownership counseling. These programs assist residents with achieving a self – sufficient lifestyle.

YOUTH EDUCATION & INTERVENTION PROGRAMS

YOUTH KIDS CLUB (NORTH SUBURBAN YMCA)

Kids Club is an after school educational / recreation program funded through the Executive Office of Weed & Seed 1997 grant program. The YMCA runs the Kids Club After School Program at the Spring CT EXT Housing Development Site. Children ages 5 - 10 are eligible for participation. The focus of the program is to develop reading skills, social interaction skills and education on alcohol , drugs, and other safety issues.

SCHOOL BASED TUTORING / CREATIVE ARTS PROGRAM

The Homework / Arts Club is an after school program based at the Shamrock Elementary School, which is located between two housing developments and the White Elementary School. The program assists youths with homework assignments, classroom difficulties, and problems associated with language barriers. Other program components include a drama club, art club, language club , the development of a bookstore, and an ESL program for Spanish or Asian speaking parents. This program is funded through the Executive Office of Weed & Seed.

YOUTH EXECUTIVE COUNCIL (Woburn Boys & Girls Club)

The Youth Executive Council is a leadership based program for Middle School youths. Participating teens have received peer leadership training and education on different life skills. Program participants plan activities and educational programs for other teens their age. This program is funded through the Executive Office of Weed & Seed.

ERI / WOBURN HOUSING AUTHORITY & WOBURN POLICE PARTNERSHIP

During the summers of 1993 - 1998 , the Woburn Housing Authority and Police Department provided a paid working and educational experience for 15 teens residing in public housing. Youth participants received two hours of remedial training in Math and English, two hours of drug prevention and career development training. Teens developed drug prevention ads , wrote and presented plays, created television shows for the local cable station , and planned for a successful future. This program is funded through the Department of Labor (E.I.)

COMMUNITY BASED JUSTICE PROGRAM

The High School Principal , Guidance counselors, Police Chief, Juvenile Officers, Probation Officers, housing representatives, and DA's meet every Monday morning to discuss the progress of pending juvenile cases in court. The group also shares information about high risk youth and brainstorms to find community resources to assist youth in developing skills , and finding healthy alternatives to criminal or acting out behavior . Specific examples of networking include jointly filed Child Abuse and Neglect Reports to the department of Social Services, follow up meetings with parents and youth with representatives from different agencies, and goal - setting programs for youth, as well as

a juvenile diversion program. By sharing information the community is able to develop a clearer picture of what is going on with each child and make a committed community response to assistance.

WOBURN BOYS & GIRLS CLUB

The Woburn Housing Authority and the Woburn Boys and Girls Club have developed a partnership to provide the youth of the public housing community access to the services the Boys and Girls club provide. Through a coordinated financial response between the two agencies scholarships are provided to interested families in the developments. Joint outreach efforts in 1994 include securing 64 members through scholarships, membership payments, and free scholarships provided by the Boys and Girls Club. We are presently networking to develop a basketball league between developments.

(YOUTH TRACKING) WEED & SEED YOUTH TRACKER

Youth Tracking is designed to monitor and intervene in the high risk behavior of youth from the Weed & Seed target Area.. This program is funded through the Executive Office of Weed & Seed. Teenagers 12 - 17 are referred to the program from the school department, the police department, probation, and the Housing Authority. Youth Tracker Brendan Diehard is assigned to a participating youth to set weekly goals and assist the child in problem solving. The tracker is also responsible for networking with the school department and other community agencies to make referrals and track the participants progress. Teens in this program often need assistance with problem solving, healthy conflict resolution, substance use, and developmental issues.

CLEAN START COURT DIVERSION PROGRAM (Specific to alcohol and drug related crime)

The Court Diversion Program is a 10 week educational program designed to provide teens who have been arrested for a minor alcohol or drug related crime with the information and tools needed to resist peer pressure and eliminate their destructive behavior. This program requires parent involvement including training on what to do with a youth that uses alcohol and drugs , and training on behavioral contracts to initiate with teens. Youth and parents that complete the 10 week training program will not have to proceed with the court process. Youth that do not complete the program will be charged with the crime they committed .

LIFE SKILL EDUCATION SERIES

Once a month the Drug Elimination Coordinator and the Housing Liaison Officer provide life skill training to the high school population. Topics that are covered in this series include ; dating violence ,

problem solving techniques, alcohol and drug prevention, peer violence, and verbal abuse. These classes are provided during health and different alternative education programs.

TEENS IN ACTION

Teens In Action is Theater Troop of high school age youths trained to function as community educators of healthy decision making topics. Teens were trained in the area of youth leadership, communication skills, substance abuse and violence prevention. Participants have received Theater Training from the KIDSSTOCK Professional theater company. Teens In Action perform skits for elementary school age children to promote healthy decision making.

DOMESTIC VIOLENCE PROGRAMS

Although domestic violence transcends racial, economic, and social boundaries, the demographics present in public housing presents a variety of unique challenges. Eighty percent of the families residing in public housing consist of single female head of households. The majority of families are housed from an emergency waiting list that prioritizes families displaced due to domestic violence.

EDUCATIONAL WORKSHOPS

The Housing Liaison Sergeant and the Family Self - Sufficiency Coordinator present workshops throughout the community on domestic violence. The workshop is designed to educate the audience on restraining orders, the cycle of abuse, psychological aspects of abuse, safety planning and violations of restraining orders. These workshops have been presented at the Lyons Club, the City Council, the High School, Parents Without Partners, Middlesex Community College, Winchester Hospital Emergency Room Staff, and the Public Housing Developments.

DATING VIOLENCE PREVENTION

The Housing Liaison Officer and the Drug Elimination Coordinator teach a class on dating violence prevention in the 8th grade in both Middle Schools. This program in coordination with the school administration is presented in health class to all 8th grade students each spring. Subjects covered in the class include ; identifying different warning signs of abuse, restraining orders, understanding police response, and assisting victims in finding strength and support. this program is also presented to civic organizations, and other community and parent organizations.

COMMUNITY POLICING PROGRAMS

HOUSING LIAISON SERGEANT

The Housing Liaison Officer coordinates police response and crime analysis in the public housing developments. Information involving teenage loitering, drug dealing, domestic violence , and other crimes is analyzed and an action plan is developed to provide a short and long term solution to the problem. The Housing Liaison officer delegates crime information to the appropriate bureau within the police department and works with that department to solve the situation. Residents of housing have direct access to the officer to discuss crime information as well as the Public Housing Authority administration and management staff.. Meetings are conducted regularly with residents , management , and the police to keep information flowing.

HOUSING INITIATIVE PATROL

The Housing Initiative Patrol consists of a juvenile officer and narcotics officer. These officers interact with residents of the development to provide education about crime prevention and compile intelligence. The intelligence gathered will be used to spot trends or patterns in criminal behavior. This patrol will also be used to identify the activity of non - residents entering and leaving the developments.

Information from others officers, meetings with the housing staff, Hotline calls and calls for service will be followed up on during the Housing Initiative patrol on a weekly basis. Participating officers will log any suspicious activity on FIO cards to track criminal behavior. This program is funded through the Drug Elimination Grant and the Community Policing Grant awarded to the Woburn Police Department.

WEED & SEED COMMUNITY POLICING INITIATIVES

Weed & Seed officers are assigned to a target area which includes federal and state public housing. This team of 6 officers participate in active problem solving with residents and other youth and community programs. These officers act as a bridge between hard core law enforcement programs and social service programs by collecting intelligence for the drug unit and referring residents to seeding (social service) programs.

WOBURN VICE NARCOTICS

The Woburn Police Vice Narcotics Division works collaboratively with the DEA, NEMLEC Drug Task Force , ATF, State Police and other federal and state agencies to investigate drug and gang activity in the Weed & Seed Target Area. These investigative agencies compile information received from the Hotline , HIPP Patrol, resident information, and police officers on patrol.

WOBURN POLICE & HOUSING AUTHORITY

WEED & SEED PROGRAMS

The City of Woburn is dedicated to maintaining a safe and opportunity rich environment for it's residents to achieve a safe living environment and self - sufficiency through high intensity law enforcement , community policing initiatives, youth programming and educational opportunities. The developed programs are designed to reduce the criminal element in the Weed & Seed target area, prevent and intervene in youth high risk behavior, and empower residents to move towards a financially independent and healthy lifestyle. The Woburn Police Department partners with the Housing Authority and a variety of community based agencies to write and implement the programs described below.

RESIDENT EDUCATIONAL OPPORTUNITIES

Program Name	Funding Source	Description
GED & ESL	Housing Authority	Scholarships for ESL & GED classes through Adult Education for low income families.
Discover Career Plan	Housing Authority	computer career planning that assess interests and abilities
Transitional Housing	DHCD, Housing Authority	intensive case management and paid services to 10 sheltered clients residing in Public Housing Contractor - Community Service Network
Family Self - Sufficiency	Housing Urban Development, Housing Authority	5 year plan to assist section 8 participants in becoming Self - Sufficient (escrow account established)
Job Links	Weed & Seed	resume writing , career counseling, interview skills , job readiness Contractor - Community Service Network

YOUTH PREVENTION , EDUCATION & INTERVENTION PROGRAMS

Program Name	Funding Source	Description
Kids Club	Weed & Seed	Afterschool homework and recreation program located in public housing Contractor - YMCA
Youth Executive Council	Weed & Seed	Peer leadership program, youth plan and implement events Contractor - Boys & Girls Club
After School Program	Weed & Seed	Arts , drama , homework , tutoring , program located in the Shamrock Elementary School
ERI Summer Youth Employment	Employment Resource Inc.	paid working and education experience for 15 youth residing in public housing . (remedial English , math , career planning drug prevention , and money management.)
Community Based Justice	Not funded	By monthly meeting with school personnel, police, probation , housing, DSS, and clergy to track high risk youth

Youth Tracking	Weed & Seed	monitors the behavior and school progress of High Risk Teens
Choices & Challenges	Governor's Alliance Against Drugs	10 week career development program for high risk females includes career planning, drug and pregnancy prevention.
Clean Start	Community Based Volunteers	10 week court diversion program for youth arrested for the possession of alcohol or drugs. Facilitators volunteers their time from probation , housing , and the police department. Teens are drug screened , and visit the House of Correction and DYS.
Boys & Girls Club	Housing & B&G Club	membership scholarships for low income families.
Teens In Action (RAP)	Weed & Seed	Teen Theater group designed to teach peers about the dangers of alcohol and other drugs through performances.

COMMUNITY POLICING , DOMESTIC VIOLENCE & ENFORCEMENT PROGRAMS

Program Name	Funding Source	Description
Housing Liaison Officer	Woburn Police Department	writes grants, implements youth programs with the FSS Coordinator, coordinates the effort between the Housing Authority and different departments of the police department, communicates and problem solves with residents and develops intelligence on problem units
Housing Initiative Patrol (HIP)	Drug Elimination Grant (HUD)	joint patrol between the Housing Liaison officer and FSS Coordinator to identify youth problems , provide support and problem solving with residents, identify problem units for the housing staff and drug unit
Weed & Seed Community Policing	Weed & Seed	5 officers a Sergeant, and Lieutenant are involved in identifying problem areas of the City and compiling intelligence within the target area to reduce crime through enforcement and community problem solving
Drug Investigations	Drug Elimination & Weed & Seed	investigation of drug activity within the Housing Developments for eviction and criminal prosecution. Woburn Vice Narcotics
Dating Violence Prevention	Not funded	The Housing Liaison Officer and FSS Coordinator teach classes in the high school, middle school , and to parents on warning signs of abuse, restraining orders, police response, and available community resources.

CIAP Budget/Progress Report

Part I: Summary

Comprehensive Improvement Assistance Program (CIAP)

**U.S. Department of Housing
and Urban Development**

Office of Public and Indian Housing

OMB Approval No. 2577-0044 (exp. 1/31/96)

Public Reporting Burden for this collection of information is estimated to average 12.0 hours per response, including the time for reviewing instructions: searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden the Reports Management Officer, Office of information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project (2577-0044), Washington, D.C. 20503. Do not send this completed form to either of these addresses.

HA Name WOBURN HOUSING AUTHORITY	Modernization Project Number MA06 - P019 - 912 - 99	FFY of Grant Approval 1999
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Original CIAP Budget Revised CIAP Budget/Revision Number Progress Report for Period Ending 03/30/2000 Final Progress Report

Line No.	Summary by Development Account	Total Funds Approved		Total Funds	
		Original	Revised	Obligated	Expended
1	Total Non-CIAP Funds				
2	1408 Management Improvements				
3	1410 Administration		10424		
4	1415 Liquidated Damages				
5	1430 Fees and Costs		5000		474
6	1440 Site Acquisition				
7	1450 Site Improvement		2500		
8	1460 Dwelling Structures		151000		4296.92
9	1465.1 Dwelling Equipment-Nonexpendable				
10	1470 Nondwelling Structures		35000		32457
11	1475 Nondwelling Equipment				32457
12	1495.1 Relocation Cost				
13	Amount of CIAP Grant (sum of lines 2-12)		203924	0	37227.92
14	Amount of line 13 Related to LBP Testing				
15	Amount of line 13 Related to LBP Abatement				
16	Amount of line 13 Related to Section 504 Compliance				

Signature of Executive Director and Date X	HUD certification: In approving this budget and providing assistance to a specific housing development(s). I hereby certify that the assistance will not be more than is necessary to make the assisted activity feasible after taking into account taking into account assistance from other government sources(24 CFR 12.50).
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	Signature of Field Office Manager (or Regional Public Housing Director in co-located office) OIP Director and Date X
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