

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: Lynn Housing Authority

PHA Number: MA023

PHA Fiscal Year Beginning: 4/00

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.

XX The PHA's mission is: (state mission here)

The Lynn Housing Authority's Mission is to assist low and moderate income families and/or individuals with safe, decent, adequate, and affordable housing with an emphasis on fostering economic independence and homeownership opportunities, without discrimination, and addressing housing impediments for the special needs population. Additionally, the Lynn Housing Authority is committed to enhancing the quality of our community and building better neighborhoods by providing comprehensive neighborhoods services and funding a range of loan and grant activities that address the needs of renters, owners, homebuyers and non-profit housing providers.

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:

- Leverage private or other public funds to create additional housing opportunities:
- Acquire or build units or developments
- Other (list below)

PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management: (PHAS score)
- Improve voucher management: (SEMAP score)
- Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

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

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:

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

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:
 - Increase the number and percentage of employed persons in assisted families:
 - Provide or attract supportive services to improve assistance recipients' employability:
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 - Other: (list below)

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

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

Other PHA Goals and Objectives: (list below)

Goal # 1

Maintain the LHA's existing public housing program in an efficient and effective manner thereby maintaining at least a high performer designation from HUD.

- HUD shall continue to recognize the LHA as a high performer through PHAS
- The LHA shall maintain the current rent collection rate of 96%

Goal #2

Increase homeownership by public housing residents.

- The LHA shall assist 30 families move from renting to homeownership by March 31, 2005
- The LHA shall provide 50 families homebuying counseling by March 31, 2005

Goal #3

The LHA shall develop a plan for the long-term viability of the Curwin Circle Public Housing Development.

- The LHA shall complete an engineering study by April 1, 2000
- The LHA shall complete a land use and reuse study by April 1, 2000

Goal #4

The LHA shall increase the number of working families at our public housing developments

- The LHA will maintain its working family preference for all public housing.

Goal #5

Manage the LHA's tenant-based programs in an efficient and effective manner thereby qualifying as at least a standard performer under SEMAP

- HUD shall recognize the LHA as a standard performer through SEMAP
- The LHA shall achieve and sustain a utilization rate of 98% by March 31, 2005

Goal #6

Facilitate the improvement of housing stock in the city

- Bring all units to a minimum standard of a "B" rating

Goal #7

Expand the range of housing choices available to participants in the LHA's tenant-based assistance program

- The LHA shall reduce the concentration of voucher holders by continuing to provide voucher mobility counseling
- The LHA shall affirmatively further fair housing by applying for special needs housing vouchers such as welfare to work

Goal #8

Increase homeownership by Section 8 Tenant Based participants

- The LHA shall assist 30 families move from renting to homeownership by March 31, 2005
- The LHA shall provide 50 families homebuying counseling by March 31, 2005

Goal #9

Deliver timely and high quality maintenance service to LHA residents.

- The LHA shall maintain an average response time of 24 hours in responding to emergency work orders and 30 days for routine work orders
- The LHA shall maintain all of its units in 100% compliance with the LHA housing code and Housing Quality Standards

Goal #10

Comply with the LHA's preventative maintenance plan

- The LHA shall maintain 15% of its quality control work order inspections

Goal #11

Maintain the LHA's real estate portfolio in a decent, safe and sanitary condition.

- The LHA shall continue to maintain and improve existing landscape
- The LHA shall continue to be in compliance and with full cooperation from the city in making properties litter-free.

Goal #12

Ensure full compliance with all applicable standards and regulations including Generally Accepted Accounting Principals (GAAP)

- The LHA will update its policies and procedures to ensure compliance with the changes mandated by HUD

Goal #13

Make certain that all funds are managed in an efficient manner so that the residents and others being served by the LHA receive the maximum benefit.

- The LHA will develop a material control system to better control inventory and eventually reduce costs
- The LHA will continue to maintain its operating reserves at a level that will cover any emergencies or other unforeseen circumstances

Goal #14

Expand fiscal resources by increasing the amount of revenues received from federal, state and local sources

- The LHA will continue to diversify its funding by maximizing the amount of money received from non-housing sources in the form of grants or service agreements with other governmental entities.

Goal #15

Continue to maintain the positive revenue stream from non-housing sources

- The LHA will develop an investment strategy that will insure that the Authority is receiving the maximum allowable return on its funds

Goal #16

Improve access of assisted housing residents to services that support economic opportunity

- The LHA shall maintain 100 public housing and 100 Section 8 Tenant-Based residents in its Family Self Sufficiency program

Goal #17

Improve the quality of life for Lynn's special needs residents

- The LHA shall be the lead agency of Lynn PACT, a consortium of social service agencies that work collaboratively to provide high quality care to impoverished persons.
- The LHA shall complete a GAPS analysis in order to identify the specific needs of the community.
- The LHA in conjunction with Lynn PACT will continue to provide comprehensive services to continue to build the Continuum of Care System

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.

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:

- XX Admissions Policy for Deconcentration
- XX FY 2000 Capital Fund Program Annual Statement
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
- XXFY 2000 Capital Fund Program 5 Year Action Plan
- XX Public Housing Drug Elimination Program (PHDEP) Plan
- XX Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- 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
XX	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
XX	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
XX	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
XX	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
XX	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
XX	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
XX	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
XX	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
XX	Public housing rent determination policies, including the methodology for setting public housing flat rents XX included in the public housing A & O Policy	Annual Plan: Rent Determination
XX	Schedule of flat rents offered at each public housing development XX included in the public housing A & O Policy	Annual Plan: Rent Determination
XX	Section 8 rent determination (payment standard) policies XX check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
XX	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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Public housing grievance procedures XX included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures XX included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
XX	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
XX	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
	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
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	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
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> 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
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
XX	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
XX	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
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component

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	2,611	5	4	4	3	3	5
Income >30% but <=50% of AMI	776	3	4	3	3	3	4
Income >50% but <80% of AMI	141	2	3	2	3	3	3
Elderly	1,818	4	2	3	2	1	3
Families with Disabilities	N/A						
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

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

Consolidated Plan of the Jurisdiction/s
Indicate year: 2000

U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
 American Housing Survey data

- Indicate year:
 XX Other housing market study
 Indicate year: 1998
 Other sources: (list and indicate year of information)

**STATEMENT OF HOUSING NEED
 CITY OF LYNN**

The Quality Housing and Work Responsibility Act (QHWRA) of 1998 requires that Housing Authorities (HA) develop a needs assessment based upon local housing market conditions. Specifically, QHWRA mandates that the Lynn Housing Authority (LHA) look at both the citywide housing needs as well as the needs of the citizens on our waiting lists.

Attached is the information contained in the Housing Needs Section of Lynn’s Consolidated Plan. The Consolidated Plan is prepared on a five-year basis with yearly Action Plans assessing current housing conditions. During 1998, LHA commissioned an in-depth study on Lynn’s housing market conditions, which served as the basis for LHA’s housing component of the Action Plan. The housing market analysis, which divided the city into 27 submarket areas, completed during this period indicates that Lynn has a severe need for affordable housing options. It has been estimated that approximately 10,000 households could qualify for some form of housing assistance. This problem is compounded by the fact that Lynn’s median household income (\$42,143) is extremely low in comparison to the rest of the region (\$57,484) and the State (\$54,586). Also, we find that a majority of low-income residents, predominantly minority, are concentrated/reside in what has been identified as the city’s “Urban Core.” The Urban Core consists of five (5) submarket areas that spread out from the downtown section of Lynn. The Urban Core is made up of the following submarket areas that run from east to west:

1. Fayette Street
2. Highlands
3. Lynn Commons
4. Middle Western Avenue
5. General Electric

As a result, LHA has determined that any strategy to increase the supply of affordable housing or to decrease the level of poverty in the Urban Core must have at the foundation an effective economic empowerment plan to assist low-income families reach their goals of economic independence and self-sufficiency.

*The following is a summary of the findings of the 1998 Housing Market Study which served as the basis for completing the **Housing Needs of Families in the Jurisdiction by Family Type Chart** of the PHA Plan. The summary focuses on issues of affordability, supply, quality, accessibility, size of units, location and race/ethnicity:*

- *Affordability – Average rents in the city exceed 30% threshold primarily in the Urban Core. This primarily impacts low-income renters, both families and the elderly. It also has a disproportionate impact on Lynn’s minority communities (Hispanic, Black & Southeast Asian).*
- *Supply – There is a shortage of 3 & 4 bedroom rental units and a surplus of single room occupancies and 1-bedroom units. Low-income families are at a disadvantage when trying to find adequate housing.*
- *Quality – Majority of rental housing in Urban Core is in fair to poor condition. This is the same area where the majority of extremely low-income families reside. For the elderly who inhabit the one-bedroom units, this means that most of their units probably are not deeded. However, there are also a significant number of*

elderly assisted housing units in the central city as well, which provides adequate housing for a number of elderly/disabled households.

- Accessibility – Age of housing stock is a problem in Lynn. Almost 60% of the housing stock was built prior to 1940. In addition, over 75% was built prior to 1960. As a result, this has a significant impact on the amount of accessible housing in the city.*
- Size of Units – A surplus of one-bedroom units impacts housing for the elderly and disabled and the shortage of three and four-bedroom units has had a negative impact on Lynn’s low-income families. It should be noted that a majority of 2 – 4 rental units are located in the Urban Core.*
- Location – Majority of households below 30% of the area median reside in the Urban Core of the city. This means that housing options for Lynn’s poor are limited by income and that there is a heavy concentration of the poor in the central part of the city.*
- Race/Ethnicity – A study on the location of the race/ethnicity breakdown in the city reveals that, as with the extremely low-income families, the Urban Core is home to a large segment of Lynn’s minority community. For example, Hispanics make up approximately 50% of the population in this area, Southeast Asians account for 26% and Blacks for 24%.*

Attached you will also find data and tables that identify the housing needs of the families on our assisted housing waiting lists. Please note that the identified needs in fact verify the conclusions reached from the data contained in the Action Plan. Approximately 90% of the families on LHA waiting lists have incomes less than 30% of the Area Median Income (i.e. 1 – 8 persons with an income range of \$13,150 to \$24,850). Specifically, 2,134 out of a total of 2,390 are considered extremely low income.

To address the identified housing needs, LHA will 1) seek to maintain, improve and preserve our existing housing stock by using appropriate resources, and, 2) continue to be aggressive in applying for additional grants and loans from federal as well as non-federal housing resources to help add to the affordable housing available in our community. For instance, it is our intent to apply for additional Section 8 units should they become available. We also intend to continue our working relationship with HUD, local government and non-profit agencies to try and meet our community’s housing needs.

Again, any plan to raise the income levels of assisted housing households must focus on uplifting and improving the economic status of the extremely low-income households.

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
--

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance
XX Public Housing **CURWIN CIRCLE**
 Combined Section 8 and Public Housing
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)
 If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	1162		
Extremely low income <=30% AMI	1054	91%	
Very low income (>30% but <=50% AMI)	97	8%	
Low income (>50% but <80% AMI)	11	1%	
Families with children		75%	
Elderly families			
Families with Disabilities			
Race/white	593	51%	
Race/black	482	42%	
Race/american indian	12	1%	
Race/asian	75	6%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Housing Needs of Families on the Waiting List

Is the waiting list closed (select one)? No Yes

If yes:

How long has it been closed (# of months)? 1 Bdrm – 23 months; 2 Bdrm 3.5 months, 3, 4 & 5 Bdrm – 46 months

Does the PHA expect to reopen the list in the PHA Plan year? No Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

Section 8 tenant-based assistance

Public Housing **WALL PLAZA**

Combined Section 8 and Public Housing

Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	171		
Extremely low income <=30% AMI	150	88%	
Very low income (>30% but <=50% AMI)	19	11%	
Low income (>50% but <80% AMI)	2	1%	
Families with children			
Elderly families			
Families with Disabilities			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			

Housing Needs of Families on the Waiting List			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
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)? 3.5 months Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <input checked="" type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1137		
Extremely low income <=30% AMI	998	88%	
Very low income (>30% but <=50% AMI)	120	10%	
Low income (>50% but <80% AMI)	19	2%	
Families with children		75%	
Elderly families			
Families with Disabilities			
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			

Housing Needs of Families on the Waiting List			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
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)? 18 months Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction

- XX Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- XX Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- XX Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- XX 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

- XX Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- XX 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

- XX 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
- XX Adopt rent policies to support and encourage work
- XX Other: (list below)
- The LHA shall continue to encourage and promote the Family Self-Sufficiency Program*

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

- XX Employ admissions preferences aimed at families who are working
- XX Adopt rent policies to support and encourage work
- XX Other: (list below)
- The LHA shall continue to encourage and promote the Family Self-Sufficiency Program*

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- XX Seek designation of public housing for families with disabilities
- XX Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- XX Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- XX Affirmatively market to local non-profit agencies that assist families with disabilities
- XX Other: (list below)
Pursue housing resources other than public housing or Section 8 tenant-based assistance

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

- XX 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

- XX Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- XX 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:

- XX Funding constraints
- XX Staffing constraints
- XX Limited availability of sites for assisted housing
- XX Extent to which particular housing needs are met by other organizations in the community
- XX Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- XX Influence of the housing market on PHA programs
- XX Community priorities regarding housing assistance
- XX Results of consultation with local or state government
- XX Results of consultation with residents and the Resident Advisory Board
- XX 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)	10,708,842	
a) Public Housing Operating Fund	1,349,630	
b) Public Housing Capital Fund	878,569	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	8,229,740	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	99,413	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
g) Resident Opportunity and Self-Sufficiency Grants	44,560	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)	106,930	Public Housing Supportive Services
2. Prior Year Federal Grants (unobligated funds only) (list below)		
PHDEP	32,460	Public Housing Safety/Security
Comp Grant	453,690	Public Housing Capital Improvements
3. Public Housing Dwelling Rental Income	1,187,320	Public Housing Operations
4. Other income (list below)		
Investment Interest	28,390	Other
Entrepreneurial Act	29,440	Public Housing Supportive Services
4. Non-federal sources (list below)		
Total resources	12,440,142	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- XX When families are within a certain time of being offered a unit: (2 months)
- Other: (describe)

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

- XX Criminal or Drug-related activity
- XX Rental history
- XX Housekeeping
- XX Other (house visit and landlord reference)

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

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

e. Yes XX 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
- XX 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
- XX Other (list below)

*Lynn Housing Authority, Application, Intake & Screening Office (AIS), 174
South Common Street, Lynn MA 01905*

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?
The LHA operates one Federal Family Development (Curwin Circle 23-1) and one Federal Elderly/Disabled Development (M. Henry Wall Plaza 23-2). The LHA maintains separate waiting lists for these developments.
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? *If eligible, family may be on both lists for public housing as well as Section 8 list.*
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)
Lynn Housing Authority, Application, Intake & Screening Office (AIS), 174 South Common Street, Lynn MA 01905

(3) Assignment

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

(4) Admissions Preferences

- a. Income targeting:

XX 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)

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

c. Preferences

1. XX Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers

(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)

- XX The PHA-resident lease
- XX The PHA’s Admissions and (Continued) Occupancy policy
- XX PHA briefing seminars or written materials
- XX Other source (list)
Conditions of Occupancy Form

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

At an annual reexamination and lease renewal

Any time family composition changes

At family request for revision

Other (list)

(6) Deconcentration and Income Mixing

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

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

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

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

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

Employing new admission preferences at targeted developments

If selected, list targeted developments below:

Curwin Circle

Other (list policies and developments targeted below)

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

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

Additional affirmative marketing

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

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

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

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)

- XX 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 XX No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

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

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

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

- Criminal or drug-related activity
XX Other (describe below)
Name and addresses of past and previous landlords

(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)

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

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

- PHA main administrative office
XX Other (list below)
*Lynn Housing Authority, Application, Intake & Screening Office (AIS), 174
South Common Street, Lynn MA 01905*

(3) Search Time

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

If yes, state circumstances below:

Due to current housing market, lack of units, the LHA will give up to, upon proper documentation, two 30-day extensions as allowed under HUD regulations.

(4) Admissions Preferences

a. Income targeting

- Yes XX 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. XXYes 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)
- XX Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- 3 Working families and those unable to work because of age or disability

- Veterans and veterans' families
- 1 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
- XX 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)

- XX 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
- XX 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)

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

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

- Through published notices
- XX Other (list below)

The Lynn Housing Authority (LHA) will make available Housing Choice Vouchers for any authorized occupant, displaced through no fault of their own, by action of the Lynn Housing Authority, the City of Lynn, or by any non-profit community development corporation, working within the Comprehensive Plan, other than through eviction action. To be eligible, all relocation activities must be presented to the LHA in writing and must be pre-approved by the LHA prior to any displacement. Activities must be consistent with the City of Lynn's Consolidated Plan and must enhance the quality and increase the supply of affordable housing in the City. It is the responsibility of the City of Lynn's Relocation Agent, the LHA, at its sole discretion to verify the circumstances surrounding the displacement and to approve the issuance of any and all vouchers.

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)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

Rent will be determined as follows:

For federal public housing programs, in accordance with QHWRRA of 1998, the LHA will offer two rent determination options to public housing families.

Option #1 – Income Based Rent – A public housing resident/family may choose to have their rent determined as a percentage of their family’s monthly adjusted income. The total tenant payment will not exceed 30% of the family’s monthly adjusted income. In determining rents, the LHA will factor in all HUD mandatory deductions. Tenants who directly pay utilities, will have a Utility Allowance factored into their rent determinations.

Option #2 – Flat Rent – A public housing resident/family may choose to pay a flat rent. The following flat rents have been adopted by the LHA. Flat rents were determined by utilizing information from the most recent Section 8 rent reasonableness survey completed by the LHA and by comparing rents of comparable assisted units in the City. The Flat Rents as determined by the sources are as follows:

<i>One Bedroom</i>	<i>\$725.00</i>
<i>Two Bedroom</i>	<i>\$819.00</i>
<i>Three Bedroom</i>	<i>\$1009.00</i>
<i>Four Bedroom</i>	<i>\$1136.00</i>
<i>Five Bedroom</i>	<i>\$1160.00</i>

In regards to Family Choice, the LHA will consider “switching” of choice of rents for financial hardships. Financial hardship situations will/can include the following situations; income of the family has decreased because of loss or reduction of employment, death in family or loss of assistance, increase in family’s expenses for medical costs, child care, transportation, or education

In regards to minimum rents, the LHA will grant a financial hardship, as mandated by HUD regulations, for the following HUD mandated hardships;

1. *When the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State or local assistance program.*
2. *When the family would be evicted as a result of the imposition of the minimum rent requirement*
3. *When the income of the family has decreased because of changed circumstances; including loss of employment*
4. *When a death in the family has occurred, and*
5. *Other circumstances determined by the responsible entity or HUD*

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

XX 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)

Yes for all developments

Yes but only for some developments

XX No

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

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

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

- Market comparability study
- Fair market rents (FMR)
- 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
- XX Any time a family experiences an income increase above a threshold amount or percentage:
10%
- XX Other (list below)
At time of change in family composition

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

(2) Flat Rents

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

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

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		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

- (1) Public Housing Maintenance and Management: (list below)
 - Curwin Circle Preventative Maintenance Plan
 - Wall Plaza Preventative Maintenance Plan
 - Admission & Intake Occupancy Manual

- (2) Section 8 Management: (list below)
 - Section 8 Admin Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

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:2000

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	\$0.00
3	1408 Management Improvements	\$187,152.00
4	1410	\$87,856.00
5	1411 Audit	\$0.00

6	1415 Liquidated Damages	\$0.00
7	1430 Fees and Costs	\$17,000.00
8	1440 Site Acquisition	\$0.00
9	1450 Site Improvement	\$100,000.00
10	1460 Dwelling Structure	\$374,310.00
11	1465.1 Dwelling Equipment-Nonexpendable	\$0.00
12	1470 Non Dwelling Structures	\$112,251.00
13	1475 Non Dwelling Equipment	\$0.00
14	1485 Demolition	\$0.00
15	1490 Replacement Reserve	\$0.00
16	1492 Moving to Work Demonstration	\$0.00
17	1495.1 Relocation	\$0.00
18	1498 Mod Used for Development	\$0.00
19	1502 Contingency	\$0.00
20	Amount of Annual Grant (Sum of Lines 2-19)	\$878,569.00
21	Amount of Line 20 Related to LBP Activities	\$0.00
22	Amount of Line 20 Related to 504 Compliance	\$200,000.00
23	Amount of Line 20 Related to Security	\$0.00
24	Amount of Line 20 Related to Energy Conservation Measures	\$96,223.00

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
Curwin Circle MA 23-1	A&E Items		
		1430	\$0.00
	Construction Items		
	Site Drainage	1450	\$100,000.00
	Emergency Heat	1470	\$80,723.00
	Subtotal 23-1 A&E		\$0.00
	Subtotal 23-1 Construction Items		\$180,723.00
	TOTAL 23-1		\$180,723.00

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
M. Henry Wall Plaza 23-2	A&E Items		
	Asbestos Removal	1430	\$5,000.00
	Trash Compactor	1430	\$12,000.00
	Construction Items		
	Bldg. Envelope Repairs	1460	\$174,310.00
	Accessible Unit Construction	1460	\$200,000.00
	Asbestos Removal (Boiler Room)	1470	\$10,500.00
	Intercom Replacement	1470	\$17,500.00
	Garage Door Replacement	1470	\$3,528.00
	Subtotal A&E 23-2		\$17,000.00
	Subtotal Construction 23-2		\$405,838.00
TOTAL		\$422,838.00	

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
LHA Wide Activities	Management Improvements		
	Technical Assistance CGP	1408	\$10,000.00
	PHMAP Vacancy Turnover	1408	\$33,000.00
	Bilingual Application and Intake Services	1408	\$29,395.00
	Computer Upgrade	1408	\$5,000.00
	Summer Youth	1408	\$15,000.00
	Upgrade Computer Learning Center	1408	\$0.00
	Drug Task Force	1408	\$6,000.00
	Family Investment Center	1408	\$30,257.00
	Resident Landscaping	1408	\$10,000.00
	Agency Plans (QHWRA)	1408	\$7,500.00
	Boy's Club @Curwin Circle 23-1	1408	\$20,000.00
	Workforce Program @ Curwin	1408	\$7,000.00
	Bilingual Neighborhood Services Intake	1408	\$12,000.00
	Staff Training (Spanish)	1408	\$2,000.00
	Subtotal Management Improvements		\$187,152.00
	Administration	1410	\$87,856.00
Total Management Improvements & Admin		\$275,008.00	

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
MA 23-1 Curwin Circle	9/30/02	9/30/03
MA 23-2 Wall Plaza	9/30/02	9/30/03
Management Improvements		
Technical Assistance CGP	9/30/02	9/30/03
PHMAP Vacancy Turnover	9/30/02	9/30/03
Bilingual Application and Intake Services	9/30/02	9/30/03
Computer Upgrade	9/30/02	9/30/03
Summer Youth	9/30/02	9/30/03
Drug Task Force	9/30/02	9/30/03
Family Investment Center	9/30/02	9/30/03
Resident Landscaping	9/30/02	9/30/03
Agency Plans (QHWRA)	9/30/02	9/30/03
Boy's Club @ Curwin Circle 23-1	9/30/02	9/30/03
Workforce Program @ Curwin	9/30/02	9/30/03
Bilingual Neighborhood Services Intake	9/30/02	9/30/03
Staff Training (Spanish)	9/30/02	9/30/03

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

b. If yes to question a, select one:

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

-or-

XX 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)

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
23-1	Curwin Circle		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Site Drainage		\$100,000.00	2001
Emergency Heat Repairs		\$80,723.00	2001
Basement Fans		\$4,000.00	2001
A&E for Water & Sewer Line Separation		\$15,000.00	2002
A&E for Roof Replacement		\$7,500.00	2002
Site Drainage		\$100,000.00	2002
Emergency Heat Repair		\$102,886.00	2002
Basement Fans		\$4,000.00	2002
Bathroom Tub Surrounds		\$7,000.00	2002
Refactor Boilers		\$3,000.00	2002
Roof Replacement		\$324,810.00	2002
Emergency Heat Repair		\$102,886.00	2003
Basement Fans		\$4,000.00	2003
Bathroom Tub Surrounds		\$7,000.00	2003
Refactor Boiler		\$3,000.00	2003
Roof Replacement		\$400,000.00	2003
Storm Doors		\$51,310.00	2003
Washing Machine Drip Pans		\$11,000.00	2003
Site Drainage		\$50,000.00	2003
Emergency Heat Repair		\$102,886.00	2004
Exterior & Boiler Room Lights		\$30,000.00	2004
Storm Doors		\$25,000.00	2004
Electrical Service Improvement (100 AMP)		\$247,310.00	2004

Total estimated cost over next 5 years	\$1,783,311.00	
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Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
23-2	Wall Plaza			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
A&E Asbestos & Trash Compactor			\$17,000.00	2001
Bldg Envelope Repairs			\$191,810.00	2001
Accessible Unit Construction			\$200,000.00	2001
Asbestos Removal			\$10,500.00	2001
Incinerator Removal & Replacement			\$50,000.00	2001
Pneumatic Panel			\$1,000.00	2001
Accessible Unit Construction			\$100,000.00	2002
Steam & Hot Water Imp			\$7,000.00	2002
A&E Air Make Up			\$10,000.00	2003
Construction for Air Make Up			\$32,000.00	2003
Heat Reflecting Sheets			\$10,000.00	2004
Mailbox Replacement			\$20,000.00	2004
Domestic Water Booster Pump			\$36,000.00	2004
Radiator Valve Replacement			\$200,000.00	2004
Total estimated cost over next 5 years			\$885,310.00	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
	PHA Wide			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)

Tech Assistance CGP	\$20,000.00	2001
PHMAP Vacancy Turnover	\$33,000.00	2001
Bilingual AIS	\$29,395.00	2001
Computer Upgrade	\$10,000.00	2001
Summer Youth	\$10,000.00	2001
Upgrade Computer Learning Center (FIC)	\$15,000.00	2001
Drug Task Force	\$12,000.00	2001
Family Investment Center	\$35,257.00	2001
Resident Landscaping	\$10,000.00	2001
Agency Plans (QHWRA)	\$12,500.00	2001
Tech Assistance CGP	\$20,000.00	2002
Bilingual AIS	\$33,395.00	2002
Computer Upgrade	\$10,000.00	2002
Summer Youth	\$10,000.00	2002
Drug Task Force	\$12,000.00	2002
Family Investment Center	\$55,594.00	2002
Resident Landscaping	\$10,000.00	2002
Police Walking Patrols	\$20,000.00	2002
Tech Assistance CGP	\$20,000.00	2003
Bilingual AIS	\$33,395.00	2003
Computer Upgrade	\$10,000.00	2003
Summer Youth	\$10,000.00	2003
Drug Task Force	\$12,000.00	2003
Family Investment Center	\$55,594.00	2003
Resident Landscaping	\$10,000.00	2003
Police Walking Patrols	\$20,000.00	2003
Tech Assistance CGP	\$20,000.00	2004
Bilingual AIS	\$33,395.00	2004
Computer Upgrade	\$10,000.00	2004
Summer Youth	\$10,000.00	2004
Drug Task Force	\$12,000.00	2004
Family Investment Center	\$55,594.00	2004
Resident Landscaping	\$10,000.00	2004
Police Walking Patrols	\$20,000.00	2004
Total estimated cost over next 5 years	\$700,119.00	

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 **XX** 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

- XX**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:
Curwin Circle

- XX**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:
If successful in obtaining a Hope VI Revitalization Grant the LHA will engage in mixed-finance development activities at Curwin Circle

- XX**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:

Curwin Circle

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 **XX** 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 **XX**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
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date this designation approved, submitted, or planned for submission: ()
5. If approved, will this designation constitute a (select one) New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 60 7. Coverage of action (select one) Part of the development <input type="checkbox"/> Total development

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
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date this designation approved, submitted, or planned for submission: ()
5. If approved, will this designation constitute a (select one) New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?

7. Number of units affected: 23
7. Coverage of action (select one)
- Part of the development
- 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 **XX** 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 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. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

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

- 25 or fewer participants

- 26 - 50 participants
- 51 to 100 participants
- more than 100 participants

b. PHA-established eligibility criteria

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

(2) Family Self Sufficiency program/s

a. Participation Description

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

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

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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.

XXYes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

XXYes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan? *See Below*

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

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 *\$99,413.00*
- B. Eligibility type (Indicate with an “x”) N1_____ N2_____ R_X_____
- C. FFY in which funding is requested *1999*
- D. Executive Summary of Annual PHDEP Plan

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

*The Lynn Housing Authority’s PHDEP plan focuses on coordination with the residents of Curwin Circle, the Lynn Police Department and its wide range of agency and community partners to analyze and assess conditions in and around Curwin Circle. As with past PHDEP plans, this was designed with a tremendous amount of input among from these aforementioned groups. The **Plan to Address the Crime Problem** builds upon our current program by providing a comprehensive “weed & seed” strategy to combat drug abuse and drug-related crime and violence at Curwin Circle. At the same time, the focus on services will emphasize resident initiative programs to encourage self-sufficiency efforts.*

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)
Curwin Circle	276	758

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 _____ 18 Months X 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 X	\$232,000	MA06DEP0230195	closed		
FY 1996 X	\$230,000	MA06DEP0230196	closed		
FY 1997 X	\$138,000	MA06DEP0230197	closed		
FY1998 X	\$136,800	MA06DEP0230198	\$85,751		7 / 2000
FY 1999 X	\$99,413	MA06DEP0230199	\$99,413		1/ 2002

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 Lynn Housing Authority's PHDEP program is one component of an overall strategy that emphasizes family self-sufficiency and economic opportunity initiatives. While a major focus of the plan is to sustain decreases in crime incidents related to drugs through the Lynn Police Department's walking patrol, equal attention will be given to providing drug prevention and intervention activities. One of the most successful on-site resources that PHDEP has been able to support and will continue to do so is the provision of GED/ABE/ESL training for adults requiring job skills enhancement. Another major goal is to continue providing quality after school program alternatives for children of working parents – including educational and recreational activities. In addition, the PHDEP plan will support a case worker at the Family Investment Center, which will provide case management services including job referrals, post-placement support and homeownership counseling.

B. PHDEP Budget Summary

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

FY _99___ PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	\$16,000
9120 - Security Personnel	
9130 - Employment of Investigators	

9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	\$71,913
9170 - Drug Intervention	\$11,500
9180 - Drug Treatment	
9190 - Other Program Costs	
TOTAL PHDEP FUNDING	\$99,413

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: \$16,000	
Goal(s)	To continue decrease in drug related crime incidents and to reduce the level of domestic violence and on-site vandalism incidents.						
Objectives	To maintain visible police presence through walking patrol above baseline services.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicator
1. Lynn Police Dept. walking patrol			On-going		\$16,000		Monthly review of crime statistics
2.							
3.							

9160 - Drug Prevention						Total PHDEP Funding: \$71,913	
Goal(s)	To provide economic and educational opportunities for both adults and youth of the development as part of a comprehensive drug prevention program.						
Objectives	To educate adult and youth residents in the efforts of promoting self-sufficiency.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicator
1. Operation Bootstrap Instructor	50	adults	On-going		\$25,000	LHA \$15,000	Completion / progress accomplishments
2. FIC Caseworker	30	FSS participants	On-going		\$35,413	LHA \$1,000	Enrollment goals, number of homeowners
3. Youth Coordinator	40	youth	On-going		\$11,500	LHA \$8,100	Participation goals, attendance at activities

9170 - Drug Intervention					Total PHDEP Funding: \$11,500		
Goal(s)	To support the Work Force Unemployment Prevention Program.						
Objectives	To provide job training and life skills training for youth between the ages of 13 and 17.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicator
1. Work Force Instructor	20	Curwin youth	On-going		\$11,500	LHA \$8,100	School report cards, retention of part-time employment
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)
9110	\$4,000	\$14,000	\$8,000	\$16,000
9160 <i>Activity 1</i>	\$6,250	\$25,000	\$12,500	\$25,000
<i>Activity 2</i>	\$8,853	\$35,413	\$17,707	\$35,413
<i>Activity 3</i>	\$2,875	\$11,500	\$5,750	\$11,500
9170	\$2,875	\$11,500	\$5,750	\$11,500
TOTAL		\$97,413		\$99,413

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."

14. RESERVED FOR PET POLICY

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. XXYes 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:

Comment received from Resident Advisory Board Members:

Is there any possibility of a disabled person, who is unable to work, to be able to save money through an escrow account in a similar manner to the Family Self Sufficiency Program?

Concern for the ability of the housing authority to maintain flat rents in an unstable economy; and if there is a cash flow problem on behalf of the housing authority because of flat rents, will this ultimately come down on the tenant?

Concern for the rent standards paid under Section 8 subsidies. Rent subsidies sometimes do not allow a participant to find an adequate rental unit. Also, concerns regarding the extension process for finding suitable housing with a subsidy and the rent payment situation.

If the family public housing site did receive a Hope VI Revitalization Grant, what would occur at the current site. Would physical site improvements be addressed, as well as handicap accessibility?

Plan seems to be well put together and consistent.

Comment received from Public Hearing:

Sheila Casey –Neighborhood Legal Services, Lynn Massachusetts.

Her opinion is that landlords “do not want to participate in the Section 8 Program due to bad perception of the administration, i.e. checks late, having to always make repairs”

Also that we are not paying sufficient amounts in rent to keep subsidized tenants in rental units.

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

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

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

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: *City of Lynn*

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)

XX The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

XX The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

XX The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

XX Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

XX Other: (list below)

The LHA is the managing agent for the City of Lynn, for all CDBG and HOME funds as they relate to Housing Programs. As such, the LHA is working jointly, with the City of Lynn, in the preparation of the Consolidated Plan

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

D. Other Information Required by HUD

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

Attachments

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

PHA Plan Table Library

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

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number MA06PO2370699 FFY of Grant Approval: (10/1999)

XX Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	0
2	1406 Operations	0
3	1408 Management Improvements	187,152
4	1410 Administration	93,576
5	1411 Audit	0
6	1415 Liquidated Damages	0
7	1430 Fees and Costs	20,500
8	1440 Site Acquisition	0
9	1450 Site Improvement	136,133
10	1460 Dwelling Structure	287,800
11	1465.1 Dwelling Equipment-Nonexpendable	0
12	1470 Nondwelling Structures	0
13	1475 Nondwelling Equipment	600
14	1485 Demolition	0
15	1490 Replacement Reserve	0
16	1492 Moving to Work Demonstration	0
17	1495.1 Relocation Costs	0
18	1498 Mod Used for Development	0
19	1502 Contingency	0
20	Amount of Annual Grant (Sum of lines 2-19)	935,761
21	Amount of line 20 Related to LBP Activities	0
22	Amount of line 20 Related to Section 504 Compliance	292,433
23	Amount of line 20 Related to Security	0
24	Amount of line 20 Related to Energy Conservation Measures	142,100

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
I. Curwin Circle MA 23-1	A & E ITEMS		
	Management Office and Community Room Windows	1430	\$3,000
	Boiler Room Repairs	1430	\$7,500
	Oil Tank		\$10,000
		1430	
	CONSTRUCTION ITEMS		
	Site Drainage	1450	\$100,000
	Emergency Heating Repairs	1470	\$50,000
	Oil Tank Removal & Installation	1470	\$100,000
	Management Office and Community Room Windows	1470	\$10,000
	Construction of 3 Accessible Units	1460	\$206,300
	Heating and Hot Water Improvements	1460	\$81,500
	Subtotal 23-1 A& E		20,500
	Subtotal 23 -1 Construction		547,800
TOTAL 23-1		568,300	
II. M. Henry Wall Plaza 23-2	CONSTRUCTION ITEMS		
	Backflow Preventer	1475	\$600.
	Accessibility Improvements in Common Areas	1470	\$50,000
	Sidewalk Accessibility Improvements	1450	\$36,133
	Subtotal 23-2 A&E		0
	Subtotal 23-2 Construction		\$86,733

	TOTAL 23-2	\$86,733
MANAGEMENT IMPROVEMENTS		
Technical Assistance CGP and Mod	1408	\$10,000
Vacancy Turnaround	1408	\$25,753
Bilingual Application & Intake	1408	\$22,389
Computer Upgrade	1408	\$20,000
Update Purchase Procedures	1408	\$2,000
HOPE VI Development Consultant	1408	\$25,000
Summer Youth	1408	\$15,000
Update Accounting Procedures	1408	\$7,000
Drug Task Force	1408	\$12,000
Family Investment Center	1408	\$17,010
GAAP Training	1408	\$5,000
Training for Housing Staff	1408	\$2,000
Security Services at Wall Plaza	1408	\$24,000
Subtotal Management Improvements	1408	\$187,152
Subtotal Administration	1410	\$93,576
TOTAL Management Improvements & Administration	1410	\$280,728

**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)
MA 23-1 Curwin Circle	9/30/01	9/30/02
MA 23-2 Wall Plaza	9/30/01	9/30/02
Management Improvements		
Technical Assistance CGP and Mod	9/30/01	9/30/02
Vacancy Turnaround	9/30/01	9/30/02
Bilingual Application & Intake Services	9/30/01	9/30/02
Computer Upgrade	9/30/01	9/30/02
Update Purchasing Procedures	9/30/01	9/30/02
HOPE VI Development Consultant	9/30/01	9/30/02
Summer Youth Update	9/30/01	9/30/02
Accounting Procedures	9/30/01	9/30/02
Drug Task Force	9/30/01	9/30/02
Family Investment Center	9/30/01	9/30/02
GAAP Training	9/30/01	9/30/02
Training for Housing Staff	9/30/01	9/30/02

Security Services @ Wall Plaza	9/30/01	9/30/02
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Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

